

PROCUREMENT REQUEST FORM – GENERAL CONSTRUCTION STABLE

INSTRUCTIONS: This form is to be used to request procurement support for projects with an estimated construction cost less than \$3,000,000. Complete all sections of this form as early as possible in the project process. Send this form and all pertinent documents to Sarah Eary, Construction and Institutional Support Manager at SSeary@lbl.gov. You will be contacted directly by the Procurement Specialist assigned to your project.

PART I – PROJECT GENERAL INFORMATION

| | |
|--|---------------------|
| PROJECT NAME | PROJECT DESCRIPTION |
| PROJECT A/E FIRM NAME | |
| PROJECT A/E POC AND PHONE/ EMAIL ADDRESS | |

LBNL KEY PERSONNEL

| | | |
|----------------------------|-------|---------------|
| PROJECT MANAGER NAME | PHONE | EMAIL ADDRESS |
| PROJECT DIRECTOR NAME | PHONE | EMAIL ADDRESS |
| CONSTRUCTION MANAGER NAME | PHONE | EMAIL ADDRESS |
| PROJECT ADMINISTRATOR NAME | PHONE | EMAIL ADDRESS |

PART II – PROJECT DATA

DRAWINGS AND SPECIFICATIONS

INSTRUCTIONS: Attach (or provide link to project website) all pertinent documents referenced below to this request, including but not limited to: drawings, specifications, schedule, cost estimate, etc. for Procurement Specialist use. The bidding standard for contract documents includes all the labeling of all drawings and specifications with the project name, solicitation number, titled "Issued For Bid", dated, stamped and signed and confirmation of internal LBNL engineering department review and approval.

PROJECT SCOPE

| | |
|---|--|
| CONSTRUCTION DRAWINGS COMPLETION DATE | SPECIFICATIONS (LBNL PREPARED DIV. 01) COMPLETION DATE |
| LBNL APPROVAL OF DRAWINGS AND SPECIFICATIONS DATE | SPECIFICATIONS (A-E PREPARED) COMPLETION DATE |

PROJECT SCHEDULE

PROJECT BUDGET

| | | |
|-------------------------------------|------------------------------|-------------------------|
| TARGET CONSTRUCTION START DATE | TARGET SITE WALK DATE | ESTIMATED VALUE (\$USD) |
| TARGET CONSTRUCTION COMPLETION DATE | TARGET FUNDING APPROVAL DATE | ESTIMATE PROVIDED BY |
| SCHEDULE COMMENTS | P.I.D. NUMBER | REQUISITION NUMBER |
| FUNDING COMMENTS | | |

PART III – SUBCONTRACTOR SOLICITATION

| DELIVERY METHOD | BIDS REQUESTED FROM | |
|---|--|--|
| <input type="checkbox"/> DESIGN-BID-BUILD | <input type="checkbox"/> CROUSE CONSTRUCTION | <input type="checkbox"/> JR GRIFFIN CONSTRUCTION |
| <input type="checkbox"/> DESIGN-BUILD | <input type="checkbox"/> GOWAN CONSTRUCTION | <input type="checkbox"/> LYONS CONSTRUCTION |
| <input type="checkbox"/> CM/GC (<i>provide justification below</i>) | <input type="checkbox"/> GWINN CONSTRUCTION | <i>(provide justification below for unchecked boxes)</i> |

JUSTIFICATION

PART IV – ADDITIONAL INFORMATION

ADDITIONAL INFORMATION, UNIQUE ASPECTS OF THIS PROJECT, ETC.

PART V – ASSIGNMENT

| DATE RECEIVED | ASSIGNED TO | SOLICITATION NUMBER |
|---------------|-------------|---------------------|
| | | |