

MACOMB COUNTY PURCHASING DEPARTMENT



REQUEST FOR FORMAL BID

This form is to establish a uniform procedure regarding formal bids for Products, Equipment and etc. when required by Macomb County departments per the Purchasing Policy and Procedures adopted by the Board of Commissioners.

GENERAL INFORMATION

Department:	Contract Contact Person:	Date:
Email Address:		Contact Phone Number:

BID OPENING DATES

Generally, bid openings for formal bids will take place on Thursday's in the Purchasing Department conference room. Any day or time other than Thursday, shall require approval by the Purchasing Manager.

FUNDING

Funding information is required; work cannot begin until funding is established (please check all that apply):

Submitted as part of annual budget Request <i>(If yes, attach copy of Exhibit):</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grant Funding Available? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide funding information:</i>	Funding Source
Other Funding Available? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide funding information:</i>	Org Key

BID INFORMATION

<input type="checkbox"/> New Bid	<input type="checkbox"/> Renewal	<input type="checkbox"/> Amendment
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SCOPE OF WORK

Please provide a complete and detailed description of Bid request below (use additional sheets if necessary). *All supporting documentation of estimating should be attached.*

Pre-Bid/Mandatory Walk-Through (if needed)? Yes No

Authorized Approval

Date Approved

Bid request's that require information/data from other department(s) require all department leader's signatures. Request's for Formal Bid submitted without proper authorization will be returned.

PURCHASING USE ONLY

Bid Number:	Pre-Bid/Walk-Through Date:	Questions Due Date:	Bid Opening Date: