

## OVER \$25,000 TABULATION OF BIDS RESULTING FROM LIMITED SOLICITATION

For competitively bid purchases with a Total Contract Value between \$25,000.01 and \$99,999.99

Description of supplies or services to be purchased (Attach Statement of Work or Specifications if applicable)

Required Completion or Delivery Date:

	Vendor A	Vendor B	Vendor C
Vendor Name:			
Contact Info			
Person Contacted			
Date of Contact			
<b>Description</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Subtotal</b>			
<b>Freight Charges</b>			
<b>Total (with Freight)</b>			
Expected Delivery or Completion Date			
<b>Comments</b>			

### Directions:

1. If your purchase is brand specific, be sure to tell vendors so they can give you accurate information. A PD-13 Brand Name Justification form is required if your purchase is brand specific.
2. Clearly detail your required specifications to ensure you are receiving comparable bids. Provide all vendors with the same scope of work or set of specifications and be sure quotes include shipping costs. Compare apples to apples. Thoroughly document any unresponsive solicitation attempts.
3. If all bids come in over \$99,999.99, do not proceed. Contact Procurement & Contract Services immediately for further assistance.
4. Use additional sheets as necessary, label as "see attached" if attaching fax or email bids.
5. Procurement & Contract Services must award to the lowest bid that meets your specifications. Sign on the "Signature of Buyer" line below.
6. Submit PD-20 form, three quotes, PD-1 Purchase Requisition, and potentially PD-13 Brand Name Justification form, to Procurement & Contract Services. Procurement & Contract Services must issue Purchase Order or Contract.

I certify that all information on this form is correct and that I have no financial interest or conflict of interest with any of the vendors contacted.
Signature of Buyer _____