

## BID REQUEST WORKSHEET

Project Name: \_\_\_\_\_ Site: \_\_\_\_\_

PM: \_\_\_\_\_ Anticipated Board Date: \_\_\_\_\_

SCOPE: \_\_\_\_\_

\_\_\_\_\_

Bid Estimate: \_\_\_\_\_ Date Rian will have Final Docs from CM: \_\_\_\_\_

CM (Name, Email, Phone): \_\_\_\_\_

\_\_\_\_\_

Second Point of Contact Name for Q&A along with Purchasing (Or same as above?):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Working Days (5 day work calendar): \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Liquidated Damages \$(if different): \_\_\_\_\_ License(s) Required: \_\_\_\_\_

PreBid Specific Location: \_\_\_\_\_ Mandatory? \_Y\_

Allowances (Allowances must be for a specific purpose with unknown costs):

\_\_\_\_\_

Alternates:

\_\_\_\_\_

Bond/NonBond and JL#: \_\_\_\_\_ Federal Project/DVBE (y/n): \_\_\_\_\_

Items to be included and added to TOC (Specifications (Attachment C) Plans (Attachment D) Reports (Attachments E )):

\_\_\_\_\_

\_\_\_\_\_

Haz Mat Specs (y or no) if y, then who prepared and when:

\_\_\_\_\_

Insurance Comments: Builders Risk? : (Y or N) \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Executive Director Approval: \_\_\_\_\_

(updated January 2023)