**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** [x]  **MOTOR VEHICLE** [ ]

1. If Motor Vehicle, does it require upfitting? Yes [ ]  No [x]
2. If Motor Vehicle, is it Heavy Duty? Yes [ ]  No [x]
3. County Cooperative Contract Purchasing System? Yes [x]  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 [x]
7. Samples? Yes [ ]  No [x]
8. Is this Public Works Contract? Yes [ ]  No [x]
9. Contractor’s Data Sheet? Yes [ ]  No [x]
10. Descriptive Literature, Technical Specifications and Warranty Details? Yes [ ]  No [x]
11. Is this a services Bid?
	1. i.e. Does the proposal page have an Hourly Rate as a Unit of Measure? Yes [ ]  No [x]

**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 [x]

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\****