



# Construction Fact Sheet Summary

*Information provided by Project Manager to Contracts and Procurement*

Project name \_\_\_\_\_

Project address \_\_\_\_\_

Parcel # \_\_\_\_\_  
(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 \_\_\_\_\_

Weather days that have been included in the contract period \_\_\_\_\_

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 PeopleSoft when the requisition is entered. The buyer assigned will send the Project Manager a pre-development meeting request.