

BID OPEN CHECKLIST  
(Non-Contract)

Bid # 5266 Due Date 3:00pm Mar 25, 1998 Buyer JDS

Bid Title Boring Horizontal PreBid \_\_\_\_\_

PreBid Location \_\_\_\_\_

Word Perfect Filename Annals/Bore-WLP Estimated Amount \_\_\_\_\_

Requisition \_\_\_\_\_ Dept. Water/WLP Dept. Contact Tim & Janet McLaughlin

BUYER

CLERICAL

Review Specifications

Run Class 962 Item 16

Run Class 969 Item 39

PREPARE BID PACKET

WWW/Faxline  list only 3/4/98 JE  
 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 \_\_\_\_\_ CHANGES 3/4/98 CORRECTIONS

3/4/98 BUYER REVIEW

RETURNED TO BUYER 3/5/98

PURCHASING AGENT REVIEW 3/5/98

SPECIAL INSTRUCTIONS: \_\_\_\_\_

WWW/Faxline  
Bids mailed (date)

3/6/98 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: Tim & Janet McLaughlin Phone # \_\_\_\_\_ Dept. Water WLP Date 3/26/98

DEPT. RECOMMENDATION Date Received 3/31 Buyer Review [Signature]  
Less than three bids memo to file - \_\_\_\_\_

Awarded to BT construction Date Award Posted on Bulletin Board 4/14/98 JE  
(Clerical)

Close File/Date: \_\_\_\_\_  
(Clerical)