

**ALDERWOOD WATER & WASTEWATER DISTRICT**

TELEPHONE BIDS (\$500-\$4,999)

WRITTEN BIDS – Purchases (\$5,000-\$39,999)<sup>1</sup>

Work (\$5,000-\$19,000)

ITEM REQUESTED: \_\_\_\_\_

REPLACEMENT OR NEW (R-N)? \_\_\_\_\_

BRAND: \_\_\_\_\_ MODEL NO: \_\_\_\_\_

OTHER IDENTIFYING INFORMATION: \_\_\_\_\_

PURPOSE OF ITEM (LOCATION USED): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_ S&H:\$ \_\_\_\_\_ TOTAL:\$ \_\_\_\_\_

TERMS: \_\_\_\_\_ AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_ S&H:\$ \_\_\_\_\_ TOTAL:\$ \_\_\_\_\_

TERMS: \_\_\_\_\_ AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

SUPPLIER: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BID PRICE:\$ \_\_\_\_\_ S&H:\$ \_\_\_\_\_ TOTAL:\$ \_\_\_\_\_

TERMS: \_\_\_\_\_ AVAILABILITY: \_\_\_\_\_

ADDITIONAL INFORMATION(FOB, warranty, etc): \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOREMAN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED VENDOR: \_\_\_\_\_ SUB TOTAL \$ \_\_\_\_\_

GL ACCT #: \_\_\_\_\_ Sales Tax \$ \_\_\_\_\_

GL ACCT #: \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Submit to Superintendent. After approval, original will be returned to you for ordering. After ordering, return completed request to superintendent so each request form can be attached to the invoice.

\*Bid selection is based on total price: including tax and shipping and handling (S&H).

<sup>1</sup> For Written Bids, attach written quotes to this form.