



WILLIAMSON COUNTY PURCHASING DEPARTMENT
901 S. AUSTIN AVE.
GEORGETOWN, TX 78626

<http://www.wilco.org/Departments/Purchasing>

SOLICITATION WORKSHEET

Revised 1/2018

1. Statement of Work

2. Specifications Submitted in Word Format (Attach as a Separate File)

3. Construction / Public Works Contract

a. Name of Engineer or A/W Firm

b. Substantial Completion in Days

c. Final Completion in Days

d. Liquidated Damages (Per Day) \$

4. Contract Administrator

5. Bonds Recommended by Contract Administrator (Check Those That Apply & Provide Limits & Details Need)

☐ Performance Bond

☐ Payment Bond

☐ Warranty Bond (Check One)

☐ 1 Year

☐ 2 Year

☐ Bid Bond (5% of Bid Amount)

6. Weighted Evaluation Criteria Submitted in Word Format (Attach as a Separate File)

7. Evaluation Committee Members (Include Name, Department, Phone, & Email) (Attach as a Separate File)

8. Funding Source _____ **Was this budgeted** ☐ Yes ☐ No

BidSync Entry Information

Bid Type

☐ Quick Quote ☐ RFI ☐ IFB ☐ RFP ☐ RFQ ☐ RFCSP
(TGC 2269)

Construction Project

☐ Yes ☐ No

Department

Budgeted Amount

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Bid Title

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Bid Comments

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Bid Duration (This is the Date That the Submittals Are Due) (Coordinate with Purchasing)

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Bid Question & Answer Duration (Coordinate with Purchasing)

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Pre-Bid/Pre-Proposal Conference (Coordinate with Purchasing)

☐ Optional Attendance

☐ Mandatory Attendance (Must Be Pre-Approved by Purchasing)

Location

Date

Time

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Contract Duration

☐ Specified Time Frame

☐ One Time Purchase

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Contract Renewal Options

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Estimated Amount (Construction / Public Works Only)

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Department Head Approval

IT Department Approval (If Required)
