**CUPCCAA CONTRACT UNDER $60K  
REQUEST FOR PROPOSALS INTAKE FORM**

**Please fill in this form to begin the process of obtaining proposals for needed work.  
Due: no later than 10 working days prior to the job walk. Purchasing will provide the Contractor Proposal Package at least 3 days prior to the job walk for PM review & finalization.**

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| --- | --- | --- |
| 1. **Project Name** *(What you and the proposers will refer to this job as)* | | |
|  | | |
| 1. **Short Description of Project** *(What will be used in the required notifications)* | | |
|  | | |
| 1. **Total Estimated Cost** |
|  | *(Required by CUPCCAA rules. Must be under $60k to use this form. Fill in or attach support for time/materials/overhead costs)* | |
| **Labor** | **Materials** | **Overhead (L+M\*30%)** |
|  |  |  |
| 1. **Detailed Scope of Work for Contract Enforcement** *(Say “See Attached” if attached)* | | |
|  | | |
| 1. **Plans/sketches?** *(Yes or No)* | **Specifications?** *(Yes or No)* | **Ref. Dwgs./Other?** *(Yes or No)* |
|  |  |  |
| *(Circle one for each question and please provide all “Yes” items to Purchasing.)* | | |
| 1. **Job Walk Date** | **Time** | **Starting location** |
|  |  |  |
| 1. **Time for Performance: Finish by Date** | **OR Finish by X Days from NTP** |
|  | Days | 🡨Pick only 1 |
| 1. **Submitted By (plus any notes to Buyer – Alternates, Unit prices, sole source, …or “see me”):** | | |
| PM name: | | |