

Checklist for Preparation of Bid Requests–

TYPE OF BID:

_____ This is a one time bid,

_____ This is a standing bid for _____ months.

QUANTITY:

_____ The quantity specified is exact.

_____ The quantity specified is estimated.

Note: Is the quantity defined adequately? If you are specifying a box or carton, how many are included per box or carton?

TECHNICAL SPECIFICATIONS:

_____ The manufacturer of the product(s) is named.

_____ The product model or part number(s) is specified.

_____ The size is defined.

_____ The color/finish is specified.

_____ I have attached a written quote provided by a vendor.

_____ I have talked with a vendor concerning this request and

my contact person's name is _____

and the vendors name is _____

GENERAL INFORMATION:

_____ Installation is required by the successful bidder.

_____ There is a delivery date of _____

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- _____ There are particular features or accessory items needed which I have specified,
- _____ Please require samples to be provided with the bid response.
- _____ Samples and/or a demonstration may be required for evaluation purposes.
- _____ There are special services which must be provided by the successful bidder and I have listed them.
- _____ Products of this type have previously been tested and I have provided a list of the one which is acceptable.
- _____ I have listed compatibility requirements that are necessary to the successful performance of this product provided a statement explaining why this is necessary

Funds Available _____ or _____

Yes

No

If funds are available, list FOAP to be charged:

FUND	ORGANIZATION	ACCOUNT	PROGRAM
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I HEREBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS OR PROSPECTIVE BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING OR OTHERWISE.

AUTHORIZED SIGNATURE (Ink Only)

TYPED AUTHORIZED NAME

TITLE OF AUTHORIZED PERSON

NAME OF DEPARTMENT

**ALL SPECIFICATIONS MUST BE SUBMITTED ONLINE IN A
WORD DOCUMENT**

