

**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, license and shall be in good standing with the State Corporation Commissions. Additionally, eVA registration and SBSB 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 for contraction cost less than \$100,000.00. 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 the Department of Procurement Services.

**EVALUATION AND AWARD:**

- A. Based on the original solicitation and the approved pre-qualified RFQ submittal process for contract #23-ODU-04-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 a 'lump sum' price or pricing as specified in the "Request for Quotation, Scope of Work" included herein.
- B. The University reserves the right to reject any and all quotations, in whole or in part. Additionally, to determine and validate 'price reasonableness', the right is also reserved to request price details based on any quotation submitted. At a minimum, price details requested may include a breakdown of labor hours by skill/trade, labor hour rates by skill/trade, itemized material costs, costs for equipment rental (when applicable), subcontractor(s) and associated labor hours and rates, etc.
- C. Unless canceled or rejected, a responsive quote from the lowest responsible Quoter may be accepted as submitted, except that if the quote from the lowest responsible Quoter exceeds available funds, the University may negotiate with the apparent low Quoter to obtain a contract price within available funds. However, the negotiation may be undertaken only under conditions and

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: (date and time)  
Quotes received after the close of business (5:00 PM) ***may be considered with final review and approval from Procurement Services.***

**SCOPE OF WORK:**

Old Dominion University Facilities Management is seeking bids for the construction of \_\_\_\_\_ (Job title) \_\_\_\_\_. The project is generally described as \_\_\_\_\_ (Brief job description) \_\_\_\_\_

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 condition under Contract #23-ODU-04-CCC.

Quote F.O.B. Destination:

<b>OLD DOMINION UNIVERSITY</b>		<b>BIDDER:</b>			
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.):				\$
				<b>NET TOTAL:</b>	<b>\$</b>

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: \_\_\_\_\_