

PROCUREMENT DOCUMENTATION AND SUMMARY SHEET

This applies to most procurements for \$1,000.00 and over (excluding Gas and Groceries)

Item(s), Service(s), etc. being procured: _____

Are at least 3 bids, quotes, or proposals attached? ____ Yes ____ No

If not, explain why: _____

How were prospective proposers, vendors, or bidders contacted?

(If the contact involved a letter to potential bidders, etc. or newspaper advertising, include a copy of letter, newspaper ad, etc.)

Which one of the bids, offers, or price quotes is being recommended? _____

Explain why this one is being recommended over the others. _____

What is the total cost of the procurement?: _____

(Note: Total cost may include shipping, installation, and taxes, if relevant.)

If the procurement is \$25,000.00 or above and involves equipment purchase, renovation, alteration, or construction indicate the date of Board approval: _____

If the procurement requires funding source approval, indicate date of approval: _____

Indicate the funding source that approved: _____

(Note: For both HS programs, funding source approval is required for renovations/alterations that exceed \$5,000.00 if the project was not already approved as part of the program's refunding application.)

List the other proposals, quotes, or offers not selected and indicate prices quoted: _____

Make sure the prices quoted are easily found in the supporting documentation. Circle or highlight total prices.

SIGNATURES

Procuring Staff: _____ Date: _____

Program Director: _____ Date: _____

CEO: _____ Date: _____