

MAPD # 006-99

BID OPEN CHECKLIST (Non-Contract)

Bid # 5458 Due Date Jan. 19, 2000 3:00 p.m., Buyer JDS
Bid Title MAPD Athletic Field Paint PreBid
PreBid Location

Word Perfect Filename MAPD/ATHLETIC PAINT Bid Estimated Amount
Requisition Dept. PARKS Dept. Contact ROYER DAIGLE - X 6660

BUYER

- Checkmarks for Buyer tasks: Review Specifications, Run Class, PREPARE BID PACKET, 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.

12/23/99

CLERICAL

- Checkmarks for Clerical tasks: Run Class, PREPARE BID PACKET, 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.

12/28/99 JE

RETURNED TO CLERICAL CHANGES CORRECTIONS

12/28/99 BUYER REVIEW

RETURNED TO BUYER PURCHASING AGENT REVIEW 12/28/99

SPECIAL INSTRUCTIONS:

WWW/Faxline Bids mailed (date) 12/28/99 JE
Addendum #1 1/19/00 Initiated by Dept. Initiated by Purchasing 1/5/00 Date mailed
Addendum #2 Initiated by Dept. Initiated by Purchasing Date mailed

COMMENTS:

Pending Award: Copy to ROYER Phone # Dept. PARK SHOP Date 1/25/00 JE

DEPT. RECOMMENDATION Date Received Buyer Review
Less than three bids memo to file

Awarded to Kwal-Howells Date Award Posted on Bulletin Board (Clerical)

Close File/Date: 3/1/00 JE (Clerical)