

**Exhibit I**  
**Village of Mamaroneck**  
**Proposal Form for Purchase, Public Works, and Service Contracts Less Than \$\_\_\_\_\_**

Department:\_\_\_\_\_

Department Head:\_\_\_\_\_

Budget code:\_\_\_\_\_

Contract Manager:\_\_\_\_\_

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**Scope of Work:**

**Pre-Proposal meeting date:**\_\_\_\_\_

**Bid/Proposal due date:**\_\_\_\_\_

**Note:** Proposals that do not comply with Village insurance and other risk management requirements will not be considered. The Village has the right to reject any proposal for any reason.

**Exhibit II**  
**Village of Mamaroneck**  
**Proposal Evaluation Form**

Contract:\_\_\_\_\_

Criteria	Points	Company 1	Company 2	Company 3	Company 4	Company 5
Effectiveness or quality of product or service						
Sensitive to environment and community						
Capability and experience						
Other criteria based on contract type, etc.						
Total cost						
<b>Grand Total Points</b>	<b>100</b>					

Comments and recommendation\_\_\_\_\_

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I certify that I have read and understand the scope of work, vendor proposals, and, as appropriate, participated in interviews or meetings with vendors.

Employee name and signature:\_\_\_\_\_

Date:\_\_\_\_\_