

**TOWN OF HANNIBAL
Procurement Policy Form
PUBLIC WORKS CONTRACTS**

1. Describe item(s) or services:

2. Will cost for the current fiscal year be less than \$10,000 (purchases) or \$20,000 (public works contract)? Yes [] No []
If no, competitive bidding is required.

3. Have other departments' needs been considered in determining the estimated total needs for current fiscal year?

4. Use for public works contracts only.
a. Less than \$20,000 but greater than \$10,000
List at least 2 contractors and amount of quotes:

Contractor Name	Price
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1. _____

2. _____

Written or fax quotes must be attached.

b. Less than \$10,000 but greater than \$3,000:
List at least 2 vendors and amount of quotes:

Contractor Name	Price
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1. _____

2. _____

If written quotes, attach.

5. Was lowest quote accepted: Yes [] No []
If no, provide a written explanation of reasons for accepting higher quote (must be in the best interest of the Town of Hannibal).

1. _____

2. _____

3. _____

Date

Signature