

## ACAP Bidding and Procurement Documentation

---

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:

Address:

Telephone:

Notes:

Date:

Quote:

Selected Bidder: ☐ Yes ☐ No

Contractor/Supplier:

Address:

Telephone:

Notes:

Date:

Quote:

Selected Bidder: ☐ Yes ☐ No

Contractor/Supplier:

Address:

Telephone:

Notes:

Date:

Quote:

Selected Bidder: ☐ Yes ☐ No

Contractor/Supplier:

Address:

Telephone:

Notes:

Date:

Quote:

Selected Bidder: ☐ Yes ☐ No

*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.*