

University Non-Contracted Skilled Trades Process

This form is to be completed in its entirety and attached to the corresponding eRequest along with any other applicable information or documents. Incomplete information may result in delays.

CFAES Department/Unit Contact Information

Department/Unit:		eRequest:	
Contact Person:			
Phone:		Email:	

Purpose for Requesting a Non-Contracted Provider

Was an existing University Contracted Provider contacted ?	
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If yes, provide detailed explanation why a contracted vendor(s) is not preferred. If higher cost, then attach all quotes and comparisons to eRequest for University review.

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Non-Contracted Provider Information

Company Name:			
Representative Name:			
Representative Title:			
Phone:		Email:	

Detailed Scope of Work: Explain, in detail, the project/tasks the Provider will perform. In addition, attach the Provider's written quote to eRequest. (Quote must be dated within last 30-days.)

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Dates of Scope of Work:

Estimated Start Date:		Estimated End Date:	
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University and/or College Obligations: Explain what the University and/ or CFAES is required to supply to the Provider while performing the scope of work, such as access to electric/water, access to a specific building/area, safety measures such as roping off the area, hallway closures to pedestrians, clear debris from area, sign-off on work once completed, etc.

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