

Price Solicitation

Step 1: Specifically describe the goods and services you want to purchase. Include as part of your description a date by which the product must be delivered or service must be performed.

Step 2: Solicit a minimum of three (3) oral or written quotes (by phone, fax, letter, or email). Record the names and addresses of all persons/companies that you contact. Record the amount of each quote that you receive. Be sure that the vendor giving you the quote can provide the product or service by your stated delivery date.

Step 3: Award the quote to the responsible and responsive vendor offering the lowest price.

Date: _____ Department: _____

Item of Service Description: (be specific, include delivery date)

Munis Account Number

Company 1	Details
Company	
Address	
Contact Name	
Telephone	
Fax	
Comments	
Company 2	Details
Company	
Address	
Contact Name	
Telephone	
Fax	
Comments	
Comapany 3	Details
Company	
Address	
Contact Name	
Telephone	
Fax	
Comments	

Awarded to:

W-9 Form Received

Department Head Signature:

Valid Certificate of Liability Insurance

Valid Workmen's Comp Declaration Page