

Lorain Port Authority Contract Bid or Quote Form

Contracts from \$0.00 to \$2,500.00, three documented verbal quotes are required.

Contracts from \$2,500.01 to \$49,999.99, three written quotes are required, however, if the amount is over \$10,000.00 it is subject to review and recommendation/approval by the Contract Management Committee prior to such project being awarded to a provider and any contract being executed. LPA Staff member must submit its recommendation and all supporting documentation to the Contract Management Committee for review and, if recommended by the Contract Committee, the contract will be referred to the full Board for approval.

Contracts over the \$50,000.00, a formal bidding process is required.

Description of work requested:

Please attached a copy of the written description of work disturbed to contractors.

Physical location of work: _____

Date for all quotes to be submitted. _____ Date for work to be completed. _____

Contractor Information

1. Company Name and Contact _____
 Address _____
 City, State, & Zip Code _____
 Telephone Number _____ Request Date _____
 Bid or Quote Amount \$ _____ Additional notes on back. _____
 If no bid or quote, explain _____

2. Company Name and Contact _____
 Address _____
 City, State, & Zip Code _____
 Telephone Number _____ Request Date _____
 Bid or Quote Amount \$ _____ Additional notes on back. _____
 If no bid or quote, explain _____

3. Company Name and Contact _____
 Address _____
 City, State, & Zip Code _____
 Telephone Number _____ Request Date _____
 Bid or Quote Amount \$ _____ Additional notes on back. _____
 If no bid or quote, explain _____

 LPA Representative Name

 LPA Representative Signature

 Date

Approve Disapprove

 Contract Management Chair Signature

 Date

