

Carolyn Smart

From: Stephen Sheldon <sjs488@comcast.net>
Sent: Friday, July 07, 2017 1:31 PM
To: jkreidler@townsend.ma.us; rao@townsend.ma.us; Kellymkelly@comcast.net
Subject: Massachusetts Public Records Request

Town Administrator
Town of Townsend
Massachusetts, 01469

RE: Massachusetts Public Records Request

Dear Mr. Kreidler

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I request that I be provided with the following:

As the towns procurement officer, please provide a time and place where the procurement folder can be viewed. Per your own admission you are responsible to ensure the rules are followed by any department.

Section 4. (a) Except as permitted pursuant to this section and section seven, for the procurement of a supply or service in the amount of \$10,000 or greater, but less than \$35,000, a procurement officer shall seek written or oral quotations from no fewer than three persons customarily providing such supply or service. The procurement officer shall record the names and addresses of all persons from whom quotations were sought, the names of the persons submitting quotations and the date and amount of each quotation. A governmental body may require that procurements in amounts of less than \$35,000 be based on written quotations or be subject to the provisions of section five.

[Subsection (a) as amended by 2016, 218, Sec. 6 effective November 7, 2016. For text effective until November 7, 2016, see above.]

(a) Except as permitted pursuant to this section and section 7, for the procurement of a supply or service in the amount of \$10,000 or greater, but not more than \$50,000, a procurement officer shall seek written quotations from no fewer than 3 persons customarily providing the supply or service. The procurement officer shall record: (1) the names and addresses of all person from whom quotations were sought, (2) the purchase description used for the procurement, (3) the names of the persons submitting quotations and (4) the date and amount of each quotation. Such information shall be retained in the file required pursuant to section 3. A governmental body may require that any procurement in an amount of not more than \$50,000 be subject to section 5.

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. Electronic copies instead of paper would be acceptable. If you need me to supply a thumb-drive, let me know.

If you expect costs to exceed \$10.00 each, please provide a detailed fee estimate for EACH request before proceeding.

The Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Please respond to this email when you receive it in your office so I may have a record of your receipt for my records.

Sincerely,

Stephen J Sheldon



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