

**SMALL WORKS ROSTER
TASK ORDER / SCOPE OF WORK
[NOT BINDING IF NOT ISSUED PURSUANT TO
CURRENT AND VALID SMALL WORKS AGREEMENT]**

THIS TASK ORDER / SCOPE OF WORK document is being issued under the terms and conditions set forth in the current **SMALL WORKS AGREEMENT** entered into by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403, hereinafter referred to as “City,” and _____,
[Name of Contractor]

_____, _____, _____, _____,
[Address] [City] [State] [Zip Code]

hereinafter referred to as “Contractor” on _____, 20__.
[Date] [Year]

Pursuant to Section 3 of that Agreement, the City wishes to secure the following-described services from the Contractor:

1. Task Order / Scope of Work: The Contractor agrees to perform the following services and to have those services completed by no later than _____, 20__:
[Date] [Year]

2. Payment: City agrees to pay Contractor for the services performed under this Task Order/Scope of Work as follows: _____ Dollars
[Payment amount written out]
(\$ _____).
[Numerical Amount of Payment]

3. Liaison: City’s designated liaison with Contractor for the services described in this Task Order/Scope of Work is _____ and
[Name of City’s Liaison]

Contractor’s designated liaison with City is _____.
[Name of Contractor’s Liaison]

4. Master Agreement: This Task Order/Scope of Work is being issued under the terms of a separate Small Works Agreement entered into by and between the City and the Contractor, and Contractor acknowledges that its provision of all services under this particular Task Order/Scope of Work is subject to and governed by the terms and conditions of that separate Small Works Agreement.

5. **Amendments:** Any amendment or modification to this Task Order/Scope of Work or any provisions herein must be made in writing and executed in the same manner as this original document and shall after execution become a part of this Task Order/Scope of Work.

IN WITNESS WHEREOF, Contractor and City have caused this Agreement to be executed and intend to be legally bound thereby as of the date set forth below.

CITY OF GREAT FALLS, MONTANA

CONTRACTOR:

[Name of Contractor/Business]

By: _____
Print Name:
Print Title: Director
Date: _____

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

- Department Records Coordinator - Retain/Maintain original pursuant to RIM Policy
- Send copy to City Clerk's Office