

# BIDDING MEMO

Please use the attached bid sheet for all advertisements beginning October 14, 2024 and follow the below instructions.

1. Print clearly.
2. Make sure you include your SAP number.
3. Provide a contact phone number.
4. Only signed bid sheets will be accepted.
5. DO NOT ALTER THE NUMBERING OF THE BID SHEET.
6. Bid sheets are entered in the order of which received. If you send multiple bid sheets, the first bid sheet we receive will begin your preferences. Any additional bid sheet must be numbered sequential after that.
7. Bids are accepted until 5 p.m. on the date the advertisement package closes. Email bids to [engineeringBA@amtrak.com](mailto:engineeringBA@amtrak.com) Please send your bid sheet as an attachment, not as the body of the email.
8. If you wish to cancel a bid, please submit your original bid sheet(s) with a line crossed through the advertisement(s) you no longer wish to bid on. Cancellation requests must be sent prior to 5 p.m. on the closing date of the advertisement package.

# BID FOR BULLETINED POSITION

DATE:

EMPLOYEE NAME:

\_\_\_\_\_  
(LAST)

\_\_\_\_\_  
(FIRST)

\_\_\_\_\_  
(INITIAL)

EMPLOYEE SAP NUMBER:

EMPLOYEE PHONE NUMBER:

PRESENT POSITION AND GANG NUMBER:

PLEASE ATTACH COPIES OF DRIVER'S LICENSE, QUALIFICATIONS, PHYSICAL CHARACTERISTICS, ETC.

YOUR PREFERENCE ORDER WILL BE ENTERED BELOW NUMBERS 1 THROUGH 10 ONLY. DO NOT ALTER PREFERENCE #. IF YOU HAVE ADDITIONAL BIDS PLEASE USE 2<sup>ND</sup> SHEET AND LABEL THE PAGES 1, 2, ETC.

PREFERNCE NUMBER	ADVERTISEMENT NUMBER	POSITION	GANG NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Only bids properly filled out and signed will be accepted.

Please accept this as my bid for the positions listed above in the order indicated.

SIGNATURE:

Email to: [EngineeringBA@amtrak.com](mailto:EngineeringBA@amtrak.com)

Received Date Stamp: