

**City Of Hastings**  
COUNTY OF BARRY, STATE OF MICHIGAN

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***Sealed Bid Procedure and Checklist***

<b>Procurement Number:</b> _____	[Assigned by Clerk's Office]
<b>Bid Name:</b> _____ _____	
Brief Description of Goods/Services Requested: _____ _____ _____ _____	
Specifications Prepared By: _____ _____	

Specifications Delivered to Clerk: _____	Received by: _____
DATE	SIGNATURE
Advertised in Hastings Banner: _____ DATE(S)	
Posted in City Hall: From: _____	To: _____
DATE	DATE

Deadline for Receipt of Bids: _____	At: _____	AM
DATE	TIME	
Number of Bids Received Timely: _____	Number of Bids Received Late: _____	
Bids Opened By: _____		
CLERK'S REPRESENTATIVE	In the presence of: _____	
Vendors Present at Opening: _____ _____ _____		

**Process Final Sign Off By:** \_\_\_\_\_ **ON:** \_\_\_\_\_  
CLERK'S REPRESENTATIVE DATE

***File Contents Checklist:***

\_\_\_\_\_ Bid Tabulation

\_\_\_\_\_ Copy of Recommendation to Council

\_\_\_\_\_ Copy of Council Minutes Noting Disposition of Bids

\_\_\_\_\_ Bids Submitted by Potential Vendors

\_\_\_\_\_ List Vendors Specs Mailed/Given To

\_\_\_\_\_ List Other Vendors Requesting Specs

\_\_\_\_\_ Copy of Newspaper Advertisement

\_\_\_\_\_ Copy of City Hall Posting

PO #: \_\_\_\_\_ ISSUED TO: \_\_\_\_\_ ON: \_\_\_\_\_

\_\_\_\_\_

APPROVED VENDOR

DATE

***Process Final Sign Off By:*** \_\_\_\_\_ ***ON:*** \_\_\_\_\_  
CLERK'S REPRESENTATIVE DATE