**Work Order Request Form For Master Agreement**

# Project Name

# Project Manager

Budget #

Architect/Engineer

# Awarded Contractor – **to include**

# **company name & address,**

**contact name, email & phone.**

# 

# Awarded Contract Value

**Other Bids**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | Company 1 | Company 2 | Company 3 | Company 4 |
| **Cost** | $ <Bid> | $ <Bid> | $ <Bid> | $ <Bid> |
| **Attached Quote** | Yes/No | Yes/No | Yes/No | Yes/No |

Exhibits Attached

**Exhibit C:** Additional Insureds other than Owner, (if any are required identify below)

Are there any increase in insurance requirements? **Yes or No**

**If yes**

**Exhibit D**: List of Contract Documents/Scope of Work

**Exhibit E**: Construction Schedule

**Exhibit H**: Allowances, unit prices, hourly rates, alternate prices (if applicable)

**Exhibit J**: Schedule of Values (if required by Owner)

Bid Exemption Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signature** **Date**

**Bid Process Exception Form**

***This form shall be used to document any exception to the formal bid process. Completion of this form with associated rational is required any time the three bid process is not used for a purchase that exceeds $10,000.***

\_\_\_\_\_\_ **Sole Source** – the product/service is unique and this vendor is the only one in the world from whom the product/service can be purchased.

\_\_\_\_\_\_ **Sole Acceptable Source/Brand** – similar types of the product/service may exist, but that the vendor/brand, for some reason of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, or ability, is the only source/brand that is acceptable to the requestor or College. Sole brand may be available from more than one source of supply, and, if so, shall be competitively bid to those sources in accordance with the purchasing policy established by the College.

\_\_\_\_\_\_ **Unanticipated Immediate Need** – an unanticipated project/service/product with a timetable that makes the three bid process unfeasible. **(Provide detailed explanation on a separate sheet).**

**\_\_\_\_\_\_ Consulting Services** – Comparison of technical proposal and a review of similar work **\_\_\_\_\_** Previous knowledge of or workdone at Babson. **(Provide detailed explanation on a separate sheet).**

**Detailed Explanation/Justification:**

\_\_\_\_\_\_ The requested product is an integral repair part or accessory compatible with existing equipment. **Detail:**

\_\_\_\_\_\_ The requested product has unique design performance specifications or quality requirements, which are essential to my projects needs and are not available in comparable products. **Detail:**

\_\_\_\_\_\_ The requested product is essential in maintaining project continuity or to remain in compliance with established standards. **Detail:**

\_\_\_\_\_\_ The requested product is one with which I (or my staff) have specialized training and/or extensive experience. Retraining would incur substantial cost in money and/or time. **Detail:**

1. **List financial and intangible risks associated with this exception:**
2. **Describe any efforts to identify other sources to furnish the required items or services:**

**I certify under the penalties of perjury that the above statements are true and that I have no financial or other beneficial interest in the vendor.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signature** **Date**