

Bid Sheet

School: _____

Teacher: _____

Purchase Requirements:

- Purchases up to \$2,500 – No bids required
- Purchases of \$2500.01 - \$10,000 – Verbal quotes required (2), document
- Purchases of \$10,000.01 - \$29,999 – Written quotes required (3), attach
- Purchases of \$30,000 and up – Formal bid procedures required

Purchases from “Sole Source” vendors: You must answer the following questions (see the reverse of this form)

1. Explain why this is the only product that can meet your needs.
2. Explain why this vendor is the only practicably available source from which to obtain this product.
3. Explain why the price is considered reasonable.
4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price.

Source 1:

Vendor: _____ Fax # _____

Cost: \$ _____

Source 2:

Vendor: _____ Fax # _____

Cost: \$ _____

Source 3:

Vendor: _____ Fax # _____

Cost: \$ _____

Vendor selected to receive this order: _____

If lowest vendor is not chosen, explain the reason for selecting this vendor: _____

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