

**UNIVERSITY OF NORTH DAKOTA
SERVICE PROVIDER TERMS AND CONDITIONS
(PROJECT VALUE LESS THAN \$50,000)**

1. **OWNER'S REPRESENTATIVE:** (UND Representative/Crew):
2. **SCOPE OF WORK:** (Not needed if you provided a complete description of work required in PREQ description block)

Description of the project should be very detailed, think of it this way. You are providing the vendor with the information he/she needs to complete the project to UND standards. They can only do what we are asking, so this is where you need to provide them with everything that needs to be done.

Ask yourself questions on what you would do for this job and put your answers in the description as your expectations for a job well done.

Examples only, please don't limit yourselves to these:

Where do you need the work performed?

What are the details of the work you want done (be specific)?

Does this job require specific materials to match current decor, if so what?

Are there date requirements or restraints for the work to be done?

Are you going to provide any materials for this job?

3. **PREQ #:**
4. **POINT OF CONTACT NAME & EMAIL ADDRESS:**
5. **WORK COMMENCEMENT AND COMPLETION TIME:**

Work shall commence on _____ and shall take approximately _____ weeks to complete.

Submit form to: und.facilities.purchasing@und.edu