

REQUEST FOR PURCHASING PUBLIC RECORDS

The following information **must** be completed by the requestor.
Incomplete forms **will not** be accepted.

PURSUANT TO THE NEVADA PUBLIC RECORDS LAW, I REQUEST THE FOLLOWING INFORMATION RELEVANT TO CONTRACT NO. _____ TITLE _____
REVIEW OF DOCUMENTS IS BY APPOINTMENT ONLY!

Date: _____ Name/Title: _____

Company Name: _____

Address: _____ City/State/Zip: _____

Area Code/Phone Number: _____ Area Code/Fax Number: _____

E-mail Address: _____

Please check the documents you want to: **Review?** Yes No **Copy?** Yes No

- Original Solicitation
- Awarded Bid, RFP, CBE _____
(Enter Supplier(s) Name)
- Other Submittal(s) _____
(Enter Supplier(s) Name)
- Addenda
- BOT Agenda / Award Authorization
- Renewal Letter(s), if applicable
- Extension Letter(s), if applicable
- Price Increase Letter(s), if applicable
- Insurance submittals, if applicable
- Other _____

PLEASE E-MAIL THIS COMPLETED FORM TO: PROCUREMENTSOLUTIONS@CLEANWATERTEAM.COM

Pursuant to Chapter 239 of the Nevada Revised Statutes, requests for review or copying of Public Records will be responded to within 5 business days of our receipt of your written request.

FOR INTERNAL USE ONLY:

Date of appointment: _____ Time: _____

PAGE COUNT: _____

Date/Time Completed: _____ Initials: _____ Version Date: 09/19/2018