

SUU Construction Bid Request Form

*Bids can take up to 30 business days to completely process and return to the department

*All projects must be approved by Facilities Management **before the bid process can begin**

Date: _____ **Department Name:** _____

Proposed Name of Bid: _____

Requestor Information: Name: _____ Phone: _____

Email: _____

Funding Source (Acct. or Index): _____

Budget: Amount: _____

Start Date: _____ **Substantial Completion Date:** _____

Specifications and/or Quantities (If more space is needed, please attach/include supporting documents):

Please list 3 contractors below: Include a valid email and phone number:

***If the department is unwilling to use a specific contractor, please do not list them**

*Bids can take up to 15 business days to completely process and return to the department.

This purchase and available funds have been reviewed and approved by:

Supervisor Signature: _____ **Date:** _____

***All purchases of 50k and above, should be signed by one of the following:**

Vice President - Dean - President - Provost