

INSTRUCTIONS TO REQUISITIONER

- 1. Type or print legibly -double space between Items
- 2. Group items for one vendor.
No more than two vendors on a requisition.
- 3. Room number required for delivery on all items. Fill in space below.

REQUISITION FOR EQUIPMENT, SUPPLIES, APPARATUS AND SERVICE

Chabot-Las Positas Community College District

Chabot X Las Positas _____ District _____
 Department Facilities
 Staff Member Ann Kroll

Date Written:

1-Feb-19

Delivery Required By:

8-Feb-19

QTY	UNIT	DESCRIPTION (CATALOG No., size, dimensions, etc.)	SUGGESTED VENDOR	EST. UNIT PRICE	UNIT PRICE	TOTAL AMOUNT
		BIOLOGY PHASE I, BUILDING 2100	CONTRACTOR Vanir Construction Management, Inc.			
1	EA	Addition of Reimbursable Expense Provision (B180239)	ADDRESS 180 Montgomery St, Suite 700			\$20,000.00
			San Francisco, CA 94104			
			Contact Person: Dan Ferst			
			Phone: 415-284-9050			
			Email: dan.ferst@vanir.com			
		Scope: Reimbursable Expense Provision				
		Schedule: N/A				
		Cost: \$20,000.00				
					TOTAL:	\$20,000.00

	Fund/Project Code	College/Org.	Acct Code	Program Code
Account Code:	552315	50200	5110	719999

Note: Program Code is 719999 for all measure B

APPROVALS: **Project Manager (Print & Sign)** Michael Garr Date: _____

Vice Chancellor (Print & Sign) Owen Letcher Date: _____

Comments: See attached proposals for additional information and fees.