



Invitation to Bid Request

Coastal AL

Requestor: _____ Contact #: _____ Date: _____

Type of purchase: _____ Equipment/Supplies
(Check one) _____ Services
_____ Construction/Renovation

Detailed description of Item/Service to Bid (provide additional pages if needed).
(Include specifications, campus, building, room #, etc. in the space provided below):

Special Instructions:

Estimated Cost: \$ _____ Funding Source: _____ Federal
(Check one) _____ State

Date work/service is needed: _____ Budget Center: _____

List of vendors to invite to bid (a minimum of three are required):

| Name | Address | City | State | Zip | Email | Phone # |
|------|---------|------|-------|-----|-------|---------|
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Send completed form and supporting documentation to:

Tonya Banks, Purchasing Agent
Tonya.Banks@coastalalabama.edu