REIMBURSABLE WORK ORDER SAMPLE	LCFD 8	XX - XXX
	Municipality	Year Number
		To be completed by Lewis County

MUNICIPAL REQUEST

The undersigned hereby requests the Lewis County Public Works Department to provide a preliminary estimate for the cost of work stated herein.

Description of work requested:

- ☐ Provide Surfacing Material
- ☐ Snow Plowing
- ☐ Chip Sealing
- ☐ Asphalt Overlay
- ☐ Traffic Striping
- ☐ Asphalt Patching
- ☐ Grading
- ☐ Vegetation Control
- ☐ Guardrail Repair
- ☐ Traffic Signs
- ☐ Crack-seal
- ☐ Other

SUPERVISOR / SENIOR ENGINEER ESTIMATE

I have met with a representative of the above Agency, and have inspection of the work to be requested, and submit my preliminary estimate cost of $_____ plus administrative costs of $_____ for a total cost of $_____to complete the project requested.

See Attached Detail of Work

_____
Maintenance Lead Supervisor, Area Supervisor, or Senior Engineer

MAINTENANCE / ENGINEERING APPROVAL OF ESTIMATE

Type of Work: ☐ Maintenance ☐ Construction ☐ Preservation

Cost estimate of work as requested is reasonable and required resources are available: ☐ Yes ☐ No

Date: _____ By: _____
Maintenance Lead Supervisor, Traffic Engineer
or Assistant County Engineer

Municipality

It is understood that the total cost given is for estimation purposes only and that the project total cost will be based upon the actual cost of labor, equipment rental and materials used in the work involved. A 5% administrative fee will be included with a minimum of $100.00 per agreement.

All work will be performed in accordance with the Master Interlocal Agreement, dated XXXX XX, 20XX.

Date: _____ Agency: _____

Signature: _____

Title: _____

REIMBURSABLE WORK ORDER AUTHORIZATION

Date: _____ _____
County Engineer