



12345 El Monte Rd.
Los Altos Hills, CA 94022
Foothill College
De Anza College

BOND REQUISITION REQUEST FORM MEASURES C or G

Use this Form to request a Requisition for Measure C or G projects.

Requestor Name: _____ Requestor Email: _____ Date: _____

Project Name: _____ Project Number: _____

Bond Measure: C G

BID/RFP Number: _____ PO Number (If Change Order to PO) _____

Vendor Company Name: _____

Vendor Contact Name: _____ Vendor Email: _____

Project Location: De Anza Foothill District Office Sunnyvale

Contract Amount: \$ _____ Board Approval or Ratification Date: _____

Account/Object Code: _____ Contract Term: Start Date: _____ End Date: _____

Scope of Work:

Supporting Documentation Checklist

(Indicate documents included in packet by checking below):

- Vendor signed contract
- Quote or Proposal
- COI with endorsement pages¹
- 3 quotes² if contract amount is greater than \$10,000. (AP 3140) A non-responsive vendor can be counted as a quote.
- W9 (if new vendor)

Submit completed form to³:

Measure C Requisitions – Luisa Herrera, herreraluia@fhda.edu

Measure G Requisitions – Clarissa Lee-Dominguez, sleedominguez@gilbaneco.com

1 - Required if under written contract for services.

2 - If no other qualified vendors are available, complete the [Sole Source Justification Form](#) and include with this request. If purchase is under cooperative agreement/piggyback, multiple quotes are not required. Quote must reference cooperative agreement contract number.

3 - Indicate in subject line, "Requisition Request" followed by vendor name.