

LETTER BID REQUEST FORM
(For Projects \$50,000.00 - \$99,999.99)

Requestor: _____ Date: _____

Project Information:

Contract Title: _____

Estimated Total Project Value: _____ AiM #: _____ Contract #: _____

Attachments: _____ (Drawings, Specs, etc.)

LETTER BID – Please invite the following:

Contractor #01:

Company Name: _____

POC: _____

Email: _____

Contractor #02:

Company Name: _____

POC: _____

Email: _____

Contractor #03:

Company Name: _____

POC: _____

Email: _____

Contractor #04:

Company Name: _____

POC: _____

Email: _____

Site Visit Info: _____ Mandatory _____ Optional

Site Visit Location:

Building Name: _____

Address: _____

Comments: _____

Date: _____ TIME: _____

SEALED BIDS DUE DATE: _____ **TIME:** _____