

ATTENDANCE SHEET

- Pre-Solicitation _____
- Bid Opening _____
- Proposal Opening _____
- Request For Letters of Interest (RLI) Opening _____
- Pre-Submittal _____
- Bid Evaluation _____
- Proposal Review Committee _____
- RLI Selection/Negotiation Committee _____

SPECIFICATION NUMBER: _____ DATE/TIME: _____

PROJECT: _____

DEPARTMENT: _____

LOCATION: _____

(Print) COMPANY NAME & ADDRESS	PHONE & FAX NUMBERS	(Print) REPRESENTATIVE NAME
1.	PH:	
	FX:	
	EMAIL:	
2.	PH:	
	FX:	
	EMAIL:	
3.	PH:	
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5.	PH:	
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	EMAIL:	
6.	PH:	
	FX:	
	EMAIL:	

(Print) COMPANY NAME & ADDRESS	PHONE & FAX NUMBERS	(Print) REPRESENTATIVE NAME
7.	PH:	
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(Print) COMPANY NAME & ADDRESS	PHONE & FAX NUMBERS	(Print) REPRESENTATIVE NAME
14.	PH:	
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15.	PH:	
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(Print) COMPANY NAME & ADDRESS	PHONE & FAX NUMBERS	(Print) REPRESENTATIVE NAME
21.	PH:	
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22.	PH:	
	FX:	
23.	PH:	
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24.	PH:	
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25.	PH:	
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26.	PH:	
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27.	PH:	
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