



**City of Rialto
Purchasing Division**

RFB/RFP CHECKLIST

Release Date February 13, 2019

Requesting Dept./Contact Perry Brents- Recreation

Bid Number 19-093 Bid Type: ☒ RFP ☐ RFB ☐ RFQ

Bid closing date March 14, 2019 at 4:00 P.M.

Project Title RFP 19-093 Pyrotechnics Display

☐ Bid Conference: ☒ No ☐ Yes Mandatory

☐ Bid Bond Required: No ☒ Yes ☐ Performance Bond Required: No ☒ Yes

☐ Addendum:

☐ Abstract sent:

Did you remember to.....

- ☒ Get bid approved by Purchasing Manager?
- ☒ Get bid approved by requesting department contact? 2/13 EM from Perry- Recreation
- ☐ ~~Include the vendor bid list?~~
- ☐ ~~Email to all vendors? # sent: Date Less undeliverable/disconnected:~~
- ☒ Advertise on Adtech (Daily Journal Corp)? 2/18/19
- ☒ Post on website with Word Press? 2/13/19
- ☒ Post on Planet Bids? 2/13/19 # Vendors Notified: 64 + 250= 314
- ☒ Send meeting reminder of bid closure/job walk?

NOTE: Beginning July 1, 2017 the City will no longer be emailing bid opportunities. The City of Rialto will be conducting all of its bid and proposal solicitations online through the PlanetBids System™.