



City of Woonsocket  
Office of Purchasing  
PO Box B  
Woonsocket, Rhode Island 02895  
Tel: (401) 767-9269

## **REQUEST FOR A BID DOCUMENT PACKAGE**

<b>Bid Number:</b>	
<b>Bid Title:</b>	
<b>Bid Opening Date:</b>	
<p>Bid documents can be accessed at no cost by visiting and registering at the following: <a href="https://www.bidnetdirect.com/rhode-island/woonsocketri">https://www.bidnetdirect.com/rhode-island/woonsocketri</a></p> <p>(Check only one)</p> <p><input type="checkbox"/> I am requesting the bid document package for bid number _____ to be sent to my E-mail address noted below at (\$0.00).</p> <p><input type="checkbox"/> I am requesting the bid document package for bid number _____ to be sent to my mailing address noted below. I have enclosed the *\$100.00 non-refundable service charge with this request.</p> <p><input type="checkbox"/> I am requesting to pick up the bid document package for bid number _____ in person from Woonsocket City Hall. I understand the *\$100.00 non-refundable service charge is required before documents can be released to me.</p> <p>1) To request a bid document package by email: <a href="mailto:ken.allaire@woonsocketri.org">ken.allaire@woonsocketri.org</a></p> <p>2) To request a bid document package by postal mail or in person:</p> <p><b>City of Woonsocket</b> <b>Office of Purchasing</b> <b>169 Main Street</b> <b>Woonsocket, RI 02895</b></p> <p>Send this form with your check or money order payable to <b>"City of Woonsocket"</b> to the address noted above. (No cash will be accepted by mail) <b>Please allow sufficient time for processing!</b></p> <p><i>*Note: The \$100.00 non-refundable service charge is per bid number. Only (1) bid package request per form.</i></p>	
<b>Requestor:</b>	
<b>Name of Company:</b>	
<b>Address:</b>	
<b>City, State Zip:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Signature:</b>	
<b>Date:</b>	

By signing this request, the company or individual named above agrees **NOT** to distribute bid documents to any other parties, other than a supplier/vendor/subcontractor who needs them to prepare a bid. Documents shall not be distributed, reproduced or published for any other reason.