

**CITY OF LAWRENCE**  
**Bid Request Sheet (IFB's, RFP's, & RFQ's)**

Date:

Estimated supply or project amount:

Specifications/Scope of Work:

Minimum/Quality Requirements:

Pre-Bid Conference or Walkthrough required: **YES**    **NO**    Mandatory: **YES**    **NO**

Drawings, Blueprints, floor plans, or technical specifications attached: **YES**    **NO**

Project anticipated Start and End Date:

Contact Name, email address and phone number:

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*Please complete all required fields on this form and submit it to the Purchasing Department with any and all drawings, blueprints, floor plans or technical specifications **15 calendar days** before the ad is to be placed in the Central Register, Goods & Services Bulletin and/or Eagle Tribune.*

**Date** – this is the date you are submitting the form to the Purchasing Department.

**Estimated supply or project amount** – this is a cost estimate of the supplies you will need to purchase during the contract period; or the estimated cost of the project.

**Specifications/Scope of Work – (supplies)** this shall be a complete list, including sizes, quantities, performance measures or any other specifics. **(Services)** this shall be a complete description of the services you need the vendor to provide, including hours to be performed, departments to be served, performance measures, milestones, and any other pertinent information that will guarantee that you get bidders who will be able to provide you with the services you require. In the case of an RFP, you

must also provide a list of qualitative evaluation criteria. This criterion will be the basis for a contract award.

**Minimum/Quality Requirements** – this shall be the minimum a bidder must be able to meet to consider them a responsible bidder. These quality requirements help deter those who would not be able to perform the services required and to avoid sub-standard products. Requirements such as special licensure, amount of years in a particular business, amount of manpower/vehicles available for the service, ability to respond to emergencies within a certain timeframe, experience in a certain field, etc.

**Pre-Bid Conference or Walkthrough** – do you want to offer a pre-bid conference or walkthrough of the project site(s)? Please provide date, time and location. A **pre-bid conference**, usually conducted in a conference room or any other designated area, affords all prospective bidders the same opportunity to hear what the project entails and can ask questions and hear answers. This will more than likely result in a bid addendum issued by the Chief Procurement Officer. A **walkthrough** usually conducted at the site(s) where the project(s) will take place, also affords all prospective bidders the same opportunity to hear and see what the project entails, take measurements and/or pictures and can ask questions and hear answers. Again, this will more than likely result in a bid addendum issued by the Chief Procurement Officer. Please state if you would like this to be Mandatory or not. Making the Pre-Bid or Walkthrough “mandatory” requires that the interested bidder be present and listed on the sign-in sheet in order for the City to accept their bid submittal. Bid submitted by contractors who did not attend a “mandatory” Pre-Bid Conference or Walkthrough must be rejected.

**Drawings, Blueprints, floor plans, or technical specifications** – these documents are required to be submitted with this form, especially in the case of construction projects. **Drawings, blueprints and floor plans** help the vendor to assess, understand and visualize the project in order to submit a comprehensive bid. This is a very important tool and should be made available whenever practical. **Technical specifications** are required for both supplies and services but probably more important when soliciting bids for products, supplies and equipment. Technical specifications should consist of any type of detailed drawing, dimensions, wattage, amps, volts, GVW, or any other identifying characteristics that make up the product, supply or equipment you are asking the vendor to provide. A vague or incomplete technical specification confuses the vendor and makes room for vendors to submit bids for sub-standard products, supplies and equipment. Bid requests submitted to Purchasing without technical specifications or the specifications are vague, will be returned to the initiating department for a more detailed submission.

**Project anticipated Start and End Date** – this shall be when you anticipate the project to commence and when you expect it to end. This is information relevant to most construction related projects and is helpful information for prospective bidders.

**Contact Name, email address and phone number:** this shall be the person designated as the point person for the project or purchase that will be responsible to answer all questions and correspondence from the Chief Procurement Officer regarding bid specifications.

*This form is intended to help departments provide the CPO with any and all information needed to successfully solicit bids for supplies, services and construction projects. The Purchasing Department makes every effort to assist departments in obtaining all of the supplies or services needed to manage their department and/or to provide superior service to Lawrence residents.*

**INSTRUCTIONS & SCHEDULE:**

*You must submit this completed form with any and all supporting documents 15 days before an ad is submitted to the Central Register or Good & Services and Eagle Tribune.*

**Bid**

*Construction estimated at \$10,000 and up*

*Supplies or Services \$100,000 and up*

*Supplies or Services up to \$100,000*

**Submission of advertisement**

*Central Register, every Tuesday by 4:00 p.m.*

*Goods & Services, every Wednesday by 4:00 p.m.*

*Eagle Tribune, requires three days before print*