

2025 – 2026 NEW BID Vendor Checklist

Name of School District: Vance County

Vendor Directions: Double click on the gray boxes and type in the Default text box. TYPE YES or NO to indicate the required form is provided. Place this signed checklist as the TOP PAGE OF YOUR NEW BID PACKET, placing documents in the order listed below:

New Bid Certification and Agreement (two copies) with original signature

IFB Attachments A – H (Note: A copy of the updated 2025 - 2026 IFB/Contract is for your file and does not need to be returned, but Attachments must be signed and returned. Attachment I is the “no bid” form.)

Special Conditions Vendor must sign form to indicate agreement to all Special Conditions as listed. Any change to a Special Condition requires a local amendment to all bidders seven (7) days prior to bid opening.

2025 – 2026 New Bid Spreadsheet completed (1 printed copy)

Vendor Contact Form

Acknowledgment of receipt of the following (items not required to be returned)
Updated 2025-2026 IFB/Contract
School District Profile

ADDENDA ACKNOWLEDGEMENT - The cut-off date for E-Mail Addenda Notification is May 19, 2025.

Addenda issued are hereby acknowledged by bidder and become part of the 2025 – 2026 Official IFB/Contract. The Vance County School District may submit Addenda to vendors. It is the Vendor’s sole responsibility before the bid opening to determine they have received all Addenda issued by the Vance County School District.

Vendor Addenda Directions: Insert date Addenda received below. Addenda become part of the Official IFB/Contract.

| | | | | | | | | |
|-------------------|--------------|--|-------------------|--------------|--|-------------------|--------------|--|
| Addendum 1 | Date: | | Addendum 2 | Date: | | Addendum 3 | Date: | |
| Addendum 4 | Date: | | Addendum 5 | Date: | | Addendum 6 | Date: | |

VENDOR SIGNATURE: I certify by my signature that all contract documents required are signed and attached.

Name of Vendor Representative

Title of Vendor Representative

Name of Company

Signature of Vendor Representative Authorized
To Sign Bid

Date