

## APPENDIX B-1

### TASK ORDER PROCEDURES

- a) Any services to be furnished under this contract shall be ordered by issuance of Task Orders. The following individuals are authorized to issue Task Orders hereunder:

**Names and contact information:**

Charles "Sam" Carnaggio, Officer-in-Charge	808-768-6191	1099 Alakea Street, Suite 2300 Honolulu, Hawaii 96813
Leonard K.P. Leong Vice President	808-839-9006	677 Ahua Street Honolulu, Hawaii 96819

- b) Task Orders issued under this contract shall be issued on the Task Order Form included herein as Attachment B-2, incorporated by this reference. Task Orders will include the following information:
- a. Date issued;
  - b. Contract number and Task Order number;
  - c. Scope of Services;
  - d. Labor category, labor rate, and estimated level of effort;
  - e. Period of performance or delivery date;
  - f. Deliverables, submittals, reports; and
  - g. Other information as required.
- c) If mailed, a Task Order is considered "issued" when HART deposits the Task Order in the mail. Task Orders may also be issued by facsimile or electronically, and in such instances are considered "issued" when sent by HART.

### TASK ORDER LIMITATIONS

- a) Minimum order: \$2,500.00

HART is not required to order any requirements from the Contractor less than of the minimum-order limitation.

- b) Time and Materials Contract Not to Exceed Amount: The total of all Task Orders issued under this contract shall not exceed the contract Not to Exceed Amount of TWENTY MILLION and NO/100 Dollars (\$20,000,000.00).

## TASK ORDER PROCEDURES

Authorized HART individuals identified above, or a duly appointed representative designated in writing, may issue a Task Order. Each Task Order issued shall become a part of this contract. Task Orders will describe the services to be performed and/or submittals and reports to be delivered, as set forth in Exhibit 1 to the Special Provisions, Scope of Services, attached herein and incorporated by this reference, or as otherwise instructed by HART.

The CONTRACTOR shall review the Task Order scope of services and estimated cost as issued. If HART does not receive a CONTRACTOR proposal within five (5) days from Task Order issuance the Task Order will be deemed accepted.

If CONTRACTOR is not in agreement with the estimated cost, labor mix, level of effort, or performance schedule, the CONTRACTOR shall, within five (5) days from Task Order issuance, prepare a proposal that provides the following information:

- a) A detailed cost proposal estimate setting forth CONTRACTOR's estimated labor mix, level of effort, labor rates per category, extended cost and total estimated cost;
- b) A proposed schedule for completion of the Task Order;
- c) A description of the technical and management approach CONTRACTOR will employ to accomplish the work; and
- d) Any required supporting documentation.

Within five (5) days of receipt of the CONTRACTOR's proposal, HART will evaluate the proposal and will determine if modification of the Task Order is required.

If the parties are unable to agree on cost, the pricing method set forth in Section 3.2 of the General Terms and Conditions, entitled "Adjustment of Price", shall govern the pricing of the Task Order.

**In no case shall the CONTRACTOR exceed the amounts authorized under the Task Order without obtaining a written amendment to the Task Order.**

**APPENDIX B-2**

**TASK ORDER FORM**

**Date Issued:** \_\_\_\_\_

**Contract No.:** CT-HRT-1600260

**Task Order No.:** \_\_\_\_\_

**Issued To: (CONTRACTOR)**

**Issued By: (HART)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Task Order Services/Deliverables:** (Reference Scope of Services section and attach a work scope to this form.)

**Location of Services:**

**Period of Performance:** \_\_\_\_\_

In accordance with the Special Provisions of Contract No. CT-HRT-1600260, this Task Order is issued and hereby authorizes CONTRACTOR to perform the following services under the terms and conditions set forth herein.

<b>Labor Category</b>	<b>Fully-Burdened Rate</b>	<b>Hours</b>	<b>Total</b>
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
<b><u>Total Labor</u></b>		-	\$ -
<b><u>Other Direct Cost</u></b>			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b><u>Total Other Direct Costs</u></b>			\$ -
<b><u>TOTAL Labor + ODCs</u></b>			\$ -

Upon execution of this Task Order, HART and CONTRACTOR agree to be bound by and to comply with all of the terms and conditions contained in the above referenced contract, as well as the Special Provisions and General Conditions contained herein.

**Authorized By:**

**Honolulu Authority for  
Rapid Transportation (HART)**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Accepted By:**

**Royal Contracting Co., Ltd.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGALITY:**

\_\_\_\_\_  
Deputy Corporation Counsel