# TABULATION OF BIDS RESULTING FROM LIMITED SOLICITATION PROCEDURE

PD-20

Rev 10/26/2022

# Must be completed for competitively bid purchases with a Total Contract Value between $10,000.00 and $25,000.00

**Directions:**

1. If your purchase is brand specific, be sure to tell vendors so they can give you accurate information. A PD-13 Brand Name Justification form is required if your purchase is brand specific.
2. Clearly detail your required specifications to ensure you are receiving comparable bids. Provide all vendors with the same set of specifications and be sure quotes include shipping costs. Compare apples to apples. Thoroughly document any unresponsive solicitation attempts.
3. If all bids come in over $25,000.00, do not proceed. Contact Procurement & Contract Services immediately for further assistance.
4. Use additional sheets as necessary, label as “see attached” if attaching fax or email bids.
5. You must award to the lowest bid that meets your specifications. Sign on the “Signature of Buyer” line below.
6. Submit PD-20 form, three quotes, Departmental Purchase Order (DPO), and potentially PD-13 Brand Name Justification form, for payment processing.

BIDS QUOTED BY VENDORS

|  |  |  |  |
| --- | --- | --- | --- |
| REQUIRED DELIVERY DATE:Vendor Name: Contact Info: Person Contacted:Date of Contact: | **Vendor A** | **Vendor B** | **Vendor C** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Description** | **Mfg. Name** | **Mfg. #** | **QTY** |  |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$** | **$** | **$** |
|  |  |  |  | **$** | **$** | **$** |
|  | Subtotal | **$** | **$** | **$** |
| I certify that all information on this form is correct and that I have no financial interest or conflict of interest with any of the vendors contacted.Signature of Buyer:  |  | **Freight Charges (if any)** |  |  |  |
| **TOTAL** (with freight ) |  |  |  |
| Expected Delivery Date |  |  |
| Comments |  |  |  |

*If you would like other criteria than just cost to be considered, contact Procurement & Contract Services to inquire about the Limited Solicitation with Expanded Criteria Process that allows for scoring of responses. Please note the “mini RFP” process does require a different form and a longer timeframe to collect responses.*