

**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".