



**THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
REQUEST FOR BID/SOLICITATION**

School/Department: _____ Contact: _____ Phone Number: _____

Nature of Solicitation (Use additional pages if necessary): _____

Scope of Work/Service or Item(s) Specifications. (**Must be attached.**)(Use additional pages if necessary): _____

Suggested Vendor List: _____

Justification of Special Conditions to Scope of Work or Specifications: _____

Budgeted Amount for Project/Service/Commodity: _____

Requested Board Approval Date: _____

Type of Bid/Solicitation: _____ Time Allocation: _____

Invitation to Bid (ITB) From the time Purchasing has all the necessary information from the school/department to Board approval is approximately eight (8) to ten (10) weeks.

Request for Proposals (RFP) From the time Purchasing has all the necessary information from the school/department to Board approval is approximately sixteen (16) to eighteen (18) weeks.

Please remember that the above mentioned time frames are for the “normal” type bid/solicitation. More complex bids/solicitations may take longer.

Additional information/Special instructions: _____

Budget Numbers:

YEAR	FND	CNTR	PROJECT	FUNC	OBJT	PRG	S	AMOUNT

Budget numbers must be given and the budget will be verified by Purchasing before the bid/solicitation is developed.

Budget numbers reviewed by School/Department Bookkeeper: _____
Initials _____ Date _____

Administrator Signature _____ Date _____

Reviewed by Purchasing Supervisor: _____ Assigned Bid #: _____
Initials _____ Date _____

Assigned to: _____ Date: _____