

Vendors, Contractors, & Consultants Performing Work on Campus

Each day vendors, contractors, and consultants come to campus to provide services to the university. Facilities recognizes that vendors and contractors are a critical facet of campus life. However, the university is an open campus consisting of pedestrians, walkways, and has limited parking facilities. Therefore, it is essential the university have clear and concise procedures that accommodate the vendors and contractors who have business on campus that align with EOU policies.

Contracts/Agreements

Fully executed contracts and all required certificates of insurance must be on file before any vendor, contractor, or consultant performs work on campus.

Contractor/Vendor Passes

All contractors and vendors must obtain a Contractor/Vendor Pass from Facilities & Planning Administration Office (FAC) prior to performing work. The FAC contact person is Janie Carman (541) 962-3562 or via email jcarman@eou.edu. The EOU gold star below denotes the FAC office and the EOU blue shading below denotes the FAC parking lot. Always access FAC via 12th St. & I Avenue, do not drive through campus.



The department who is requesting the services is required to complete the vendor/contractor form located on the facilities website. Please complete this form at least 48 hours prior to the vendor/contractor arriving on campus. The following is what you will need in order to complete the form:

- Department who contracted work and type of work to perform.
- Date(s), anticipated duration, name of Firm(s) and contact information who is performing the work.
- Number of individuals, names of each individual, number of vehicles for temporary parking passes, and Building(s)/Area(s) for accesses.
- Type of building access required:
 - Security assistance (541) 962-3911. 24/7
 - Facilities issued temporary vendor proximity card, keys or door code access.

Note: Per the Key Agreement form, all lockboxes are for EOU employee distribution only, not vendors or contractors.

Vendors, contractors, and consultants must pick up passes at the FAC office as their first stop on campus before commencing work. Passes are available for distribution between 8:00AM to 5:00PM. If passes are required before 8AM the box on the request form must be marked so FAC to have them ready for early distribution. All individual passes must be visible on each person at all times while on campus. Upon completion of the work, vendors, contractors, and consultants must checkout at the FAC office, returning the passes, lanyards, proximity cards/keys, and temporary parking passes.

Vehicle Parking

Vehicles are not allowed on campus pedestrian walkways without pre-approved special arrangement by the Director of Facilities &/or the Director of Safety and Security. Vehicles must park in stalls marked as visitor or general, loading zones, loading docks, posted service areas, or fenced construction staging area only with the parking pass visibly displayed. Safety & Security can cite vehicles driven on pedestrian walkways or vehicles parked in areas outside those stated above per EOU policies.