



# St. Johns River

## Water Management District

Ann B. Shortelle, Ph.D., Executive Director

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4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500  
On the Internet at [floridaswater.com](http://floridaswater.com).

### **QUOTATION REQUEST**

**Date:** October 15, 2020

**To:** Potential Respondents

**From:** Debi Edwards Procurement Specialist

Voice #: 386-329-4866 Email: [dkedwards@sjrwmd.com](mailto:dkedwards@sjrwmd.com) Fax #: 386-329-4546

**Subject:** Quote Request #36245 for Service Mowing in the District's North, South and Central Regions

The St. Johns River Water Management District (District) is requesting quotations for the above referenced mowing services as outlined in the attached Statement of Work (SOW) Exhibit 1. Contractor shall submit the attached Quote Cost Schedule (Exhibit 2) to be considered, including the below referenced documentation. Respondent may bid on any or all regions.

Respondent must complete the Qualification Forms (General and Similar Projects) Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two projects of a similar nature (mowing services as detailed in the SOW, Exhibit 1), within the three years immediately preceding the date for receipt of this Quote. Each project must have had a dollar value of at least \$25,000.

Failure to include these forms with the quote may be considered non-responsive.

Award shall be based on the lowest total cost by Region. The quote shall include all labor, materials, insurance, and other related costs for the products described in the attached SOW.

The District reserves the right to issue multiple agreements, but reserves the right, at its discretion, to reject all quotes.

**Responses are due before 2:00 PM on Wednesday October 28, 2020**, and must be submitted as an attachment to an e-mail (in a PDF format) to [dkedwards@sjrwmd.com](mailto:dkedwards@sjrwmd.com)

#### Inquiries and Addenda

- a. District staff are not authorized to orally interpret the meaning of the Quote Request package, or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Quote Request documents, but the Respondent is ultimately responsible for submitting the quote in the appropriate form and in accordance with written procedures.
- b. Submission of a quote constitutes acknowledgment of receipt of all addenda. Quotes will be construed as though all addenda had been received. Failure of the Respondent to receive any

addenda does not relieve Respondent from any and all obligations under the quote, as submitted. All addenda become part of the Agreement.

Unless all quotes are rejected, a contract substantially in the form included in this quotation request documents will be provided to the Successful Respondent(s), who must execute and return the Agreement to the District within ten days of the date of receipt, along with the following:

- a. A completed Internal Revenue Service Form W-9;
- b. Satisfactory evidence of all required insurance coverage;
- c. Proof satisfactory to the District of the authority of the person or persons executing the Agreement on behalf of Respondent;
- d. All other information and documentation required by the Agreement.

The District will not execute the Agreement until the above documents have been executed and delivered to the District. The Agreement will not be binding until executed by the District. A copy of the fully executed Agreement will be delivered to the Successful Respondent(s). The District reserves the right to cancel award of the Agreement without liability at any time before the Agreement has been fully executed by all parties and delivered to the Successful Respondent.

Failure upon the part of the Successful Respondent to execute the Agreement or timely submit the required evidence of insurance coverage, or any other matter required by the Agreement, will be just cause, if the District so elects, for the recommended award to be annulled. Submittal of a quote binds the Successful Respondent to perform the Work upon acceptance of the quote and execution of the Agreement by the District.

NOTE: Please check the box provided below if you are unable to provide a quotation for this item at this time and return this page to my attention at dkedwards@sjrwmd.com.

I am unable to provide a quotation at this time for the following reason(s):

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\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Respondent's Company Name

Please contact me if you have any questions regarding this quotation request.  
Thank you.

Attachments:

- Exhibit 1 - Statement of Work
- Exhibit 2 – Cost Schedules
- Exhibit 3 – Qualifications
- Exhibit 4 – Insurance Requirements
- Draft Agreement

**EXHIBIT 1 - STATEMENT OF WORK  
SERVICE MOWING FOR THE NORTH, SOUTH AND WEST REGIONS**

**I. INTRODUCTION/BACKGROUND:**

The St. Johns River Water Management District (District) is responsible for managing groundwater and surface water resources in all or part of 18 counties in northeast and east-central Florida. One of the District's core missions is flood control. Flood control responsibilities include maintenance of levees and water control structures. The District also owns and/or manages nearly 700,000 acres which is open for public recreation. Maintenance of levees, structures, roads, and trails is vital to the operational integrity of the District's flood control system and public recreation activities.

Maintenance mowing of vegetated levees, roads, trails, and rights-of-way (ROW) also ensures adequate safe access for maintaining and inspecting the flood control system and public recreational areas. This Statement of Work (SOW) is for Service Mowing services which are routinely required within these areas. The type and frequency of mowing varies by property, but shall conform to the specifications and performance standards described within this SOW. There are six (6) Regions that the District is solicited mowing services for, defined as the North, North Central, South Central, Southwest, West and South Regions. The actual mowing location(s), acreage and frequency of mowing for the North, South, and West Regions can be found in Appendix A of this SOW.

**II. OBJECTIVES:**

The objective is to provide Service Mowing services to ensure access and minimize erosion on District properties, make it easier for the public to observe signage and prevent interference with operational efficiency by maintaining desirable vegetation height and coverage.

**III. DEFINITIONS**

Vegetation: Non-woody plants consisting of planted and natural grasses, weeds and other natural vegetation that have been previously mowed.

Mowing Cycle: The amount of mowing to complete one mow of all properties specified within the Work Order. Multiple mowing cycles are issued within each Work Order

Mowing Cycle Length: The amount of time allotted by the District to finish one complete mowing cycle for the properties specified in the Work Order.

Modified Monthly: Three mowing cycles evenly spaced during the months of October through March and once per month during the months of April through September; for a total of nine (9) mowing cycles per Contract year.

Modified Semi-Monthly: Two mowing cycles evenly spaced between October and February, one mowing cycle each month from March through May, and two mowing cycles each month from June through September, for a total of thirteen (13) mowing cycles per Contract year.

Open Area Mowing: Mow all open area within fence and ROW boundary, including 5-foot past internal gate(s) to maintain open area. String or Blade trim around all types of fencing present and

around all amenities within the open area. Open areas can include, but not limited to parking areas, recreational sites, hiking trails, etc.

Standard Feature Mowing: A feature can be any manmade structure, sign, kiosk, gate, survey markers, transformers, observation towers, headwalls, etc.; the service mowing shall include mowing or trimming around these structures a minimum of 5-feet. This distance should be adequate for a zero-turn mower to complete the mowing if within the limits of the Open Area or for a flexible wing rotary cutter to transition to large machine mowing.

String or Blade Trimmers: Work completed with a brush cutting or string trimming equipment performed around manmade structures, gates, bridges, towers, headwalls, fence post, power poles with transformers/meters, walkways, telemetry sites survey markings, signage posts and other man-made structures in mowing areas.

#### **IV. SCOPE OF WORK:**

The Contractor shall provide all supervision, labor, and equipment necessary to complete the required Service Mowing specified herein. Mowing is performed year-round in all six Regions.

Service mowing (Zero-turn, Trimmer, etc.): Requires all vegetation within the designated work area be cut to a consistent height that will be generally between two inches and four inches depending on vegetation type and ground level or as specified by the District Project Manager. Mowing area shall be the entire project area and/or a minimum of five feet around each feature, unless otherwise indicated by the District Project Manager. Brush/limb trimming on new growth shall be performed around trees, fencing, signs, gates, structures, bridges, culverts, walkways, benches, telemetry sites survey markings, power poles with meters and other man-made structures as required to maintain minimum mowing requirements.

Equipment shall be mechanically sound and capable of operating safely. It is the Contractor's responsibility to maintain machines in operating order and to provide an inventory of parts in sufficient quantities to minimize down time and ensure that mowing services are performed adequately.

#### **MINIMUM EQUIPMENT REQUIREMENTS**

##### **Zero Turn Mower**

The mower shall be a commercial grade zero turn, with a high production mower and a cutting deck of no less than 60 inches.

##### **Trimmer**

Trimmer(s) shall be a commercial grade gas with blade head and string to trim/mow.

#### **V. TASK IDENTIFICATION:**

The area and limits of mowing have been established and are distinguishable in the field. Areas have been inventoried and quantified by the District. Any discrepancies or disagreements concerning quantities, mowing boundaries or safety will be mutually resolved prior to beginning work in any area in question.

**Contractor's Responsibilities:**

- Prior to commencement of any work, attend a prework conference with the District's Project Manager to discuss all aspects of the work.
- Mow all areas specified on the Work Order. Complete each mowing cycle in the timeframe allotted. The District may require additional acreage, areas, and/or mowing cycles to be mowed at any time during the Contract period. Additionally, the District may decide not to mow any or a portion of an area dependent upon weather conditions, ROW conditions, budgetary constraints or other factors that would be in the best interest of the District.
- Provide all supervision, labor, equipment, fuel, tools, etc. to complete the required service mowing as specified in each individual work order.
- Provide the District's Project Manager with a proposed schedule to complete all work identified in each Work Order.
- Provide the District's Project Manager with a weekly progress report. The format and content of the weekly progress report shall be agreed upon at the prework conference
- Adhere to any mowing restrictions dictated by hunt season dates. These restrictions will be noted in each work order. For a list of all anticipated hunt season dates, see Appendix B.
- Understand that Work may be performed in remote areas and under extreme conditions including, but not limited to, high temperatures and humidity as well as exposure or close proximity to stinging/biting insects, snakes, alligators, etc. The Contractor shall at no time hunt, fish, approach, attack, harm, harass, handle or remove any animal or plant species from District lands.
- Adhere to the following performance standards:
  - Each mowing cycle for a region shall be completed in its entirety prior to beginning another cycle in that Region unless otherwise directed by the District Project Manager.
  - Mowing areas of different widths shall be connected with smooth flowing transitions. Mowing shall be performed in such a manner to result in a stand of mowed grass or vegetation cut uniformly with no streaks when several passes are required (a six to twelve-inch overlap into cut area is required to ensure no streaking).
  - The accumulation of windrows or piles of cuttings will not be permitted. In areas where this does occur, the contractor shall re-mow the area to eliminate this concern.
  - Where landscaping has been established or natural landscaping has been preserved, mowing shall occur to the established mowing contours around landscaping.
  - Contractor is not required to remove grass or other vegetation cuttings from the right-of-way, nor is the Contractor required to rake or pick up the cuttings.
  - Contractor shall be responsible for the pickup and removal from the right-of-way of any obstacle and/or debris such as paper, cardboard, wood, tires, small trees (less than 4-inches in diameter) and other items in the mowing area that cannot be traversed by the mowing equipment. It is the Contractor's responsibility to remove any foreign item that would be torn, ripped, scattered or further sub-divided by the mower that is not part of the natural terrain. Contractor shall exercise the necessary care to prevent creation of litter by its operation. If objects in the mowing area are greater than 4-inches in diameter and/or cannot be removed by Contractor, the District's Project Manager shall be contacted to have the object removed so that mowing will be continuous.
  - All gates shall be opened and/or locked by the Contractor. It is the Contractor's responsibility to keep the area secured during all mowing operations. The Contractor shall immediately secure all gates and entry barriers as soon as the equipment has been moved through the gate. The Contractor may be held liable for livestock that escape

and/or damage that occurs as a result of negligence and failure to secure the ROWs in a timely manner.

**District Responsibilities:**

- Conduct a prework conference with the Contractor to discuss all aspects of the work.
- Issue a Work Order prior to mowing commencement.
- Meet with the Contractor after the Work Order has been issued and discuss any concerns with completing the mowing cycle(s).
- Provide maps of each property and areas. These maps will be both hard copy and via GIS.
- Supply Chubb keys or lock combinations for District gates. The Contractor is liable for any locks or keys that are missing during mowing operations; and may be invoiced at the current replacement cost for each missing lock or key.
- Provide staff to conduct quality control inspections of all mowing operations, before, during and after mowing, and invoice verification upon completion of work.

**VI. TIME FRAMES AND DELIVERABLES:**

Contractor shall mobilize and initiate mowing within 7 days of work order's effective date, unless a specific date is provided in the Work Order.

The mowing operation is limited to daylight hours and by the hunting schedule on specific properties. At the direction of the District's Project Manager, some areas may exclude mowing on certain days if it conflicts with other activities. Any deviations from the schedule must be approved by the District's Project Manager in writing prior to commencement of work.

Contractor shall consult with District's Project Manager or representative for inspection and approval of the quality of work being accomplished. In the event of unsatisfactory work, Contractor shall take corrective action in these areas so that the total mowing cycle may be completed in a satisfactory manner.

Contractor is responsible for submitting a monthly work schedule to the District's Project Manager prior to initiating any work under each work order. Contractor shall also provide a weekly progress report of completed work. This notification is necessary to arrange verification of completed work by District's inspection staff. Specific protocols and procedures for notification and verification shall be determined by the District and agreed to by the Contractor at the pre-work conference.

Invoices shall be submitted in accordance with individual Work Orders (or requests) for each property completed and accepted by the District's Project Manager or representative based on the Cost Schedule.

**VII. PROJECT MANAGEMENT**

Steve Turrentine  
(352)-821-1249  
sturrentine@sjrwmd.com

**EXHIBIT 2 – COST SCHEDULE  
QUOTATION REQUEST  
RESPONSES ARE DUE BY 2:00 P.M. WEDNESDAY OCTOBER 28, 2020**

To: ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

Re: Quotation Request for mowing services with the District’s North, Central and Southern Regions. Award of this quote shall be based on the lowest total cost by Region. The undersigned proposes to perform the Work for the price contained in the following schedule (fill in all blanks). If said bid exceeds the estimated amount previously provided, the District expressly reserves the right to increase, decrease, or delete any class, item, or part of the Work, as may be determined by the District.

RESPONDENTS ARE INVITED TO BID ON ANY OR ALL REGIONS. The Contract(s) will be awarded to the lowest responsive and responsible Respondent(s) for the Total Bid Cost of each region.

Should a Successful Respondent be unable at any time to accomplish the Work, the Successful Respondent in an adjacent region or the second low Respondent for the same region may be contacted to provide the required Work. Costs must include, but not be limited to, equipment, labor, supervision, and incidentals necessary to complete all activities specified. Unit costs are required for each line item for each region to be bid on.

I HEREBY ACKNOWLEDGE, as Respondent’s authorized representative, that I have fully read and understand all terms and conditions as set forth in this quote request and upon award of such quote, shall fully comply with such terms and conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent (firm name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Typed name and title

\_\_\_\_\_  
Fax number

-Cost Schedule Continued on next page-

**WEST REGION  
COST SCHEDULE**

<b>Property Name</b>	<b>Total Service Mowing (acres)</b>	<b>Estimated Yearly Mowing Cycles</b>	<b>Cost Per Mowing Cycle</b>	<b>Total Cost Per Year</b>
Rice Creek Conservation Area	0.51	9	\$	\$
Newnan's Lake Conservation Area	5.30	9	\$	\$
Longleaf Flatwoods Reserve	3.30	9	\$	\$
Lochloosa Conservation Area	2.60	9	\$	\$
Orange Creek Conservation Area	4.90	9	\$	\$
Silver Springs Forest	2.20	9	\$	\$
<b>TOTALS</b>	<b>18.80</b>	<b>TOTAL BID COST</b>		<b>\$</b>

**COST PER ACRE \$**

**NORTH REGION  
COST SCHEDULE**

<b>Property Name</b>	<b>Total Service Mowing (acres)</b>	<b>Estimated Yearly Mowing Cycles</b>	<b>Cost Per Mowing Cycle</b>	<b>Total Cost per Year</b>
Bayard Conservation Area	9.50	9	\$	\$
Deep Creek- Lambert Tract	0.40	9	\$	\$
Deep Creek Yarborough Tract	0.60	9	\$	\$
Dunns Creek Conservation Area	1.80	9	\$	\$
Gourd Island Conservation Area	0.20	9	\$	\$
Moses Creek Conservation Area	1.30	9	\$	\$
Murphy Creek Conservation Area	0.30	9	\$	\$
Stokes Landing Conservation Area	0.40	9	\$	\$
Twelve Mile Swamp Conservation Area	0.50	9	\$	\$
<b>TOTALS</b>	<b>15.00</b>	<b>TOTAL BID COST</b>		<b>\$</b>

**COST PER ACRE \$**



**SOUTH REGION  
COST SCHEDULE**

Property Name	Total Service Mowing (acres)	Estimated Yearly Mowing Cycles	Cost Per Mowing Cycle	Total Cost Per Year
AP-1 Recreation Area	.90	13	\$	\$
512 Recreation Area	2.00	13	\$	\$
C54 Parking Area	0.10	13	\$	\$
Stick Marsh Recreation Site	2.00	13	\$	\$
Tom Lawton Recreation Area	5.00	13	\$	\$
Taylor Creek	1.00	13	\$	\$
Bull Creek	2.00	13	\$	\$
Sawgrass Lake	0.10	13	\$	\$
Three Forks	14.20	13	\$	\$
TM Goodwin	0.50	13	\$	\$
C54 Canal	6.10	13	\$	\$
Fellsmere WMA	5.50	13	\$	\$
Micco SWP	1.50	13	\$	\$
Blue Cypress WMA	1.70	13	\$	\$
Fort Drum	3.00	13	\$	\$
<i>TOTALS</i>	<i>45.60</i>		<i>TOTAL BID COST</i>	\$

COST PER ACRE \$

**APPENDIX A  
NORTH, SOUTH AND WEST AND SOUTH REGIONS MOWING LOCATION(S),  
ACREAGE AND FREQUENCY  
INCLUDED AS A SEPARATE EXCEL SPREAD SHEET**

**APPENDIX B  
SITE MAPS FOR EACH REGION INCLUDED AS SEPARATE PDF FILE**

**APPENDIX C  
2020-2021 HUNT SEASON DATES INCLUDED AS A SEPARATE FILE**

**ATTACHMENT 3 – QUALIFICATION FORM**  
**QUALIFICATIONS - GENERAL**

**(This form to be included with quote submittal)**

As part of the quote request, Respondent shall complete the following so that the District can determine Respondent's ability and experience regarding the proposed request.

Name of Respondent:

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Respondent's tax identification No.: \_\_\_\_\_

Year company was organized/formed: \_\_\_\_\_

Number of years Respondent has been engaged in business under the present firm or trade name:

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Total number of years Respondent has experience in similar work described in this request:

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Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

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Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this bid or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

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Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

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**QUALIFICATIONS – SIMILAR PROJECT**

**Include this form in the response**

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two similar projects within the three years immediately preceding the date set for receipt of the response. Each project shall have had a project value of at least \$25,000. Each of the projects will be used as a reference (Add additional sheet for optional additional completed projects.)

**Completed Project 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
 (month/year) (month/year)

Name(s) of assigned personnel:

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

**Completed Project 2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
 (month/year) (month/year)

Name(s) of assigned personnel:

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

## ATTACHMENT B - INSURANCE REQUIREMENTS

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Contractor's General Liability policy shall name the *St. Johns River Water Management District ("District") as Additional Insured.* All required policies shall include: (1) endorsement to give the District no less than thirty (30) days-notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Contractor must provide a completed District "Affidavit (Non-Construction)" for non-construction contracts. Contractor is solely responsible for compliance with any Federal workers' compensation laws such as Jones Act and USL&H Act, including any benefits available to any workers performing work on this project.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$300,000 for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** Minimum requirements of Florida law.

**ATTACHMENT C — DISTRICT’S SUPPLEMENTAL INSTRUCTIONS (sample)**

DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO:

FROM: \_\_\_\_\_, Project Manager

CONTRACT/PURCHASE ORDER NUMBER:

CONTRACT TITLE:

The Work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor changes to the work as consistent with the Contract Documents and return to the District’s Project Manager.

1. CONTRACTOR’S SUPPLEMENTAL INSTRUCTIONS:
2. DESCRIPTION OF WORK TO BE CHANGED:
3. DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS: \_\_\_\_\_.

**Contractor’s approval: (choose one of the items below):**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(It is agreed that these instructions shall not result in a change in the Total Compensation or the Completion Date.)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Contractor agrees to implement the Supplemental Instructions as requested but reserves the right to seek a Change Order in accordance with the requirements of the Agreement.)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_, District Project Manager

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_, District Contracts Administrator

cc: Contract/Purchasing file  
Financial Management

**ATTACHMENT D — SAMPLE WORK ORDER  
WORK ORDER AUTHORIZATION**

**Contract number** \_\_\_\_\_

**Contract name:** \_\_\_\_\_

**Work Order No.:** \_\_\_\_ **Project name:** \_\_\_\_\_

**Work Order encumbrance number:** \_\_\_\_

**Work Order funding limit:** \$ \_\_\_\_\_

**To**  
:

**From:** Steven Turrentine, Project Manager

**Type of Work Order:**

- Type 1 (hourly)
- Type 2 (fixed price) \$ \_\_\_\_\_
- Email: \_\_\_\_\_

**Work Order Manager (if appropriate):**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_ All work shall be accomplished in accordance with the attached Statement of Work, Attachment A. Invoices shall reference the Contract number, Work Order number, and Work Order Encumbrance number; include the information required; and be submitted \_\_\_\_\_ to the Director, Office of Financial Services.

**Special note:** \_\_\_\_\_

**Commencement Date:** Work is authorized to proceed (CA: use one of the following) on the date this Work Order is executed by the District on \_\_\_\_\_. **Commencement of the work authorized herein prior to execution of this Work Order by Contractor constitutes acceptance of all terms and conditions of this Work Order.** Payment will not be made until this Work Order has been signed by Contractor and received by the District.

**Completion Date:** All work pursuant to this Work Order shall be completed by \_\_\_\_\_ (Completion Date). The Completion Date, if extended pursuant to the above-referenced contract governing this Work Order, shall not be extended beyond the current District fiscal year, ending on September 30, 20\_\_\_. All invoices shall be submitted pursuant to the above-referenced contract and are subject to a ten percent penalty if submitted later than October 30, 20\_\_\_.

\_\_\_\_\_  
District Date

Acceptance of terms and conditions:

\_\_\_\_\_  
Contractor Date