

# Memorandum



To: File

Re: Public Works Solicitation Documents

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For evaluation purposes of economic opportunities, **non-biddable overview plans and diagrams**, in Portable Document Format (.pdf), associated with public works solicitations are available upon request. Please request through the central procurement portal at [PlanRequests@state.de.us](mailto:PlanRequests@state.de.us) or by submitting the form below. **Detailed architectural plans required for bidding purposes may be procured through the process outlined in the solicitation.**

If requesting drawings for Electrical, HVAC or Plumbing work please provide your valid professional license number to facilitate the fulfillment of your request.

Please include with all request: Solicitation Number, Filename, Company Name, Company Contact, Contact Phone, Professional License (if applicable), and Contact Email.

By submitting a plan request you are acknowledging the following limitations:

- Drawing documents are only available for two weeks
- **Drawing documents are not for redistribution, printing, or bidding purposes**
- **Purchasing of the official drawing plan is a requirement for bid submission**

## Request Form

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Solicitation Number: DTCC12006Powerplant

File Name: 2 Folders = plans for Addendum 1

Description: DTCC Powerplant Education Facility

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Professional License: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I have read and acknowledge the file limitations outlined above ☐

**Submit Request**