Construction Fact Sheet

Information provided by Project Manager to Contracts and Procurement

Project name _____

Project address _____

Parcel # _____
        (Needed for entry into State Registry)

Project Manager_____Phone #_____

Project architect/engineer name_____Phone #_____

     Company name_____

     Email address _____

Projected date when specification and drawings available _____

Projected bid closing date _____ ----

Construction Budget $ _____ or Bonding Range $_____to $_____

Liquidated Damages per calendar day $_____

Calendar days to complete project _____ Calendar days to complete punch list _____

Weather days that have been included in the contract period _____

Minimum License Classification_____

Is the Agency requesting a specific contract number? _____

Project description for Electronic Solicitation System: (2 or 3 sentences)

_____

_____

_____

Attach this fact sheet in PeopleSoft when the requisition is entered. The buyer assigned will send the Project Manager a pre-development meeting request.

September 2016