

TOWN OF COLRAIN  
MASSACHUSETTS

**3 PRICE QUOTE TALLY SHEET**

To be used for any supply or service procurement that cost \$10,000 to \$35,000

Price quotes over \$10,000 should be in writing from the vendor. However, oral quotes are allowable.

MGL chapter 30B, § 4(a) states: "seek...quotations from...persons customarily providing such supply or service".

A COPY OF THIS AND ALL OTHER DOCUMENTATION MUST BE KEPT IN YOUR RECORDS AND ONE SET SHOULD BE ATTACHED TO THE INVOICE WHEN SUBMITTED FOR PAYMENT.

This information must be kept on file for at least SIX YEARS from the date of final payment.

Attach a detailed description of the product and/or services and complete this section for minimum of three price quotes:

VENDOR #1 Quoted Price: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Notes: \_\_\_\_\_

VENDOR #2 Quoted Price: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Notes: \_\_\_\_\_

VENDOR #3 Quoted Price: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Notes: \_\_\_\_\_

**Recommend Procurement from:** \_\_\_\_\_

**Reason:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I certify that I have attached all backup documentation for the above procurement.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

c. 30B (b) states: "shall award...to the responsible person offering the needed quality...at the lowest quotation".