



UNIVERSITY OF LOUISIANA AT LAFAYETTE
PUBLIC WORKS/CONSTRUCTION
REQUEST FOR QUOTATION FORM (PUR-T38RFQ)

COMPANY NAME:	_____
LA CONTRACTOR'S LICENSE NO.:	_____
QUOTE AMOUNT:	\$ _____
QUOTE NO. OR QUOTE DATE:	_____
PROJECT COMPLETION TIME:	_____ calendar days
<small>Lead time for materials must be included.</small>	

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

<p>_____ \$1 - \$5,000.00</p> <p><small>(Initials)</small></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>_____ \$5,000.01 - \$25,000.00</p> <p><small>(Initials)</small></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✓ Attestations Affidavit✓ 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>_____ \$25,000.01 - \$100,000.00</p> <p><small>(Initials)</small></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; & all public works exceeding \$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>_____ Approved Emergency over \$50,000.00</p> <p><small>(Initials)</small></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; & all public works exceeding \$50,000✓ Certificate of Insurance with required limits✓ Payment/Performance bonds✓ Signed contract sent through University DocuSign

Important Notes:

1. Cost for notarization, bonds, and document recordation are to be incorporated in the total quoted amount and may not be claimed separately after award. Change orders to add costs will not be allowed.
2. New contractors will be required to register through the University's vendor registration process prior to award of contract.
3. Invoice payment terms – NET 45.
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 contractor requirements for conducting business with the University are included in the reference sheet. These requirements must be reviewed and are considered part and parcel of this quote.

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 including those in the above-mentioned reference sheet. Documents will be 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.

PUBLIC WORKS/CONSTRUCTION PROJECT REQUIREMENTS (REFERENCES FOR PUR-T38RFQ)

*This information is provided to further explain the University's Terms and Conditions and documents required for T38 Public Works/Construction projects over \$5,000 and less than \$100,000.00 only.
Projects exceeding \$100,000.00 must be competitively bid.*

1. LICENSE CERTIFICATION – By signing the PUR-T38RFQ form, the contractor certifies that they are currently licensed under LA R.S. 37:2151-2163 of the State of Louisiana. <https://lsibc.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://lsibc.gov/classifications_list/asbestos-removal-and-abatement/

Electrical/HVAC/Mechanical Work/Plumbing: For contracts over **\$10,000.00** https://lsibc.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 \$5,000** 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 notice from the University that the instrument is ready for signature.

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:
General Liability:

Automobile Liability (if applicable):

Statutory Minimum Coverage Commercial
\$1,000,000 Combined Per Occurrence
\$2,000,000 General Aggregate
\$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 public works 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 document is ready for signature. <https://www.legis.la.gov/legis/Law.aspx?d=94960>

5. CONTRACTS OVER \$25,000 – For all public works projects exceeding \$25,000, the contractor is required to record the executed contract with the Parish Clerk of Court in the parish where the work will be performed, at the contractor's expense, within fourteen (14) days, in accordance with [La. R.S. 38:2241.1](#). The University will execute contracts exclusively via DocuSign. Please note that contracts signed through DocuSign may only be recorded when filed electronically. All costs and fees associated with recording, including any electronic filing subscriptions, shall be the responsibility of the contractor

6. 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>

7. 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.

8. 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 written contract. Contractor agrees to execute the contract within ten (10) days after notice from the University that the document is ready for signature. [Louisiana Laws - Louisiana State Legislature](#).

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