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 ❑ MBE	VENDOR B ❑ MBE	VENDOR C ❑ MBE	VENDOR D ❑ MBE	COMMODITY CODE
	Total					

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
Quote By	Date Quote By	Date Quote By	Date Quote By

Reason Minority Business Enterprise (MBE) not awarded contract.

A	B	C	D	
❑	❑	❑	❑	Did not meet specifications
❑	❑	❑	❑	Not low bidder
❑	❑	❑	❑	Did not respond
❑	❑	❑	❑	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.