

Bid Intake Form (RFP / IFB)

Revised 3/08/2023

Date:								
Department:								
End User / Project Manager:								
Project Name:								
One Time Purchase or Multi-year Service:								
FOAPAL (needed to pay advertisement):	Fund:		Org:		Prog:		Acct:	
Is this a renewal?								
Name and number of previous Bid:								

Architect/Engineer Information (if applicable)	
Firm Name:	
Contact Name:	
Address:	
Phone Number:	
Email:	

Project Verification List		
<i>Description</i>	<i>Yes / No</i>	<i>Comments</i>
Pre-Bid Conference / Site Visit Required		
Liquidated Damages as Part of Bid (enter amounts)		<i>Facilities Bids Only</i>
Single Prime Contract		
Multiple Prime Contract		
Prevailing Wage Job		
Add Alternates, In Addition to Base Bid		

Project Information List	
<i>Description</i>	<i>Response</i>
Estimated Value of Contract:	
Estimated Completion Date:	
Estimated Term:	

Proposed Schedule of Events (Enter Dates Below, Please Do Not Use 'ASAP')	
Bid Package Sent to Procurement:	
Bid Advertisement:	
Informational Meeting / Site Visit:	
Questions Due:	
Responses Due:	
Submissions Due:	
Bid Evaluation Sent to Procurement:	
Bid Award:	

For Internal Use Only:	
Comments:	
Signature:	Date: