

# BID REQUEST – PUBLIC WORKS



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|---|--|
| Requestor:                                |  |
| Requesting Program/Dept.:                 |  |
| Requestor's E-mail Address:<br>(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.  | Project Type:                                   | Bid, RFI (Request for Information), RFP (Request for Proposal), RFQual (Request for Qualifications)   |
| 3.  | Estimated Bid Value:                            | What you estimate the value of your bid to be.  |
| 4.  | Start/Delivery Date:                            | What is your project start date and what is the expected date of completion.  |
| 5.  | Project Duration:                               | What is the projected duration of the project?  |
| 6.  | License Requirements:                           | List any vendor license requirements.   |
| 7.  | Prevailing Wage/Cooperative Bid/Piggy-backable: | List if this is a PW, CP, or P-B project.   |
| 8.  | Bid Bond:                                       | List the amount of the bid bond (% or \$)   |
| 9.  | Pre-Bid Meeting:                                | If yes, list the date, time, and location of meeting.   |
| 10. | 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.   |
| 11. | 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. |

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|-----|--------------------------------|--|
| 12. | 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.