



City of Fitchburg, Massachusetts
Purchasing Department
PROCUREMENT REQUEST FORM (\$10,000 or more)

Complete and send to Chief Procurement Officer, along with specifications.
Items marked with asterisk (*) are required. Incomplete forms will be returned.

Title of Project/Item/Service*: _____

Requesting Department*: _____

Designated Contract Manager for the Project/Item/Service*: _____

Suggest Term (length) of Contract*: _____

Brief Description of Project/Item/Service*: _____

If a Project or Service, does it involve construction? _____

If construction, is an architect or engineer working with the City? _____

When the Project/Item/Service is needed*: _____

Contractors/Vendors you would like contacted (if any): _____

Is a pre-bid meeting required? _____

Is a pre-bid site visit required? _____

Estimated Value*: _____

Estimation Method*: _____

Check below if, to the best of your knowledge :

- Funding is not yet in place for this request.
- This is something new that has never been procured for the City.
- Other departments may be interested in the same project/item/service.
- Specifications have been provided by an outside source (vendor, designer, consultant).

Specifications may be emailed to procurement@fitchburgma.gov
or placed in the Public Drive under Procurement – Document Drop – Temporary Location.
Request will go into the procurement queue when final specifications are provided

For Purchasing Use Only

Staff Assignment (to be completed by CPO):

Contract Number: _____

Requestor will receive key solicitation dates and details when contract number is assigned.