



# REQUEST TO POST RFP / RFQ

- 1 Date of request: \_\_\_\_\_
- 2 Requesting Department: \_\_\_\_\_
- 3 Requestor: \_\_\_\_\_
- 4 Phone: \_\_\_\_\_
- 5 RFP/RFQ Title / Number: \_\_\_\_\_
- 6 Commodity Code(s): \_\_\_\_\_
- 7 Service or Product brief description: \_\_\_\_\_
- 8 Question(s) submit deadline date & time: \_\_\_\_\_
- 9 Bid closing date & time: \_\_\_\_\_
- 10 Bid Value: (MUST have an amount) \_\_\_\_\_
- 11 Start / Delivery Date: \_\_\_\_\_
- 12 Pre-Bid Meeting location: \_\_\_\_\_  
 Pre-Bid Meeting date & time: \_\_\_\_\_  
 Mandatory: yes or no (circle one) \_\_\_\_\_
- 13 Dept Contact Name (for questions): \_\_\_\_\_
- 14 Dept Contact Phone #: \_\_\_\_\_
- 15. Other details / Additional notes: \_\_\_\_\_

**YOU WILL BE REQUIRED TO FURNISH PURCHASING THE FOLLOWING INFORMATION ON THE AWARD OF THE PROJECT.**

- 1 COMPANY NAME: \_\_\_\_\_
- 2 COMPANY CONTACT: \_\_\_\_\_
- 3 CONTACT TITLE: \_\_\_\_\_
- 4 AWARDED AMOUNT: \_\_\_\_\_

**PLEASE E-MAIL TO LENORE BLUEFORD (8-5384) PURCHASING DIVISION, WITH YOUR REQUEST. THANK YOU.**