

TOWN OF ROWE
3 PRICE QUOTE TALLY SHEET

To be used for any supply or service procurement in the amount of \$10,000, but less than \$50,000.

- Per MGL c.30B, §4 (a), "seek written quotations from no fewer than three (3) persons customarily providing such supply or service."
- Per MGL c.30B §4 (b), "shall award...to the responsible person offering the needed quality ...at the lowest quotation."

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 a least SIX YEARS from the date of final payment.

Attach a detailed description of the product and/or services and complete this section for a minimum of three (3) price quotes:

VENDOR #1 Quoted Price: _____ Date: _____

Company Name: _____

Contact Person: _____

Notes: _____

VENDOR #2 Quoted Price: _____ Date: _____

Company Name: _____

Contact Person: _____

Notes: _____

VENDOR #3 Quoted Price: _____ Date: _____

Company Name: _____

Contact Person: _____

Notes: _____

Recommend Procurement From: _____

Reason:

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

Signed: _____ Date: _____

Printed Name: _____

Job Title: _____