



# KEAN

## Competitive Quote Form

University Procurement and Business Services policy requires competitive bidding for purchases with a value of **\$6,500.00 or above**. This requirement is satisfied by one of the following: 1) obtaining three competitive quotes, 2) conducting a public advertised bid, 3) using a University, State, GSA or cooperative contract, 4) obtaining a quote waiver from University Procurement and Business Services for purchases **below \$33,300.00**; or 5) obtaining a Board of Trustees bid waiver for purchases of **\$33,300.00 or above**.

**Complete this form to record competitive quotes for purchases below \$33,300.00.**

### INSTRUCTIONS

1. University Procurement and Business Services policy requires **three (3) written quotes** for purchases from **\$6,500.00 to \$33,299.99**.
2. Complete all required fields and attach written quotes.
3. If vendor submitting the lowest quote was not chosen, please provide a justification for the decision in the space below.
4. E-mail this completed form and any corresponding information to Procurement and Business Services at [procurement@kean.edu](mailto:procurement@kean.edu).
5. Please Note: **All vendors must comply with:** A) Business Registration Certificate (BRC) requirement and if the purchase is **\$17,500.00 or more**, B) Equal Employment Opportunity verification, and C) PL 2005 Chapter 51 "political contributions" disclosure.

<b>Req. No:</b> Enter req. no.	<b>Awarded Vendor:</b> Enter name	<b>Amount:</b> Enter amount
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<b>Description of items or services to be purchased:</b> Enter description
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<b>Vendor Name and Quote Number</b> Enter name and quote number	<b>Vendor Name and Quote Number</b> Enter name and quote number	<b>Vendor Name and Quote Number</b> Enter name and quote number
<b>Total Amount</b> Enter amount	<b>Total Amount</b> Enter amount	<b>Total Amount</b> Enter amount

<b>Justification for vendor selection if lowest bidder was not selected:</b> Enter reason
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*I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with current University Procurement and Business Services policy.*

<b>Requestor Name and Date:</b> Enter name and date
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