



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 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.