Project Request Form for Job Order Contract Delivery Method

Project Leader: _____   Date: _____

Phone: _____Email: _____

Project Title: _____

Location: _____PSU Project No.:_____

Building No._____ Reference #:_____(Acquired by JOC Team)

Budget#: _____If Transfer Budget, please fill in Job #:_____

WE HAVE HAD FAR TOO MANY PROJECTS REJECTED BY ACCOUNTING BECAUSE OF INCORRECT BUDGET INFORMATION. PLEASE MAKE SURE THIS INFORMATION IS CORRECT!

Brief Project Description:
_____

_____

Construction Estimate: $ _____   Funding in Place ?   ____No   ____Yes
    (attach if available)

Liquidated Damages ?: ___No   ____Yes   L.D. Amount: _____

Schedule: Planned Start Date: _____Substantial Completion: _____

Final Completion: _____

JOC Contractor Request, select one (PAC, HRI, TMG, LSF, SPM, or GMM):

(IMPORTANT) Rationale for requesting this particular contractor :

(IMPORTANT) Why did you choose Job Order Contracting as a delivery method:

Contractor Design/Design-Assist Required?:   No____   Yes____

Hazardous Material: ____No   ____Yes

Hazardous Report - Attached: ____No   ____Yes

Design (Status): _____

Permit (Status): _____

NPDES Permit Needed ? ____No   ____Yes

Listing (*names and e-mails*) of primary individuals involved with the project, including the A/E contact information:

    1 -
    2 -
    3 -
    4 -
    5 -
    6 –

Plans and Specifications attached to this Project Request Form ? ___Yes ___ No

If this project contains any Non Pre-Priced(NPP) items over $10,000.00, a sole source justification request will need approved prior to issuing a contract. This needs to be done prior to the contractor pricing phase. See below website link for sole source justification form.

http://www.opp.psu.edu/planning-construction/design_and_construction_standards/ documents/joc-sole-source-justification-form-4102015