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**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: