INVITATION TO BID
(Single transaction for purchased services)

Date:_______________    Requisition #____________

To:_______________________________
    (Company name)

______________________________________
    (Address)

______________________________________
    (Attention)

You are hereby invited to submit a competitive bid for services as specified; in accordance with the terms and conditions incorporated herein.

1.0 Statement of work

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2.0 Independent Contractor Status

The successful bidder (if incorporated, a professional firm, or partnership) shall be deemed an independent contractor. Any subsequent agreement formed shall not be construed to form any relationship of agency, master-servant, employer/employee, partnership, joint venture, or association. The contractor’s company shall be solely responsible and liable for all salary, workers compensation payments/benefits, income tax withholding, unemployment insurance, FICA, and all other aspects of employment of its employees, and Brown University shall have no responsibility or liability with respect thereto.

(1)
3.0 Insurance Requirements

For work done on Brown University premises, the successful contractor will procure and at all times maintain in force and effect insurance to cover general liability, property damage including bodily injury, broad form including vehicular damage, workers compensation, and employee dishonesty. The minimum coverage of $1,000,000 for each occurrence shall be confirmed prior to the start of work in a "Certificate of Insurance" naming Brown as an additional insured. Such certificate will also contain a statement to the effect that the insurance company will not cancel or reduce such insurance without first sending a written notice by certified or registered mail to Brown at least thirty (30) days before such cancellation or reduction.

4.0 Professional Services Agreement

Certain "purchased services" will require the execution of a "Professional Services Agreement" document. For those select services, a copy of the PSA Agreement document will be provided with this invitation to bid.

5.0 Evidence of Qualifications

5.1 A resume of the bidder's experience in providing the specified services to clients during the three (3) year period preceding the bid date; including a complete client list for such services together with written authority for the Owner to contact such clients concerning the bidder's performance.

5.2 Copies of the curriculum for training programs completed by staff designated to deliver/provide the specified services.

5.3 Evidence of all Federal, State, and Local licenses, permits, and consents necessary for the bidder to undertake the work described in this solicitation.

6.0 Proposed rates, Limitations, and Payment Terms

$_______/hour (inclusive of all labor, supplies/equipment, supervision/inspection, insurance and licensure)

$__________ (miscellaneous costs not included in above)

$__________ --- Proposed Aggregate bid for specified services

Note: Standard terms of payment are Net 30 days

Terms offered for prompt payment = ______________.
7.0 Change Orders

All modifications to the service specifications including terms/conditions of agreement require the mutual consent of the parties, and will be formally processed via change order.

8.0 Assignment

The award to a contractor will be based in part on the particular contractor’s demonstrated expertise. Therefore, the successful contractor shall have no right to assign the contract in whole or in part (including change in previously disclosed subcontractors) without the express written approval of Brown University.

9.0 Submission Instructions/Award Considerations

9.1 All bids must be submitted (in duplicate), signed by an authorized corporate official, and received not later than 5:00 P.M. on ___________(Date) at the ___________________ office located at_____________________________.

(Department)  (Street Address)

9.2 The University reserves the right to reject any or all bids.

9.3 Award will be made to the bidder presenting the best overall value as measured by level of compliance with specifications, terms and conditions, and price offering.

For the University  Submitted by:

________________________  __________________________
(Signature)  (Signature)

________________________  __________________________
(Title)  (Title)

________________________  __________________________
(Department)  (Company Name)

________________________  __________________________
(Date)  (Date)