



City of Fitchburg, Massachusetts  
Purchasing Department

**PROCUREMENT REQUEST FORM (\$10,000 or more)**

Complete and send to Chief Procurement Officer, along with specifications.

Requesting Department: \_\_\_\_\_ Contract Manager: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ When Needed: \_\_\_\_\_

**Please check one:**

- c. 7, Design RFQ
- c. 149, Building Construction (Quote or Bid)
- c. 30, 39m, Public Works Construction (Quote or Bid)
- c. 30b, Goods and Services (Quote, Bid, or RFP)

Title: \_\_\_\_\_

Brief Description of Project/Item/Service: \_\_\_\_\_

\_\_\_\_\_

Project Location: \_\_\_\_\_ Is a pre-bid meeting or site visit required? \_\_\_\_\_

Suggested Contract Term (length): \_\_\_\_\_ (up to 5 years)

Name of architect and/or engineer working with the City: \_\_\_\_\_

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

\_\_\_\_\_

What is the source(s) of funding (City funds, grant, ESSER, ARPA)? \_\_\_\_\_

(For City Departments) Does this project/product/service involve technology or software? \_\_\_\_\_

Estimated Value of Contract: \$ \_\_\_\_\_ 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, or consultant).

Specifications may be emailed to [procurement@fitchburgma.gov](mailto:procurement@fitchburgma.gov) or

placed in the Public Drive under Procurement Shared – Document Drop – Temporary Location.

Request will go into the procurement queue when final specifications are provided.

**\*For Purchasing Use Only\***

Received Date: \_\_\_\_\_

Contract Number: \_\_\_\_\_

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