

Requestor:	
Requesting Program/Dept.:	
Requestor’s E-mail Address: (Required)	

All quotes, construction bids, and non-construction bids will be entered into PlanetBids. Interested vendors must register to PlanetBids prior to submitting a quote or bid. Please direct vendors to our **“PlanetBids Vendor Portal”** to register from the [Vice President for Administrative Services | Taft College](#) web page.




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**GENERAL – REQUIRED INFORMATION**

1.	Bid Due On:	List the date the bid is due.
2.	Project Type:	Bid, RFI (Request for Information), RFP (Request for Proposal), RFQual (Request for Qualifications)
3.	Estimated Bid Value:	What you estimate the value of your bid to be.
4.	Start/Delivery Date:	What is your project start date and what is the expected date of completion.
5.	Project Duration:	What is the projected duration of the project?
6.	License Requirements:	List any vendor license requirements.
7.	Prevailing Wage/Cooperative Bid/Piggy-backable:	List if this is a PW, CP, or P-B project.
8.	Bid Bond:	List the amount of the bid bond (% or \$)
9.	Pre-Bid Meeting:	If yes, list the date, time, and location of meeting.
10.	Online Q&A Due Date:	Do you want to give a Q&A option? If yes, list the due date from vendors for all Q&A.
11.	Vendor Preferences:	Do you have a preference of vendors who you would like to include? Prefer Local, Minority-Owned Business, U.S. Government SAM Registration, Disabled Veteran Business, etc.

# BID REQUEST – PROFESSIONAL SERVICES



12.	Description and Scope of Work:	
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Please return your completed request form and any documents you would like uploaded (in a pdf. Format) to Trudi Blanco, Administrative Services, via e-mail at [tblanco@taftcollege.edu](mailto:tblanco@taftcollege.edu). You will be notified once your request has been posted to PlanetBids.