

**CONTRACT**  
COLORADO SPRINGS UTILITIES  
PROCUREMENT & CONTRACTS OFFICE  
PO BOX 1103  
Colorado Springs, Colorado 80947-0920  
Phone (719) 668-3862 Fax (719) 668-3867

CONTRACT# SAMPLE

SELLER NAME SAMPLE SAMPLE PHONE SAMPLE FAX SAMPLE  
ADDRESS SAMPLE ZIP SAMPLE  
SOCIAL SECURITY OR FEDERAL TAX I.D. NO. \_\_\_\_\_ SELLER EMAIL \_\_\_\_\_  
REQUESTOR, DEPT. & ADDRESS \_\_\_\_\_  
BUYER & PHONE \*\*\*\*\*

This contract is made and entered into by and between Colorado Springs Utilities, an enterprise of the City of Colorado Springs, a Colorado home rule municipal corporation ("UTILITIES") and \_\_\_\_\_ as an independent contractor ("SELLER") as follows:

1. **SELLER** shall perform the following Work to Colorado Springs Utilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **COMPENSATION.** In consideration of the Work provided hereto, UTILITIES agrees to pay SELLER the sum of:  
\*\*\*\*\*  
( \$ ) \_\_\_\_\_, as follows: \_\_\_\_\_

Payment of undisputed invoices at the prices stipulated herein is due and payable \_\_\_\_\_ Days from UTILITIES receipt of a complete and accurate invoice for supplies or services accepted by UTILITIES. Each invoice shall be accompanied by supporting documentation as required by UTILITIES.

3. **TERM OF CONTRACT.** The term of this Contract shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and shall terminate on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, unless earlier terminated under this Contract, or otherwise agreed in writing by the parties. Specific delivery schedules are included in Article 1 above as applicable.

4. **NOTICE.** Any notice to either party necessary or required under this Contract shall be in writing, delivered to the person designated below at the indicated address unless otherwise designated in writing. All notices shall be personally delivered, sent by overnight delivery service, or mailed by certified mail, postage prepaid and return receipt requested. Notice given by personal delivery, overnight delivery, or mail shall be effective upon actual receipt.

FOR UTILITIES:  
Name \*\*\*\*\*  
Address \_\_\_\_\_  
City, State COLORADO SPRINGS, CO 80947-0920

FOR SELLER:  
Name \*\*\*\*\*SAMPLE\*\*\*\*\*  
Address \_\_\_\_\_  
City, State \_\_\_\_\_

IN WITNESS WHEREOF, the parties have executed this contract:

FOR UTILITIES: \_\_\_\_\_  
Signature  
Typed name \_\_\_\_\_  
Typed title \_\_\_\_\_  
DATED AT: COLORADO SPRINGS, COLORADO  
City State

FOR SELLER: \_\_\_\_\_  
Signature  
Typed name SAMPLE  
Typed title SAMPLE  
DATED AT: SAMPLE  
City State

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

THIS CONTRACT INCORPORATES ALL TERMS AND CONDITIONS LISTED ON THE FACE, GENERAL PROVISIONS I12-00076 ATTACHED HERETO AND ANY ATTACHMENTS IDENTIFIED IN ARTICLES 1 AND/OR 2 ABOVE. GENERAL PROVISIONS I12-00076 ARE AVAILABLE AT WWW.CSU.ORG