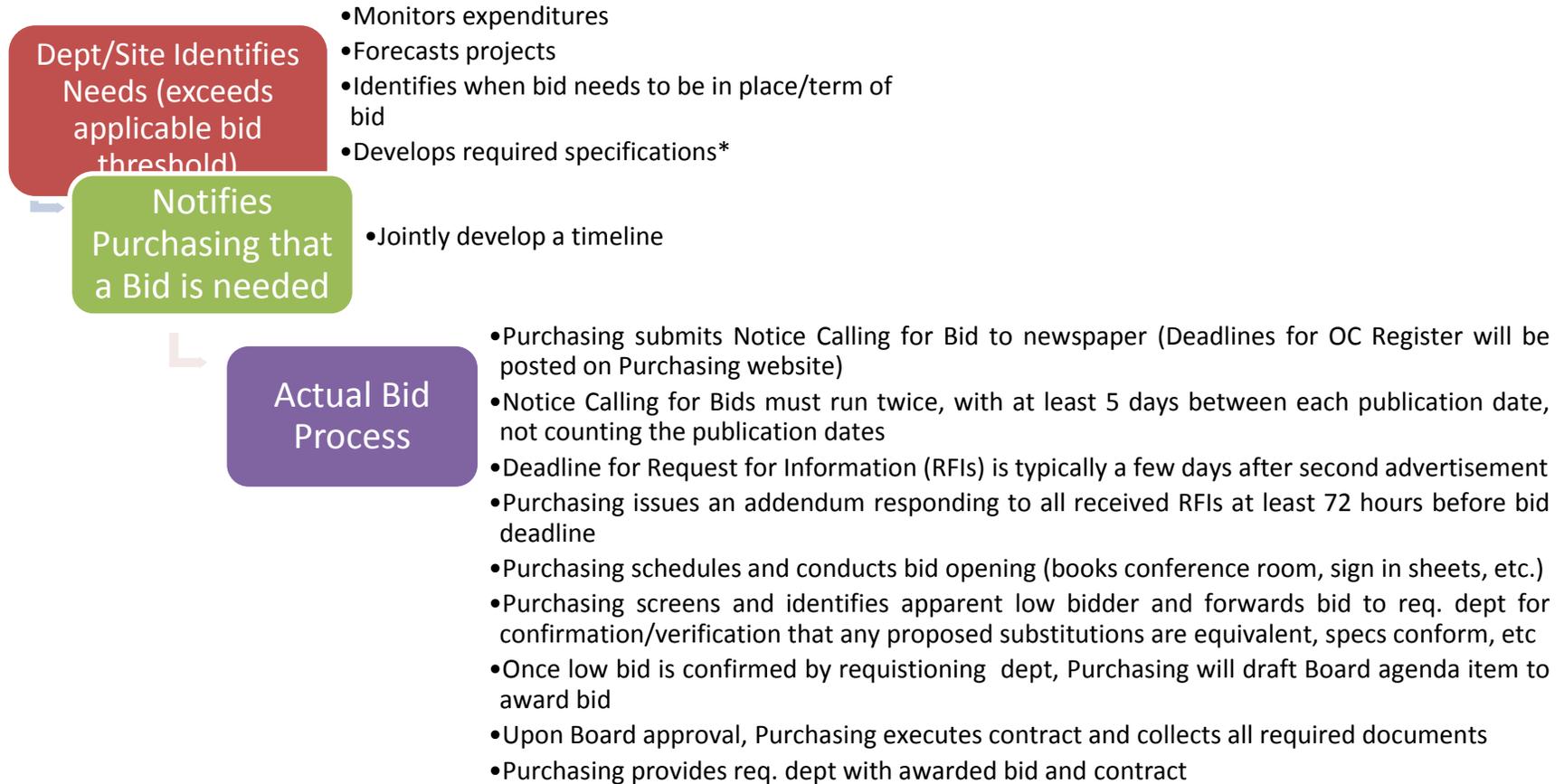


BID PROCESS



*Requisitioning department to provide the following information (to be incorporated into Bid document and Board agenda item):

1. Specs for the project/service/goods
2. Term of bid (Purchasing will identify eligible extensions)
3. Estimated expenditures using the bid
4. Funding source (general fund, deferred maintenance, CFD funds, gift funds, etc.)
5. Bonding/insurance applicable requirements

Req. dept. will submit PR (Purchasing will issue POs)

Req. dept. must track expenditures under PO and ensure conformity with bid specs, including submitting additional PRs if needed

Req. dept. will notify Purchasing, including all needed information for Board agenda item (#2, 3, 4 and 5 listed above), if wanting to extend bid beyond initial term (Purchasing will work with existing vendor to confirm and submit to Board for approval of extension)