



Pre-Bid Sign-In Sheet (WV-32)

Solicitation No.: _____

Date of Pre-Bid Meeting: _____

Location of Pre-Bid Meeting: _____

Mandatory Not Mandatory

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PLEASE NOTE:

- Vendors must sign in on this sheet to verify attendance at the pre-bid conference meeting.
- Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid.
- For further verification, please provide a business card, if possible.

One Vendor Per Representative: No one individual is permitted to represent more than one vendor at the pre-bid conference. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

| Firm Representative: | Representative Name (Printed) | Firm Address: | Telephone: | Email Address: |
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