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OFFICE OF FACILITIES MANAGEMENT & CONSTRUCTION

<http://facilities.unt.edu/depts/fpdc>

PRELIMINARY REQUEST [FOR] ESTIMATE

Rev. 2.20.2017

Purpose of Form: To request a general price point for the scope of work described to better identify funding issues.

This form does NOT replace the Project Initiation Worksheet (PIW), but rather comes before it to provide departments with generic pricing information for preliminary budgeting purposes before requesting a project to be implemented (through the completion of the PIW form).

When to use: When a department has a need for a project to be implemented within a definite time frame and a funding source has been identified. Examples include: departmental relocations, cubicle re-configuration, cosmetic upgrades, furniture procurement, and complete space remodels.

Note:

The estimate prepared for you by UNT Facilities as a result of this form is NOT based on formal pricing from contractors. It is to be used for preliminary budgeting purposes only. Once a PIW is received, a formal estimate will be prepared which will be a Guaranteed Price.

CONTACT INFORMATION

Authored Date: Requesting Department:

Project Contact Info: (Identify one person with whom Facilities can work with on this project)

Name: Phone: E-mail:

PROJECT DETAILS

Building: Room Number(s): (use commas)

If not within a building, describe location below:

General Information: (check all that apply):

- Renovation/Remodel
- Furnishings Only
- Finishes (e.g Carpet/Paint)
- Box Move
- Equipment
- Space: Planning, Analysis, Study
- Building Systems
(mechanical, electrical, plumbing, voice/data & A/C)
- Laboratory/Science Facility

Desired Estimate Completion Date:

Scope of work (be as descriptive as possible):

APPROVAL SECTION

Department Head/Manager Approval

Name: Date: Signature:

Dean/Director Approval

Name: Date: Signature:

Return completed form using one of three methods:

Electronically:
Scan completed form and send to:
piw@unt.edu

Facsimile:
(940) 369-7447

Inter-departmental Mail:
Facilities – Mail Office

Send questions to piw@unt.edu. Visit our website for detailed information about projects: <http://facilities.unt.edu/depts/fmc>.