

SUMNER COUNTY BOARD OF EDUCATION

FORMAL BID CHECKLIST

Purchases Totaling \$10,000.00 or More

Bid files should contain a copy of this check-off list and all the items listed.

_____ "INVITATION TO BID" LETTER

Attach a copy of the "General Bid Requirements & Conditions". Vendors should be advised to clearly mark the bid envelope to avoid opening prior to the stated public bid opening.

EXAMPLE:

BID ITEM: _____
OPENING: _____ @ _____ A.M.

_____ SPECIFICATIONS (if not included with the letter)

Provide a description of the minimum needed features of the item needed. Good specifications will lend themselves to competitive bidding by several vendors while at the same time obtaining for the school the quality of merchandise desired. Specifications must be determined prior to bid solicitations and all vendors given the same opportunity to bid on those specifications. Changes to specifications during the bid process, without notification to all vendors, may invalidate bids and may require re-bidding.

_____ LIST OF ALL VENDORS PROVIDED YOUR BID SOLICITATION

Facsimile bid requests to the vendor are acceptable.

_____ PUBLIC NOTICE FROM THE NEWSPAPER

Advertisement should be submitted for publication in order that it appear at least ten (10) working days prior to bid opening and should include: item(s) to be bid, employee contact to obtain bid information, and the date, time, and location of the bid opening. Contact the Newspaper office to determine how much advance notice is required to avoid unnecessary delays in publication.

_____ ALL RETURNED BIDS INCLUDING POSTMARKED ENVELOPES.

Facsimile bids from vendors are not acceptable! Vendors must submit a "sealed" bid.

_____ MINUTES OF THE BID OPENING including:

- a. time, date, and location of the bid opening.
- b. those present for the bid opening.
- c. a list of all vendors and their addresses submitting bids.
- d. each vendor's individual bid amounts.
- e. notation of any unusual circumstances or deviations from your bid specifications.
- f. signature of the employee preparing the minutes.

_____ COMPLETED BID TABULATION FORM

_____ BOARD APPROVAL

Items must be submitted to the Finance Department not later than the second Monday of each month to be placed on the agenda for the following Board meeting.

NOTE: Items from the Tennessee State Bid List do not require additional bids; simply note the Tennessee Bid Contract Number and attach a copy of that bid to this form.