



SNOW COLLEGE

DEPARTMENT BID QUOTATION PROCEDURES

GENERAL INFORMATION:

Departments are authorized to obtain three quotes (preferably faxed - or e-mailed) for purchases up to \$3,000, without the involvement of the Purchasing department provided that:

1. At least three (3) written (faxed or e-mailed) quotations must be obtained (**internet prices are not acceptable**).
2. Award of the bid is made to the vendor submitting the lowest quote, including shipping to Snow College, meeting the minimum specifications and delivery date established by the department.
3. Specifications and delivery date established by the department must be reasonable and not restrictive (procrastination on departments part, does not make the demand reasonable).
4. The quotation sheet must be filled out in it's entirety and faxed/e-mailed quotations **must be attached to the sheet**. The sheet must then be turned in with the purchase request or attached to your p-card transaction log.

INSTRUCTIONS TO DEPARTMENTS:

During the process of obtaining quotations **YOU CANNOT** disclose any other information or quotes obtained (including price, delivery specifications, brand, etc.) to other vendors you are requesting quotes from (called bid shopping). This violates State of Utah procurement law, and is considered fraud (It is unfair to all the other vendors involved).

1. Identify at least three (3) vendors to contact.
2. Identify the quantity and the item(s) you are requiring and their specifications. In describing specifications to the vendors, the features and functions desired should be the main focus. Example, Brand name, model number, color, size, material, etc. (However, equals must be considered in making the award). Write down this information on the quotation sheet so that you can give it to each vendor.
3. Give them the shipping destination and required delivery date.
4. Ask for the unit price (must include shipping) to supply the required item(s) to the College. Unit price is the price of the item purchased including shipping and all charges/fees.
5. Ask for the number of days required for delivery.
6. Ask for the sales persons name - write it down.
7. After obtaining the quotations (faxed preferably), determine which is lowest, meeting the minimum specifications and required delivery date. Attached the faxed quotations to the quotation sheet. Write the telephone quote information down on the department bid quotation sheet.
8. Place the order using the p-card (attach bid quotation sheet to your transaction log) or if using a purchase order attach to purchase requisition.



DEPARTMENT BID QUOTATION SHEET

Name: _____ Department: _____ Delivery Date: _____

Qty.	Item	Minimum Specifications
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____

Vendor: _____	Sales Person: _____	Unit Price
Phone#: _____	Delivery Date: _____	
#1		\$
#2		\$
#3		\$
#4		\$

Vendor: _____	Sales Person: _____	Unit Price
Phone#: _____	Delivery Date: _____	
#1		\$
#2		\$
#3		\$
#4		\$

Vendor: _____	Sales Person: _____	Unit Price
Phone#: _____	Delivery Date: _____	
#1		\$
#2		\$
#3		\$
#4		\$

Awarded to: _____
Comments: _____

Your Signature: _____ Date: _____

NOTE: (Attach this sheet to your p-card transaction log or purchase requisition & the three written vendor quotations)