



CLIENT FILE JOB SUBMITTAL FORM

Please complete and email to: Customer Service Department

Email: Cincinnati@e-arc.com Phone: 513.326.2300

CONTACT INFORMATION

Name of Company (putting job on file): PCA Architecture, PSC

Primary Contact: Jim Kaiser Secondary Contact: Whitney Marshall

Phone No: 859.578.6002 Fax No: 859-431-8611 E-mail: kaiser@pca-arch.com

PROJECT INFORMATION

Project Name: Kitchen Renovation - Ft. Mitchell Fire Department Date Submitted: 2023.03.28

Project Address: 2355 DIXIE HWY, FORT MITCHELL, KY, 41017

Project Bid Date & Time: May 1, 2023 - 2:00 PM Estimated Length of Project: 4 months

Pre-Bid Date & location: Ft. Mitchell Fire Department on April 10 at 2:00 PM PO# (if required): _____

Are there any restrictions on bidders? _____

May bidders order partial sets? Yes or No May bidders order Electronic Version? Yes or No

DEPOSIT INFORMATION (if applicable)

Does this project require a deposit? Yes or No (if NO skip to Planwell Section) Refundable or NON-Refundable

Deposit Amount: \$50.00/Set Payable To: The City of Fort Mitchell

How many deposit sets may a bidder order on a deposit basis? _____

What are the requirements for a refund? Resonable, in good condition, at ARC's direction.

Where should bidders return sets for refund? AEC Reprographics Return deadline: May 15th, 2023

Who is responsible for returning deposit checks to bidders? ARC for returned sets. PCA for successful bidders.

Who receives the billing for this project? PCA Architecture

Who receives the billing for delivery/shipping, packaging & handling charges on sets ordered by bidders? Company placing order

Who receives forfeited checks (checks for sets not returned)? PCA Architecture

PLANWELL PUBLISHING INFORMATION

Would you like your project published to the public or private viewing area? Public or Private

If private, please designate a password. _____

May we release the plan-holders list information? Yes or No

If you would like, this plan-holders list can be password protected. If so, please designate a password: _____

Would you like us to Automatically send out a Distribution to the Planrooms on your ITB Yes or No

SPECIAL INSTRUCTIONS (Please attach separate sheet)

Client Signature: Jim Kaiser Date: 2023.03.28