

Memorandum



To: File

Re: Public Works Solicitation Documents

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), Contact Email, External IP, and a Four Digit Pin.

Request Form

Solicitation Number: _____

File Name: _____

Company Name: _____

Company Contact: _____

Professional License: _____

Contact Phone #: _____

Contact Email: _____

*External IP Address: _____

Four Digit Pin: _____

*Your external IP can be obtained by visiting www.WhatIsMyIP.com or a similar service.