# 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 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: OMB-MC3501000085

File Name: _____

Description: Holloway Greenhouse Roof Panel Replacement

Company Name: _____

Company Contact: _____

Professional License: _____

Contact Phone #: _____

Contact Email: _____

I have read and acknowledge the file limitations outlined above ☐

**Submit Request**