

MAN-TRA-CON CORPORATION
SMALL PURCHASE PROCUREMENT NOT TO EXCEED \$100,000.00

Attach completed Procurement Form & all Bids to each bill submitted to Fiscal that Procurement supports

Date: 1-20-12

Item or Service Description: 18 inch Chain saw MS 290

Justification of Need for Item or Service trade in for MS261 (replacement parts not manufactured at this time)

Vendor Contacted	Contact Person	Method	Contact Date	Price Quote	Vendor's Capabilities & Bid	Accepted/Deny
1. <u>Todd Horton Small Engine</u>	<u>Jeff</u>	<u>Phone</u>	<u>1-20-12</u>	<u>303.99</u>	<u>lowest price repair & maintenance</u>	<u>Accepted</u>
2. <u>Coleman's</u>	<u>Jay</u>	<u>Phone</u>	<u>1-20-12</u>	<u>369.99</u>	<u>Repair & maintenance</u>	<u>Deny</u>
3. <u>B+J Power Equipment</u>	<u>Jess</u>	<u>Phone</u>	<u>1-20-12</u>	<u>379.00</u>	<u>Repair & maintenance</u>	<u>Deny</u>
4. _____	_____	_____	_____	_____	_____	_____

Vendor Selected Todd Horton Small Engine Vendor Tax Number or Soc. Security Number: _____ Date: _____
Reason Selected location, lowest price, repair & maintenance

Reba Utley 1-20-12
Signature of Person Procuring Services Date

If Applicable:

_____ Date Request for Approval Letter sent to DCEO

DCEO must pre-approve purchases of nonexpendable personal property with a unit price of \$5,000 or more.

DCEO shall be notified within 30 days of the acquisition.

_____ Date Approval Letter received from DCEO

MAN-TRA-CON CORPORATION
SMALL PURCHASE PROCUREMENT NOT TO EXCEED \$100,000.00

Attach completed Procurement Form & all Bids to each bill submitted to Fiscal that Procurement supports

Date: 1-20-12

Item or Service Description: 20 inch Chain Saw MS290

Justification of Need for Item or Service trade in for MS261 (replacement parts not manufactured at this time)

Vendor Contacted	Contact Person	Method	Contact Date	Price Quote	Vendor's Capabilities & Bid	Accepted/Deny
1. <u>Todd Horton Small Engine</u>	<u>Jeff</u>	<u>Phone</u>	<u>1-20-12</u>	<u>303.99</u>	<u>Discount Repair Maintenance</u>	<u>Accept</u>
2. <u>Colemans</u>	<u>Jay</u>	<u>Phone</u>	<u>1-20-12</u>	<u>369.99</u>	<u>Repair & Maintenance</u>	<u>Deny</u>
3. <u>B+J Power Equipment</u>	<u>Jess</u>	<u>Phone</u>	<u>1-20-12</u>	<u>379.00</u>	<u>Repair & Maintenance</u>	<u>Deny</u>
4. _____	_____	_____	_____	_____	_____	_____

Vendor Selected Todd Horton Small Engine Vendor Tax Number or Soc. Security Number: _____ Date: _____
Reason Selected price, location, repair, maintenance

Reba Staley _____ 1-20-12
Signature of Person Procuring Services Date

If Applicable:
 _____ Date Request for Approval Letter sent to DCEO
 DCEO must pre-approve purchases of nonexpendable personal property with a unit price of \$5,000 or more.
 DCEO shall be notified within 30 days of the acquisition.
 _____ Date Approval Letter received from DCEO