



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

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Summary Of Bids Form (Sample)

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Summary Of Bids Form (Sample)

Reference Number: MTAS-1731

SUMMARY OF BIDS SAMPLE FORM

The summary of bids form shall be used by the purchasing department to record quotations. This form must contain the bids for each purchase and be attached to the pink copy of the purchase order when filed.

CITY OF _____, TENNESSEE
 Summary of Bids

Requisition No.: _____ Date: _____

Items	Quantity	Unit	NAMES OF BIDDERS					
			Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	
TERMS								

Reverse side must contain full explanation of awards not given to the lowest bidder.

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