



City of Derby
611 Mulberry
Derby, KS 67037
Phone 316-788-3132
Fax 316-788-6067

Bid Board Checklist

Department requesting approval_____.

Staff responsible for request_____.

List Item_____.

Is the bid the sole source? Y/N_____.

Is item budgeted? Y/N_____.

Bid specifications attached? Y/N_____.

Vendor spreadsheet attached? Y/N_____.

(Spreadsheet should include all vendors issued RFP's and all bids submitted. If vendors bid on separate items, they should be listed by items and bid.)

Vendor Materials Attached? Y/N_____.

Does the department wish to have any staff present during Bid Board? If so, please list who _____.

Attach any narrative below you wish to be considered during Bid Board.

Bid Board Action: Approved___ Not Approved___
Other (Specify)_____

Board Chairperson

Date

_____ Approved Y/N _____

City Manager

Date