

CORNING JOINT PROCUREMENT FORM

PROCUREMENT OF GOODS

Section A

1. _____ Determine procurement is not for purchase exceeding \$20,000

2. _____ Item(s) to be procured _____
Use additional sheets if necessary and attach catalog cut, if available

3. _____ Estimated Cost \$ _____

4. _____ Is this a purchase through State contract, "piggyback", or similar program?
 Yes _____ No _____

If 'Yes', identify: contract _____
 and vendor _____

Proceed to **Section C**

If 'No' proceed to #5

- | 5. | <u>Dollar Limit</u> | <u>Procedure</u> |
|-------|----------------------------|--|
| _____ | Under \$200 | De minimis; one (1) quote only. |
| _____ | \$201 to \$500 | One (1) verbal quote and approval by a Commissioner or a Chief is required. |
| _____ | \$501 to \$3,000 | Documented verbal quotes from at least three (3) separate vendors, if available. |

	Vendor	Phone #	Contact Person	Quote	Date
1					
2					
3					

_____ \$3,001 to \$19,999 Formal written quotes from at least three (3) separate vendors (Attach written quotes to this form. Email and fax are acceptable).

6. _____ Unable to obtain the required number of quotes. Provide explanation on separate sheet and attach to this form.

- Purchases will be procured from lowest responsible vendor. If purchase is not made upon lowest quote, provide detailed explanation for selecting vendor on separate sheet and attach to this form.
- This Procurement Form must be submitted to and approved by the Board of Fire Commissioners
- Refer to Procurement Policy if you have any questions.

CONTRACTS FOR PUBLIC WORK AND SERVICES

Section B

1. _____ Determine procurement is not for work or services exceeding \$35,000
2. _____ Service(s) to be procured _____
Use additional sheets if necessary and attach proposal, if available
3. _____ Estimated Cost \$ _____

4. **Dollar Limit** **Procedure**
 _____ Up to \$2,999 Documented verbal quotes from at least three (3) separate vendors, if available.

	Vendor	Phone #	Contact Person	Quote	Date
1					
2					
3					

_____ \$3,000 to \$4,999 Formal written quotes from at least two (2) separate vendors, if available. (Attach written quotes to this form. Email and fax are acceptable).

_____ \$5,000 to \$34,999 Formal written quotes from at least three (3) separate vendors, if available. (Attach written quotes to this form. Email and fax are acceptable).

5. _____ Unable to obtain the required number of quotes. Provide explanation on separate sheet and attach to this form.

- Services will be procured from lowest responsible vendor. If procurement is not made upon lowest quote, provide detailed explanation for selecting vendor on separate sheet and attach to this form.
 - This Procurement Form must be submitted to and approved by the Board of Fire Commissioners
 - Refer to Procurement Policy if you have any questions.
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Section C

THIS SECTION MUST BE COMPLETED FOR ALL PURCHASES OR PROCUREMENTS.

I certify that the information provided above is in conformance with and in furtherance of the Corning Joint Fire District Procurement Policy.

Name: _____ Signature: _____

Dated: _____

Approved by BOFC on _____ By: _____