

Bid Tabulation Sheet Template

PROJECT INFORMATION

Project Name:

Project Number:

Bid Date:

Prepared By:

Date:

BIDDER INFORMATION

Bidder Name	Contact Person	Phone/Email	License #	Bonding Capacity	Insurance Status	Notes
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BID COMPARISON

Item/Division	Bidder 1 Amount	Bidder 2 Amount	Bidder 3 Amount	Bidder 4 Amount	Low Bid	Notes
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SUMMARY

Bidder Name	Base Bid Amount	Alternates	Total Bid Amount	Bid Rank	Notes
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QUALIFICATIONS & EXCEPTIONS

Bidder Name	Exceptions Taken	Qualifications	Clarifications Needed	Notes
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EVALUATION CRITERIA

Bidder Name	Price	Experience	References	Schedule	Qualifications	Overall Rating	Notes
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RECOMMENDATION

Recommended Bidder:

Rationale:

Award Amount:

SIGNATURES

Prepared By:

Date:

Reviewed By:

Date:

Approved By:

Date: