

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

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