

**REQUEST FOR A/E or CONSTRUCTION CONTRACT/  
or AMENDMENT**

Submitted By: \_\_\_\_\_

Department: \_\_\_\_\_

Dated Submitted: \_\_\_\_\_

Contract for: \_\_\_\_\_

Project Name: \_\_\_\_\_

Bid Waiver Approval: Date: \_\_\_\_\_ Approval Amount: \$ \_\_\_\_\_  
(if applicable)

Prepared by: \_\_\_\_\_  
Attorney Name \_\_\_\_\_ Date Delivered \_\_\_\_\_

**APPROVAL PROCESS:**

Project Manager: \_\_\_\_\_  
Signature \_\_\_\_\_ Date Delivered \_\_\_\_\_

Director, Facilities Planning & Construction: \_\_\_\_\_  
Date Approved \_\_\_\_\_

Assoc. VP, Operations: \_\_\_\_\_  
Donald M. Hudson \_\_\_\_\_ Date Delivered \_\_\_\_\_ Date Approved \_\_\_\_\_

Mailing: Contract Mailed: \_\_\_\_\_ Returned: \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

Fully Executed Contract Mailed: \_\_\_\_\_ Distributed: \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS:**

The following attachments **must** accompany any request for contract:

1. Copy of BOT Resolution \_\_\_\_\_
2. Proposal and Fee Schedule \_\_\_\_\_
3. RFP/Bid# \_\_\_\_\_
4. Addenda \_\_\_\_\_
5. List of Drawings (if applicable) \_\_\_\_\_
6. Insurance Certificate \_\_\_\_\_
7. Certification re: Political Contributions \_\_\_\_\_
8. Certificate of employee information or  
Completed form AA 302 (affirmative action) \_\_\_\_\_
9. NJ Business Registration \_\_\_\_\_

The following attachments **must** accompany any Request for **AMENDMENT**

1. Copy of existing contract and any prior amendments \_\_\_\_\_
2. Proposal and Fee Schedule \_\_\_\_\_