

WORK ORDER FORM
2020 CITY OF CHARLESTOWN GENERAL ON-CALL SERVICES

WORK ORDER NO. 2020-02

Date: January 6, 2020

In accordance with the General Services Agreement between the **City of Charlestown, Indiana**, acting thru its duly appointed **Board of Public Works & Safety (OWNER)**, and **Jacobi, Toombs and Lanz, Inc. (CONSULTANT)**, dated 01/06/20, this **WORK ORDER** is the written authorization to the **CONSULTANT** to provide the work described herein, in accordance with the attached schedule, and not-to-exceed fee.

Work: The Work shall be as described in Section A of this **WORK ORDER**. **CONSULTANT** shall furnish all labor, materials, supplies, equipment, supervision and services necessary for and incident to the performance of the Work. **CONSULTANT** represents that it has thoroughly reviewed the Work and the General Services Agreement and that it accepts the Work and the conditions under which the Work is to be performed.

Schedule: The Schedule shall be set forth in Section B of this **WORK ORDER**. **CONSULTANT** represents that the Schedule is reasonable and achievable.

Payment Terms: Payments to the **CONSULTANT** shall be as described in Section C of this **WORK ORDER**.

Terms and Conditions: The terms and conditions of the General Services Agreement referenced above shall apply to this **WORK ORDER**. This **WORK ORDER** also incorporates all of the terms and conditions required to be included in it by the General Services Agreement.

OWNER:

City of Charlestown, Indiana
Charlestown, Indiana
304 Main Cross Street
Charlestown, Indiana 47111

By _____

Witness _____

Or

By _____
Authorized Representative

CONSULTANT:

Jacobi, Toombs, and Lanz, Inc.
1829 East Spring Street, Suite 201
New Albany, IN 47150
(812) 945-9585

By _____
Jorge I. Lanz, P.E., President

Witness _____
Joshua N. Hillman, P.E., P.L.S., Associate

Printed Name _____

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SECTION A – DESCRIPTION OF THE WORK

Jacobi, Toombs and Lanz, Inc. (**CONSULTANT**) shall provide the Professional services for the project as described as follows:

This Work Order is intended to allow Staff to contact JTL to provide services for minor road and drainage projects throughout the year on an as needed basis. Projects may include surveying, engineering, construction observation/inspection or other tasks that may be necessary to support Staff with road and drainage needs throughout the City.

SECTION B – SCHEDULE

As needed and discussed with Staff and City representatives.

SECTION C – PAYMENT TERMS

Payment to the **CONSULTANT** for these services shall be on a time and material basis with an initial not-to-exceed budget of Twenty Five Thousand Dollars (\$25,000.00).

The **CONSULTANT** may submit monthly invoices for payment for work completed to date.