

**MASTER WORK AGREEMENT**

**WORK CONTRACT FORM**

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| --- | --- |
| Work Contract Date: | <<INSERT DATE>> |
| Contractor: | <<CONTRACTOR NAME>> |

In accordance with and subject to the Master Work Agreement dated <<INSERT MWA DATE>> between Contractor and Vanderbilt University (“Owner”), Owner and Contractor enter into this Work Contract for the Project. In accordance with the Master Work Agreement, Contractor will perform the Work within the Contract Time and Owner will pay the Contract Sum.

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| **Project:** | <<PROJECT NAME>>  <<STREET ADDRESS OR BUILDING>> |
| **Project Number:** | <<PROJECT NUMBER>> |
| **Start Date:**  *(check one)* | <<INSERT DATE>>, or  To be established by Owner in a Notice to Proceed |
| **Contract Time:**  *(check one)* | <<NUMBER OF DAYS>> Days; or  <<INSERT DATE>> |
| **Contract Sum:**  *(check one)* | **Stipulated Sum** of <<DOLLAR AMOUNT>> Dollars ($<<###.##>>);To be Determined Based on **Time and Materials** with, if applicable, a  **Markup** **Percentage** of <<##>> Percent (%); and a  **Maximum Price** of <<DOLLAR AMOUNT>> Dollars ($<<###.##>>).  **or**  To be Determined Based on **Unit Pricing** with , if applicable, a  **Markup** **Percentage** of <<##>> Percent (%); and a  **Maximum Price** of <<DOLLAR AMOUNT>> Dollars ($<<###.##>>). |
| **Owner’s Representative:** | <<REPRESENTATIVE’S NAME>>  Telephone: <<PHONE NUMBER>>  E-mail: <<E-MAIL ADDRESS>> |
| **Contractor’s Representative:** | <<REPRESENTATIVE’S NAME>>  Telephone: <<PHONE NUMBER>>  E-mail: <<E-MAIL ADDRESS>> |
| **Work:** | <<DESCRIPTION OF THE WORK>> |
| **Clarifications:** | <<LIST ALL ASSUMPTIONS, EXCLUSIONS, EXCEPTIONS, QUALIFICATIONS, ETC. WITH RESPECT TO THE WORK, TERMS, OR PAYMENT>> |

**Work Details:**

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| **Campus Parking Spaces:** | Not Applicable to the Project; **or**  Contractor requests <<NUMBER OF SPACES>> parking spaces for <<NUMBER OF DAYS>> days which will cost <<DOLLAR AMOUNT>> Dollars ($<<###.##>>) per space per day. |
| **VU Photo IDs:** | Not Applicable to the Project; **or**  Contractor requests <<NUMBER OF IDs>> new VU Photo ID’s (which will cost $25 each). |
| **Lead Time:** | Not Applicable to the Project; **or**  <<NUMBER OF DAYS>> calendar days are required between Owner’s PO for this Work Contract and commencement of the Work for the ordering of materials and equipment. |
| **Utility Outages:** | Not Applicable to the Project; **or**  The Work will require <<NUMBER>> utility outages, which will each last at least <<NUMBER>> hours. <<ADDITIONAL INFORMATION>> |
| **Builder’s Risk**  **Insurance:**  *(check one)* | Contractor Provided;  Owner Provided;  **or**  Not Required for Project |
| **Owner Purchased Materials or Equipment:** | Not Applicable to the Project; **or**  The Work and Contract Sum include the following materials and equipment to be purchased directly by Owner from supplier:  <<ITEM DESCRIPTION, SUPPLIER, COST>>  <<ITEM DESCRIPTION, SUPPLIER, COST>>  <<ITEM DESCRIPTION, SUPPLIER, COST>> |

**Attachments:**

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|  | Contractor’s proposal dated <<INSERT DATE>> , which is attached hereto solely for the purpose of describing the Work and as otherwise provided in the Clarifications above. |
|  | Certificate(s) of insurance evidencing the required insurance, and identifying Owner as the certificate holder and as an additional insured, as required |
|  | <<OTHER ATTACHMENTS>> |

**CONTRACTOR: OWNER:**

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**Contractor Signature Owner Signature**