

UIUC Digital Plan Room Worksheet

Project Information:

Project Name: _____
Project Number: _____

Project Description: _____

Please include the following:

Is there a deposit required? _____ Amount: _____ Payable to: _____

Shipping responsibility: Contractor _____ Owner/Architect _____

Max. Number of sets allowed. Generals _____ Subs _____ Suppliers _____

All files are made Viewable for Bidders : *Per UIUC requirements, UIUC will provide all bid documents viewable at no charge to contractors. Paid by UIUC/Architect.*

Downloads of : Plans and Specs are optional. Allowing Downloads? : YES NO

Downloads payable by : Contractor _____ Architect (if reimbursable) _____

Pre – Bid Date & Time: _____ Location of Pre-Bid Meeting _____

Bid Date & Time: _____ Location of Bid opening _____

Project Contact / Company Name: _____
Project Manager: Address: _____
Persons Name: _____ email: _____
Phone Number: _____ Fax: _____

Client / Owner: _____ Client Contact: _____
Address: _____ Phone Number: _____

Project Type: _____

Approximate Price Range of Project: _____