#### Exhibit 8 - Job Order Authorization

## Cover Sheet and Instructions

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media. | | | | |
|  | | |  | | | | |
| **PURPOSE OF DOCUMENT:** | Authorizes the Contractor to perform the Job Order Work | | | | | | |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | FM4[I] | | | | | | |
| **CONTENTS:** | Job Order Authorization | | | | | | |
| **FOR USE WITH:** | ✓ | Job Order Contract | | | | | |
| **COMPLETED BY:** | ✓ | Filling in | | ✓ | Adding Text |  | No Data Required |
| **ITS USE IS:** | ✓ | Required | |  | Optional | | |

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

**Completion Instructions:**

Notes, suggested text, instructions and other information is formatted using the following methods:

* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

1. ***Description of Work***. Enter a *brief* description of the Job Order Work based on the Detailed Scope of Work.
2. ***Job Order Sum*.** Enter the fixed price to be paid as compensation for completion of the Job Order Work.
3. ***Job Order Time***. Enter the number of calendar days allowed for completion of the Job Order Work.

4. ***Notice to Proceed***. As a default, the Job Order Authorization also functions as Notice to Proceed. If the Job Order Work can not start immediately, a campus should consider using the alternative language which provides for a separate Notice to Proceed.

*5*. ***Required Completed Attachments***. The items Job Order Schedule of Values and Detailed Scope of Work may not be deleted. (See Modifications and Additions below for additions of any other items the bidder is required to complete and attach when submitting the bid.)

**Modifications and Additions:**

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.
3. ***Required Completed Attachments.*** Add any other documents required to be completed and submitted at the time of executing the Job Order Authorization. For example, if Drawings are a required document, add the actual title of the document to the list of required completed attachments.

**Comments:**

None

**END OF COVERSHEET AND INSTRUCTIONS**

**JOB ORDER AUTHORIZATION**

JOB ORDER NUMBER:\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Pro |
| TO: {Contractor’s Name}  {Contractor’s Address} |
| FROM: University of California, {Facility} |
|  |

When executed by University, Contractor is authorized to perform the Job Order Work including furnishing all materials, labor, equipment, and services for the Detailed Scope of Work dated {MM/DD/YYYY} described in brief below:

|  |
| --- |
|  |
|  |

in accordance with plans and specifications provided by University’s Representative, for the following

Job Order Sum based on the attached Job Order Schedule of Values dated {MM/DD/YYYY}:

|  |
| --- |
| ${AMOUNT IN FIGURES} |
| *(Job Order Sum)* |

Job Site Investigation and Constructability Review: Contractor confirms by signing and accepting this Job Order that a complete and careful investigation of the Job Order Work site has been performed to insure there are no known or avoidable conflicts which would delay completion or accomplishment of the Work.

Job Order Work shall be fully completed within {NUMBER} calendar days (Job Order Time) from the date last signed below.

**{OPTIONAL: Campus may elect to use alternative language if a the Job Order Work can not start immediately. If alternative language is used, delete preceding paragraph.}**

Job Order Work shall be fully completed within {NUMBER} calendar days (Job Order Time) from the date specified in a separate Notice to Proceed for this Job Order.

Contractor will be assessed as Liquidated Damages the sum of $ {AMOUNT IN FIGURES} for each calendar day the Job Order Work remains incomplete beyond the expiration of the Job Order Time. See Article 5 of the Agreement for detailed requirements.

University reserves the right to increase or decrease the quantity and scope of any item or portion of the Work, or to omit any item or portion of the Work as determined by the University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Agreed Upon by Contractor:*** |  |  | ***Agreed Upon by University:*** |
|  |  |  |  |  |
|  | (Signature) |  |  | (Signature) |
|  |  |  |  |  |
|  | (Printed Name) |  |  | (Printed Name) |
|  |  |  |  |  |
|  | (Title) |  |  | (Title) |
|  |  |  |  |  |
|  | (Date) |  |  | (Date) |

Attachments Required:

Job Order Schedule of Values

Detailed Scope of Work