



GEORGE COUNTY SCHOOL DISTRICT
COMMODITY FORMAL BID CHECKLIST
If over \$75,000

Bid Number: _____

Bid Description: _____

CHECKLIST	PROCESS DATE	COPY IN BID FILE
Board Approval to advertise		
Ad to Paper – (With Purchase Order) (Run 2 weeks – Bid opening at least 7 working days after last Ad run – on 8 th working day) George County Times 601-947-2967 gctlegal@bellsouth.net Deadline is Friday noon to be published following Thursday	Submit: Run Dates:	
Give ad information to J. Flowers to post to website		
MS Procurement Technical Assistance Program (MPTAP) http://mscpc.com (Send same day as Ad) Upload Ad and get confirmation.		
Copy of Newspaper - Affidavit		
Bid specification released to Central Bidding – Bid Notice, Bid Instructions and Bid Form		
List of Bidders		
Last Addendum <i>(cannot be within 2 days of deadline)</i>		
Proposal Deadline 9:00 AM <i>(Must be no sooner than the 8th working day after last advertisement date)</i>		
If Federal Funds (Required on all purchases >\$25,000) Must be ACTIVE registrant in www.SAM.gov and must not be debarred.		
Invitation to Reverse Auction		
Reverse Auction 10:00 – 10:30 <i>(At least 7 days after invitation)</i>		
Intent to Award		
Recommendation to School Board		
Copy of Board Approval		
Copy of Purchase Order		
SPECIAL NOTES: No addendum to bid specs may be issued within (2) working days of the time established for the receipt of bids unless you amend bid open date not less than (5) working days after the addendum.		