

**Old Dominion University Term Contract – Quote Request
Contract #12-221-0037-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 #12-221-0037-CCC, and the Contractor’s response to same, including all associated pricing. All Contractors shall maintain the required insurance, bonding, license and shall be in good standing with the State Corporation Commissions. Additionally, the Bureau of Capital Outlay Management’s (“BCOM”) form name CO-7, “General Conditions of the Construction Contract”, and adherence to the terms and conditions of same is now required pursuant to the University’s Contract Modification #2 dated November 3, 2014. eVA registration and DMBE certification, as applicable, must remain current and active through the term of any resulting contract award.

BACKGROUND:

This Request for Quotation (“RFQ”) will be handled as an informal process under the University’s small purchasing procedures. Contractor responses to this RFQ may be received via e-mail, fax, or hand delivered to the requesting Contract Administrator. Consideration for award of any and all late quotes shall be at the discretion of a Procurement Officer in the Department of Procurement Services.

EVALUATION AND AWARD:

Based on the original solicitation and award process for contract #12-221-0037-CCC, all solicited Contractor’s under this RFQ are deemed to be responsible quoters. The requesting Contract Administrator will review and evaluate the Contractor responses, and award shall be made to the overall lowest responsive Contractor quote, as determined by the ‘net total’ amount specified on the “Request for Quotation Sheet” included herein.

Based on the net total dollar amount, award shall be made by either (i) issuing an eVA Direct Order (DO), or (ii) processing the transaction on a University Small Purchase Charge Card (PCARD). ***In all cases, the Contractor and University will execute the BCOM form name CO-9, “Contract Between Owner and Contractor”.***

The University reserves the right to reject any and all quotations, in whole or in part.

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) will not be considered.

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: _____

Contractor shall provide a schedule start date and completion date to be included

REQUEST FOR QUOTATION SHEET

This quotation is subject to the Terms and Conditions and associated Pricing under Contract #12-221-0037-CCC, the Governing *Rules Document*, and the Purchasing Manual for Institutions of Higher Education and Their Vendors.

Quote F.O.B. Destination:

OLD DOMINION UNIVERSITY					
Department:		BIDDER:			
Contract Administrator:		Contact:			
		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 #12-221-0037-CCC. I agree to furnish the services at the unit contract rate as indicated above.

Bidder Signature: _____ Phone: _____