

**COMMONWEALTH OF PENNSYLVANIA
POSTING AUTHORITY
EXCESS MAINTENANCE AGREEMENT**

Agreement Number _____ Executed Date ____/____/____

This Excess Maintenance Agreement (“Agreement”) is made and entered into, by, and between the **POSTING AUTHORITY** and the **USER**,
_____, FID/SS Number _____, with
offices located at _____.

DEFINITIONS

Appurtenance means the property lying within the right-of-way of a highway, together with any improvement placed within this right of way.
Bridge means any structure including supports, erected over a depression or an obstruction, such as, but not limited to, water, highway, or railway and having a track or passageway for carrying traffic or other moving loads and having an opening measured along the center of the roadway of more than eight feet between supports Publication 100A (Bridge Management System 2 Coding Manual).
Excess Maintenance means maintenance or restoration or both that is in excess of normal maintenance (but not improvements beyond the state of repair existing at the date of the initial inspection) that is necessary to maintain the roadway, shoulders, drainage facilities, and other appurtenances of because the use of over-posted-weight-vehicles, and in accordance with the attached Exhibit “A”.
Execution Date is the date this Agreement has been fully executed by both the **USER** and the **POSTING AUTHORITY**.
Existing State of Repair shall be the condition of the highway(s), on the date upon which the initial inspection document is signed by the **USER** and the **POSTING AUTHORITY**.
Highway means any highway or bridge on the **POSTING AUTHORITY’S** system of highways and bridges, including the entire width between right-of-way lines, over which the **POSTING AUTHORITY** has assumed, or has been legislatively given, jurisdiction.
Maintenance Plan means a comprehensive schedule of **USER’S** duties relating to excess maintenance, preventative maintenance and restoration of the highway or appurtenance.
Normal Maintenance means the usual and typical activities necessary to maintain the roadway, shoulders, drainage facilities, and other appurtenances in the state of repair existing at the date of the inspection, and in accordance with the attached Exhibit “A”.
Over-Posted-Weight-Vehicle means a vehicle or combination having a gross weight in excess of a posted weight restriction.
POSTING AUTHORITY means the Commonwealth of Pennsylvania, acting through the Department of Transportation as to State highways, and appropriate state or local authorities as to all other streets and highways.
Preventative Maintenance means maintenance and restoration or both (including betterment) of a posted highway beyond and above excess maintenance, and in accordance with the attached Exhibit “A”.

Type of Permits

Type 1 Permit - A Type 1 permit authorizes use of a particular posted highway or portion thereof by an over-posted-weight vehicle. It is valid only when carried in the **USER’S** over-posted-weight-vehicle.
Type 2 Permit - A Type 2 permit authorizes use of a particular posted highway or portion thereof by any number of over-posted-weight vehicles being driven to or from a common destination and is valid only when conspicuously displayed at the **USER’S** place of business.
Type 3 Permit - A Type 3 permit authorizes use of a number of specified posted highways or portion thereof by over-posted-weight vehicles and is valid only when carried in the **USER’S** over-posted-weight-vehicle.

BACKGROUND

The **USER** wishes to operate vehicles or combinations, together with loads, in excess of posted weight restrictions. The **POSTING AUTHORITY**, pursuant to 75 Pa CS § 4902 and 67 Pa. Code, Chapter 189, *Hauling in Excess of Posted Weight Limit*, is willing to permit the movement of the **USER’S** vehicles or combinations, together with loads, in excess of the posted weight restrictions, conditioned upon the execution of an approved form of security by the **USER** in favor of the **POSTING AUTHORITY**, to cover the costs of excess and preventative maintenance and restoration and all related costs, in accordance with the terms, conditions, and provisions of this Agreement.

AGREEMENT

For and in consideration of the mutual promises hereinafter set forth, the parties, intending to be legally bound, agree for themselves and their successors and assigns as follows:

Permission to Move Vehicles

1. The **POSTING AUTHORITY** will permit the **USER** to move vehicles or combinations, together with loads, in excess of the posted weight restrictions on the portion(s) of highway(s) in _____ (Geographic Location), subject to all provisions of the *Vehicle Code*, 75 Pa CS § 4902 and 67 Pa Code, Chapter 189, in accordance with Permit Type _____. The specific highways authorized for use by over-posted-weight vehicles and the security amount(s), for the purposes of this Agreement, shall be listed on the document titled “Authorization to Exceed Posted Weight Restrictions” and made a part of this Agreement by reference as though physically attached.

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Multiple Users

2. If more than one **USER** seeks to obtain a Type 1 or Type 2 permit to operate overweight vehicles on weight restricted highways that are the subject of an active permit held by another **USER**, the prospective and current **USERS** may agree among themselves as to their relative responsibility for the cost of excess maintenance and each **USER** may then enter into an Agreement with the **POSTING AUTHORITY** to be billed according to their agreed upon shares. If the **USERS** cannot agree upon on their relative responsibility, the **POSTING AUTHORITY** will determine the relative shares and will enter into Agreements with and accept security from any **USER** agreeing to such determination. The preceding shall apply even if one or more **USERS** have already entered into an Agreement and posted security when another **USER** expresses the desire to obtain a permit to operate on the same highway.

Haulers Without Permits

3. The **USER** will promptly notify the **POSTING AUTHORITY** if it becomes aware of any unpermitted haulers that are exceeding the posted weight limits on the roadways that are the subject of this Agreement.

Responsibility of USER

4. The portion(s) of posted highway(s) and appurtenances shall be maintained to a level consistent with the existing state of repair and the requirements included in the attached Exhibit "A". The **USER** may be required to provide a Maintenance Plan detailing expected maintenance procedures and related items to be employed by the **USER**. The Exhibit "A" may include a maintenance plan or a reference to a maintenance plan, which if referenced shall be a part of Exhibit "A" as though physically attached. The nonperformance of normal maintenance by the **POSTING AUTHORITY** shall under no circumstances constitute grounds for an offset or credit against any excess maintenance, preventative maintenance or restoration responsibilities of the **USER**.

The **POSTING AUTHORITY** shall determine, in its discretion, whether the excess and preventative maintenance and restoration are satisfactory.

Inspections and Roadway Condition Surveys

5. The **USER** and the **POSTING AUTHORITY** agree inspections shall be made in order to determine the condition of the portion(s) of the posted highway(s) and appurtenances. The inspections should be conducted jointly by the **POSTING AUTHORITY** and the **USER**; however, the absence of the **USER** shall not prevent the inspection from being conducted. The **POSTING AUTHORITY** shall prepare a document describing the condition of the posted highways(s) and appurtenances together with the nature and extent of any repairs needed to correct any existing damage for which the **USER** may be liable. Photographs and video may also be taken. The documents and photographs and video (if taken), of the initial inspection, shall be incorporated by reference as though physically attached and made a part of this Agreement. The **USER** shall pay all costs associated with the inspections and roadway condition surveys.

- a) **Initial Inspection** - Upon full execution of this Agreement and prior to any hauling activity, an initial inspection shall be made. The inspection is used to determine the existing state of repair of the posted highways(s) and appurtenances together with the nature and extent of any repairs needed to correct any existing damage for which the **USER** will not be liable.
- b) **Interim Inspection** - The **POSTING AUTHORITY** may, at its discretion, conduct periodic interim or re-inspections to determine the extent of any repairs for which the **USER** may be liable and require immediate attention and to ensure the damages do not exceed the amount of surety provided.
- c) **Final Inspection** - A final inspection of the posted highway(s) and appurtenances will be conducted to determine the extent of any repairs needed to correct damages for which the **USER** may be liable.
- d) **Roadway Condition Survey** – The **POSTING AUTHORITY** may conduct frequent, but less detailed surveys of the roadway to determine overall condition and identify any areas in need of repair. The survey will be performed when the type or volume of the hauling operation poses an increased risk of roadway damage or threat to public safety.

Performance of Excess and Preventative Maintenance and Restoration

6. Excess and preventative maintenance and restoration shall be performed in accordance with maintenance option A / B (circle one) below.

OPTION "A"

The excess and preventative maintenance and restoration shall be performed by the **POSTING AUTHORITY'S** maintenance forces and/or a contractor(s) selected by the **POSTING AUTHORITY** through its prescribed procedures. The excess and preventative maintenance and restoration shall be performed to a level consistent with that agreed to in Paragraph 4 (above). The work shall be in conformance with Pennsylvania Department of Transportations' specifications (*Publication 408* and supplements thereto) and shall be supervised and inspected by the **POSTING AUTHORITY**

The **POSTING AUTHORITY** may invoice the **USER** for the estimated cost of repairs using either the latest maintenance contract prices or the latest average monthly maintenance unit prices. These estimated costs shall be computed for all damages noted on the roadway condition survey, interim inspection and/or final inspection. The **USER** agrees to reimburse the **POSTING AUTHORITY** for all estimated costs. The **POSTING**

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AUTHORITY will provide a final invoice, or reimbursement for over-payment, when the actual maintenance and/or restoration work have been completed and actual costs are known.

The **USER** shall submit full payment to the **POSTING AUTHORITY** within 15 calendar days from the date of invoice. If the **USER** fails to make full payment, the **POSTING AUTHORITY** may in its discretion exercise its right under paragraph 10 below.

OPTION “B”

All excess and preventative maintenance and restoration shall be performed by the **USER** and/or its contractor(s). All excess and preventative maintenance and restoration shall be performed to a level consistent with that agreed to in Paragraph 4 (above). The work shall be in conformance with Pennsylvania Department of Transportation Specifications (*Publication 408* and supplements thereto).

The **USER** shall notify the **POSTING AUTHORITY** not less than three working days in advance of performing any excess and preventative maintenance and restoration. The **POSTING AUTHORITY** reserves the right to monitor or direct any excess and preventative maintenance or restoration. The **USER** shall reimburse the **POSTING AUTHORITY** for any expenses so incurred by the **POSTING AUTHORITY**.

All excess, preventative maintenance, and restoration associated with bridges, shall be specifically developed in a memorandum by the **POSTING AUTHORITY** and directed to the **USER** for completion.

If performance Option B has been agreed to, the **USER** shall:

- a) Provide proper traffic protection at all times during excess and preventative maintenance and restoration. This protection shall comply with the work area traffic control requirements as contained in the Pennsylvania Department of Transportation’s specifications (*Publication 408* and supplements thereto and the Pennsylvania Department of Transportation’s *Publication 213*).
- b) Provide proper environmental and erosion and sedimentation controls in accordance with Publication 408, Section 107.
- c) Comply with the requirements of 25 Pa Code Chapter 102, *Erosion and Sediment Control and Stormwater Management*, 25 Pa Code Chapter 92a, *National Pollutant Discharge Elimination System Permitting, Monitoring and Compliance*, 25 Pa. Code Chapter 105, *Water Obstruction and Encroachment Permitting*; and any other applicable Federal, State, or local laws, ordinances or regulations.
- d) Obtain all applicable permits and comply with the conditions included in said permits.
- e) Indemnify, save harmless, and defend (if requested) the **POSTING AUTHORITY** and its officers, agents, and employees, from all suits, actions, civil penalties, or claims of any character, name, or description brought for or on account of any violation of law/permit, injuries, death, or damages received or sustained by any person, persons, or property, during the performance of the work on portion(s) of the posted highway(s) and appurtenances to be repaired, by or for the **USER** or its officers, agents, employees, contractors, or representatives, whether the same be due to the use of defective materials, defective workmanship, neglect in safeguarding the work or by or on account of any act, omission, neglect, or misconduct of the **USER** or its officers, agents, employees, contractors, or representatives, during the performance of the work. In addition to any notice provided by a third party insurance company, the **USER** shall also notify the **POSTING AUTHORITY** of any change in insurance coverage, including but not limited to the **USER**’s cancellation of its policy. In no event shall any maintenance or restoration activities be performed by the **USER**, or its officers, agents, employees, contractors, or representatives, without the requisite level of insurance and there shall be no lapse in coverage at any time during the duration of this Agreement.
- f) Provide evidence to the **POSTING AUTHORITY** of public liability insurance for bodily injury and property damage in the minimum amounts of \$250,000 per each person and \$1,000,000 each occurrence. This insurance shall be occurrence based. The insurance policy shall cover any loss that might occur during the performance of any excess and preventative maintenance or restoration by the **USER**, or its officers, agents, employees, contractors, or representatives. The **POSTING AUTHORITY** shall be named as an additional insured on the certificate of insurance. A copy of the certificate of insurance shall be attached to this Agreement as Exhibit “H”. This insurance shall neither be changed nor cancelled without thirty (30) calendar days’ advance written notice of such change or cancellation, excepting fifteen (15) days’ advance written notice of cancellation for nonpayment of premium. This advance written notice of change or cancellation shall be forwarded to the **POSTING AUTHORITY**’S office located at _____.
- g) Promptly perform excess and preventative maintenance and restoration as needed pursuant to the requirements included in Exhibit “A”. If the **POSTING AUTHORITY** determines that the **USER** is not maintaining or restoring the portion(s) of the of the posted highway(s) and appurtenances to the level agreed to in Paragraph 4 (above), the **POSTING AUTHORITY** will notify the **USER**, in writing, of this determination and the **USER** shall promptly perform the required excess maintenance, preventative maintenance or restoration.

Security

7. To secure the performance of the **USER**’S obligations, the **USER** shall execute and deliver to the **POSTING AUTHORITY** the following type(s) of security, pursuant to 67 PA Code, Chapter 189, *Hauling in Excess of Posted Weight Limit*.

- A. Irrevocable Letter of Credit
- B. Performance Bond
- C. Other Security Acceptable to the **POSTING AUTHORITY**. (Specify Type) _____.

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This Agreement, together with the type(s) of security provided, may be filed in the appropriate prothonotary's office or other registry in a manner and at such time and frequency as the **POSTING AUTHORITY** deems proper. The **USER** shall pay the costs of such filings.

A copy of the security(s) and any supplemental security Agreement shall be attached to this Agreement as an Exhibit "G".

USER irrevocably authorizes any prothonotary, clerk of court, or attorney, in any action commenced for recovery of any amounts due and payable under this Agreement, to assess damages, confess a judgment, and issue writs of execution and/or attachment, without further notice or process, in favor of the **POSTING AUTHORITY**, from time to time and in such amounts as determined by the **POSTING AUTHORITY**. **USER** hereby releases **POSTING AUTHORITY** or any person acting on behalf of **POSTING AUTHORITY** from any liability whatsoever related to entering judgment and executing upon said judgment against **USER**.

Liability of USER

8. The **USER** shall be liable for all costs of excess maintenance and restoration and all other expenses incurred pursuant to this Agreement, including but not limited to costs related to inspections, roadway condition surveys and administration costs.

The **USER** agrees to pay all invoices promptly.

The **USER'S** liability shall not be limited to the total amount of security provided.

The **USER** shall be responsible for third party vehicle and property claims that arise as a result of the **USER** activities.

For maintenance and restoration costs, the **USER** agrees that the **POSTING AUTHORITY** is under no obligation to prove that the **USER** caused the damage.

Termination

9. The **USER** and the **POSTING AUTHORITY** retain the right to terminate their future obligations under this Agreement at any time by submitting a written notice of intent to terminate. As soon as possible after receipt of such notice, the **POSTING AUTHORITY** and the **USER** shall conduct a final inspection of the posted highway(s) and appurtenances.

The posted highway(s) and appurtenances shall be restored to a level consistent with that agreed to in Paragraph 4 (above). Restoration shall be performed by the party(s) agreed to in Paragraph 6 (above).

Upon notice of completion of all required work and reimbursement of all costs incurred by the **POSTING AUTHORITY**, this Agreement shall be terminated and of no further force or effect and all security delivered to the **POSTING AUTHORITY** by the **USER** shall be released.

Remedies

10. If the **USER** fails to comply with any provisions of the Agreement, the **POSTING AUTHORITY** may at its discretion:

- a) Notify the **USER** of noncompliance with the Agreement.
- b) Require additional security pursuant to Paragraph 12, below.
- c) Require additional plans or details to show how the **USER** will restore compliance with this Agreement.
- d) Suspend the **USER'S** permission to move vehicles or combinations, together with loads, in excess of the posted weight restriction over and across any posted highway(s) until the **USER** is in compliance with this Agreement.
- e) Revoke the **USER'S** permission to move vehicles or combinations, together with loads, in excess of the posted weight restriction over and across any posted highway(s).
- f) The **POSTING AUTHORITY** may elect to maintain or restore the portion(s) of the posted highway(s) and appurtenances with the **USER** reimbursing the **POSTING AUTHORITY** for all costs so incurred.
- g) Proceed against security provided pursuant to Paragraphs 7 and 12 (below)
- h) Terminate this Agreement pursuant to Paragraph 9.
- i) Any other remedies allowed by law.
- j) Any or all of the above.

Closing of Highways

11. This Agreement shall not prohibit the **POSTING AUTHORITY** from closing a highway or bridge to any vehicle or combination in excess of a specific weight if such closing is authorized by law and is necessary for safety, or is a temporary closing due to climatic conditions or an Act of God or war.

Additional Security

12. The **POSTING AUTHORITY** shall have the right to require additional security upon that date the **POSTING AUTHORITY** determines, in its discretion, that the aggregate amount of damage to the posted highway(s) exceeds 75% of the face amount of the security furnished, or the amount published in 67 PA Code Chapter 189(d)(4), as amended, as of the date the **POSTING AUTHORITY** requires the additional security. If additional security is required, it shall be retained by the **POSTING AUTHORITY** until all excess maintenance and/or restorations have been completed. Failure to provide such additional security as is required shall constitute a breach of this Agreement.

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Right-to-Know

13. The *Pennsylvania Right-to-Know Law*, 65 P.S. §§ 67.101-3104, as amended, applies to this Agreement. This Agreement is subject to, and the **USER** shall comply with, the clause entitled *Contract Provisions-Right to Know Law 8-K-1532*, as amended, which is attached as Exhibit "B" and made part of this Agreement.

Contractor Provisions

14. The **USER** agrees to comply with the *Contractor Responsibility Provisions*, current version, which is attached as Exhibit "C" and made part of this Agreement, the *Provisions Concerning the Americans with Disabilities Act*, current version, which is attached as Exhibit "D" and made a part of this Agreement, the *Contractor Integrity Provisions*, current version, which is attached as Exhibit "E" and made a part of this Agreement, the *Commonwealth Nondiscrimination/Sexual Harassment Clause*, current version, which is attached as Exhibit "F" and made a part of this Agreement.

Compliance with all Federal, State, and Local Law

15. If the **USER** is notified by any federal, state, or local agency that it is not in full compliance with any federal, state, or local law, regulation, or ordinance associated with preventative and excess maintenance, the **USER** shall immediately correct any such violation or deficiency and shall cease all preventative and excess maintenance until the **USER** is in full compliance. The **USER** shall provide the **POSTING AUTHORITY** with written notice within one working day of any such notification.

Non-waiver

16. The failure by the **POSTING AUTHORITY** to require performance by the **USER** of any provision of this Agreement shall not affect the **POSTING AUTHORITY'S** right to require performance at a time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default, or a waiver of the provision itself.

Severability

17. If any provisions of this Agreement are held unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

Choice of Law and Forum

18. This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania. Venue for any dispute arising under this Agreement shall be in the Commonwealth of Pennsylvania.

Agreement Supplementation

19. This Agreement and the exhibits attached hereto constitute the entire Agreement between the parties and may not be transferred or assigned without the prior written consent of the parties hereto. This Agreement may be modified or amended by letter amendment to add or subtract routes, increase or decrease the security amount or type, or amend any maintenance plan submitted pursuant to this Agreement or its exhibits. For Commonwealth parties, letter amendments may be signed solely by the District Administrator or his or her authorized designee.

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▼ DO NOT WRITE BELOW THIS LINE--FOR USER USE ONLY ▼

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above written.

USER Phone Number: () - **USER** Fax Number: () -

ATTEST:

Signature _____ Date _____

BY _____
Signature _____ Date _____

Attest Title _____

Authorized Signatory Title _____

If a Corporation, the President or Vice-president must sign and the Secretary, Treasurer, Assistant Secretary or Assistant Treasurer must attest; if a Sole Proprietorship, only the owner must sign; if a Partnership, only one partner need sign; if a Limited Partnership, only the general partner must sign. If a Municipality, Authority or other entity, please attach a resolution.

▼ DO NOT WRITE BELOW THIS LINE--FOR POSTING AUTHORITY USE ONLY ▼

Name of **POSTING AUTHORITY**

By: _____
Signature _____ Date _____

▼ DO NOT WRITE BELOW THIS LINE--FOR COMMONWEALTH USE ONLY ▼

APPROVED AS TO LEGALITY AND FORM

BY _____
For Chief Counsel _____ Date _____

Preapproved Form:
OGC No. 18-K-4040
Approved OAG April 21, 2011



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DEPARTMENT OF TRANSPORTATION
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CHECKLIST FOR ENTERING INTO AN EXCESS MAINTENANCE AGREEMENT

Chapter 15 Appendix Form 1

| | |
|--------------------------|---|
| <input type="checkbox"/> | District contacts user or user contacts district. |
| <input type="checkbox"/> | Obtain following information: |
| <input type="checkbox"/> | Company name or corporation name (as it appears on their corporate seal) |
| <input type="checkbox"/> | Mailing address |
| <input type="checkbox"/> | Federal Identification Number or Social Security Number |
| <input type="checkbox"/> | Telephone number and contact person |
| <input type="checkbox"/> | <p>Department discusses with User their potential activity to determine need to enter into an agreement and Type of agreement. (Determined generally by the type of heavy hauling operation.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Type 1 Agreement</u> - Authorizes use of a particular highway or portion of highway by an over-posted-weight vehicle. <input type="checkbox"/> <u>Type 2 Agreement</u> - Authorizes use of a particular highway or portion of highway by any number of over-posted-weight vehicles being driven to or from a common destination. <input type="checkbox"/> <u>Type 3 Agreement</u> - Authorizes use of specific posted highway or portions of a highway by an over-posted-weight vehicle. |
| <input type="checkbox"/> | Determine who is to do maintenance. |
| <input type="checkbox"/> | Option "A" Damages repaired by the department and/or its contractor |
| <input type="checkbox"/> | Option "B" Damages repaired by the User or Users contractor(s). |
| <input type="checkbox"/> | Explain any charges |
| <input type="checkbox"/> | Type 1, 2 or Cooperative Agreement Permit = Administration + inspection costs. |
| <input type="checkbox"/> | Type 3 Permit = \$15 Permit Fee + administration costs + inspection costs. |
| <input type="checkbox"/> | <p>Determine if any other users have a permit on the same SR(s) If Yes, contact other user(s) for the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attempt to have new user utilize the existing users permit <p>Or</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine share of responsibility for damages |
| <input type="checkbox"/> | Explain preliminary, interim and final inspection procedure. (If use of posted highway is required immediately, arrange preliminary inspection at this time.) |
| <input type="checkbox"/> | Conduct a preliminary inspection |
| <input type="checkbox"/> | Determine amount and type of security. |
| <input type="checkbox"/> | Performance Bond |



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| | |
|--|--|
| <input type="checkbox"/> | Irrevocable Letter of Credit |
| <input type="checkbox"/> | Set-up WBS Element in SAP for Billing purposes (Billing includes permit fees, inspection fees, and payment for or repair of any damages) |
| <input type="checkbox"/> | Complete agreement to extent possible and forward to user to execute and return. User must provide security and certificate of insurance |
| <input type="checkbox"/> | Review agreement for accuracy. Insure all exhibits and schedules are attached. <ul style="list-style-type: none"> <input type="checkbox"/> Exhibit "A" Special Terms and Conditions <input type="checkbox"/> Exhibit "B" - Right-to-Know Clause <input type="checkbox"/> Exhibit "C" - Contractor Responsibility Provisions Clause <input type="checkbox"/> Exhibit "D" - Provisions Concerning The Americans with Disabilities Act Clause <input type="checkbox"/> Exhibit "E" - Contractor Integrity Provisions <input type="checkbox"/> Exhibit "F" - Commonwealth Nondiscrimination/Sexual Harassment Clause <input type="checkbox"/> Exhibit "G" – (either) the Irrevocable Letter of Credit or the Performance Bond <input type="checkbox"/> Exhibit "H" - Certificate of Insurance - for all agreements <input type="checkbox"/> Exhibit "I" – Schedule of Typical cross Section |
| <input type="checkbox"/> | Assign agreement number. (8xyyy) |
| <input type="checkbox"/> | Forward original agreement and all exhibits, schedules, and routing sheet to the Office of Chief Counsel for processing. |
| <input type="checkbox"/> | Once the Agreement is fully executed, forward a copy of the approved agreement to the user. Maintain the original approved agreement at the district office. |
| <input type="checkbox"/> | Issue Permit (Form M4902A number assigned by district). |
| Additional comments, issues or concerns regarding the execution of this agreement. | |

Districts/Counties are encouraged to utilize this form and keep a completed copy with the specific Agreement file. (Reproduce locally)