



Town of Berlin

30B Procurement Compliance Form
(for Supplies & Service Procurements)

For all Procurements that cost \$10,000 up to \$50,000

Minimum of Three (3) Quotes Required

Town Offices HD and Hybrid Meeting Room Upgrades Project

State Contract # OFF50 Compliance Form

Project Description of good/service needed:
See attached uniform specs that were sent identically to all 3 vendors listed below.

<i>VENDOR 1:</i>	<i>Date Bid Solicited:</i>	
<i>Company Name:</i>	<i>Date Quote Received:</i>	
<i>Contact Person:</i>	<i>Quote Amount:</i>	
<i>Address:</i>	<i>Properly responsive? Y/N:</i>	
<i>Telephone No.:</i>		
<i>Fax No.:</i>		
<i>Email address:</i>		

<i>VENDOR 2:</i>	<i>Date Bid Solicited:</i>	
<i>Company Name:</i>	<i>Date Quote Received:</i>	
<i>Contact Person:</i>	<i>Quote Amount:</i>	
<i>Address:</i>	<i>Properly responsive? Y/N:</i>	
<i>Telephone No.:</i>		
<i>Fax No.:</i>		
<i>Email address:</i>		

<i>VENDOR 3:</i>	<i>Date Bid Solicited:</i>	
<i>Company Name:</i>	<i>Date Quote Received:</i>	
<i>Contact Person:</i>	<i>Quote Amount:</i>	
<i>Address:</i>	<i>Properly responsive? Y/N:</i>	
<i>Telephone No.:</i>		
<i>Fax No.:</i>		
<i>Email address:</i>		

***** If Additional quotes are received, please attach an additional Procurement Compliance Form. *****

(See department head procurement instructions on back)

Rev 8/14/2019

INSTRUCTIONS