



University of North Carolina School of the Arts Departmental Bid Form - Request for Solicitation

In order to initiate a Bid, the requesting department must submit this form, a quote, detailed specifications, and a Brand Specific Waiver (if required) to the Director of Campus Procurement Services. This information should be submitted electronically to BIDS@unca.edu. Should you have any questions regarding this process, please call 336-770-3319 for assistance. This form MUST be submitted in its entirety to begin the process.

Department: Date:

Department Contact: Phone Number:

Commodity / Service:

Is a Pre-Bid Meeting Required? YES NO
Is this a Brand-Specific Bid? YES NO

If requesting a Brand-Specific bid, please submit a Brand-Specific Waiver.

Vendor #1 Contact Name:

Email Address: Fax Number:

Vendor #2 Contact Name:

Email Address: Fax Number:

Vendor #3 Contact Name:

Email Address: Fax Number:

Vendor #4 Contact Name:

Email Address: Fax Number:

What Funding Source is being used for this Bid? State or ITF -

Required Delivery Date or Completion Date:

Departmental Requester Signature: Date:

Departmental Budget Signature: Date:

Department Head / Dean Signature: Date:

For Campus Procurement Services Use:

Date Received: Assigned to: