

**CONTRACT AND SOLICITATION  
REQUEST FORM**

**PROJECT/CONTRACT TITLE:**

**DATE:**

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**PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:**

<b>Project Manager:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>Contract Manager:</b>	<b>PHONE:</b>	<b>EMAIL:</b>
<b>Consultant:</b>	<b>PHONE:</b>	<b>EMAIL:</b>

**PROJECT/ CONTRACT DESCRIPTION:**

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**ADVISORY BOARD/COMMITTEE RECOMMENDATION(S): (If Applicable)**

Date	Board/Committee	Comments

**ENGINEERING ESTIMATE (If Applicable):**

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**CONTRACT FINANCIAL INFORMATION:**

Amount	Account No.	Project String	Source of Funds
<b>Total:</b>		<b>Management &amp; Budget Director:</b>	

<b>GRANT FUNDED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>SOURCE:</b>	<b>AGREEMENT NO.</b>
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**SUBMITTED AND APPROVED BY:**

<b>Submitted By:</b>	<b>Department Director:</b>	<b>Date Received By Procurement:</b>

**REQUIRED ATTACHMENT(S):**

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| <ol style="list-style-type: none"> <li>1. Project Status Report</li> <li>2. Special Conditions (If Applicable)</li> <li>3. Desired Timeline</li> </ol> | <ol style="list-style-type: none"> <li>4. Construction Plans (If Applicable)</li> <li>5. Scope of Services/Scope of Work</li> <li>6. Technical Specification (If Applicable)</li> </ol> |
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