

# QUOTES, PROPOSALS AND BIDS FORM

Complete this Form for greater than \$15,000 but less than \$50,000 (3 quotes are required).

Two (2) HUB quotes are strongly recommended within this range.

If over \$50,000 contact Director of Purchasing and Contracts prior to entering.

DATE: \_\_\_\_\_

ITEM/SERVICE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(INCLUDE SPECIFICS: color, size, item#, length of service, packaging, delivery date, shipping charges etc.)**

VENDOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

QUOTED PRICE & DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VENDOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

QUOTED PRICE & DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VENDOR: \_\_\_\_\_ PHONE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

QUOTED PRICE & DETAILS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Requisition #: \_\_\_\_\_

*Attach all copies of quotes. Forward entire packet to Director of Purchasing and Contracts.*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Purchasing and Contracts