



MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - Contracting & Bidding LOGSHEET

All MDVA Grant Agreements (Ref: Section 4.3 Contracting and Bidding Requirements)

- **Invoices.** Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.
- Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- Support documentation of the bidding process utilized to contract services must be made available to the State upon request and saved in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

Grantee Name: _____ Date: _____ Grant Project Name: _____ Grant Year(s): _____

Grantee Authorized Representative _____ Phone Number: _____

Verbal/Written Quotes - Please retain all bidding notice and supporting bid documentation for written bids \$10,000 and above in the Grant File.

| Date | Product or Service (identify as Budget Item on the Budget Expenditure Report) | Business Name | Business Address | Phone # | Business Representative Name | Quoted \$ Amount |
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