

# BID REQUEST – GENERAL



Requestor:	
Requesting Program/Dept.:	
Requestor's E-mail Address: (Required)	

All quotes, construction bids, and non-construction bids will be entered into PlanetBids. Interested vendors must register to PlanetBids prior to submitting a quote or bid. Please direct vendors to our **“PlanetBids Vendor Portal”** to register from the [Vice President for Administrative Services | Taft College](#) web page.



## GENERAL – REQUIRED INFORMATION

1.	Bid Due On:	List the date the bid is due.
2.	Estimated Bid Value:	What you estimate the value of your bid to be.
3.	Start/Delivery Date:	What is your project start date and what is the expected date of completion.
4.	Project Duration:	What is the projected duration of the project?
5.	Online Q&A Due Date:	Do you want to give a Q&A option? If yes, list the due date from vendors for all Q&A.
6.	Vendor Preferences:	Do you have a preference of vendors who you would like to include? Prefer Local, Minority-Owned Business, U.S. Government SAM Registration, Disabled Veteran Business, etc.
7.	Description and Scope of Work:	

Please return your completed request form and any documents you would like uploaded (in a pdf. Format) to Trudi Blanco, Administrative Services, via e-mail at [tblanco@taftcollege.edu](mailto:tblanco@taftcollege.edu). You will be notified once your request has been posted to PlanetBids.