QUOTE BID FORM
For Written and Verbal Quotations

Purchases of items costing between $5,000.00 and $9,999.99 (2 Quotes Recommended)
Purchases of items costing between $10,000.00 and $49,999.99 (3 Quotes Required)
Purchases of items costing $50,000.00 and above require formal sealed bids

Quote bids must be secured and bid form attached to Northark Purchase Requisition for items costing between $10,000.00 and $49,999.99.

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<tr>
<th>QTY</th>
<th>ITEM</th>
<th>VENDOR A</th>
<th>VENDOR B</th>
<th>VENDOR C</th>
<th>VENDOR D</th>
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VENDOR A
Company
Address
City, State Zip
Date
Quote By

VENDOR B
Company
Address
City, State Zip
Date
Quote By

VENDOR C
Company
Address
City, State Zip
Date
Quote By

VENDOR D
Company
Address
City, State Zip
Date
Quote By

Fax-On-Demand Used
Minority Vendor Contacted
Special offer or verbal quotation secured by:

Reason Minority Business Enterprise (MBE) not awarded contract.
A B C D
- Did not meet specifications
- Not low bidder
- Did not respond
- Other

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