**Memphis-Shelby County Schools Procurement Services**

**Please attach to requisition.**

**Project Name**:

**m**

**Scope of Work**

**Project Initiation For**

**School Name**:

**Date**:

# Requestor:

**School Address:**

# MSCS Proj. Mgr. (If Applicable): Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Email Address:

**Budgeted: \_\_\_ Yes \_\_\_ No**

# Requisition #: Fund #:

**School Point-of-Contact:**

**Email Address:**

**Project Type Examples:**

New Construction Renovation Mechanical Electrical Plumbing Fire Alarm Landscaping Civil/ Parking Int. Finishes Other:

# PROJECT DESCRIPTION

T**he Scope of Work/Services (Solicitation Specifications) include the following:**

 If this space is limited for a detailed Scope of Work/Services, please attach the Word format of the

complete Scope of Work/Services (solicitation specifications) to the requisition.

# Project Cause & Consideration

The basis for the initiation of this project is as follows:

# Project Schedule: Design Construction

Estimated Start: Estimated Completion: Total No. of Weeks: AHERA Reports: Attached Requested In Progress \_\_Not Applicable

As-Built Docs: Attached NA Provided: PDFs CAD Files Hard Copies

# Bid Alternates/ Allowances

The following bid alternates/ allowances are as follows:

**Estimated Projected Cost**: $ 0.00 **Estimated Construction Schedule** (Months): Estimated Liquidated Damages: Substantial Completion: / day; Final Completion: / day

# Required Signature:

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 **Sr. Leader Date**