



## Attachment 2 - Billing Authorization Form

This form must be completed in its entirety for billing authorization. Send the completed form along with your service request form to **Jacobs Project Management Co., Attn: Ralph Godinez, via email to [ralph.godinez@jacobs.com](mailto:ralph.godinez@jacobs.com)**

### Billing Information:

- Flagging personnel shall be billed at the hourly rate of \$ 141.82 and \$222.91 for overtime hourly rate for shift exceeding eight (8) hours for each worker.
- Annual rate escalation will not exceed 3%, to be applied starting July 01, 2026 (Year 3) and continue each following year.
- Support Services must be requested at a minimum of 21 days in advance of the flagging requirement and approval is subject to the availability of resources.
- A minimum of four (4) hours for Flagging Services, not to exceed twelve (12) hours per day for each worker, which includes actual travel time, preparation, set- up, break down, and lunch if necessary. For shifts that exceed four (4) hours, a lunch period of thirty (30) minutes must be taken within the first five (5) hours of the start of a shift as per State of California's Labor Code. If a worker completes a regular eight (8) hour shift while not being allowed to take a lunch period, a penalty of one (1) hour at the standard hourly rate shall be billed to the contractor. At ten (10) hours worked in the shift per State of California's Labor Code the worker is to take a second thirty (30) minute lunch period also subject to a penalty if missed as stated above.
- A minimum of 8 hours will be charged for Services performed which the duration of the Services is more than 4 hours but less than 8 hours.
- Work which requires shifts longer than twelve (12) hours will require additional shifts to be called out and the contractor will be billed the minimum eight (8) hours for each additional shift.
- Invoicing will be in hour increments and subject to availability.
- 72 hours' notice is required for cancellation. If less than 72 hours notification is given, the full amount of the scheduled Flagging Services will be invoiced.
- Any night shift that is less than 40 hours in one (1) week will be subject to an eight (8) hour daily rate charge to return the flagman to his normal day shift.
- **For questions/inquiries regarding this billing information: Contact Jacobs Project Control Officer, Adriana Gagner at 760-422-7819 or [adriana.gagner@jacobs.com](mailto:adriana.gagner@jacobs.com).**
- **For cancellation: Contact Jacobs Project Manager, Ralph Godinez at 760-422-7797 or [ralph.godinez@jacobs.com](mailto:ralph.godinez@jacobs.com).**

**MUST BE FILLED OUT COMPLETELY**

NAME OF CONTRACTOR: \_\_\_\_\_ Billing Contact Person: \_\_\_\_\_

Billable Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Billing Email: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Note:

Payment (Company Check, Cashier's Check, or Money Order) should be made payable to:

**Jacobs Project Management Co.**

Please forward this with your Flagging/RWIC Request Form to:

**Ralph Godinez**

**3508 Seagate Way, Suite 150**

**Oceanside, CA 92056**

**[ralph.godinez@jacobs.com](mailto:ralph.godinez@jacobs.com)**

**(760) 422-7797**