



# BID MANAGEMENT SERVICES PROJECT INITIATION

|                     |
|---------------------|
| <b>BID DUE DATE</b> |
|                     |

## GENERAL INFORMATION

Project: \_\_\_\_\_

Firm: \_\_\_\_\_

Account #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## DEPOSIT INFORMATION

**Deposit Required?**     YES     NO

Deposit Amount: \$ \_\_\_\_\_    Refundable?     YES     NO    Checks Made Out To: \_\_\_\_\_

Maximum Number of Deposit Sets Allowed:

**General** Contractors: \_\_\_\_\_    **Sub** Contractors: \_\_\_\_\_    Full Sets Allowed for Purchase?     YES     NO

## DISTRIBUTION INFORMATION

**A&E will preprint bid sets.** How many should we have available for pick-up the first day?\* \_\_\_\_\_

**Set Numbering?**     YES     NO    **Bid Sets Available for Pick-up:**    Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

**Partial Sets Allowed?**     YES     NO

Consent Form Required for Partial Sets?     YES     NO    Partial Sets Charged To:     Bidders     Other \_\_\_\_\_

**Return Plans To:**     A&E — The Graphics Complex     Other \_\_\_\_\_

\*A&E will call the project manager for approval to print additional packages.

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                         |                   |   |   |   |   |   |   |   |   |
|-------------------------|-------------------|---|---|---|---|---|---|---|---|
| <b>A&amp;E USE ONLY</b> | Addenda Tracking: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------------------------|-------------------|---|---|---|---|---|---|---|---|