

VERMONT TECH

Manual of Policy and Procedures

Title: Documentation of Competitive Purchasing	Number: T 210 A	Page(s): 2
	Date: December 2009	

PURPOSE

Any purchase obligation of \$5,000 or more shall be accompanied by a completed form "Documentation of Competitive Purchasing", below:

STATEMENT OF POLICY

DOCUMENTATION:

1. DATE OF SOLICITATION _____

2. DATE SOLICITATION CLOSED _____

3. NUMBER OF BIDS RECEIVED _____

4. IDENTIFICATION OF LOW THREE BIDDERS
AND DOLLAR AMOUNTS OF EACH BID

A. _____ \$ _____

B. _____ \$ _____

C. _____ \$ _____

5. CONTRACTOR SELECTED: _____

NOTES:

- 1. If the lowest bidder was not selected, a brief explanation must be attached.*
- 2. If only one bid was solicited, (sole-sourced procurement action), a statement explaining the need to Sole-Source must be attached.*


6. SUBMITTED BY: (Name) _____

OFFICE/DEPARTMENT _____

DATE: _____

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) April 2004
 - b) December 2009

Signed By:  Patricia Moulton
President