

Request to Bid/Current Workload Instructions

General: This one page form must be completed by the bidder and submitted to the Bureau 24 hours before the bid opening in order for the Bureau to know who will be bidding the project and for the Bureau to make the necessary prequalification checks.

Procedure:

1. Format the "Request to Bid/Current Workload" so as to assure a uniform arrangement and appearance with the Bureau's standard.
2. Fill-in the fields as appropriate.
3. Staple together and insert (do not attach) a pink copy of this form inside the front cover of the Proposal for all projects.