

REQUEST TO POST RFPs ON BIDS ONLINE (PLANET BIDS) Date: _____

New Request to Post on Planet Bids (Complete all portions of this form)

***Addendum # _____ Date of original posting request: _____**

***Q & A _____ Date of original posting request: _____**

**If submitting a request to post an addendum or Q&A, please complete only the portions in green below.*

Name of person submitting request to Purchasing: Donna Rickman

Department/Division: Economic Development

Title of RFP: Multiple Commercial Lease Space Opportunities

Brief description of goods /services required: There are four retail space opportunities located in Santa Monica's Bayside District.

Additional information (for addenda & Q&A only): _____

This request is for: Service Non-Service (Goods)

Category: Go to: http://vendors.planetbids.com/SantaMonica/Category_List.cfm to view the complete category list. Please indicate the category(s) that this RFP should be posted under (more than one category may be selected):

Categories: Real Property Rental or Lease

Term, if applicable: N/A Base years: _____ Option years: _____

RFP Contact Person:

Name: Donna Rickman

Phone: 4342689 Ext: _____ This is a direct line, no extension

E-mail address: donna.rickman@smgov.net

Important Date(s):

Vendor Submittal Deadline:

Date: Feb 9, 2009 Day: MONDAY Time: 4:00 AM PM

Other (jobwalk, teleconference, bidders' meeting, etc):

N/A Please describe: sitewalk upon request

Date: _____ Day: _____ Time: _____ AM PM

Additional important dates/information: _____

PLEASE FAX (310-393-6142) OR EMAIL THIS COMPLETED FORM ALONG WITH THE PERTINENT DOCUMENTS TO YOUR ASSIGNED BUYER. <http://desktop.private/finance/purchasing/WhosYourBuyer.pdf>

FOR PURCHASING USE ONLY: POSTED BY _____ ON _____