

CITY OF MIDDLETOWN

Department of Planning, Conservation & Development



Community Development Division

Community Development Block Grant – Procurement Method Form

Organization: _____

Project: _____

Description of item or service being procured: _____

Total Cost of Goods or Service Procured: \$ _____

Method of Procurement

Received written quotes from 3 or more vendors. Lowest price selected.

Formal Invitation to Bid. Lowest price selected.

Other method, please describe: _____

Was a notice placed in a newspaper of general circulation, if so which: _____

Was a notice placed in minority newspapers, if so which: _____

How many vendors were contacted to submit quotes: _____

How many vendors submitted quotes: _____

Is the Vendor any of the following:

- | | | |
|---|---|---|
| <input type="checkbox"/> Women Owned Business | <input type="checkbox"/> Low Income Contractor | <input type="checkbox"/> Very Low Income Contractor |
| <input type="checkbox"/> Caucasian/White | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Asian/Pacific |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Hispanic | |

I certify that the above goods or services were procured in accordance with the procurement requirements at 24 CFR 84 apply, and any standards set by the City of Middletown, including but not limited to the following:

- Seek competitive offers to obtain the best possible quality at the best possible price;
- Use a written agreement that clearly states the responsibilities of each party;
- Ensure that a conflict of Interest does not exist.
- Ensure to the maximum extent practical, open and free competition.
- To the greatest extent possible economic opportunities will be directed to low- and very low-income persons. (Requirement for awards over \$100,000)
- Avoid purchasing unnecessary items
- Preference to the extent practical and economically feasible selection of products that conserve natural resources and protect the environment
- Positive efforts shall be made to utilize small business, minority-owned, and women's business enterprises.
- Contracts will be made with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of proposed procurement.

(DATE)

(Signature)

(Print)

(Title)

(Organization)

Please attach an appropriate documentation.