



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. Bid Method: Quote ___ Advertised ___ Board Waiver ___ State Contract ___
- 4. Estimated cost \$ _____
- 5. Chart of Accounts # _____
- 6. Requester name _____
- 7. Requester email _____
- 8. Department name _____
- 9. Alternates (if any), attach additional sheets, if necessary _____
- 10. Unit Prices (if any), attach additional sheets, if necessary _____
- 11. Drawings and Specifications are ready for bid: (Check one) ___ Yes ___ No
- 12. Required disciplines: Electrician ___ Plumber ___ HVACR ___ Asbestos ___
- 13. DPMC Requirement: Yes ___ No ___
- 14. Architect/Engineer Name _____
- 15. Architect/Engineer email address _____

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

<u>Vendor name</u>	<u>Contact name</u>	<u>Phone</u>	<u>E-mail (Required)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Department Approval:

Name: _____
Title: _____
Signature: _____
Date: _____

Name: _____
Title: _____
Signature: _____
Date: _____