

City of Lubbock

Contact Person Form

The Contractor shall designate one of its employees to function in the role of primary contact person. The contact person shall be the liaison for the Contractor for the term of the agreement, and shall handle issues, problems, or questions arising from the performance of services. Should the primary contact person change, the Purchasing and Contract Management office should be notified immediately.

Primary Contact Person

NAME: _____

Title: _____ Email: _____

Phone Number Work Hours: _____

Phone Number After Hours: _____

Alternate Contact Person

NAME: _____

Title: _____ Email: _____

Phone Number Work Hours: _____

Phone Number After Hours: _____

PLEASE INCLUDE THIS COMPLETED PAGE AS THE FIRST PAGE OF YOUR SUBMITTAL.