



Bid Request

To: _____

Contact: _____

Phone: _____ Fax: _____ Email: _____

From: _____

Contact: _____

Phone: _____ Fax: _____ Email: _____

This Section to Be Completed by a Board Member:

Details of the Job Requested: _____

Site Address: _____

Job to be completed by: _____

Please submit your bid no later than _____

Which board member will be available to give access to the vendor?

Name: _____ Phone Number: _____

Time Available: _____ Other: _____

If you have any preferred vendors, please provide your property manager with their contact information.

Office Use Only:

Bid request sent to vendors on: _____

Bid received from vendors on: _____

Initial appointment for assessment scheduled for: _____