



**BALL STATE  
UNIVERSITY**

**Purchasing Services  
3401 N Tillotson Ave  
Muncie IN 47306**

**Tel: 765-285-1532  
Email: [biddoc@bsu.edu](mailto:biddoc@bsu.edu)  
Fax: 765-285-5505**

## **BID DOCUMENT REQUEST FORM**

DATE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

### **VENDOR INFORMATION:**

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

### **BUSINESS INFORMATION:**

BUSINESS TYPE: \_\_\_\_\_ Prime Contractor, Sub-contractor, Materials Supplier, Plan Room

### **BID DOCUMENTS:**

BID DOCUMENTS WILL BE SENT ELECTRONICALLY. PLEASE PROVIDE THE NAME AND EMAIL ADDRESS OF THE PERSON REQUESTING THE BID DOCUMENTS. AN EMAIL WILL BE SENT WITH A LINK TO THE DOCUMENTS.

NAME OF PERSON REQUESTING DOCUMENTS (PLEASE PRINT) \_\_\_\_\_

EMAIL OF PERSON REQUESTING DOCUMENTS (PLEASE PRINT) \_\_\_\_\_

Visit our web site at <https://www.bsu.edu/about/administrativeoffices/purchasing/publicworks> to view plan holder list, bid results and updates. Fax or email this form to 765-285-5505 or [biddoc@bsu.edu](mailto:biddoc@bsu.edu). Direct questions on Bid Request Form to 765-285-1532

### **INTERNAL USE ONLY:**

INVITATION SENT \_\_\_\_\_

ADDENDUM(S) IF APPLICABLE SENT \_\_\_\_\_