



**BALL STATE  
UNIVERSITY**

**Purchasing Services  
3401 N Tillotson Ave  
Muncie IN 47306**

**Tel: 765-285-1532  
Email: [bidloc@bsu.edu](mailto:bidloc@bsu.edu)  
Fax: 765-285-5505**

**BID DOCUMENT REQUEST FORM**

DATE \_\_\_\_\_

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

**VENDOR INFORMATION:**

COMPANY \_\_\_\_\_

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

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

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

**BUSINESS INFORMATION:**

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

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

**BID DOCUMENTS:**

\*\*\*\*EFFECTIVE 3/6/2019 BID DOCUMENTS WILL BE SENT ELECTRONICALLY. CD'S WILL NO LONGER BE AVAILABLE. IN THE SPACE BELOW, PLEASE PROVIDE THE NAME AND EMAIL ADDRESS OF THE PERSON REQUESTING THE BID DOCUMENTS. AN EMAIL WILL BE SENT WITH A LINK TO THE DOCUMENTS.

NAME OF PERSON REQUESTING DOCUMENTS (PLEASE PRINT) \_\_\_\_\_

EMAIL OF PERSON REQUESTING DOCUMENTS (PLEASE PRINT) \_\_\_\_\_

Visit our web site at [www.bsu.edu/publicworks](http://www.bsu.edu/publicworks) to view plan holder list, bid results and updates. Fax or email this form to 765-285-5505 or [bidloc@bsu.edu](mailto:bidloc@bsu.edu). Direct questions on Bid Request Form to 765-285-1532

**INTERNAL USE ONLY:**

INVITATION SENT \_\_\_\_\_

ADDENDUM(S) IF APPLICABLE SENT \_\_\_\_\_