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| Title: BID SHEETS | | Contents: M-1700 |
| | | Submitted By: Purchasing Division |
| | | Approved By: Purchasing Agent |
| Effective Date: 12-10-01 | Supersedes No.: | Page No. 1 of 1 |

Bid Sheets

Bid sheets are documents from the bid solicitation and are maintained in the event it becomes necessary to revisit the bid solicitation process. Bid sheets shall be maintained for audit purposes. Bid sheets include, but are not limited to the following:

- Correspondence from bidders
- Spreadsheet of bid evaluation
- Blank copy of the IFB
- Vendor mailing list
- Correspondence from bidder protest
- Referral letter
- Department response to referral letter
- Specifications
- Low bid letter
- Prices lists from unsuccessful bidders

Note: Price lists from the successful bidder shall be attached to the agreement.