

BID OPEN CHECKLIST
(Non-Contract)

Annual Bid (5 years)

Bid # 5296 Due Date 2:00 pm 6-3-98

Buyer Opal Dick

Bid Title (L+P) Transformer Repair

PreBid _____

PreBid Location _____

Word Perfect Filename _____

Estimated Amount _____

Requisition _____

Dept. L+P

Dept. Contact Tim Sagen / Opal Dick

BUYER

CLERICAL

Review Specifications

Run Class _____ Item See Attached
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

8/2/98

5/14/98

RETURNED TO CLERICAL _____

CHANGES _____

CORRECTIONS _____

RETURNED TO BUYER _____

dd BUYER REVIEW

PURCHASING AGENT REVIEW

5/14/98

SPECIAL INSTRUCTIONS:

Send up tickler card

WWW/Faxline
Bids mailed (date)

5/15/98 WWW

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 _____

DEPT. RECOMMENDATION Date Received 6/9/98 Buyer Review _____
Less than three bids memo to file _____

Awarded to Betz Transformers Inc Date Award Posted on Bulletin Board _____

Close File/Date: 6/26/98 (Clerical) Card made 6-26-96 (Clerical)