**INFORMAL PROCUREMENT FORM (“Three Bids and a Buy”)** “This institution is an equal opportunity provider.”6/17

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| --- | --- | --- | --- |
| **Supplier/Bidder Name:** | **Bid #1:** | **Bid #2:** | **Bid #3:** |
| Items to be PurchasedDelivery Frequency : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bid will be honored for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of day/week/month (s) School will state time period**Product Name(s) & Specification(s):** | Quantity to be purchased | Unit Price | Extended Price (Quantity x Unit Price) | SB\*(✓) | Unit Price | Extended Price (Quantity x Unit Price) | SB\*(✓) | Unit Price | Extended Price (Quantity x Unit Price) | SB\* (✓) |
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|  **Total:** | $ | $ | $ |
| \*SB(Selected Bidder) = bidder that was chosen -check box: | 🞎 | 🞎 | 🞎 |
| \*Selected Bidder = school may award all items to **one bidder** (lowest total price) or award purchase on a **line item** basis (lowest line item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing; schools can state that either option may be used by the school to award the purchase. |
| **Method of contact:** Email/Fax/Mail/In person/Phone |  |  |  |
| **Name of person quoting pricing:** |  |  |  |
| **Date(s) contacted:** |  |
| **Additional Notes:** |  |  |  |
| Signature & title of person completing this form: | Date: |

**Name of selected bidder**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Why bid was chosen (price, availability, etc.) \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Selected bidder was notified on**:\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**by:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_If notification was in writing, attach document to the procurement form

**Method of notification**: Email/Fax/Mail/In person/Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Keep records for three years plus current year