

## Job Order Form

### Part I – Job Order Information

- Fill out this form for **ALL** projects going through the Job Order Contracting method
- Projects must be **State Funds ONLY**
- Project cost must be **\$50,000.00 or under**

Date:

Project Name

Requesting District/Division:

Point of Contact

Email Address

Phone Number

Start Date

Completion Date

Scope of Work/Instructions

Additional Job Order documents attached (Example: plans, additional scope of work documents, materials list, etc.).

Selection Method:

Lump Sum

- Must be bid to at least three (3) contractors
- Fill out Part II for contractor selection information

**BID DEADLINE: Date:**

**Time:**

Hourly Rate Schedule

- Can **NOT** contain materials or subcontractors
- Fill out Part III for contractor selection information

**Part II – LUMP SUM BID**

**Section A: To be completed by Contractor**

This form must be submitted by the deadline listed, to the Point of Contact listed on Part I of this form. Any defects or omissions may result in rejection of the bid. Communication with other VTrans personnel regarding this Job Order is prohibited and may result in the rejection of your bid proposal.

Contractor Name:

**CERTIFICATION OF PROPOSAL:** I, or we, hereby certify that I am, or we are, the only person or persons interested in this bid proposal as principal or principals; that the bid is made without collusion with any person, firm or corporation; that I, or we have examined the bid proposal, plans, specifications, applicable legal requirements, scope of work, and the site of the work, and that I or we propose to furnish all necessary machinery, equipment, tools, labor and other means of completing the required work including all materials specified, in the manner and time period prescribed in the Job Order Form Part I, the JOC Contract, and attachments for the sum(s) set forth below.

**Fixed Lump Sum Price:** \$

**Contractor Signature (must be authorized agent)**

**Date**

---

**Section B:** To be completed by Requesting District/Division for **WINNING BIDDER ONLY**. Please attach ALL bid sheets to this submittal package

**Selection:**

Describe the reason for selecting the contractor chosen for this task.

Lowest Price

OR

If the contractor was selected for reasons other than lowest price, note other best value factors considered:

Past Performance

Equipment Quality

Availability

Other

Solicited Contractors: Please provide names of all contractors contacted with bid opportunity

Printed Name & Signature of Selector: \_\_\_\_\_

**Part III – HOURLY RATE SCHEDULE**

Contractor Selected:

**Selection:**

Describe the reason for selecting the contractor chosen for this task.

Lowest Price

OR

If the contractor was selected for reasons other than lowest price, note other best value factors considered:

Past Performance

Equipment Quality

Availability

Comments:

All rates must correspond to the **current rates listed in Contractor's Job Order Contract**. No rate changes will be allowed without prior approval and submission of an Administrative Amendment. Rates are not subject to change in the first two years of the contract.

Printed Name & Signature of Selector: \_\_\_\_\_

**Part IV – Award**

- To be filled out by Requesting District/Division.
- Contractor should sign and return award form

**JOB ORDER AWARD**

VTrans hereby notifies that \_\_\_\_\_ is being awarded this Job Order for the project of \_\_\_\_\_.

Start Date:

Completion Date:

Award Method:

Lump Sum: \$

Hourly Rate Schedule (see contract for rates)

Signature of Selector

Date

---

CONTRACTOR: I/we agree to complete the work described herein at the rates specified above (for lump sum) or by contracted hourly rate agreement as selected above. Start/completion dates will be adhered to if listed. Lump Sum items are paid as bid and not considered variable unless specified by an approved change order.

Signature of Contractor

Date

---

**Part V—Evaluation**

- To be filled out by VTrans representative **within 2 weeks of project completion.**
- Evaluation must be sent to contractor for review & comment once form is completed by VTrans.
- Contractor must sign evaluation and return to VTrans. **Signature of contractor is acknowledgement of receipt only, and in no way indicates agreement with the contents of the evaluation.**
- Completed evaluations should be saved to the following location: <Z:\Projects-Internal\JOC\Contractor Evaluations>

Project:

Rate the Contractor's performance on this job.

Outstanding

Acceptable

Poor

Unacceptable

Comments:

---

Signature of Evaluator

Date

---

**Contractor:** Please sign below and return to VTrans Project Manager. **Signature of contractor is acknowledgement of receipt only, and in no way indicates agreement with the contents of the evaluation.**

I acknowledge receipt of this evaluation for work performed under Job Order Contracting.

Contractor Signature

Date

---

Comments: