



## QUOTE / PROPOSAL REQUEST FORM – SERVICES

***To Be Completed by UW:***

Project Reference:  **Quote Due Date & Time MT:**

UW Requester Name:

UW Requester Email Address:

***To Be Completed by The Supplier:***

Supplier Name:

Supplier Address:

City:  State:  Zip Code:

Contact Name:  Phone Number:

E-mail Address:

**1. TERMS AND CONDITIONS**

Any order placed in conjunction with this quote is subject to the Terms and Conditions found of the following web site:

<http://www.uwyo.edu/procurement/terms-and-conditions/>

Successful supplier will need to register as a supplier with UW in order to receive payment:

<https://www.uwyo.edu/procurement/supplier-guide/supplier-self-registration.html>

Purchases involving services may require a mutually agreed upon and fully executed contract.

**2. TAX EXEMPTION STATUS**

The University of Wyoming is an agency of the State of Wyoming and may be tax exempt depending on the laws and regulations of the merchant's/seller's/vendor's jurisdiction. The University's Federal ID number is: 83-6000331. A tax exemption certificate can be provided upon request.

**3. PAYMENT TERMS**

Select one from the following payment terms:

Net 30 days from receipt of invoice, goods and services

UW Visa Credit Card/P-card *for orders less than \$4,999* (no processing fee)

\_\_\_% Discount Net \_\_\_ Days

Other: \_\_\_\_\_

**4. WORK TO BE PERFORMED**

Include deliverables, beginning and ending service dates and requirements for when and where work is to be performed.

**5. COMPENSATION FOR SERVICES**

Include details as to frequency of payment, invoice requirements and breakdown of payment (services, expenses, materials, etc.). Compensation shall be inclusive of any and all costs associated with the services described above, including but not limited to: delivery and installation, freight/shipping, travel time, overtime, mileage, equipment and materials required for installation, etc. Shipments must be D.A.P. Incoterms® 2010, University of Wyoming, Laramie, Wyoming unless otherwise specified on this order.

Pricing is valid (fixed and firm) through: \_\_\_\_\_

**TOTAL COST OF PROJECT (USD):**

\*Suppliers may attach a supporting quote on a company letter head and include it with this completed form.

**6. WARRANTY**

Specify warranty on the product(s)/equipment priced above:

**7. OPTIONAL - ADDITIONAL NOTES / ADDED VALUE** (Any value-added concepts, programs, components, training, certifications and the like that would further enhance the quote presented in this request. If any costs are associated with value-added items noted below, such items shall be listed as optional and priced separately in Section 5 above – Compensation for Services).

**8. STANDARD INSURANCE LIMITS**

If services are to be performed on UW property, the following insurance coverages may apply:

Commercial general liability insurance including property damage, bodily injury, contractual liability, errors and omissions, and products completed operations, with minimum occurrence limits of not less than \$1,000,000 and minimum aggregate limits of \$2,000,000.

Comprehensive automobile liability insurance with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. Such policy must cover owned, non-owned and hired vehicles, trailers, or semi-trailers designed for travel on public roads.

Workers' compensation coverage as required by law and employer's stop gap liability coverage.

Policies other than workers' compensation and employer's stop gap liability must name the University, its trustees, officers, and employees as additional insureds. Certificates will be delivered, prior to commencement of the contract, to the University of Wyoming, Director of Claims and Risk - Dept. 4305, 1000 E. University, Laramie, WY 82071-2000.

Workers' Compensation and Employer's Liability Coverage: The insurer(s) shall agree to waive all rights of subrogation against the University of Wyoming for losses arising from work performed at the University.

All Coverages (i.e., general liability, errors and omissions, automobile liability, workers' compensation and employer's liability) must include:

1. Cancellation. Each policy shall be endorsed to state the coverage shall not be canceled, suspended, voided, allowed to expire or be reduced in coverage or limits, by either party, except after thirty (30) days, prior written notice by certified mail, return receipt requested, has been given to the University of Wyoming.
2. Jurisdiction. The insurance shall be construed under the laws of the State of Wyoming. The exclusive forum for the resolution of disputes arising out of such insurance shall be a court of competent jurisdiction of the State of Wyoming.
3. Acceptability of Insurers. Insurance shall be placed with insurers licensed to do business in Wyoming and having an A.M. Best Company rating of no less than AVIII.

Verification of Coverage: Prior to commencement of the Agreement, the University shall be provided with certificates of insurance and original endorsements evidencing required coverage. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the University before the contract commences. The University reserves the right to require complete, certified copies of all required insurance policies at any time. If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, the University of Wyoming must be provided a certificate of insurance indicating renewal or an acceptable replacement of the expiring policy prior the expiration.

**Authorized Agent of Supplier:**  **Date:**

*PRINTED NAME*

**Title:**

*SIGNATURE*

***Completion of this quote request in no way obligates the University of Wyoming to purchase the services requested.***