



BID DOCUMENT ORDER FORM

SOLICITATION #: _____

SOLICITATION TITLE: _____

PRICE OF BID PACKAGE: \$ _____ PER SET

TO REQUEST BID DOCUMENTS FOR THIS SOLICITATION YOU MUST FILL OUT ALL THE INFORMATION ON THIS FORM AND RETURN IT ALONG WITH THE APPROPRIATE FEE BY MAIL TO: MTA CAPITAL CONSTRUCTION, 469 7TH AVE., 16TH FLOOR, NY, NY 10018, ATTENTION: PROCUREMENT ADMINISTRATION; OR IN PERSON TO: MTA CAPITAL CONSTRUCTION, PROCUREMENT DEPARTMENT, 470 SEVENTH AVE., 8TH FLOOR, NY, NY 10018. ALL DOCUMENT FEES ARE PAYABLE BY CASHIER'S CHECK, CERTIFIED CHECK, BANK CHECK OR MONEY ORDER (CASH, CREDIT CARDS, PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTABLE) PAYABLE TO THE MTA OR METROPOLITAN TRANSPORTATION AUTHORITY AND ARE NON-REFUNDABLE.

VENDORS MUST **PRINT** ALL OF THE FOLLOWING INFORMATION WHEN REQUESTING BID DOCUMENTS.

COMPANY NAME: _____

ADDRESS: _____
(Street Address
only, no PO Boxes)

ATTENTION: _____

TITLE: _____

TELEPHONE: _____

FAX #: _____

E-MAIL ADDRESS: _____

DUNS #: _____

TAX ID #/EIN: _____

I AM INTERESTED IN THIS PROJECT AS A: PRIME CONTRACTOR SUB-CONTRACTOR

PLEASE PROVIDE THE FOLLOWING ORDERING INFORMATION (PRINT EXCEPT WHERE SIGNATURE IS REQUESTED)

COMPANY NAME: _____

NUMBER OF SETS REQUESTED: _____ Total Amount of Order: \$ _____

TYPE OF PAYMENT: _____ Check Or Money Order Number : _____

*OVERNIGHT COURIER: _____

ACCOUNT #: _____

* DOCUMENTS WILL BE MAILED US POSTAL SERVICE REGULAR MAIL IF OVERNIGHT COURIER INFORMATION IS NOT PROVIDED.

NAME: _____ SIGNATURE: _____

