

PURCHASE REQUEST AND DENDUM FOR CONSTRUCTION AND A-E SERVICES	
<i>This form is to be completed in addition to CG-1A (Purchase Request). Reference OTS Customer Guide "How to Purchase Goods and Services" for additional information</i>	
Answer the following questions by checking the appropriate box.	
This request is for: <input type="checkbox"/> renovation or alteration of facilities <input type="checkbox"/> construction <input type="checkbox"/> Architect-Engineer design <input type="checkbox"/> preventative maintenance <input type="checkbox"/> repair of facilities	
This work is non-competitive. Therefore, Form CG 3 (Justification for Other Than Full and Open Competition) has been completed and attached. <input type="checkbox"/> Yes <input type="checkbox"/> No	
This procurement has a completed and approved Management Services Request attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Provide the information below on attached sheets. All forms and attachments are to be submitted together as a single package to the Purchasing Dept. All attachments developed by the customer should be made available electronically to the assigned Buyer/Subcontract Specialist upon request for use in the solicitation.</i>	
Statement of Work for Construction or A-E Services - Provide a detailed statement of work that describes the work to be performed or the services to be provided. The format should include: (1) Scope of Work (2) Standard Specifications (3) Required Deliverables (5) Delivery Schedule or Period of Performance (6) Reporting Requirements (7) Any attachments or exhibits that will assist the subcontractor in understanding the work e.g. drawings, plans, sketches with date and appropriate numbering.	
Proposed Budget or Estimate –Provide the “basis for estimate” e.g. Estimators spreadsheet, or comparison of past work of a similar nature etc. (discuss particular situation).	
Other Information Provide the following name (s) : PM: COTR: LEAD ENGINEER: Provide a list of any Government owned facilities, equipment or data provided to the subcontractor. Provide any other information that will assist in understanding the requirement.	
Competitive Evaluation Plan - If acquisition is competitive and assistance is needed to develop an Evaluation Plan, contact the Construction Subcontracts Department Manager.	