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
   Bid or Quote Amount
   If no bid or quote, explain

   Request Date
   $ __________________

   Additional notes on back.

2. Company Name and Contact
   Address
   City, State, & Zip Code
   Telephone Number
   Bid or Quote Amount
   If no bid or quote, explain

   Request Date
   $ __________________

   Additional notes on back.

3. Company Name and Contact
   Address
   City, State, & Zip Code
   Telephone Number
   Bid or Quote Amount
   If no bid or quote, explain

   Request Date
   $ __________________

   Additional notes on back.

   LPA Representative Name
   □ Approve □ Disapprove

   LPA Representative Signature

   Date

   Contract Management Chair Signature

   Date
Notes for Company 1.


Notes for Company 2.


Notes for Company 3.


