

BID OPEN CHECKLIST
(Non-Contract)

Bid # 5653 Due Date Dec 11 2001 3:00pm Buyer SPS

Bid Title Demolition contractor Annual Bid PreBid _____

PreBid Location _____

Word Perfect ^{Annually} Filename Demolition 02 Estimated Amount _____

Requisition _____ Dept. Facilities Dept. Contact Steve Seefeld 6337

<u>BUYER</u>		<u>CLERICAL</u>
<input checked="" type="checkbox"/>	Review Specifications	
_____	Run Class <u>75</u> Item <u>75</u>	<input checked="" type="checkbox"/>
_____	Run Class _____ Item _____	_____
<input type="checkbox"/>	<u>PREPARE BID PACKET</u>	
_____	WWW/Faxline _____ list only	
_____	_____ full bid	
_____	Newspaper Notice	_____
_____	Cable, Fort Net, City Line	<input checked="" type="checkbox"/>
_____	Invitation to Bid	<input checked="" type="checkbox"/>
_____	Bid Proposal	<input checked="" type="checkbox"/>
_____	Specifications & Plans	<input checked="" type="checkbox"/>
_____	Certificate of Insurance	<input checked="" type="checkbox"/>
_____	Service Agreement	_____
_____	Standard	_____
_____	Work Order	<input checked="" type="checkbox"/>
_____	Other	_____
<input checked="" type="checkbox"/>	PreBid Attendance Sheet	_____
<input checked="" type="checkbox"/>	Tally Sheet	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Released to Clerical	_____
<input checked="" type="checkbox"/>	Completed by Clerical	<u>11/20/01 SPS</u>

RETURNED TO CLERICAL _____ CHANGES _____ CORRECTIONS _____

11/21/01 BUYER REVIEW PURCHASING AGENT REVIEW 11/21/01

SPECIAL INSTRUCTIONS: _____

WWW/Faxline _____
Bids mailed (date) 11/23/01 SPS

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. Fac. Date 11/20/01 SPS

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

Awarded to Collinswood Demolition Date Award Posted on Bulletin Board _____
(Clerical)

Close File/Date: 11/20/01
(Clerical)