

CONTRACT REQUEST WORKSHEET

Contract Monitor:			Title:	
CHECK ONE	New Contract []	Amendment []	Emergency []	RFP []
Do we already have a contract for this service?		Yes [] No []	Why isn't it being used? Explain below:	
If this is an Amendment what is the balance remaining on the account?				\$
Time?	Are you amending Services?	Yes [] No []	Price increase?	
Time Frame (immediate, one time, monthly quarterly, annual):				
Budget Account:		Category:		
Estimated Contract Amount:		SPWB Contractor? Yes [] No []		
Sole or single source? Yes [] No []		Professional Service Exempt? Yes [] No [] <i>Solicitation Waiver Request must be attached for Sole or single source Professional Service Exemptions</i>		
Current Vendor(s) or proposed vendor(s) with contact information to be included in the bid/RFP process:				
Location(s) of work to be completed:				
Scope of Work:				
Justification:				

Please attach additional sheets and project drawings to this form if needed.

Contract Monitor's Supervisor Review and Approval: _____ Date _____

Date received by Contract Services: _____ Entered: _____