SPECIFICATION REVIEW & SIGN-OFF FORM

TO: FROM:

PROJECT #

ATTACHED IS A WORKING DRAFT OF THE BID/PROPOSAL REQUESTED BY YOUR DEPARTMENT. PLEASE READ THIS DOCUMENT THROUGHLY. SELECT THE ACTION YOU WISH TO TAKE BY: 1) CHECKING THE APPROPRIATE BOX BELOW, 2) SIGN AND DATE WHERE INDICATED 3) MODIFICATIONS WHICH YOU WOULD LIKE TO INCLUDE IN THE FINAL TEXT CAN BE MADE DIRECTLY ON THE DRAFT (TRACK CHANGES ON). RETURN THE ENTIRE PACKAGE TO PROCUREMENT SERVICES,

4) IF YOU HAVE NO CORRECTIONS KEEP THE BID DOCUMENT FOR YOUR RECORDS AND RETURN THIS FORM ONLY. **BE SURE TO NOTE CRITICAL DATES** USUALLY INCLUDED IN THE INVITATION TO BID SUCH AS PRE-BID CONFERENCE AND BID OPENING.

BUYER ____ SPECS PREPARED OR MODIFIED BY PROCUREMENT SERVICES ____ SPECS PREPARED AS SUBMITTED PLEASE REVIEW PAGES -

Сомментя: _____

+),

.) - VENDOR LIST IS AVAILABLE ON _____

SIGNATURE;_____

DEPARTMENT HEAD/SUPERVISOR

____MODIFICATIONS TO BE MADE AS INDICATED ON PAGE #S:

_____ (ATTACH SPECIFICATIONS)

COMMENTS: _____

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.) – Specifications are acceptable as drafted. Please issue the documents.

SIGNATURE: _____ DATE:

FOR PROCUREMENT SERVICE'S USE ONLY:

SENT OUT	RECEIVED	SENT OUT	RECEIVED