Memorandum

**TO:** James D. Oliver, Associate Vice Chancellor/Associate Vice President, Facilities/Construction Management

**FROM:** *{Name}, {your title},* Facilities Services

**THRU:** Carlos Villarreal, Interim Executive Director, Facilities Services

**DATE:** 1/27/2016

**SUBJ:** *{Building, Project Name}*

**CONTRACT#:** *{your assigned W# goes here and any change e.g. W645020 and Service Order #01}*

**OCA #:** N/A

1. PROJECT WORK REQUEST HISTORY AND NEED JUSTIFICATION:
2. CONTRACT TYPE, PRICE, CONTRACTOR

1. PROGRAM OF REQUIREMENTS

 N/A

1. SCOPE OF WORK
2. HOW WAS THE WORK SOLICITED
3. WHY THIS CONTRACTOR IS THE BEST VALUE
4. HUB PERCENTAGE (%)
5. OTHER PROPOSALS/BIDS RECEIVED
6. FUNDING
7. VENDOR CONTACT INFORMATION:

CONTACT NAME:

CONTACT ADDRESS:

CONTACT PHONE #:

CONTACT FAX #:

CONTACT E-MAIL ADDRESS: