

**Written Cost of Work Quotation**

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Within five (5) business days of the mandatory work site visit, deliver this Written Cost of Work Quotation for completing the project to the University's designated representative. The quotation must be based upon the established labor prices resulting from the award from the Invitation for Bids.

<b>Category of Labor Required*</b>	<b>Quantity</b>	<b>Labor Price</b>	<b>Total</b>
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____

List and describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List and describe the materials needed:

<b>Materials*</b>	<b>Cost</b>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

\*Continued on the back of this page for additional labor and materials.

**TOTAL PROJECT PRICE:** \$ \_\_\_\_\_

Target date for starting work: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Starting and completion dates must be agreed upon by the University and contractor and will be reflected in the written Notification to Proceed or Purchase Order.

**Written Cost of Work Quotation (cont.)**

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

<u>Category of Labor Required</u>	<u>Quantity</u>	<u>Labor Price</u>	<u>Total</u>
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____

**Materials**

**Cost**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____