

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
FACILITIES CONSTRUCTION CONTRACTS**

Request for Plans and Specifications

**Bidding**

**PLEASE PRINT**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE**

\_\_\_\_\_ **GENERAL**  **SUB**   
**FCC VENDOR NUMBER**

**FIRM NAME**

**ADDRESS**

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
**TELEPHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**LICENSE NUMBER(S):**

**E-MAIL ADDRESS:**

BID NUMBER	PROJECT NAME	QUANTITY		ADDENDUM NUMBER(S)
		PLANS	SPECS	

- Valid FCC Vendor Number must be submitted on the request. The Vendor Number Application and Instructions can be accessed at <http://laschools.org/contractor/cc/plans-and-specs>
- Orders must be submitted by 10:00 a.m. for a 24 hour turnaround by distributor for pickup.
- Plans and specifications are non-refundable and non-returnable.

**Please fax or e-mail this form to:**

**Universal Reprographics, Inc.**

2706 Wilshire Blvd.

Los Angeles, CA 90057

Phone: 213-365-7768

Fax: 213-365-0287

e-mail: [LAUSD@reprographics.com](mailto:LAUSD@reprographics.com)

Orders may be picked up between 9:00am – 12:00pm and 1:00pm – 5:00pm

Universal is closed between 12:00pm – 1:00pm. No pick-ups are available.

\_\_\_\_\_  
**RECEIVED BY (PRINT NAME)**

\_\_\_\_\_  
**SIGNATURE**

(THIS FORM MUST BE COMPLETELY FILLED OUT MANDATORY)