



Quote Recapitulation Form

Requisition #: _____ Requisition Date: _____

Vendor Selected: _____ Quote Expiration Date: _____

Purchases for any goods or services between \$5,000 to \$91,599 (or current bid threshold) requires at least **three** written quotes and must be summarized on this form.

List all quotes obtained from all vendors, including the vendor selected.

Attach all written quotes to this form and submit to Business and Finance Office as additional support for requisition # provided above. The requisition/purchase order process will be delayed if this form & support are not provided.

<u>Vendor</u>	<u>Amount</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Comments (If lowest quote is not selected, provide reasoning for that selection):

Note:

With the exception of authorized sole source, emergency procurements and where otherwise permitted by law. Formal competitive bidding is required for an expenditures of more than \$91,599 (or current bid threshold) for any of the following:

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the District.
2. Services that are non-construction; and Repairs (PCC section 20656), that are not public projects as defined in PCC section 2202(c).

Excerpts from CCCC Memo on Public Contract Code section 20651(a) and NVC Vendor Guide.

Requisition Budget Code:

Fund - Activity - Program - Object - Budget Center

Name of Person Receiving/Collecting Quotes

Date

Phone Ext. #

Signature-Budget Center Manager

Date

Signature-Program Coordinator (if grant funds are used)

Date