

**BID OPEN CHECKLIST**  
(Non-Contract)

Bid # 5473 Due Date Febr. 24, 2000 3:00pm Buyer JDS.  
 Bid Title Miscellaneous Concrete Program PreBid \_\_\_\_\_  
 PreBid Location \_\_\_\_\_

Word Perfect Filename Annual/Miscellaneous Estimated Amount \_\_\_\_\_  
 Bid Schedule - Misc Bid Schedule 2 Dept. PROJECT  
 Requisition \_\_\_\_\_ Dept. Engineering Dept. Contact Verica Keeton x7392

BUYER

CLERICAL

Review Specifications

Run Class 9168 Item 70

Run Class \_\_\_\_\_ Item \_\_\_\_\_

PREPARE BID PACKET

WWW/Faxline \_\_\_\_\_ list only  
 full bid

Newspaper Notice

Cable, Fort Net, City Line

Invitation to Bid

Bid Proposal

Specifications & Plans

Certificate of Insurance

Service Agreement

Standard

Work Order

Other

PreBid Attendance Sheet

Tally Sheet

Released to Clerical

Completed by Clerical

RETURNED TO CLERICAL 2/4/00 CHANGES 2/6/00 CORRECTIONS

RETURNED TO BUYER \_\_\_\_\_

2/7/00 BUYER REVIEW

PURCHASING AGENT REVIEW JDS 2/7/2000

SPECIAL INSTRUCTIONS:

WWW/Faxline  
 Bids mailed (date)

2/7/00 JDS  
2/7/00 JDS

Addendum #1 \_\_\_\_\_ Initiated by Dept. \_\_\_\_\_ Initiated by Purchasing \_\_\_\_\_ Date mailed \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Initiated by Dept. \_\_\_\_\_ Initiated by Purchasing \_\_\_\_\_ Date mailed \_\_\_\_\_

COMMENTS:

Pending Award: Copy to: ? Phone # \_\_\_\_\_ Dept. \_\_\_\_\_ Date 2/25/00

DEPT. RECOMMENDATION Date Received 2/29/00 Buyer Review JDS  
 Less than three bids memo to file CONTRACTORS ARE ALL VERY BUSY -

Awarded to Voogal Date Award Posted on Bulletin Board \_\_\_\_\_  
 (Clerical)

Close File/Date: 4/9/00 JDS  
 (Clerical)