
**PART 1
JOB ORDER ASSIGNMENT
PROPOSAL REQUEST**

SOLICITATION NO.: CLMB312 **DATE:** **CONTRACT NUMBER:**

Fund:	Department:	Unit:
-------	-------------	-------

TO: CONTRACTOR:

FROM: OWNER:

Scott K. Hilton, Sr.
JOC Contract Administrator
Contract Management
City of Austin

Project Manager:

City of Austin

PLEASE PROVIDE A PROPOSAL FOR THE FOLLOWING JOB ORDER ASSIGNMENT:

ASSIGNMENT/SUBPROJECT NAME:

ASSIGNMENT/SUBPROJECT DESCRIPTION: (including Scope of Work, Proposed Schedule, and other requirements, including JOA-specific Section 00810 Supplemental General Conditions, etc.):

PROPOSAL REQUIREMENTS:

- Performance Bond - JOA \$100,000 or greater
- Payment Bond - JOA \$50,000 or greater
- Other specific insurance requirements (stated in attached JOA-specific 00810)
- Proposed Work Schedule

Reference Attachments: (for example)

- *Section 00810JOC or JOA-specific Section 00810*
- *Technical Specifications and Drawings*
- *MBE/WBE Goals / Subcontractor Utilization Form*
- *Other*

LIQUIDATED DAMAGES FOR FAILURE TO ACHIEVE FINAL COMPLETION ON TIME, which are difficult to estimate, determine and accurately specify. Therefore the Parties agree that, if Final Completion of a Job Order Assignment is not attained by the Scheduled Assignment Final Completion Date for that Assignment, Owner will be damaged thereby and Contractor will pay Owner the amount specified in the Job Order Assignment, not as a penalty, but as liquidated damages for each day that Assignment Final Completion is extended.

\$ per working day

**PART 2
JOB ORDER ASSIGNMENT
PROPOSAL**

UPB Line Items and Unit Cost (including Austin City Cost Index) Total:	\$
Contractual Coefficient Factor - Materials	\$
Contractual Coefficient Factor - Labor	\$
TOTAL COST OF ASSIGNMENT:	\$

Reference Attachments: (for example)

- UPB Line Item Price Listing Sheets
- Subcontractor Utilization Form
- Payment Bond/ Performance Bond/ Insurance Certificate
- Work Schedule

Contractor

_____, Inc., a _____

By: _____

Name: _____

Title: _____, Authorized Representative

Date: _____, 201__

**Owner
City of Austin, Texas**

By: _____

Name: _____

Title: _____, Authorized Representative

Date: _____, 201__

Approved as to Form:

By: _____
Assistant City Attorney

**PART 3
JOB ORDER ASSIGNMENT
NOTICE TO PROCEED**

When executed by the OWNER in the space provided below, and delivered to the CONTRACTOR, the CONTRACTOR is authorized to proceed with work as described in the PROPOSAL REQUEST (PART 1), on (enter start date) for the amount indicated above in the JOB ORDER ASSIGNMENT PROPOSAL (PART 2), in accordance with the contract referenced above and hereby incorporated herein.

Final Completion Date for Job Order Assignment: _____

OWNER:

JOC Administrator
Contract Management Department

Owner's Representative
(Department Name)

Date: _____

Date: _____