Foothill-De Anza Community College District

Contract Out Work Form

College: ___________________________  Space/Building: ___________________________

Project Title

Briefly describe the proposed project’s intent and scope:
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Trades involved in project:
___________________________________________________________________________________

Check box(s) for project type:

☐ Demolition  ☐ Cleaning  ☐ Excavation  ☐ Electrical
☐ Gardening  ☐ Mechanical  ☐ Moving Furniture  ☐ Painting
☐ Remodel  ☐ Roadway  ☐ Sheetrock  ☐ Tape/Texture
☐ Utility  ☐ Walkway

Project Information
1. Estimated hours of work
   ______
2. Construction costs/quote from contractor
   ______
3. Estimated duration of project (start and completion dates) _________ to _________

District Justification

This project will be contracted out because

☐ Project cannot be done economically by in house labor
☐ Not enough manpower available
☐ Project has too short of duration to perform in house

Director or designee: ___________________________  Date: ___________________________
Telephone Number: ( ) ___________________________