

**PURCHASING DEPARTMENT**

**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.**

**1. Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**3. Estimated cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Chart of Accounts #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5 Requester name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Requester email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Department name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Alternates(if any), attach additional sheets, if necessary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Unit Prices(if any), attach additional sheets, if necessary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Drawings and Specifications are ready for bid: (Check one) \_\_\_\_Yes \_\_\_\_No**

**11. Required disciplines: Electrician\_\_\_\_\_ Plumber\_\_\_\_\_ HVACR\_\_\_\_\_ Asbestos \_\_\_\_\_**

**12. DPMC Requirement: Yes\_\_\_\_ No\_\_\_\_**

**13. Architect/Engineer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**14. Architect/Engineer email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**15. List of vendors to notify for RFP or receive copy of RFQ (attach additional sheets, if necessary):**

**Vendor name Contact name Phone E-mail (Required)**

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**Department Approval:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**