

INSTRUCTIONS

1. **NO ALTERNATE VENDOR IS NEEDED FOR ANY PURCHASES UNDER \$5,000.**

2. **TELEPHONE QUOTATIONS - Purchases \$5,000 and up to \$9,999.**

Three alternate vendors must be contacted by the Account Advisor--for firms prices, terms, and availability. When vendors have been contacted, this information should be indicated on the Purchase Order Request. List three or more vendors including ADDRESS, TELEPHONE NUMBER, NAME OF INDIVIDUAL WHO QUOTED PRICE and the DATE. Furnish sufficient specifications to solicit competitive bids even though item proposed is a "Single Source" item. INCLUDE MODEL NUMBER, DESCRIPTION, SIZE, COLOR, and any other applicable specifications that might be necessary to assure purchase of the correct item. Descriptive literature or brochures should be attached if available.

If three bids are not obtained by the Account Advisor, the order will not be processed until the required bids are submitted.

3. **WRITTEN QUOTATIONS--Purchases over \$10,000**

The Account Advisor must obtain three written quotations, either by mailing Associated Students "Request for Quotation" forms or contacting vendors and requesting written quotations. Written quotations must be attached to the Purchase Order Request, as supporting documents as well as descriptive literature if available. Sufficient specifications to solicit competitive bids, even through proposed item is "Single Source," must be furnished. INCLUDE MODEL NUMBER DESCRIPTION, SIZE, COLOR, and any other applicable specifications that might be necessary to assure purchase of correct item.

If three bids are not obtained by the Account advisor, the order will not be processed. If vendor has not responded by "Quotation Due Date," you must follow up as to the reason and document the Purchase Order Request.

WE MUST BE COMPETITIVE — "Single Source" or "No Substitutions" is not enough information. Justification for "Single Source" should include:

- a. Unique performance factors of the product specified.
- b. Why these specific factors are required.
- c. What other products have been examined and why rejected.
- d. Indicate if item is "Equipment Components."

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| <p>SINGLE SOURCE OR NOT LOWEST BID JUSTIFICATION (TO BE FILLED OUT WHEN NO BIDS ARE OBTAINED FOR ITEMS \$5,000 OR MORE.)</p> |
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