INDIVIDUAL WORK ORDER
FOR THE
WORK ORDER CONTRACT FOR CONSTRUCTION

This Individual Work Order (IWO), IWO Number _____,
is being issued on this _____ day of _____, 20_____, by and between:
---University---, of the State System of Higher Education, Commonwealth of Pennsylvania
hereinafter called the "System"
and
---Contractor's Name---
hereinafter called the "Contractor."

SUMMARY OF IWO AND CONTRACT

This IWO is issued against Work Order Contract for Construction, Contract Number _____, between the System and the Contractor, executed on the _____ day of _____, 20____. All terms, requirements, conditions, and considerations of that Contract are hereby referenced and made a part hereof. The Contractor, for and in consideration of the terms, conditions, and requirements of this IWO, agrees to furnish all labor, materials, and equipment, along with the necessary supervision, to perform the Work agreed upon for this IWO. The specific terms, conditions, and requirements for this IWO are described herein, and shall supplement the terms, conditions, and requirements of the Contract.

PROJECT INFORMATION

Project Number: _____

Project Name: _____

Project Location: _____

System's Professional: _____*[---if applicable---]*_____

Scope of the Project: *[---very briefly describe the scope of the project itself---]*

IWO SCOPE OF WORK

[---describe in some detail, or as necessary, the Work to be performed under this IWO---]

IWO ESTIMATED QUANTITIES, UNIT PRICES, AND SUM

The System has estimated the quantities in each unit-priced item required for the Work for this IWO, and, using the Contractual unit prices, has calculated the estimated IWO Sum. The following Work is included in this IWO:

[---insert/list the items of work, unit prices, quantities, extended prices, and total price for the IWO; or attach the list as an exhibit or attachment to the IWO---]

IWO EFFECTIVE DATE AND TIME

The effective date of this IWO is the date of the Contracting Officer's signature.

The date for commencement of the Work under this IWO is the date of the Notice to Proceed. *[---add one of the following, as appropriate, relative to the NTP; edit as appropriate---]*

Notice to Proceed will be issued by the System in a separate letter or notice.

[--or---]

Notice to Proceed will be *[---insert a specific date---]*_

[---or---]

The Contracting Officer's signature on this IWO constitutes Notice to Proceed.

[---select one of the following two options as the basis for the Contract/IWO Time; edit as appropriate---]

The Contractor shall prosecute the Work diligently and shall substantially complete the Work (Substantial Completion) not later than _____ calendar days after Notice to Proceed.

[---or---]

The Contractor shall prosecute the Work diligently and shall substantially complete the Work (Substantial Completion) not later than *[---insert a specific date---]*. .

LIQUIDATED DAMAGES

[---insert the LD dollar amount for the IWO below; if there are no LDs, insert $0---]

If the Contractor fails to complete the Work within the IWO Time specified in this IWO, including any and all approved extensions or adjustments thereto that are properly executed under the procedures outlined by the IWO and/or the Contract, the Contractor shall pay liquidated damages, not as a penalty, to the System in the amount of *[---insert the dollar amount---]* dollars for each calendar day of delay until the Work is substantially completed and accepted.

PENNSYLVANIA STATUTORY REQUIREMENTS

This IWO *[---insert either is or is not---]* subject to the Pennsylvania Prevailing Wage Act. The Contract contains the Prevailing Wage Determination. *[---if PW is not applicable, delete the last sentence---]*

This IWO *[---insert either is or is not---]* subject to the Pennsylvania Public Works Employment Verification Act. The Contractor shall submit to the System the Commonwealth of Pennsylvania Public Works Employment Verification Form, and shall require each of their subcontractors working under this IWO to submit a Form. *[---if eVerify is not applicable, delete the last sentence---]*

SPECIAL CONDITIONS

[---identify any special requirements related to this IWO; identify any other separate prime contractors, or other contractors or vendors, working on the Project and/or related to the Work under this IWO---]

ATTACHMENTS

The following Attachments are incorporated into, and are a part of, this IWO:

[---list and attach any documents that more fully describe the services to be provided, such as any plans and/or specifications; also, indicate anything "attached by reference"---]

FOR THE CONTRACTOR	FOR THE COMMONWEALTH
If Contractor is an Individual, Proprietorship, or Partnership _____ Owner or Partner Date	_____ **University of Pennsylvania, State System of Higher Education** _____ Contracting Officer Date
If Contractor is a Corporation, LP, LLP, or LLC _____ President or Vice President Date _____ Secretary or Treasurer Date	