

NAUSET PUBLIC SCHOOLS

CAPITAL REPAIR / REPLACEMENT PROCEDURE

PROJECT DESCRIPTION / SCOPE OF WORK

Describe what needs to be done, what service will be performed or what capital goods will be purchased (attach sheets as needed)

Describe with detail the product or service to be specified (attach catalog pictures or service descriptions)

What is the estimated timeline from hiring the vendor to project completion?

When / how will vendors have access to the building to complete the work? CORI?

Who will monitor the vendor to ensure the goods or services were delivered as specified?

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PRICE QUOTES AND BIDS

List vendors who have submitted price quotes or bids along with their prices (attach any written quotes)

Which vendor has been selected for the work? List the reason if not lowest cost.

What fund or account number will be used for this project _____

A purchase order for these goods or services which includes an outline of the scope of services or a description of the goods must be attached

Other information on the project:

Project Approval

Principal – I have reviewed the scope of work and followed purchasing procedures Date

Business Manager – Price quote and bidding procedures have been followed Date

Superintendent – The project is approved for implementation Date

This form was completed by _____