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SUSANVILLE SANITARY DISTRICT

INTERAGENCY VACUUM TRUCK SERVICE

WORK ORDER / SERVICE REQUEST

This form must be completed and signed by the requesting agency before work begins.

WORK ORDER NO. (SSD)	DATE OF REQUEST
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1. REQUESTING AGENCY

AGENCY NAME			
MAILING ADDRESS			
AUTHORIZED CONTACT		PHONE	
EMAIL		BILLING CONTACT	<i>If different</i>

2. WORK REQUESTED

REQUESTED DATE		REQUESTED START TIME	___ : ___ ☐ AM ☐ PM
JOB LOCATION			
SCOPE OF WORK	<i>Describe the work requested (e.g., clean sewer main, hydro-flush, catch basin, lift station, etc.):</i>		
SPECIAL CONDITIONS	<i>Traffic control, confined space, after-hours access, site hazards, etc.</i>		

District employees shall operate the truck. The requesting agency shall not operate District equipment.

3. SPOILS DISPOSAL (SELECT ONE)

☐ **OPTION A — Leave spoils on site** (default; no extra disposal fee)

Spoils shall be left at the location designated below on property the requesting agency owns or controls. The requesting agency accepts ownership of the material after it is offloaded and is responsible for later handling, storage, and lawful disposal.

Exact dump location:

The District will not dump spoils into a street, storm drain, waterway, or any location staff determine is unsafe, unlawful, or environmentally unacceptable.

☐ **OPTION B — District haul and dump** (\$175.00 per dumped load + hourly time)

If selected, the District shall charge \$175.00 per dumped load, plus hourly time at the adopted rate for travel to the disposal site, dumping, and washout. "Dumped load" means each trip to a disposal site to offload spoils.

4. RATES

Service	Rate
Vacuum truck with one District operator	\$275.00 per hour
Minimum charge	Two (2) hours
Overtime, weekends, and District-observed holidays	\$412.50 per hour (1.5×)
Additional District employee, when required for safety or the job	Fully loaded labor rate then in effect
Leave spoils at requesting agency's designated site	No extra fee
District haul and dump of spoils	\$175.00 per dumped load

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Time starts when the truck leaves the District yard and ends when it returns, unless this work order states otherwise. Travel to a disposal site, dumping, and washout shall be charged at the applicable hourly rate in addition to the \$175.00 per-load dump fee.

TIME EXCEPTION (IF ANY)*Leave blank unless a written exception to yard-to-yard time is agreed***5. AVAILABILITY AND PRIORITY**

Service is offered only when the truck and personnel are not needed for District operations or emergencies. District work has priority. The General Manager or designee may refuse or cancel a request at any time. This work order does not guarantee that the truck will be available on the requested date.

6. INSURANCE AND INDEMNIFICATION

The requesting agency shall defend, indemnify, and hold harmless the District and its officers, employees, and agents from claims arising out of the requested work, except to the extent caused by the District's sole negligence or willful misconduct. The General Manager may require certificates of insurance.

- ☐ **Certificate of insurance attached**
☐ **Certificate of insurance to be provided before work**
☐ **Waived by General Manager (initial):** _____

*Insurance notes / additional insurance requirements:***7. PAYMENT**

The District will invoice after work. Payment is due within thirty (30) days of the invoice. By signing below, the requesting agency agrees to pay the rates in Section 4 and any additional charges authorized by this work order and the Interagency Vacuum Truck Service Policy.

PURCHASE ORDER NO.*If required by agency***BILLING EMAIL****8. ACKNOWLEDGMENTS AND SIGNATURES**

By signing, the requesting agency acknowledges and agrees to the Interagency Vacuum Truck Service Policy and its terms, including rates, spoils handling, insurance, indemnification, and payment.

REQUESTING AGENCY

Authorized Signature

Date

Printed Name and Title

Agency

DISTRICT ACCEPTANCE (for District use)

Subject to availability. District operations and emergencies have priority.

☐ **Approved**☐ **Declined**☐ **Cancelled****SCHEDULED DATE/TIME****OPERATOR ASSIGNED****NOTES**

General Manager or Designee

Date

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Printed Name _____

9. FIELD RECORD (COMPLETE AFTER WORK)

DEPARTED YARD	<i>Time</i>	RETURNED TO YARD	<i>Time</i>
TOTAL HOURS BILLED		RATE APPLIED	☐ \$275.00 ☐ \$412.50
ADDITIONAL EMPLOYEE?	☐ No ☐ Yes — hours: ____	DUMPED LOADS (IF ANY)	<i>Number of trips</i>
WORK PERFORMED			
SPOILS DISPOSITION	<i>On-site location used, or disposal site and load count</i>		

District operator signature

Agency on-site representative (optional)

10. BILLING WORKSHEET (DISTRICT USE)

Complete after work. Attach to the invoice. Hours are from departure from the District yard until return, unless Section 4 states an exception.

Charge	Qty / Hours	Rate	Amount
Regular time — truck and one operator (\$275.00/hr.)	<i>2-hour minimum</i>		
Overtime/weekend/holiday (\$412.50/hr.)			
Additional District employee (loaded labor rate)			
Spoils haul and dump (\$175.00 per dumped load)			
Other (describe): _____			
TOTAL TO INVOICE			\$

INVOICE NO.		INVOICE DATE	
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Policy reference: Interagency Vacuum Truck Service Policy, adopted September 8, 2026, by Resolution No. 26.14. Rates remain in effect until amended by the Board and should be reviewed at least every two years.

ABC Plumbing, Heating & Air Conditioning

CA Lic #742706

P.O. Box 2398 ** Lodi, CA 95241

(209)334-2938

Estimate

Date	Estimate #
7/28/2026	2637

Name / Address
Spalding Community Services 502907 Mahogan Way Susanville, CA 96130

Project	
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Description	Qty	Cost	Total
ESTIMATE			0.00
Description of Work Hydro vacuum and camera inspect the sewer system to identify the condition and location of any defects, obstructions, or other issues within the piping. Pricing: Regular Rate: \$465.00 per hour Overtime Rate: \$697.50 per hour <i>[On the scanned original, \$465.00 is underlined by hand.]</i> All labor is billed portal-to-portal from our office located in Lodi, California. Per Diem (When Applicable): Lodging: \$110.00 per day, per man Meals: \$68.00 per day, per man Notes: *Labor charges begin when the crew departs our Lodi, CA office and end upon return. *Additional repairs, materials, or services not included in this estimate will require customer approval prior to proceeding. *Any unforeseen conditions encountered during the inspection that require additional work will be discussed before work continues. We appreciate the opportunity to provide this estimate and look forward to working with you.			
Sales Tax		0.00%	0.00
Sign & Date for approval!	Total		\$0.00

Customer Signature _____