

Bid Opening Attendance Record

Agency: _____

Bid Description: _____

BidBuy Bid Number: **B-** _____ Due Date: _____ Due Time: _____

Opening Conducted By: _____ Date Opened: _____

Official Witness: _____ Time Opened: _____

Other Attendees

	Name and Title	Agency/Company	Email
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____