



**PUBLIC WORKS/CONSTRUCTION REQUEST FOR QUOTATION FORM  
(PUR-T38RFQ)**

*(For contracts between \$5,000.00 and \$100,000.00 only.)*

**Quote must include cost for notarizing and Payment/Performance Bonds when applicable as specified in this document.**

**1. LICENSE CERTIFICATION** - The contractor certifies that they are currently licensed under LA R.S. 37:2151-2163 of the State of Louisiana. The name of the contractor shown herein shall correspond with the official name on the license.

**Asbestos:** For contracts of **\$1.00** or greater

**Electrical/HVAC/Mechanical Work:** For contracts of **\$10,000.00** or greater

**All Other Public Work:** For contracts of **\$50,000.00** or greater

**2. AWARD AND EXECUTION OF CONTRACT** - All public works projects which **exceed \$5,000.00** require a fully executed written contract prior to commencement of work. Contractor agrees to execute the contract within ten (10) business days after notice from the University that the instrument is ready for signature, and (if over \$25,000.00) the 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 thereafter.

**\*Emergency projects exceeding \$50,000.00 require a written contract.**

**3. INSURANCE COVERAGE** - All contractors who receive the award of a public works project **exceeding \$5,000.00** are required to submit a certificate of insurance compliance. All contractors who receive the award of a public works project exceeding \$5,000.00 are required to submit a certificate of insurance compliant with the coverages listed in the Insurance Requirements Statement prior to commencement of work.

Worker's Compensation and Employer's Liability:  
General Liability:

Statutory Minimum Coverage Commercial  
\$1,000,000.00 Combined Per Occurrence  
\$2,000,000.00 General Aggregate  
\$1,000,000.00 Combined Single Limit

Automobile Liability (if applicable):

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. ATTESTATIONS AFFIDAVIT** - All public works projects which **exceed \$5,000.00** require a notarized attestations affidavit prior to commencement of work. Contractor agrees to submit a notarized attestations affidavit at the vendor's expense within ten (10) business days after notice from the University that the instrument is ready for signature.

**5. PAYMENT & PERFORMANCE GUARANTEES - 100% OF AWARD** - All public works projects which **exceed \$25,000.00** require performance and payment guarantees. 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. 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.

**6. INVOICES AND PAYMENTS** - The University will keep a retainage of up to 10% of the contract price for all contracts (**exceeding \$25,000.00**) 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 is Net30.

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

**Do not leave blanks.**

**PROJECT COMPLETION TIME:** \_\_\_\_\_ calendar days after the commencement date. Material lead-time must be included.

**AUTHORIZED OFFICER:**

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Print Name) \_\_\_\_\_ (Title)

**NAME** (for documents requests) \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**NAME** (for signing contracts) \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**Louisiana Contractor's License No.:** \_\_\_\_\_ **QUOTE NO. or QUOTE DATE** \_\_\_\_\_

*Signing this form shall be construed as acceptance of these 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 withdraw the offer.*