



Construction Fact Sheet Summary

Information provided by Project Manager to Contracts and Procurement

Project name _____

Project address _____

Parcel # _____
(14 Digit Number found at <https://slco.org/assessor/> - Needed for entry into State Registry)

Project Manager _____ Phone # _____

Project architect/engineer name _____ Phone # _____

Company name _____

Email address _____

Projected date when specification and drawings available _____

Projected bid closing date _____

Construction Budget \$ _____ or Bonding Range \$ _____ to \$ _____

Liquidated Damages per calendar day \$ _____

Calendar days to complete project _____ Calendar days to complete punch list _____

Calendar days to conduct punch list walk prior to the expiration of the Contract Time _____

Minimum License Classification _____

Is the Agency requesting a specific contract number? _____

Project description for Electronic Solicitation System: (2 or 3 sentences)

Attach this fact sheet in My Fin when the requisition is entered. The buyer assigned will send the Project Manager a pre-development meeting request.