

Appendix F – Task Order

BUS MAINTENANCE SERVICES

Task Order No. _____

Task Order Name _____

In accordance with the Standard Terms and Conditions to furnish Bus Maintenance Services to the City of Albany, Oregon, the City of Albany Representative authorizes Contractor to complete the scope of work defined in this Task Order according to the schedule and budget defined herein.

Scope of Work

Overview

[click here to type]

Deliverables

[click here to type]

Compensation

Compensation shall be in accordance with the provisions of the **Standard Terms and Conditions** between the City of Albany and Contractor and the Price Proposal and Rate Schedule. The current authorized compensation limit for services performed under this Task Order No. _____ shall not exceed the total amount shown in Table 1 without written authorization from the City Representative for the City of Albany.

If additional funds are required to complete services not defined herein, Contractor shall notify the City Representative and request written authorization to amend this Task Order to include additional work and adjust the compensation and schedule accordingly.

The fee associated with this Task Order is summarized in Table 1.

Table 1. Summary of Task Order Cost Estimate

Item	Item Name	Labor Hours	Labor Cost	Expenses	Total Cost
Total					

NOTE: If amended to add items, itemize all previously authorized items so that this table shows the total cumulative amount authorized under this Task Order.

Schedule

Work is to begin on _____ and be completed by _____.

This Task Order shall be in full force and effect upon signature of authorized representatives for Contractor and the City of Albany, Oregon.

CONTRACTOR:

Date: _____

Signature: _____

By: _____

Title: _____

CITY OF ALBANY, OREGON:

Date: _____

Signature: _____

By: _____

Title: _____