**BID TEMPLATE CHECKLIST**

**Bid Title**: BOTTLED WATER AND DISPENSERS

**Typist: KAREN**

**Bid Release (Advertising Date): 8/4/2021**

**Bid Opening Date: 8/24/2021 @ 11:00 AM**

# 

**CREATION OF TEMPLATE IN PROCURENOW**

**Click the appropriate box for each question. This will create the proper template.**

1. Standard or Motor Vehicle?
   1. (*Always USE Standard unless bid is for Motor Vehicle)*

**STANDARD  MOTOR VEHICLE**

1. If Motor Vehicle, does it require upfitting? Yes  No
2. If Motor Vehicle, is it Heavy Duty? Yes  No
3. County Cooperative Contract Purchasing System? Yes  No
4. Contract Term: for **two (2) years from date of award**
   1. Use marked up bid to get the exact language.
5. Contract Extension: **NONE - SELECT FIRST OPTION**.
6. Catalogs/Price Lists? Yes  No
7. Samples? Yes  No
8. Is this Public Works Contract? Yes  No
9. Contractor’s Data Sheet? Yes  No
10. Descriptive Literature, Technical Specifications and Warranty Details? Yes  No
11. Is this a services Bid?
    1. i.e. Does the proposal page have an Hourly Rate as a Unit of Measure? Yes  No

**BID CATEGORY:**

09- Food, Equipment and Related Services

23- Rental and Leasing Services

Choose an item.

Choose an item.

**AWARD METHOD:**

Line Item

Lump Sum

Lump Sum by Section

Lump Sum by Item

\*use line #14 of the marked up bid to get the correct language for the award method.

**ADDITIONAL ITEMS:**

***\*View the Price Page to see if anything additional should be added to the VQ or Price Page\****