



DOCUMENTATION FOR INFORMAL QUOTE SELECTION

This form shall be used to document informal quotes for goods from \$15,000 to \$50,000 and services from \$15,000 to \$50,000. A minimum of three quotes should be obtained.

Prepared by: _____ Title: _____

Phone: _____

Agency/Division: _____

Item Description: _____

Mandatory Criteria: _____

Goods or Service

	Vendor 1	Vendor 2	Vendor 3
Company Name			
Street Address			
City, St, ZIP			
Person providing Quote			
Phone Number			
Meets Mandatory Criteria	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Cost			

If fewer than three quotes are reasonably available, explain why and what steps were taken to assure the above quotes are reasonable: _____

After evaluating the above information, please make your recommendation:

Recommended Vendor: _____

Basis for Recommendation

Signature: _____ Date: _____