Attachment D

Sample Task Order

Code Enforcement Abatement Services
ATTACHMENT A
SAMPLE TASK ORDER

____[Name of Contractor/Consultant]____
Professional Services Agreement Dated [_____ __, 20[__]]

This Task Order issued pursuant to the terms and conditions of the Professional Services Agreement dated _____ __, 20[__], by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and ____[Name of Contractor/Consultant]____, a ____[Name of State]____ ____[type of business]____, hereinafter referred to as "CONTRACTOR," is intended to supplement the terms and conditions contained in the Professional Services Agreement:

WHEREAS, the definitions, terms and conditions set forth in the Professional Services Agreement dated _____ __, 20[__], are incorporated herein by reference as if set forth in full and shall be fully binding upon the parties hereto; and

WHEREAS, notwithstanding anything contained herein, any and all definitions, terms and conditions contained in the Professional Services Agreement shall control to the exclusion of any different, contrary or conflicting definitions, terms or conditions set forth herein.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

   A. Abatement Services. [List and describe the abatement services to be performed pursuant to the terms and conditions of this Task Order, as applicable]

   C. Deliverables. [List and describe the deliverables to be submitted by CONTRACTOR pursuant to the terms and conditions of this Task Order, as applicable]

   D. Acceptance Criteria. [List and describe the standards to be achieved for each deliverable submitted by CONTRACTOR pursuant to the terms and conditions of this Task Order, as applicable]

2. REPORTING REQUIREMENTS:

   [List and describe the specific reporting requirements including photographs of prior to and after completion of the abatement of the public nuisances that CONTRACTOR must comply with pursuant to the terms and conditions of this Task Order, as applicable]

3. PROJECT SCHEDULE:

   [List and describe project milestones/timeline for performance of the abatement services

required pursuant to the terms and conditions of this Task Order]

4. PROJECT BUDGET:

A. Maximum Amount Payable. [Describe the maximum amount payable for the abatement services rendered, and costs and expenses incurred, pursuant to the terms and definitions of this Task Order]

B.

B. Schedule of Rates. [List and describe the specific wage rates and costs for the abatement services that will be performed pursuant to the terms and conditions of this Task Order]

C. Payment Schedule. [Describe the frequency by which invoices will be submitted to COUNTY (i.e. annual/semi-annual/quarterly/monthly)]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CALIFORNIA CORPORATIONS:
(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
(2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR ASSISTANT TREASURER.

[CONTRACTOR'S NAME]:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED

By: _____ Date: _____
Risk Management

COUNTY OF HUMBOLDT:

By: _____ Date: _____

John H. Ford
Director, Planning and Building Department