BID OPEN CHECKLIST
(Non-Contract)

Bid # 5477 Due Date March 7, 2000 3:00 p.m. Buyer JDS

Bid Title Wood Floor Finishing PreBid

PreBid Location

Word ~~Perfect~~ Filename Annual wood FLR Estimated Amount

Requisition Dept. Facilities Dept. Contact Steve Seefeld

BUYER		CLERICAL
✓	Review Specifications	
✓	Run Class 910 Item 25	✓
	Run Class ____ Item ____	
	USE ATTACHED.	
	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	✓
2/14/00	Released to Clerical	
	Completed by Clerical	2/15/00 JE

RETURNED TO CLERICAL _____ CHANGES _____ CORRECTIONS

RETURNED TO BUYER

2/16 BUYER REVIEW PURCHASING AGENT REVIEW 2/16/2000

SPECIAL INSTRUCTIONS:

WWW/Faxline 2/17/00 JE
Bids mailed (date) 2/16/00 JE

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: Steve S. Phone # 6227 Dept. Date 3/9/00

DEPT. RECOMMENDATION Date Received 3/17 Buyer Review
Less than three bids memo to file E&S - Too much work - Thomas - Too Much work - 3/6/00

Awarded to Acen Clean Date Award Posted on Bulletin Board _____
(Clerical)

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

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For additional information or an official copy, please contact Purchasing Department P.O. Box 580 Fort Collins, CO 80522-0580 USA