**Bid Contact Log**

Use this log to track your requests and responses for bids to complete your School Water Improvement Grant project.

|  |  |  |  |
| --- | --- | --- | --- |
| Firm Name | Contact Name | Email | Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Description of Work Requested |
| --- |
| Click or tap here to enter text. |

| **Name of Firm**  | **Date of Contact** | **Bid Response Date** | **Bid Response Amount** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | $ |
| **Notes** |
| Click or tap here to enter text. |

| **Name of Firm**  | **Date of Contact** | **Bid Response Date** | **Bid Response Amount** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | $ |
| **Notes** |
| Click or tap here to enter text. |

| **Name of Firm**  | **Date of Contact** | **Bid Response Date** | **Bid Response Amount** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | $ |
| **Notes** |
| Click or tap here to enter text. |

| **Name of Firm**  | **Date of Contact** | **Bid Response Date** | **Bid Response Amount** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | $ |
| **Notes** |
| Click or tap here to enter text. |

| **Name of Firm**  | **Date of Contact** | **Bid Response Date** | **Bid Response Amount** |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | $ |
| **Notes** |
| Click or tap here to enter text. |

**Micro-Purchase Threshold.** ($10,000 or under)

* Grantees ***may*** request quotes from a minimum of three (3) vendors.
	+ If the grantee chooses not to collect three quotes, then they ***must*** document in writing why the accepted quote/bid is a reasonable price/rate for the quoted services.
	+ Grantees should document vendor requests in writing (i.e. email), or document outreach attempts in a log (see contact log provided by the Trust for details).
	+ Grantees should give contractors a minimum of two weeks to respond to requests.
	+ Grantees should request and verify references or relevant past work experience.
* Grantees must acquire dated quotes detailing the following:
	+ Itemized list of materials, estimated labor, tax and permit fees and any other associated costs,
	+ the scope of work,
	+ procedures for change orders, and
	+ timeline of quoted work
* Grantees must retain all records detailed in the Records Retention section.

**Simplified Acquisition Thresholds (**Over $10,000 – $250,000 or under)

* Grantees ***must*** request quotes from a minimum of three (3) vendors.
	+ Grantees must document vendor requests in writing (i.e. email), or document outreach attempts in a log (see contact log provided by the Trust for details).
	+ Grantees must give contractors a minimum of two weeks to respond to requests.
	+ Grantees should request and verify references or relevant past work experience.
* If the grantees receives less than three (3) quotes, then they may be permitted to proceed upon approval from the Trust.
	+ Grantees will need to send a request in writing detailing the efforts made to contact and receive the required number of quotes.
	+ Grantee should use the contact log detailing dates and methods of contact and responses received (including non-responses).
	+ The Trust will evaluate the quote to determine whether the pricing is in line with quotes received by other Grantees.
* Grantee must acquire dated quotes detailing the following:
	+ Itemized list of materials, estimated labor, tax and permit fees and any other associated costs,
	+ the scope of work,
	+ procedures for change orders, and
	+ timeline of quoted work
* Grantees must retain all records detailed in the Records Retention section.

*Full guidance document is available upon request.*