

## Construction - Project Bidding Under \$25K

Bids should adhere to the following procedures. Failure to follow these procedures will result in delayed issuance of a purchase order.

The following items must be included in your bid:

- Bid must be on your Company Letterhead
- CWRU Project Manager/Coordinator Name
- Building Name/Location (Room #, Floors etc.)
- Detailed Description of work being performed
- If working under a Master Service Agreement with CWRU, then include your hourly rates

Do **NOT** include the following items in your Bid

- Company Terms and Conditions (CWRU Owner's Terms and Conditions Apply)
- Signature Lines
- Payment Terms (CWRU Payment Terms Net 45 Apply), special terms apply to minority vendors

**Bidding documents can be found ([here](#))**