## BID SUMMARY FORM

PC Number: Site Name: Region:

Check only one box below:

[ ]  Release Investigation [ ]  Phase II Initial Abatement [ ]  Post SCR Monitoring Sub-phase Number: From: to

[ ]  Initial Abatement [ ]  Corrective Action Plan Development

[ ]  Site Characterization [ ]  Corrective Action Plan Addendum [ ]  CAP Implementation Sub-phase Number: From: to

[ ]  Site Characterization Addendum [ ]  Site Closure

|  |  |
| --- | --- |
| Scope ofWork Number | Scope of Work(including equipment, materials, personnel, freight, and number of units) |
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Responsible Person: Signature: Date:

Consultant: Signature: Date:

DEQ Authorization: Signature: Date:

 Revised: 03/01/07

Instructions for Completing the Bid Summary Form

Background

The Bid Summary Form informs the regional office staff of all corrective action services, materials, and equipment for which you, the tank owner/operator or your primary consultant plan to solicit competitive bids. The Regional case manager will review this list and consider whether additional items should be bid. When the Regional case manager is satisfied that the appropriate scopes of work to be bid have been properly defined, he/she will sign this form and send it back to you so that bids may be solicited.

Instructions

*Scope of Work Number*: In this column, list a reference number for the scope of work. The scope of work number is generated and assigned by you and may not exceed six digits. Each scope of work number is unique to its corresponding scope of work for a site.

*Scope of Work*: In this column, provide a summary of the scope of work for each bid. This may include personnel time, equipment, and materials. Remember, list only those items for which you intend to solicit bids. Other costs that are not bid must be listed on an AAF.

Provide the following information only for Change Orders with Unit Prices

When the number of units of an approved bid scope of work increase, yet the unit cost remains the same (as specified in the successful bid), bidding of the additional units is not required. To obtain approval you must assign a new scope of work number to the additional units, describe the scope of work, and then complete the following information.

*Original Scope of Work Number*: List the original scope of work number for which established the unit price for this work.

*Unit Cost*: Cost expressed on a per item (unit) basis. Example: PVC pipe costs $0.97 per foot, the Unit Cost is $0.97 per foot.

*Total Cost for Change Order*: In this column, list the total cost for completing the change order scope of work