



WORK ORDER NUMBER #2023-001 to CONTRACT NUMBER #93-105521

PI: 327

Funding Source: State

Grant Funded: Yes No

OMWBE: Small Business Veteran Owned Not Applicable

Procurement method: Exempt NC - EXEMPT LEGISLATIVE (79.10.130 (g)). See DES Policy DES-140-00, section 5, item 7.

This Work Order is executed under the Washington State Department of Natural Resources (AGENCY/DNR) and Back Country Horsemen of Washington (COOPERATOR), Contract Number 93-105521 to identify specifications, deliverables, and provide for compensation of the completion of projects associated with carrying out the purpose and scope of the contract.

I. Project Title Backcountry Horsemen of Washington Harry Osborne Trailhead Maintenance

II. Project Summary

The purpose of this Work Order is to specify the terms and conditions by which the COOPERATOR will provide, and DNR will reimburse, for services and other expenses as outlined within.

This partnership project will enhance equestrian opportunities on DNR managed public lands in the Harry Osborne State Forest (HO). All trailhead facilities, as well as trails in the HO, will be brushed and maintained to the industry standard. In addition, COOPERATOR will assess and monitor HO trails for damage and those assessments will be communicated to the DNR Project Manager.

III. Period of Performance

Subject to other provisions, the period of performance under this Work Order is from November 14, 2023, or date of execution, whichever is later, through June 20, 2024.

IV. Project Details

COOPERATOR shall furnish the necessary personnel and otherwise do all things necessary for or incidental to the performance of work, as set forth below and in Section V Deliverables.

DNR will provide project materials, as needed and with pre-approval by the DNR Project Manager including but not limited to: gravel for tread surfacing, rock for culvert headwalls/tread armoring, silt fencing and wood stray for erosion prevention, culverts, combination locks, stringers and lumber for bridge/boardwalk construction/maintenance, excavator time and operator, supplemental tools, and CXT brand bathroom cleaning and restocking materials.

Task (s)	Description
1. Bathroom facility maintenance	Clean and restock CXT brand bathroom facility twice a month, up to 24 times a year.
2. Report public abuse to DNR	Check gates and locks to be present and working. Report any illegal activity.
3. Trailhead facility maintenance	Renovate, maintain, and restore trailhead facilities and structures.
4. Trailhead general maintenance	Mow and brush the trailhead at least once a quarter; maintain loading dock; pick up and dispose of trailhead garbage; manage stock high-line functionality; sign management and replacement.
5. Manage manure corrals	Clean manure corrals at least twice a year, once in the fall and once in the spring.

V. Deliverables

The COOPERATOR shall produce the following written reports or other written documents (deliverables) by the dates indicated below.

DELIVERABLE	DEADLINE
1. COOPERATOR will track and report maintenance metrics to DNR Project Manager or designee including but not limited to <ul style="list-style-type: none"> • Feet of trail improved • Drains cleaned and constructed • Trees removed from trail corridor • Feet of trail brushed 	Submitted quarterly with each invoice.
2. Cooperator will comply with volunteer reporting requirements per the Work Order Based Cooperative Agreement.	Submit volunteer forms quarterly with each invoice or more frequently.

All deliverables shall be submitted to the Project Manager by the date specified. Fiscal Year quarterly break out is as follows: quarter 1 (July-September.), quarter 2 (October-December), quarter 3 (January-March), quarter 4 (April-June).

VI. Project Manager

COOPERATOR	DNR
Janine Frizell	Dan DeVoe
Backcountry Horsemen of Washington	Baker District Maintenance Manager
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Email address : triplejmule@msn.com	Email address : dan_devoe@dnr.wa.gov

VII. Budget, Compensation and Payment

The parties estimate that the cost of accomplishing the work will not exceed ten thousand dollars (\$10,000). This amount is based on the following:

ITEM	DESCRIPTION	BUDGET
COOPERATOR staff for work party management	\$350.00 per work party	\$2,100.00
COOPERATOR hourly rate (not charged for work party management)	\$21.00 per hour of work	\$5,000.00
Materials (gravel, culverts, wood, paint)	Cost per to be agreed to in writing by parties on as needed basis	\$2,900.00
TOTAL		\$10,000.00

COOPERATOR shall submit invoices for work completed quarterly and as outlined in the Billing Procedures and Payment Section of the contract. Invoices shall be received not later than 7 days after the end of the quarter.

Invoices shall be submitted to DNR’s Project Manager as identified.

Approval:

By signature below, the parties certify that the individuals listed in this document, as representatives of the parties, are authorized to act in their respective areas for matters related to this instrument.

IN WITNESS WHEREOF, the parties have executed this Work Order.

**BACKCOUNTRY HORSEMEN OF
WASHINGTON**

**STATE OF WASHINGTON
DEPARTMENT OF NATURAL
RESOURCES**

 11/14/23

Signature Date

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