

BID OPEN CHECKLIST
(Non-Contract)

Bid # LP 5715 Due Date 6-12-02 2:00pm Buyer OED

Bid Title L+P Conduit, PVC, SIM (Fax Bid) PreBid _____

PreBid Location _____

Word Perfect Filename _____ Estimated Amount _____

Requisition 1.3069 Dept. Electrical Dept. Contact Tim Sagen

BUYER

CLERICAL

Review Specifications

Run Class _____ Item see
Run Class _____ Item list only

6-5-02

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 _____

6/5/02

RETURNED TO CLERICAL _____ CHANGES _____ CORRECTIONS _____

RETURNED TO BUYER _____

6/5/02 BUYER REVIEW

PURCHASING AGENT REVIEW

June 6/3/02

SPECIAL INSTRUCTIONS: _____

WWW/Faxline _____

Bids mailed (date) faxed

6-5-02

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 _____ Buyer Review _____
Less than three bids memo to file Can't - Now + responsive - competitive price - Vendor - Very responsive PA
may look at water PVC vendors.

Awarded to Fort Collins Electric Date Award Posted on Bulletin Board _____
(Clerical)

Close File/Date: _____
(Clerical)