# Work Order #2026-02: Okanogan Conservation District Equipment Storage

**Project Name:** Okanogan Conservation District storage of Chipper.

**Project Location:** City of Okanogan, Okanogan County, Washington

**Project Background/Description:** This Work Order establishes the terms under which the **City of Okanogan** Public Works Department ("City") will provide storage space for a woodchipper owned by the **Okanogan Conservation District** ("District"). Partners will collaborate on the placement, storage, retrieval and return of the chipper. This work will be performed under Interlocal Agreement #2026-OCD OK.

**Scope of Work:** City will store District equipment as described below.

**Deliverables:**

1. Equipment Description: District will store the following equipment at City's shop facility:
   - One (1) Vermeer BC1500 Woodchipper
   - VIN Number: VRD18AE4R1051726

2. Storage Location: City will designate a specific storage area suitable for the equipment. City agrees to provide space for the equipment at:
   - 1601 1st Ave South, Okanogan, WA. 98840

3. Term: This Work Order will be effective from **May 19, 2026** to **End Date of the Interlocal Agreement or until terminated**, unless terminated earlier in accordance with this agreement.

4. Access and Use:
   - District retains full ownership and control of the equipment.
   - City will not use the equipment without prior written authorization from District.
   - District will have reasonable access to retrieve or maintain the equipment during normal business hours, or as otherwise coordinated.
   - District will notify City when the chipper is scheduled to be used to ensure possession of the chipper is accounted for at all times.

5. Responsibilities – District: District agrees to:
   - Maintain ownership, licensing (if applicable), and insurance for the equipment.
   - Ensure the equipment is in safe working condition when stored.
   - Remove the equipment upon termination of this agreement.

6. Responsibilities – City: City agrees to:
   - Provide a secure storage location consistent with how it stores its own equipment.

- Not be responsible for routine maintenance or operation of the equipment unless authorized under a separate work order.
- Notify District of any observed damage, safety concerns, or unauthorized use.

7. Liability and Risk of Loss: District assumes all risk of loss, theft, or damage to the equipment while stored at City's facility, except to the extent caused by City's negligence or willful misconduct.

8. Insurance:
   - District will maintain insurance coverage for the equipment.
   - Each party will maintain its own liability coverage as required by law.
   - Each party may request proof of insurance from the other upon request.

9. Indemnification: Each party agrees to be responsible for its own acts and omissions and those of its officers, employees, and agents. To the extent permitted by law, each party shall indemnify and hold harmless the other from claims arising out of its own negligence.

10. Termination: Either party may terminate this Work Order upon 30 days written notice. Upon termination, District will promptly remove the equipment.

| **Start date of Work Order** | **Project Completion Date:** |
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**Budget and Billings:** This Work Order is entered into for mutual public benefit, and no monetary compensation or reimbursement shall be exchanged between the parties. Accordingly, no invoices shall be submitted or payments made under this Work Order. Each party shall bear its own costs and expenses.

| Work Order issued by: | Receipt of the above Work Order/Notice to proceed is hereby acknowledged and accepted: |
|---|---|
| **Okanogan Conservation District** | **City of Okanogan** |
| Signature: | Signature: |
| _____ | _____ |
| Title: [Authorized Signer] | Title: [Authorized Signer] |
| Date: | Date: |
| _____ | _____ |