

SAMPLE

MINUTES OF BID OPENING AND BID TABULATION

Bid Opening for Fifth Street Improvements.

The first bid was opened at 3:05 p.m. (DATE). Bidders and bid amounts are listed in order of opening:

Walton Construction	\$235,723.55
South Ark Construction	220,650.75
Big Time Construction	310,375.75

Bid award is scheduled for (DATE).

Ellen Smith City Secretary