

HENNEPIN COUNTY COMMUNITY ENGAGEMENT ROSTER PROGRAM WORK ORDER

This Work Order, entered into pursuant to the provisions of the Hennepin County Community Engagement Roster Program Principal Agreement (the “Agreement”), is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA, A-2300 Government Center, Minneapolis, Minnesota 55487, on behalf of the Hennepin County **department name and address** (“COUNTY”) and **vendor name, vendor address** (“CONTRACTOR”). The provisions herein are incorporated into and made part of the Agreement and are, thereby, subject to the provisions in the Agreement.

1. CONTRACTOR shall perform the following services: **short description of services**. These services are more fully described in the Scope of Services, attached as Attachment A and incorporated by this reference.
2. CONTRACTOR shall perform the services between **start date** and **end date**. Services shall not extend beyond the term stated in the Agreement.
3. CONTRACTOR shall be paid at a rate of **\$xxx** per hour. The total cost of this Work Order shall not exceed **\$xxx**.

Work orders with reimbursable expenses will include the following paragraph:

Reimbursable expenses are limited to the actual cost for **specific expenses listed**. Any reimbursable expense which exceeds **dollar amount** Dollars (**\$xxx**) shall receive prior written approval from the COUNTY Work Order Contact named herein.

4. Pursuant to the Agreement, subcontractors are not permitted without prior written consent of COUNTY.
5. COUNTY shall have the right to cancel or suspend any Work Order and the work provided by CONTRACTOR thereunder without prior notification and without termination of the Agreement. In such event, CONTRACTOR shall be paid for services rendered through the date of cancellation or suspension.
6. CONTRACTOR certifies that it is not prohibited from doing business with either the federal government or the state of Minnesota as a result of debarment or suspension proceedings. CONTRACTOR shall notify COUNTY within fifteen (15) days if CONTRACTOR is debarred or suspended during the term of the Agreement.
7. The primary contacts for this Work Order are:

Work Order No:
Agreement No:

COUNTY:

Name of County Department/Division
Name and Title of Work Order Contact
Phone
Email

CONTRACTOR:

Name
Phone
Email

CONTRACTOR may replace the Work Order Contact but shall immediately give written notice to COUNTY of the name, phone number and email of such substitute person and of any other subsequent substitute person.

Any notice affecting the rights or obligations of either party must be directed to the Contract Administrator identified in the Agreement.

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SIGNATURES

CONTRACTOR is hereby authorized to perform the services set forth herein subject to the terms and conditions of the Agreement and the attachments.

COUNTY OF HENNEPIN
STATE OF MINNESOTA
By:

{ {Sig_es_:signer1:signature} }
{ {userstamp1_es_:signer1:stamp} }

{ {Exh_es_:signer1:attachment:label("Attachments")} }

CONTRACTOR shall perform the services as set forth herein. CONTRACTOR warrants that the person who executed this Work Order is authorized to do so on behalf of CONTRACTOR as required by applicable articles, bylaws, resolutions or ordinances.*

By:

{ {Sig_es_:signer2:signature} }
{ {userstamp2_es_:signer2:stamp} }
{ { ttl_es_:signer2:title} }

*CONTRACTOR represents and warrants that it has submitted to COUNTY all applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. Documentation is not required for a sole proprietorship.

Work Order No:
Agreement No:

ATTACHMENT A: Scope of Services