



UNIVERSITY OF LOUISIANA AT LAFAYETTE
FACILITIES MANAGEMENT – PUBLIC WORKS/CONSTRUCTION
REQUEST FOR QUOTATION FORM (PUR-FMRFQ)

COMPANY NAME:	_____
LA CONTRACTOR'S LICENSE NO.:	_____
QUOTE AMOUNT:	\$ _____
QUOTE NO. OR QUOTE DATE:	_____
PROJECT COMPLETION TIME:	_____ calendar days

Lead time for materials must be included.

Instructions: Initial line next to corresponding quote amount. (Initial only one.) Required documents are based on total quote amount.

<p align="center">_____ \$1 - \$5,000.00</p> <p><i>(Initials)</i></p> <ul style="list-style-type: none"> ✓ LA Contractor's License required for work with hazardous materials greater than \$1. <p><i>Work may commence with signed Vendor Copy of the PO. Written contract is not required.</i></p> <p><i>Per Small Purchase Procedures Executive Order Number JML 25-104.</i></p>	<p align="center">_____ \$5,000.01 - \$25,000.00</p> <p><i>(Initials)</i></p> <ul style="list-style-type: none"> ✓ LA Contractor's License for work with hazardous materials greater than \$1, Electrical, HVAC, Mechanical, Plumbing exceeding \$10,000 ✓ Signed Contract sent through University DocuSign ✓ Certificate of Insurance with required limits <p><i>Work may commence with signed Vendor Copy of the PO and fully-executed contract.</i></p> <p><i>Per Small Purchase Procedures Executive Order Number JML 25-104.</i></p>
<p align="center">_____ \$25,000.01 - \$100,000.00</p> <p><i>(Initials)</i></p> <ul style="list-style-type: none"> ✓ LA Contractor's License for work with hazardous materials greater than \$1, Electrical, HVAC, Mechanical, Plumbing ✓ LA Contractor's License for all public works greater than \$50,000 ✓ Signed contract sent through University DocuSign ✓ Attestations Affidavit ✓ Certificate of Insurance with required limits ✓ Payment/Performance bonds ✓ Recordation of contract and bonds ✓ Recordation of Notice of Acceptance ✓ Clear Lien Certificate <p><i>Work may commence with signed Vendor Copy of the PO, fully-executed contract, and proof of recordation.</i></p> <p><i>Per Louisiana Procurement Code (R.S. 38:2212).</i></p>	<p align="center">_____ Approved Emergency over \$50,000.00</p> <p><i>(Initials)</i></p> <ul style="list-style-type: none"> ✓ LA Contractor's License for work with hazardous material greater than \$1, Electrical, HVAC, Mechanical, Plumbing exceeding \$10,000 ✓ LA Contractor's License for all public works greater than \$50,000 ✓ Firm quote needed within 10 days ✓ Certificate of Insurance with required limits ✓ Payment/Performance bonds ✓ Signed contract sent through University DocuSign <p><i>This form (both pages) needs to be provided to all contractors quoting emergency projects.</i></p> <p><i>Per Louisiana Procurement Code (R.S. 38:2212).</i></p>

Important Notes:

1. By signing this form, you are certifying that the price quoted is **fixed and firm** and that cost for notarization, bonds, and document recordation are incorporated in the total quoted amount and may not be claimed separately after award. Change orders to add these costs will not be allowed. Any changes in scope must be mutually agreed upon in writing to proceed.
2. New contractors will be required to register through the University's vendor registration process prior to award of contract.
3. Payment terms NET 45. Invoices should be submitted by the 1st week of the month following the month of completed services.
4. Purchasing will request required documents. Due within ten (10) business days of request. Work may commence once all required documents are received.
5. Additional details of contractor requirements for conducting business with the University can be found on page 2 of this form.

AUTHORIZED OFFICER:

_____ (Signature) _____ (Date)
 _____ (Print Name) _____ (Title)

NAME *(for document requests)* _____ **EMAIL ADDRESS** _____

NAME *(for signing contracts)* _____ **EMAIL ADDRESS** _____

Signing this form shall be construed as acceptance of all terms in their entirety. Documents requested after contract award are due within ten (10) business days of request. If Contractor fails to complete all requirements for executing the contract within this timeline, the University reserves the right to reject the offer.

1. LICENSE CERTIFICATION – By signing the RFQ form, the contractor certifies that they are currently and appropriately licensed under LA R.S. 37:2151-2163 of the State of Louisiana for the work quoted. <https://lsbc.gov/> Note: The name of the contractor shown herein shall correspond with the official name on the license.

Asbestos/Hazardous Work: For contracts over **\$1.00** https://lsbc.gov/classifications_list/asbestos-removal-and-abatement/
Electrical/HVAC/Mechanical Work/Plumbing: For contracts over **\$10,000.00** https://lsbc.gov/classifications_list/labor/
All Other Public Work: For contracts over **\$50,000.00** <https://www.legis.la.gov/legis/Law.aspx?d=94928>

2. ATTESTATIONS AFFIDAVIT - All public works projects which **exceed \$25,000** require a notarized attestations affidavit prior to commencement of work. Contractor agrees to submit a notarized attestations affidavit at the contractor's expense within ten (10) days after document is requested by the University.

3. INSURANCE COVERAGE - All contractors who receive the award of a public works project which **exceed \$5,000** are required to submit a certificate of insurance compliance with the coverages listed in the Insurance Requirements Statement prior to commencement of work. <https://www.legis.la.gov/legis/Law.aspx?d=94957>

Worker's Compensation and Employer's Liability:	Statutory Minimum Coverage Commercial
General Liability:	\$1,000,000 Combined Per Occurrence
	\$2,000,000 General Aggregate
Automobile Liability (if applicable):	\$1,000,000 Combined Single Limit

Certificate(s) of Insurance acceptable to the University shall be addressed to:

University of Louisiana at Lafayette, ATTN: Purchasing Department, PO Box 40197, Lafayette, LA 70504

4. AWARD AND EXECUTION OF CONTRACT - All projects which **exceed \$5,000** require a fully executed written contract prior to commencement of work. Contractor agrees to execute the contract within ten (10) days after notice from the University that the instrument is ready for signature.

5. TAX EXEMPTION - University projects are to be exempt from sales and use taxes imposed by any taxing authority. The responsible contractor / subcontractors will be required to submit the appropriate tax exemption form R-85012-T (Public Projects Contractor / Subcontractor: Sales Tax Certification and Exemption Application – Louisiana Revised Statute 47:305.7(A)(1)(b)) to the Louisiana Department of Revenue for each contract / subcontract associated with the work.

6. CONTRACTS \$5,000- \$25,000 - All projects in this price range shall be executed in accordance with the Louisiana Procurement Code (<RS 39:1596>), Governor Jeff Landry's Small Purchase Procedures Executive Order Number JML 25-104.

7. CONTRACTS OVER \$25,000 - All public works projects which exceed \$25,000, contractor will record the contract with the Parish Clerk of Court where the work is taking place, at the contractor's expense, within fourteen (14) days, in accordance with LA R.S. 38:2241.1. *Note: The University will execute contracts exclusively via DocuSign. Contracts with digital signatures may only be filed/recorded electronically. All costs and fees associated with recording, including any electronic filing subscriptions, shall be the responsibility of the contractor.*

8. PAYMENT & PERFORMANCE GUARANTEES - 100% OF AWARD - All public works/construction projects which **exceed \$25,000** require performance and payment guarantees. If applicable, the contractor will record the performance and payment bonds with the Parish Clerk of Court, at the contractor's expense, within fourteen (14) days thereafter. Bonds must be made out to the University of Louisiana at Lafayette, with Power of Attorney, shall be secured by a surety or insurance company currently on the US Department of the Treasury Financial Management Service List of Approved Bonding Companies, and in accordance with restrictions set by them or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. Additionally, any surety bond written for a public works project shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana. <https://www.legis.la.gov/legis/Law.aspx?d=94960>

9. INVOICES AND PAYMENTS - The University will keep a retainage of up to 10% of the contract price for all contracts **exceeding \$25,000** filed with the Clerk of Court's Office until the lien period has expired and the clear lien certificate is provided to the University. Payment terms for all approved invoices shall be Net 45. Invoice for services should be submitted by the first week of the month following the month of completed services.

10. EMERGENCIES OVER \$50,000 - All public works emergency projects which exceed \$50,000, that are not Governor-declared State of Emergency require a fully-executed contract. Contractor agrees to execute the contract within ten (10) days after notice from the University that the document is ready for signature.

11. ABOVE LIMIT PROJECTS - All public work exceeding the contract limit of \$100,000.00 shall be competitively bid.