



# QUOTE BID FORM

For Written and Verbal Quotations

Purchases of items costing between \$10,000.00 and \$19,999.99 (2 Quotes Recommended)

Purchases of items costing between \$20,000.00 and \$74,999.99 (3 Quotes Required)

Purchases of items costing \$75,000.00 and above require formal sealed bids

**Quote bids must be secured and bid form attached to Northark Purchase Requisition for items costing between \$20,000.00 and \$74,999.99.**

QTY	ITEM	VENDOR A <input type="checkbox"/> MBE	VENDOR B <input type="checkbox"/> MBE	VENDOR C <input type="checkbox"/> MBE	VENDOR D <input type="checkbox"/> MBE	COMMODITY CODE
	Total	0.00	0.00	0.00		


VENDOR A			VENDOR B			VENDOR C			VENDOR D		
Company			Company			Company			Company		
Address			Address			Address			Address		
City	State	Zip	City	State	Zip	City	State	Zip	City	State	Zip
Date	Quote By		Date	Quote By		Date	Quote By		Date	Quote By	

Reason Minority Business Enterprise (MBE) not awarded contract.

A	B	C	D	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did not meet specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not low bidder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did not respond
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Fax-On-Demand Used                    \_\_\_ Yes                    \_\_\_ No  
 Minority Vendor Contacted            \_\_\_ Yes                    \_\_\_ No

Special offer or verbal quotation secured by: \_\_\_\_\_

 Shaded area for office use only.

**IF LOWEST QUOTE IS NOT CHOSEN, A LETTER OF JUSTIFICATION MUST BE ATTACHED.**