

SECTION 00 10 10

BID DOCUMENT REQUEST FORM

Instructions:

1. Complete all fields in this form. Be sure the email address provided is correct.
2. Return the completed form via email to: [sandyhook@consigli.com](mailto:sandyhook@consigli.com)
3. If scanning and returning the form is not possible, please contact Consigli at the above noted email address and request an alternate means of submitting the form.
4. A link to the bid documents will be sent to the email address included on this form within 24-48 hours of receipt of this request. Use the username and password provided in the email to access the link.
5. Forms that are incomplete, inaccurate or illegible will not be processed. Please be neat and accurate.
6. Access to the bid documents will only be granted to interested bidders who complete this form. If you wish to obtain documents for other reasons, please contact the Town of Newtown, First Selectman's Office.

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A. Bid package being bid: \_\_\_\_\_

B. Prime bidder of the bid package or subcontractor or supplier (circle one):

Prime

Subcontractor

Supplier

C. Description of work being bid: \_\_\_\_\_

D. Company name: \_\_\_\_\_

E. Address: \_\_\_\_\_

F. Trade License #: \_\_\_\_\_

G. Federal Tax ID #: \_\_\_\_\_

H. Contact person: \_\_\_\_\_

I. Phone number: \_\_\_\_\_

J. **Email address:** \_\_\_\_\_

K. Name of person making the request: \_\_\_\_\_

L. Signature of person making the request: \_\_\_\_\_

*By signing this request, the company named above agrees NOT to distribute the bid documents to any other parties, other than a supplier/vendor/subcontractor who needs them to prepare a bid. Documents shall not be distributed, reproduced or published for any other reason.*

**END BID DOCUMENT REQUEST FORM**