



# City of Fitchburg, Massachusetts

Procurement Department

## PROCUREMENT REQUEST FORM (\$10,000 or more)

Complete and send to Chief Procurement Officer, along with specifications.

**Requesting Department:** \_\_\_\_\_ **Contract Manager:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **When Needed:** \_\_\_\_\_

**Please check one:**

- c. 7, Design RFQ
- c. 149, Building Construction (Quote or Bid)
- c. 30, 39m, Public Works Construction (Quote or Bid)
- c. 30b, Goods and Services (Quote, Bid, or RFP)
- c. 25a, Energy-Related Project

**Title:** \_\_\_\_\_

**Brief Description of Project/Item/Service:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_ **Is a pre-bid meeting or site visit required?** \_\_\_\_\_

**Suggested Contract Term (length):** \_\_\_\_\_ **(up to 5 years)**

**Name of architect and/or engineer working with the City:** \_\_\_\_\_

**Are you aware of any state contract or other contract that may be looked at?** \_\_\_\_\_

**Contact Info for Contractors/Vendors you would like contacted (if any):** \_\_\_\_\_

**What is the source(s) of funding (City funds, grant, ESSER, ARPA)?** \_\_\_\_\_

**(For City Departments) Does this project/product/service involve technology or software?** \_\_\_\_\_

**Estimated Value of Contract:** \$ \_\_\_\_\_ **Estimation Method:** \_\_\_\_\_

**Check below if, to the best of your knowledge:**

Funding is not yet in place for this request.

Other departments may be interested in the same project/item/service.

Specifications have been provided by an outside source (vendor, designer, or consultant).

**\*For Purchasing Use Only\***

**Received Date:** \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

Email specifications to [procurement@fitchburgma.gov](mailto:procurement@fitchburgma.gov) or placed in Public Drive under Procurement Shared – Document Drop Folder

Request will go into the procurement queue when final specifications are provided. Requestor will receive key solicitation dates and details by email when contract number is assigned.