
JOB ORDER ASSIGNMENT - PROPOSAL REQUEST

SOLICITATION NO.:

DATE:

CONTRACT NUMBER:

Fund:

Department:

Unit:

TO: CONTRACTOR:

FROM: OWNER:

JOA Administrator: Scott K. Hilton, Sr.
Contract Management Department
City of AustinProject Manager:
(Department Name)
City of Austin
(Address)

PLEASE PROVIDE A PROPOSAL FOR THE FOLLOWING JOB ORDER ASSIGNMENT NO
LATER THAN :

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:

- UPB Line Item Price Listing Sheets
- Subcontractor Utilization Form
- Payment Bond (if \$50,000 or more)
- Performance Bond (if \$100,000 or more)
- Insurance Certificate
- Proposed Project Schedule

Reference Attachments:

- JOA-Specific Section 00810JOC (if applicable)
- Technical Specifications
- Drawing
- 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

JOB ORDER ASSIGNMENT – PROPOSAL

THE PROPOSED BUDGET FOR THIS JOB ORDER ASSIGNMENT IS: \$

Total of UPB Line Items and Unit Cost (attached)	\$
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 (if \$50,000 or more)
- Performance Bond (if \$100,000 or more)
- Insurance Certificate
- Proposed Project Schedule
- Other

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

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, on (enter start date) for the amount indicated above, in accordance with the contract referenced above and hereby incorporated herein.

Final Completion Date for Job Order Assignment: _____

OWNER:

Scott K. Hilton, Sr., JOA Administrator
Contract Management Department

Date: _____

FORM