Attachment 14 – Plan Request

Memorandum

**To:** File

**Re:** Janitorial Services Solicitation Documents

**In an effort to reduce unnecessary occupancy of State buildings during the current State of Emergency, some locations have made floor plans available, either through a WebEx recording or a floor plan drawing. For security purposes, requests for the recordings and/or floor plans will be released, upon request through the central procurement portal. Interested vendors should send the completed form below to** [**PlanRequests@delaware.gov**](mailto:PlanRequests@delaware.gov)

**By submitting a this request you are acknowledging the following limitations:**

* **Documents are not for redistribution or printing**

**Request Form**

|  |  |
| --- | --- |
| Solicitation Number |  |
| File(s) Requested |  |
| Company Name: |  |
| Company Contact: |  |
| Contact Phone #: |  |
| Contact Email: |  |

**I have read and acknowledge the file limitations outlined above**