

Solicitation Verification Sheet - IFB

Solicitation #: [REDACTED]

Solicitation Title: [REDACTED]

(e.g. Linen Services-Coastal Center)

Vendor (Optional – fill out after Award): [REDACTED]

Item	Verified By	Date
Purchasing Requisition		
SCBO Advertisement (When anticipated cost is \$10,000 or above)		
Vendor List		
Purchase Order		
Invitation for Bid		
Amendment (If Applicable)		
Bidders Sign-In Sheet		
Bid Tally Sheet		
Award Statement – (File Copy In Awards Notebook)		
Multi-Term Contract Determination (If Applicable)		
Certificate of Liability Insurance		
Complete Bid Package Sent to DDSN		