

Monomoy Regional School District: Procurement Form: \$10,000 to \$99,999

Item:
Description (must be provided to vendors):
Rule for Award:
Check as apply: Prevailing Wages Certificate of Insurance Contract
Vendor 1:
Contact Name:
Date & time received:
Total Quote (\$) <i>(Attach detail)</i>
Comments :
Vendor 2:
Contact Name:
Date & time received:
Total Quote (\$) <i>(Attach detail)</i>
Comments :
Vendor 3:
Contact Name:
Date & time received:
Total Quote (\$) <i>(Attach detail)</i>
Comments:
Awarded to:
Form completed by: Name: Job Title:

Guidance

This form must be used for purchases between \$10,000 and \$99,999. It may also be used for purchases under \$10,000. For purchases costing \$100,000+ please contact the business manager.

Purchase description: The written purchase description must be shared with vendors to ensure that all vendors are based on the same expectations. The written purchase description should include all the information that is necessary to provide to vendors to ensure you will receive the item(s) you need.

Rule for Award: Generally, the rule for award will be to award the contract to the responsible vendor providing the item at the lowest price. Responsible vendors are those that you believe have the capability, integrity and reliability for good-faith performance of the contract.

Prevailing wages: In some contracts, vendors are required to pay their staff a 'prevailing wage' that has been established by the state. This applies to all construction projects, workers engaged in school bus transportation, operators of vehicles and equipment engaged by public entities for public works purposes (including solid waste and recycling), workers engaged by employers which provide janitorial services for state buildings, and office moving services. When prevailing wages are required for a contract, the district applies to the state for the relevant rates. If you believe your contract requires prevailing wage please contact the school business manager.

Certificate of Insurance: Whenever a vendor will be providing a service on district grounds, they should provide a Certificate of Insurance naming Monomoy Regional School District as 'Additional Insured'. Liability limits should be \$1m per occurrence/ \$2m aggregate.

Contract: For almost all contracts over \$10,000, a written contract is required. The district has a template contract which should be used whenever possible.

Quotes: Quotes should be sought from at least three vendors using the written purchase description. You must seek quotes from responsible vendors who customarily provide the supply or service you need. You do not need to *receive* three written quotes but you must have made a good faith effort to obtain them.