

**CONTRACT AND SOLICITATION
REQUEST FORM**

PROJECT/CONTRACT TITLE:

DATE:

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PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:

Project Manager:	PHONE:	EMAIL:
Contract Manager:	PHONE:	EMAIL:
Consultant:	PHONE:	EMAIL:

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
Total:		Management & Budget Director:	

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

Submitted By:	Department Director:	Date Received By Procurement:

REQUIRED ATTACHMENT(S):

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