Skilled Trades Service Agreement Request

Skilled Trades – when a vendor comes on to University property to perform a service that impacts the physical location.


When it is determined there are no contracted skilled trades suppliers that can meet the department’s business requirements*, then follow these steps to utilize non-contracted skilled trades suppliers:

Obtain a Quote for the work that spells out a ‘Scope of Work’ for the project- keep under 30 days.

Confirm the supplier has BWC (Bureau of Worker’s Comp) and COI (Certificate of Insurance) if applicable, but do not collect at this time- these will be collected by Purchasing when they send the actual “Service Agreement” to the supplier. Create an eRequest entry, putting “Skilled Trades” in the beginning of the description line but do not submit yet. Find and fill out the University Service Agreement Request Form (found on the FORMS page of the CFAES Finance page) indicating the University’s obligations. Attach in the eRequest. ONLY submit if the supplier is an ‘approved’ and ‘open for ordering’ vendor in the PeopleSoft system.

To find if vendor STATUS is “Approved” and “Open for Ordering” or “Inactive” in PeopleSoft: Vendors > Vendor Information > Name 1: (type in Vendor’s name) > click on vendor link in list that should populate > in Identifying Information window check to see the STATUS. If you do not have access to PeopleSoft or this path in PeopleSoft, please contact your Area’s Fiscal Liaison to find out this STATUS for you before you proceed.

If a NEW vendor, do these steps BEFORE submitting the eRequest:
Find and print out for the vendor, or email to the vendor to fill out/print and sign the Vendor Setup Form as it has to be originally signed by the vendor. NOTE: Always use the current form that is online.

Once you get the Vendor Setup Form back, fill out the Vendor Maintenance Online Form and attach the Vendor Setup form in that and add the PR# from your eRequest entry in one of the comment boxes provided for additional information and submit. Once you receive the Vendor ID for the new vendor via email, then type that number in the eRequest entry and submit to begin the process for obtaining a Purchase Order for the vendor before they can perform any work.

Helpful Info:

- *Skilled Trades Commodity Manager: Wayne Cartwright.154, phone 614-292-9611, Purchasing Department, 2650 Kenny Road, Stores & Receiving Building, Columbus, OH 43210, can work with you to determine if a non-contracted vendor can meet the department’s business requirements.
- In an emergency situation, a Purchase Order is still required, just get Extension Operations’ prior approval to move ahead with the work and continue to work on getting the PO# requested.
- COI- Certificate of Insurance requirements vary depending on the scope of the work and is determined by Risk Management. The address required to be on the COI with the certificate holder filled in as: The Ohio State University, 2650 Kenny Road, Columbus 43210

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