

INSTRUCTION FOR TASK ORDER PROCUREMENT

Through the use of a Master Task Order (TO) Agreement, NAU is able to contact your firm when opportunities arise for *construction services* for projects with budgets of less than \$100,000. When these opportunities arise, NAU can contact your firm, either by fax or email, to provide your firm with a "NOTICE OF BID" for the project. **Your action is required to establish your firm as a Master TO Agreement participant.**

In order to receive information regarding TO bid opportunities with NAU, your firm will need to:

1. Fill in the blanks for your firms' information on the NAU Standard Form Agreement Between Owner and "Contractor" for Construction Services (Master TO Agreement). Then, SIGN page 9 of the Agreement under "Contractor". An executed copy of the Agreement signed by both parties will be sent to you for your records after it is executed by NAU.
2. Completely fill out, and have notarized, the FS#2 Contractor Statement of Qualifications (SOQ).
3. **Return a copy of the signed Master TO Agreement, along with the completed FS#2 to:**
Northern Arizona University
Attn: Stephanie Bauer
Facility Services
Planning, Design and Construction
P. O. Box 5637
Flagstaff, AZ 86011
Stephanie.bauer@nau.edu

In addition to any other requirements set forth above, or set forth in future Notices of Bid, prior to award of any bid received under the TO process your firm will also need to:

1. Register as a Vendor with NAU - If you have changes to your current Vendor Registration, or have never registered as a vendor at NAU, go to: <http://nau.edu/Contracting-Purchasing-Services/Forms/> and follow the "Vendor Registration Application (Substitute W-9)" link to officially register as a vendor at NAU.
2. Provide approved insurance - NAU's current insurance requirements are found in section 6 of the General Conditions to the Master TO Agreement. Your firm's insurance must be approved by the NAU Purchasing Department prior to execution of any Task Order Amendment, or commencement of any work, resulting from the Master Agreement. Please send any new insurance certificates to the above address. Please note that it is not required that your firm send any new certificates at this time unless your firm is currently doing work on campus, or has recently done work on campus that requires a continuation of insurance.

Please ensure that your firm's correct Legal Name is used on all documents – the Master TO Agreement, the SOQ, insurance certificates (if submitted) and Vendor Registration. Failure to have the Legal Name match on these documents may result in a future disqualification of a bid, or delay in an award.

If you have any questions regarding this process, please contact Stephanie Bauer at (928) 523-3839.