



# QUOTE TABULATION FORM

## INSTRUCTION FOR COMPLETION:

- 1) Per B-CU Procurement Policy, purchases over \$5,000 and \$49,999.99 require a minimum of three (3) vendor quotes.
- 2) Vendor quote must be written (i.e.: B-CU Quote Request Form or electronic BidNet submission)
- 3) All awards should be made to the vendor whose offer is in the best interest of B-CU.
- 4) Awards based on "best value" due to other factors shall be indicated below in comments.
- 5) Upon consideration of all factors, if quote meets B-CU's needs, the award will be made and a purchase order or other relevant binding agreement shall be issued.

DESCRIPTION OF OVERALL ITEM/SERVICE REQUESTED: \_\_\_\_\_

Quote Tabulation Summary			
Vendor Name	City/State	Total Price	Enter "X" for selected vendor

Comments: Any award based on "Best Value" to B-CU. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest quote.

\_\_\_\_\_

\_\_\_\_\_

Any person who is adversely affected by B-CU's decision or intended decision shall file a written notice of protest with the Procurement Manager **within 72 hours** after the posting (electronic or otherwise) of one of the following, whichever occurs first: (i) notice of decision or (ii) bid tabulation stating the intended decision. The nature of the protest must be followed within three (3) days of filing a formal written notice fully detailing all elements, which promulgated the protest. Upon receipt of the formal written notice of protest, the Procurement Manager will resolve the matter within ten (10) business days after receipt. The Procurement Manager will have the sole and final decision pertaining to said protest issue and shall act in the best interest of the university. Failure to file a protest within the time prescribed, shall constitute a waiver of proceedings.

\*Disclosure Notice: All payments as a result of award shall be in accordance with Florida Prompt Payment Act 218.70 -80 upon receipt of a proper and satisfactory invoice submittal. By signing below, the person(s) certifies that all quotes recorded include all the companies that have been contacted for quotes and their replies are reflected accurately on this form.

\*Name of the person completing this form: \_\_\_\_\_ Ext#: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: THE COMPLETED AND SIGNED TABULATION FORM AND COPIES OF ALL WRITTEN QUOTED MUST BE ATTACHED TO THE PURCHASE REQUISITION.**

**BETHUNE-COOKMAN UNIVERSITY**  
**Vendor Justification/Price Verification Form**

Dept/Org Name: \_\_\_\_\_ Acct Code: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: \_\_\_\_\_ Please check one:  Grant  Contract  Cooperative Agmt  Institutional

Bethune-Cookman University (B-CU) requires vendor selection justification and price verification for orders over \$5,000.00 purchased with Federal Government funds. Check the appropriate boxes below and file this form with your departmental award records. Contact Procurement at 386-481-2585, if you have any questions regarding this form.

Contracts \$5,000 and over: FAR 13.106 requires competitive bidding for each and every purchase of \$5,000 and over.

Please complete Section A. If only one bid is received, indicate bidder on Section A and complete Section C. For non-competitive purchases (i.e., sole/selected source, University-wide agreements, blanket purchase orders), complete Sections B and C.

Grants \$5,000 - \$9,999: OMB A-110 requires price analysis for each and every purchase. For purchases \$5,000 and over, please complete Section C.

\$10,000 & Over: OMB A-110 requires (1) basis for vendor selection, (2) justification for sole or selected source, and (3) basis for award price for each purchase of \$10,000 and over. Please complete Section A or Section B and Section C.

**Section A**

Lowest Competitive Bid (same item priced differently by several vendors). Record verbal or written quotation below. Please forward a copy of all bids and quotations to the B-CU Procurement Dept. for recordkeeping and audit purposes.

Vendor A _____	Total Price: _____
Vendor B _____	Total Price: _____
Vendor C _____	Total Price: _____

**Section B**

If the lowest bidder was not chosen, select ONE:

**Selected Source** (alternative vendors exist, but vendor selection was based on (a) technical requirements (e.g., precision, reliability, etc., or (b) past performance of alternative vendors (poor service level, unavailability of parts, etc.). Identify other sources considered and on what basis were they rejected.

Explain: \_\_\_\_\_

**Sole Source** (no other company is known to be capable of fully satisfying the requirements).

Explain: \_\_\_\_\_

Forward a copy of the vendor selection documentation to B-CU Procurement Dept.

**Section C**

Cost/Price Analysis: Selection one or more of the following statements to indicate the bid price was fair and reasonable.

The quoted prices incorporate discounts not available to the general public and reflect substantial savings (B-CU discount pricing).

The quoted prices compare favorably to the in-house estimates at B-CU (i.e., University Info Systems, B-CU print shop and publication services) for similar items.

The quoted prices were reviewed as part of B-CU's overall proposal by the Federal sponsoring agency and were found acceptable.

The vendor has stated that the quoted prices are no greater than those charged to the vendor's most favored customer.

The price was obtained from a current catalogue, cooperative/piggyback, or standard printed price list.

Other: (i.e., Cost Analysis for construction projects).

Department Authorization (Signature of the requestor and Dean/Sector Head who initiated the purchase).

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ (requestor)

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ (Dept Head)

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ (C.I.T. Approval)\*

*\*NOTE: Any purchase of computer related equipment, software, application, subscription require C.I.T. approval*