



**Plan Holder Certification**

**Project Name** \_\_\_\_\_

**Please select the appropriate designation below:**

The undersigned hereby certifies it is a **prospective bidder, subcontractor bidder, supplier, or contractor plan room**, and as such is requesting one set of bidding documents on the above project without charge.

\_\_\_\_\_  
Signature Date

The undersigned hereby certifies that it is **an interested party other than that which is listed above**, and as such is requesting one set of bidding documents on the above project for which a fee will be charged.

\_\_\_\_\_  
Signature Date

**Once you have selected and signed the appropriate designation above, please provide the following information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Mailing Address (if different from street address)

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
E-mail Address

**For Public Works Staff Use Only**

Bid/proposal documents issued:

\_\_\_\_\_  
By (Staff member's name) Date

Documents mailed (a mailing fee may apply) Pick-up/Mailing date: \_\_\_\_\_

Documents picked up Payment/Billing Comments: \_\_\_\_\_