**Office of State Procurement
Solicitation Posting Form**

**Text in red** and preceded by an asterisk (\*) indicates required field

\* Select One: **[ ]** Office of State Procurement **[x]** Other Purchasing Office

|  |  |  |
| --- | --- | --- |
| Rebid? | **[ ]** Yes **[ ]** No |  |
|  |  |  |
| Solicitation Number: |       |  |
|  |  |  |
| \*Title: |       |  |
|  |  |  |
| \*Purchasing Agency: |       |  |
|  |  |  |
| **Ship-To Information:** |  |  |
|  |  |  |
| \*Agency Name: |       |  |
|  |  |  |
| Office Name |       |  |
|  |  |  |
| Address: |       |  |
|  |       |  |
|  |  |  |
| City: |       |  |
|  |  |  |
| State: |       |  |
|  |  |  |
| ZIP: |       |  |
|  |  |  |
| \*Contact Person: |       |  |
|  |  |  |
| \*Contact Phone: |       |  |
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| TTY Phone: |       |  |
|  |  |  |
| Fax Number: |       |  |
|  |  |  |
| Fax Contact Name: |       |  |
|  |  |  |
| \*Due Date: |   /  /   |  |
|  |  |  |
| \* Due Time: |      \_ **[ ]** AM **[ ]** PM |  |

**Remember to complete Page 2.**

**Solicitation Posting Form, Page 2**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Pre-Bid Meeting:** |  |  |
|  |  |  |
| Pre-Bid Meeting Date: |   /  /   | **[ ]** Mandatory **[ ]**  Not Mandatory |
|  |  |  |
| Address: |       |  |
|  |       |  |
|  |  |  |
| City: |       |  |
|  |  |  |
| State: |       |  |
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| ZIP: |       |  |
|  |  |  |
| Time: |       **[ ]** AM **[ ]** PM |  |
|  |  |  |
| Pre-Bid Meeting Date: |       | **[ ]** Mandatory **[ ]**  Not Mandatory |
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| Address: |       |  |
|  |  |  |
| City: |       |  |
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| State: |       |  |
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| ZIP: |       |  |
|  |  |  |
| Time: |       **[ ]** AM **[ ]** PM |  |
|  |  |  |
| Pre-Bid Meeting Date: |       | **[ ]** Mandatory **[ ]**  Not Mandatory |
|  |  |  |
| Address: |       |  |
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| City: |       |  |
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| State: |       |  |
|  |  |  |
| ZIP: |       |  |
|  |  |  |
| Time: |       **[ ]** AM **[ ]** PM |  |
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| **Notes:** |  |  |
| Example, no cell phones, picture I.D., assemble at front gate. |       |
|  |
|  |
|  |  |  |
| Buyer Code (OSP Only): |       |  |
|  |  |  |
| Reverse Auction: | **[ ]** Yes **[ ]** No |  |