

## ATTACHMENT 3 SAMPLE USAGE REPORT SPREADSHEET

**Quarterly Usage Report:** Contractor must submit quarterly reports to the Contracting Officer assigned by the State to manage this contract. The contractor shall provide the State of Alaska with an electronic usage report (email), which will list the following information at the minimum: purchasing entity/state agency, date of purchase, state contract price, retail price, savings and any additional fees for each transaction. Purchases by non-state agencies, political subdivisions and others authorized by law shall be reported in the same report and indicated as required.

### SAMPLE USAGE REPORT SPREADSHEET

Vendor Name: Statewide Electrical Services - Contract # 17000xxxx								
Date of Service	Branch of Government	Dept/Div	Location/ Zone	Order Number	Type of Service	Total Cost (contracted hourly rates & discounted material costs)	Retail Cost (public hourly rate/list price)	Savings to the State
(sample)	State Of Alaska	Fish & Game	Anchorage, Central	D.O. 1001245	replace lamps/ballasts in office	\$750.25	\$875.75	\$125.50
Quarter 1 July 2017 - September 2017								
Date of Service	Branch of Government	Dept/Div	Location/Zone	Order Number	Type of Service	Total Cost (contracted hourly rates & discounted material costs)	Retail Cost (public hourly rate/list price)	Savings
Quarter 2 October 2017 - December 2017								
Date of Service	Branch of Government	Dept/Div	Location/Zone	Order Number	Type of Service	Total Cost (contracted hourly rates & discounted material costs)	Retail Cost (public hourly rate/list price)	Savings
Quarter 3 January 2018 - April 2018								
Date of Service	Branch of Government	Dept/Div	Location/Zone	Order Number	Type of Service	Total Cost (contracted hourly rates & discounted material costs)	Retail Cost (public hourly rate/list price)	Savings
Quarter 4 May 2018 - June 2018								
Date of Service	Branch of Government	Dept/Div	Location/Zone	Order Number	Type of Service	Total Cost (contracted hourly rates & discounted material costs)	Retail Cost (public hourly rate/list price)	Savings

These reports are due within thirty (30) days of the *end of a quarter* in accordance with the Invitation to Bid (ITB) and Contract Award. Failure to provide a quarterly usage report is a material breach of contract and may be grounds for suspension or termination of the contract award. An electronic version of Attachment 3 (Excel spreadsheet) will be provided to all bidders who receive Contract Awards.

This spreadsheet will be used in reporting usage and spend.

Reporting Period	Report Due Date
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Oct 30
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Jan 30
State Fiscal Quarter 3 (Jan 1 - Mar 31):	April 30
State Fiscal Quarter 4 (Apr 1 - Jun 30):	July 30