****

**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 | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No | [ ]  Yes [ ]  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: