

Old Dominion University  
Skilled Trades Term Contract  
Request For Quotation  
Contract #23-ODU-04-CCC

COMPLIANCE:

All equipment, goods and services provided under any award(s) made for this request shall be in accordance with the agreed to terms and conditions pursuant to contract #23-ODU-04-CCC, and the Contractor's response to same, including the Division of Engineering & Building's ("DEB") form name CO-7, "General Conditions of the Construction Contract". All Contractors shall maintain the required insurance, bonding,

procedures described in writing and approved by the Department of Procurement Services.

- D. Based on the total 'lump sum' price, award shall be made as follows:
- i. Less Than \$5000 - by either (i) issuing an eVA Electronic Purchase (EP), or (ii) processing the transaction on a University Small Purchase Charge Card (PCARD);
  - ii. \$5001 - \$10,000 - by issuing of an eVA Electronic Purchase (EP);
  - iii. \$10,001 - \$100,000 - by issuing of an eVA Electronic Purchase (EP) and DEB's CO-9 Form - Construction Contract.

CONTACT INFORMATION:

Contract Administrator: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Physical Address: \_\_\_\_\_

PRE-QUOTE CONFERENCE:

Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_

DUE DATE & TIME:

Quotations will be received via e-mail, fax, or hand delivered. Deadline for submission is: \_\_\_\_\_  
Quotes received after the close of business (5:00 PM)

SCOPE OF WORK:

Old Dominion University Facilities Management is seeking bids for the construction of \_\_\_\_\_  
\_\_\_\_\_. The project is generally described as \_\_\_\_\_  
\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_  
\_\_\_\_\_ *s* \_\_\_\_\_ *d* \_\_\_\_\_

## REQUEST FOR QUOTATION SHEET

This quotation is subject to the Terms and Conditions and associated condition under Contract #23-ODU-04-CCC.

Quote F.O.B. Destination:

OLD DOMINION UNIVERSITY		BIDDER:			
Department:		Contact:			
Contract Administrator:		e-mail Address:			
		Phone #:			
Item	Description of Service / Labor / Materials	Qty.	Unit	Unit Price	Total
1	Labor:		Hours	/hr.	\$
2	Materials, Parts, Equipment:		Lot	/lot	\$
3	Misc. (Equipment Rental, Special Tools, etc.):				\$
				NET TOTAL:	\$

Project Name: \_\_\_\_\_

Schedule Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

My signature on this quotation indicates that I will comply with all terms and conditions under the University's contract agreement #23-ODU-04-CCC. I agree to furnish the services as request under this RFQ at the total price as indicated above.

Bidder Signature: \_\_\_\_\_ Phone: \_\_\_\_\_