



University of Missouri System

«Commitment_Date»

«Processfields_Authorizedsignerforfirm»

«Company_Name»

«Company_Address»

«Company_City», «Company_State» «Company_Zip»

RE: «MasterCommitment_Number»- «Company_Name»

«ProjectCustom_ProjectNumber» - «Project_Name»

Work Authorization # «ProcessInfo_Counter»

«ProjectCustom_FullnameofCampus»

Dear «Processfields_Authorizedsignerforfirm»:

You are directed to commence work on the above reference project, as described in your attached proposal dated «ProcessFields_WorkAuthorizationProposalD». This work is subject to the provisions in the above reference blanket contract. The maximum «CommitmentCustom_NTEorLumpSum» for this project is «Commitment_CurrentCommitmentValue». Any additional services need to be added as an amendment to this work authorization.

We need your firm to commence work on this project immediately.

Please identify all invoices for this particular work authorization as Project#

«ProjectCustom_ProjectNumber» and «MasterCommitment_Number» Consultant Blanket Agreement.

THESE NUMBERS MUST BE ON ALL INVOICES YOU SUMBIT TO US FOR PAYMENT.

Please note the «CommitmentCustom_NTEorLumpSum» amount in Exhibit A, attached. If you anticipate any costs in addition to these amounts, please notify the Project Manager, «Processfields_Projectmanager», immediately.

If you have any questions, please contact the Project Manager, «Processfields_Projectmanager» at «ProcessFields_PMPhoneNumber» or «ProcessFields_PMEmailAddress».

Sincerely,

James Heckemeyer
Interim Director
Planning, Design and Construction

Cc:

Project Manager: «ProjectCustom_ProjectManager»

Accountant: «ProjectCustom_ProjectAccountant»

EXHIBIT A – WORK AUTHORIZATION

Consultant Blanket Agreement («MasterCommitment_Number»)
«ProjectCustom_ProjectNumber» - «Project_Name»
Work Authorization #«ProcessInfo_Counter»
«ProjectCustom_FullnameofCampus»

DATE: «Commitment_Date»
PROJECT NAME: «Project_Name»
PROJECT #: «ProjectCustom_ProjectNumber»
WORK AUTHORIZATION #: «ProcessInfo_Counter»
CONSULTANT: «Company_Name»

PROJECT MANAGER(S): «Processfields_Projectmanager»

SCOPE OF WORK:
«Commitment_ScopeOfWork»

TOTAL CONSTRUCTION AMOUNT AVAILABLE:

«ProcessFields_TotalConstructionAmountAva»

PROJECT SCHEDULE:

The date the work shall be completed «ProcessFields_ProjectSchedule»
Mutually agreed upon by the «ProjectCustom_FullnameofCampus» and «Company_Name»

WORK AUTHORIZATION CONSULTANT'S FEE:

In accordance with the Unit Price Hourly Rates established in the «MasterCommitment_Number» Consultant Blanket Agreement, the total «CommitmentCustom_NTEorLumpSum» amount of this Work Authorization is «Commitment_CurrentCommitmentValue» + reimbursable expenses in the amount of «ProcessFields_ReimbursableAmount».

PROJECT REQUIREMENTS:

Consultant Procedures and Design Guidelines (2.1)
<https://www.umsystem.edu/ums/fa/facilities/guidelines/>

«MasterCommitment_Number» – Consultant Blanket Agreement made as of
«MasterCommitment_CommitmentDate» is hereby incorporated by reference as if in its entirety.