

INFORMAL AND FORMAL BIDS

Purchase Documents

- PD - Purchasing
- PD - Invoice Verification
- PD - CS Receiving
- PD - Issue Items
- PD - Formal Bid
- PD - Informal Bid
- PD - Verify Vendor Bid
- PD - Shop Receiving



1. You have just received a notification that Admin Services has uploaded your bids. On your Home Screen, under Purchase Documents, click “PD-Verify Vendor Bid”.

Purchase Document - Bid Verification

PD Type: **Contract** | Priority: **Standard** | Document Number: 902002222
Created By: LEDFORD, TERRY E. - 113269 | Buyer: ANDERSON, THOMAS L. - 124779 | Status of PD: Bid Posted

Requested For: LEDFORD, TERRY E. - 113269 | Optional Receiver: | Date Requested: 2/24/2020
Shop Charged: E017219001 | Date Needed: | Bid Due: | Purchase Order Code: | Market Place #: | NCJ#: |
GL Account*: 436100 MAINTENANCE & REPAIRS | Bid Time: | Delivery may be a factor in the award: **Yes**
Building Code*: 50128000 Facilities Services Compl | Shop has ordered materials: **No**

Replenish Stock?: OFFICE SUPPLIES/SHOP STOCK | Work Request #: | Project Code: | Estimated Total Cost: 0.00
Actual Total Cost: 0.00

Summary Description*: nothing

Line Number	Vendor Part Number	Quantity Requested	Estimated Unit Cost	Actual Unit Cost	Item Description	Status
1	01-01140	10.00	74.78000	0.00000	5/8" O.D. X 50' ROLL SOFT ACR COPPER TUBING, DE...	Requested

Vendor Bid #	Company Name	Vendor Code	Date Added	Document 1	Vendor Quote	Bid Awarded?	New Vendor Info
1	A CLOSER LOOK FLOORING - DALE T COLLINS	A CLOS - 1127042	3/19/2020	Attachment		No	

Supporting Information
Purchase Document Audit Log


2. Review bid documents by clicking on the attachment for each vendor under the Document 1 heading.

3. After reviewing bid documentation, click on the name of the vendor you wish to award the bid.

Edit Vendor Save & Close

Vendor Code A CLOS - 1127042
 Vendor Bid # 1
 Company Name A CLOSER LOOK FLOORING - DALE T COLLINS

Vendor Quote Document 1

Bid Awarded? **Yes**  **4**

New Vendor Info


Close Save & Close

4. In the window which opens, click the arrow and change the “No” to “Yes”. Click “Save & Close”.

Note 1: If you do not recommend the low bidder, you will need to provide an objective justification (based on facts) in the notes section under “Supporting Information”. Justification cannot be subjective (based on opinion).

Admin Home Applications Tasks FSUTADMIN Find a form or report ?

Purchase Document - Bid Verification Save Print **Approve** Reject

PD Type **Contract** Priority **Standard** Document Number 902002222
 Created By LEDFORD, TERRY E. - 113269 Buyer ANDERSON, THOMAS L. - 124779 Status of PD Bid Posted  **5**
 Accounting Status

Requested For LEDFORD, TERRY E. - 113269 Optional Receiver
 Shop Charged E017219001 Date Requested 2/24/2020
 Date Needed
 GL Account* 436100 MAINTENANCE & REPAIRS Bid Due
 Building Code* 50128000 Facilities Services Compl Bid Time
 Delivery may be a factor in the award **Yes**
 Shop has ordered materials **No**

Replenish Stock? OFFICE SUPPLIES/SHOP STOCK
 Work Request #
 Project Code

Estimated Total Cost 0.00
 Actual Total Cost 0.00

Summary Description* nothing

Line Number	Vendor Part Number	Quantity Requested	Estimated Unit Cost	Actual Unit Cost	Item Description	Status
1	01-01140	10.00	74.78000	0.00000	5/8" O.D. X 50' ROLL SOFT ACR COPPER TUBING, DE...	Requested

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1	A CLOSER LOOK FLOORING - DALE T COLLINS	A CLOS - 1127042	3/19/2020	Attachment		No	

Supporting Information
 Purchase Document Audit Log

5. Click “Approve”.

Note 2: You may also reject all bids by clicking the Reject button in the upper right corner of the Archibus window. You will need to provide a justification for rejecting the bids.