

BID REQUEST FORM

An executed original of this form must be submitted to the Purchasing Department along with the scope of work. Scope of work must include start and end date, bid due date and detailed description of what goods or services are being purchased. Once all information/documentation is supplied, the Purchasing Department will prepare the RFP or RFQ. Complete all information that applies.

Project Information				
Requester Name:				
Requester Email:				
Department Name:				
Project Name:				
Estimated Cost:				
Chart of Accounts/Project #:				
Funding Source:				
Bid Method:	Quote	Advertised	Board Waiver	State Contract
Required Disciplines:	Electrical Work		HVACR Work	
Plumbing Work	Structural Steel/ Ornamental Iron Work		Asbestos Abatement Work	
Other	Yes / No	Comments		
Pre-bid Meeting:				
Drawings/Specifications:				
DPMC Requirement:				
Bid Allowance:				
Add Alternates:				
Unit Prices:				
Crane Required:				

Brief description of goods or services to be procured & when (attach additional sheet if necessary)

Architect/Engineer Information (if applicable)	
Firm Name:	
Email Address:	
Address:	

List of Vendors (notify for RFP or receive copy of BW or RFQ)

Vendor Name	Contact Name	Phone	Email (REQUIRED)

Department Approval

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Capital Project Requests Only

Name: _____

Title: Director Capital Project Finances

Signature: _____

Date: _____