



**Project Information:**

Project Number: \_\_\_\_\_ DGS Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Campus Location: \_\_\_\_\_

**Project Leader:**

Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Professional:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Document Distribution:**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Document Availability Date: \_\_\_\_\_  
 Document Cost: \_\_\_\_\_

**Bid Information:**

Pre-bid Date/Time: \_\_\_\_\_  
 Pre-bid Location: \_\_\_\_\_  
 Bid Date: \_\_\_\_\_  
 Is this a Public Bid Opening?:      YES      NO

**Project Description:**

Project Number:

**Bid Package Information:**

Bid Package #	Bid Package Name	Document Availability Date	Document Cost	Pre-bid Conference Date/Time/Location	Is Pre-bid Conference Mandatory: Yes   No	BID DUE DATE	Is bid opening public? Yes   No

**Additional Information:**