



## ATTACHMENT E: SAMPLE FORMS

Work Title:

Location\*:

\*include zip code of work location

Funding Agency:

Job Order Contract No.:

DES Project No.:

JOC Contractor Ref.:

Other Agency Ref.:

Work Order No.:

Modification No.:

**Section 1: Work Order Request**

Date of Request:

**Brief Description of Work:** Agency/Requester requirements consisting of an overall statement of work and objectives. Attach any sketches, plans, and/or photos, exclusions, and a detailed Scope of Work

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MODIFICATION REASON FOR CHANGE:  Design Errors  Design Omissions  Agency  Latent Conditions  Code Req.  Value Engineering

**Schedule of Work:** Desired start date, substantial completion date, other dates that are required by Agency/Requester\*

\* Include Liquidated Damages as part of Schedule of Work if they are to be applied to this Work Request

**Special Requirements:** Design requirements, dimensions, quantities, materials, finishes, component types or brands

A/E for this Work Order:	A/E not utilized <input type="checkbox"/>
RCW 39.10.450 (8) Conditions apply for Apprenticeship (WO >\$350k & >600 Single Trade mhs)	Apprenticeship <input type="checkbox"/>
	Apprenticeship n/a <input type="checkbox"/>
Scope includes hazardous material abatement and associated Insurance Requirements (JOC Manual Section 2.02.B.5)	Hazardous Waste <input type="checkbox"/>

Contacts	Name	Organization	Email	Phone
Requested by:				
JOC Project Manager				
Owner/DES PM				
Cost Engineer	Brian Thomas	DES	<a href="mailto:brian.thomas@des.wa.gov">brian.thomas@des.wa.gov</a>	360 280 2781

Work Title:

Location\*:

\*include zip code of work location

Funding Agency:

Job Order Contract No.:

DES Project No.:

JOC Contractor Ref.:

Other Agency Ref.:

Work Order No.:

Modification No.:

Date of Proposal:

Completion (Days from NTP):

Liquidated Damages: \$  -

JOC Firm:

Brief Description of Work: additional information can be found on the attached Scope of Work or on page 1

CSI / Summary of Work Order Items Listed in Unit Price Book

CSI or item #	Description of Base Bid Items	Bare Cost Total	City Cost Index	Contractor Coefficient	Division Total Price
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
		\$ -			\$0.00
<b>Total of all base items listed in Price Book:</b>					<b>\$0.00</b>

Work Order Items Not Listed in Unit Price Book (This cannot exceed 20% of the total work order.)

Item No	Work Item Description: Include type of material, manufacture name, part number, type of work...	Materials			Labor		OH&P	Item Price
		Units	Qty	Unit Material Price	Labor Hours	Unit Labor Price		
1				\$ -		\$ -		\$ -
2				\$ -		\$ -		\$ -
3				\$ -		\$ -		\$ -
4				\$ -		\$ -		\$ -
5				\$ -		\$ -		\$ -
<b>Total of all items not listed in Price Book</b>								<b>\$ -</b>

<b>Total Work Order Amount</b>			<b>\$0.00</b>
<b>Washington State Sales Tax</b>		<b>% in loc. city</b>	<b>\$0.00</b>
<b>Total Funding Amount</b>			<b>\$0.00</b>

	Approved signatures	Date:	Note: 1: This Work Order Proposal becomes an authorized Work Order when signed by APM.
JOC Contractor			
Project Manager			
Client Authorized Funding			
Cost Engineer			
Assistant Program Manager (APM)			

Notice to Proceed (NTP) DATE \_\_\_\_\_



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501  
PO Box 41476, Olympia, WA 98504-1476

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RE: Contract No. \_\_\_, Work Order No. \_\_\_  
Project No. \_\_\_

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NOTICE TO PROCEED

This is your official notice to proceed with the work for Work Order No. \_\_\_ on \_\_\_. Enclosed is a copy of our executed Work Order.

Please complete and have approved by L & I the “Intent to Pay Prevailing Wages” forms for yourself and any Subcontractors. These forms must be submitted to me with your first invoice voucher.

In accordance with the “*General Conditions for Washington State Facility Construction, PART 5.20*”, the Contractor shall provide all subcontractor/supplier and payment data on a monthly basis. This information must be entered into the DES Diversity Compliance system (B2Gnow) at <https://des.diversitycompliance.com>. Failure to do so may result in Owner withholding payment. Invoice voucher forms and instructions can be obtained at <http://www.des.wa.gov/services/facilities/Construction/Forms/Pages/Forms.aspx>.

Should you have any questions or concerns, please call me at (360) 407-\_\_\_.

Sincerely,

pm  
title

—:—

cc: agency

comtpJOC

Contract No. \_\_\_\_\_  
Project Description Job Order Contracting Services  
Location \_\_\_\_\_  
Date \_\_\_\_\_

**STATE OF WASHINGTON PUBLIC WORKS  
JOB ORDER CONTRACT (JOC)**

For DEPT. OF ENTERPRISE SERVICES, FACILITY PROFESSIONAL SERVICES

THIS CONTRACT, made and entered into this \_\_\_ day of \_\_\_, \_\_\_, shall be the agreed basis for performing the following work by and between the State of Washington, Department of Enterprise Services, Engineering & Architectural Services, hereinafter referred to as the Owner, and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail \_\_\_\_\_

hereinafter referred to as the Job Order Contractor.

WITNESSETH: Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

**FIRST: Contents of Contract**

The Job Order Contractor accepts the relationship of trust and confidence established by this Contract. The Job Order Contractor further agrees to cooperate with all interested parties and utilize the Job Order Contractor's best skills, efforts, and judgment in furthering the interests of the Owner.

The contract documents shall include, but shall not be limited to this Contract, the accepted Bid Proposal, the \_\_\_ (insert project number) Job Order Contract Manual, and the Request for Proposals.

**SECOND: Time of Completion**

The work as agreed to in this Contract shall commence upon the receipt of the Owner's Notice to Proceed. The Job Order Contract shall be completed at the end of twenty-four months from the date of the Owner's Notice to Proceed, unless modified and approved by the Owner and the Job Order Contractor.

The Job Order Contractor agrees to coordinate with the Owner to develop an acceptable schedule for the work under each Work Order and shall be required to adhere strictly to the performance schedule established in each Work Order. The Job Order Contractor further agrees that, from the compensation otherwise to be paid, the Owner may retain a specific monetary sum for each calendar day thereafter that the work for each Work Order remains uncompleted. The sum is agreed upon as the liquidated damages that the Owner will sustain in case of failure of the Job

Order Contractor to complete the work prior to the date of substantial completion for the specific Work Order. This sum is not to be construed as a penalty in any sense.

THIRD: Contract Cost and Bid Coefficients

- A. First Year Not to Exceed Contract = \$ \_\_\_\_\_
- B. Not to Exceed Contract over the first two years = \$ \_\_\_\_\_
- C. If extended one year, Not to Exceed Contract over three years = \$ \_\_\_\_\_
- D. Minimum Committed Contract Amount = \$ \_\_\_\_\_
- E. Coefficients to be applied to Unit Cost Manual:**

Region	Work Hour	Bid Coefficient
Eastern	Standard	
	Non-standard	
Northwestern	Standard	
	Non-standard	
Southwestern	Standard	
	Non-standard	

FOURTH: Reporting Requirements

The contractor is required to register and create an account in the DES Diversity Compliance program (B2Gnow) at <https://des.diversitycompliance.com>. The contractor must maintain accurate and timely business contact information, contract, and payment information within the B2Gnow system until the contract is no longer active in the B2Gnow system.

The contractor has the option of utilizing Washington Electronic Businesses Solution (WEBS) website to certify as a small business at <https://fortress.wa.gov/ga/webs/home.html>, certifying as a Veteran-owned Businesses with the Department of Veterans Affairs at <http://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses>, or certifying as a minority or woman owned business with the Office of Minority and Women’s Business Enterprises (OMWBE) at <http://omwbe.wa.gov>.

When requested by the Owner, the Job Order Contractor agrees to provide the following information (reference RCW 39.10.460):

- a list of Work Orders issued
- the cost of each Work Order
- a list of the subcontractors hired under each Work Order
- the cost of each subcontract under each Work Order

IN WITNESS WHEREOF: The said Department of Enterprise Services, Engineering & Architectural Services, has caused this Contract to be subscribed in its behalf, and the said Job Order Contractor has signed this Contract the day and year first above written.

Contractor:  
\_\_\_\_\_

Owner:  
Department of Enterprise Services

Engineering & Architectural Services

By \_\_\_\_\_

By \_\_\_\_\_

William J. Frare, P.E.

Title \_\_\_\_\_

Title Assistant Director

Date \_\_\_\_\_

Date \_\_\_\_\_

Washington State Contractor's

License No. \_\_\_\_\_

UBI. NO. \_\_\_\_\_

contract

SAMPLE

**Bond and Insurance Notification Form**

Date

TO: Insurance Agent for  
Job Order Contractor Firm

RE: Contract No.  
Contract Description  
Department of Enterprise Services

Job Order Contract Firm has been awarded a construction contract with the State of Washington for the above-referenced project.

The bid documents for this contract require that the Job Order Contract Firm provide the State of Washington with a signed contract, bond and insurance within fifteen (15) days of receipt. It is therefore essential that you provide the contractor with the bonds and insurance as soon as possible. Please refer to the attached Insurance and Bonding Requirements.

**Please note that the payment and performance bonds shall be written on the AIA Form A312 for the amount of four million dollars (\$ 4,000,000) and that Builder's Risk or Installation Floater insurance coverage is required in the amount of \$4,000,000. Include the contract number and project name on all documents.**

We would like a preview a scanned copy of these documents before finalizing. My email address is: john.doe@des.wa.gov.

Should you have questions, please contact me. Thank you for your assistance.

Sincerely,

John Doe  
JOC Program Coordinator

Attachments





STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson St. SE, Olympia, WA 98501  
PO Box 41476, Olympia, WA 98504-1476

**RETAINAGE INVESTMENT**

Job Order Contractor \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Project Description Job Order Contracting Services  
Location \_\_\_\_\_

Pursuant to R.C.W. 60.28, you are required to exercise your option, IN WRITING, on whether or not monies reserved from the amounts due you on the above contract shall be placed in escrow. You are therefore directed to complete and return this form with the signed copy of the above contract to Engineering & Architectural Services. This form will be transmitted to the Client Agency for further action in preparing the escrow agreement.

Should you desire to have the retained monies invested, it will then be necessary that you enter into an escrow agreement with a bank, trust or savings and loan company, and the above Client Agency.

**CONTRACTOR'S OPTION**

\_\_\_\_\_ I do not request retainage on the above contract to be invested.  
\_\_\_\_\_ I hereby request retainage on the above contract be invested.  
\_\_\_\_\_ I hereby request retainage on the above contract be invested and converted into bonds and sureties.  
\_\_\_\_\_ Retainage Bond

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date