

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts & Procurement

FORM OF TASK ORDER [NUMBER]
Contract No. DCAM-20-NC-RFP-0013

[DATE]

THIS TASK ORDER [NUMBER] is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the “Department” or “DGS”) to the contractor listed below. Assuming this Task Order is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of Task Order are as follows:

- 1. Contractor.** This Task Order is being issued to **[INSERT CONTRACTOR]** (“Contractor”) under IDIQ Contract No. DCAM-20-NC-RFP-0013.
- 2. Items Purchased.** *The Contractor shall provide* **[INSERT PROJECT NAME AND LOCATION]** as described in the Request for Proposal (“RFP”), Scope of Work and Contractor’s Quote (Exhibit A), in DCAM-20-NC-RFP-0013.
- 3. Price.** The Contractor will be paid a Total Not-To-Exceed lump sum of **[INSERT LUMP SUM AMOUNT]** as described below and in accordance with Time & Materials/hourly labor rates established in Contract No. DCAM-20-NC-RFP-0013 [Base Year or OY Period] (Exhibit B).

Labor Cost:	\$0.00
Material/Supply Cost:	\$0.00

In no event shall the Contractor be paid more than this amount unless the Contractor is authorized to exceed this limit in advance and in writing by a DGS Contracting Officer.

- 4. Completion Date.** This Task Order serves as the Contractor’s Notice to Proceed. The work that is the subject of this Task Order shall be completed **[INSERT DATE]**.
- 5. Insurance.** At all times while working under this Task Order Agreement, the Contractor shall maintain insurance coverage in the amounts described in Section I.8 (Insurance) of the contract.

6. Project Manager for this Task Order is:

[INSERT NAME]
[TITLE]
[PHONE]
[E-MAIL]

- 7. Billing.** The Contractor shall submit invoices via the DC Vendor Portal. All Contractors are required to register for access to the DC Vendor Portal at <https://vendorportal.dc.gov>; for assistance with the registration process, technical assistance and or additional instructions please call (202) 741-5200, or submit an inquiry via <https://vendorportal.dc.gov/ContactUs>.
- 8. Invoices.** All invoices shall be submitted directly to the Department to the DC Vendor Portal. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Quick Payment Act.
- 9. Terms & Conditions.** The Standard Contract Provisions for use with Specifications for District of Columbia Government Supplies and Services Contracts dated January 14, 2016 are incorporated by Exhibit __ into this Task Order No. __.
- 10. Order of Preference.** The following documents are incorporated into this Task Order Agreement in the following order of precedence:
- a. This Task Order No. []
 - b. The Scope of Work and Contractor's Task Order Quote (**Exhibit A**)
 - c. DCAM-20-NC-RFP-0013 Time & Materials/hourly labor rates, (**Exhibit B**)
 - d. Contract No. DCAM-20-NC-RFP-0013
 - e. Standard Contract Provisions for use with District of Columbia Supplies and Services Contract January 14, 2016 (**Exhibit C**)

ISSUED BY:
DEPARTMENT OF GENERAL SERVICES

ACCEPTED BY:
[CONTRACTOR NAME]

By: _____
Name: Contracting Officer Name
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____