



**TOWN OF EDGARTOWN  
PROCUREMENT DEPARTMENT**

**BID REQUEST FORM**

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **PROJECTED COST:** \_\_\_\_\_

**PROJECT DESCRIPTION (Including Time frame):**

SPECIFICATIONS ATTACHED

\_\_\_\_\_  
FOR PROCUREMENT OFFICE:

**PROJECT REFERENCE #:** \_\_\_\_\_

**PROCUREMENT TYPE:** \_\_\_\_\_

**CPO APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
FOR TOWN ACCOUNTANT:

**ATM ARTICLE:** \_\_\_\_\_ **AMOUNT:** \_\_\_\_\_

FUNDS REQUISITIONED    SIGNED: \_\_\_\_\_    DATE: \_\_\_\_\_

**ORG/OBJ:** \_\_\_\_\_

**ADDITIONAL FUNDS FROM:** \_\_\_\_\_

CONTRACT EXECUTED    SIGNED: \_\_\_\_\_    DATE: \_\_\_\_\_

**AWARDED CONTRACTOR:** \_\_\_\_\_

**FINAL CONTRACT PRICE:** \$ \_\_\_\_\_