

## ACAP Bidding and Procurement Documentation

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Landowner:

Address:

Telephone:

Contract Number:

Total Contract Value:

Description of services or goods procured (include explanation if contract amount is less than total project value):

### Procurement Method

**Micro-purchase (less than \$10,000)** – *No quotes required.*

Description of actions to ensure price was reasonable and if effort were made to distribute equitably among suppliers.

**Small Purchase (\$10,000 - \$249,000)** – *Obtain and document price or rate quotations from a reasonable number of qualified sources.*

Contractor/Supplier:

Date:

Address:

Quote:

Telephone:

Selected Bidder:  Yes  No

Notes:

Contractor/Supplier:

Date:

Address:

Quote:

Telephone:

Selected Bidder:  Yes  No

Notes:

Contractor/Supplier:

Date:

Address:

Quote:

Telephone:

Selected Bidder:  Yes  No

Notes:

Contractor/Supplier:

Date:

Address:

Quote:

Telephone:

Selected Bidder:  Yes  No

Notes:

*Attach additional sheets as necessary.*

**Sealed Bids (greater than \$250,000)** – *Bids must be publicly advertised using standard bidding requirements. See additional guidance for sealed bids.*