

CITY OF RED WING WORK ORDER CONTRACT

This Work Order Contract is between the **City of Red Wing**, 229 Tyler Rd. N, Red Wing, Minnesota, 55066 (hereinafter, the City), and **XXXX** (hereinafter, the Contractor). This Work Order Contract is issued under the authority of an executed Master Contract between the two entities effective on **XX/XX/XXXX**, and is subject to all provisions of the Master Contract which is incorporated by reference.

Work Order Contract

1 Term of Contract

1.1 **Effective date:** XX/XX/XXXX, or the date this Work Order Contract is executed by the parties with all signatures obtained, whichever is later. **The Contractor must not begin work under this contract until this contract is fully executed and the Contractor has been notified by the City's Authorized Representative to begin the work.**

1.2 **Expiration date:** _____, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Contractor's Duties

The Contractor, who is not a City employee, will: _____.

3 Consideration and Payment

3.1 **Consideration.** The City will pay for all services performed by the Contractor under this Work Order Contract as follows:

(A) **Compensation.** The Contractor will be paid _____.

(B) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Contractor as a result of this work order contract will not exceed \$____.

(C) **Total Obligation.** The total obligation of the City for all compensation and reimbursements to the Contractor under this work order contract will not exceed \$____, which amount is subject to adjustment pursuant to the terms of the Master Contract.

3.2. **Invoices.** The City will promptly pay the Contractor after the Contractor presents an itemized invoice for the services actually performed and the City's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

4 Project Managers

The City's Project Manager is _____. The City's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Contractor's Project Manager is _____. If the Contractor's Project Manager changes at any time during this work order contract, the Contractor must immediately notify the City.