



**Purchasing Services  
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## BID DOCUMENT REQUEST FORM

DATE \_\_\_\_\_

PROJECT  
TITLE \_\_\_\_\_

### VENDOR INFORMATION:

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

P.O. BOX \_\_\_\_\_ Zip ( \_\_\_\_\_ )

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ EMAIL \_\_\_\_\_

TELEPHONE: area code ( \_\_\_\_\_ ) \_\_\_\_\_ FAX: area code ( \_\_\_\_\_ ) \_\_\_\_\_

### BUSINESS INFORMATION:

BUSINESS TYPE: \_\_\_\_\_ Prime Contractor, Sub-contractor, Materials Supplier

MINORITY STATUS: \_\_\_\_\_ Women Owned, Disadvantaged Enterprise, Minority Business Enterprise, Veteran Owned

### BID DOCUMENTS: AVAILABLE IN CD ONLY

\_\_\_\_ Pick Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_ Mail FedEx Acct# \_\_\_\_\_ Ground \_\_\_\_\_ 2<sup>nd</sup> Day \_\_\_\_\_ Standard Overnight \_\_\_\_\_

UPS Acct# \_\_\_\_\_ Ground \_\_\_\_\_ 2<sup>nd</sup> Day \_\_\_\_\_ Next Day Air Saver \_\_\_\_\_

Please provide Account number if you want CD sent FedEx or UPS to your Company. (FedEx or UPS will send ground if not specified.) If nothing checked-CD will be mailed thru regular USPS mail.

Visit our web site at [www.bsu.edu/purchasing](http://www.bsu.edu/purchasing) to view plan holder list, bid results and updates.

Fax or email this form. Direct questions on Bid Request Form to 765-285-1532