



# KEAN

## Competitive Quote Form

University Procurement and Business Services policy requires competitive bidding for purchases with a value of **\$6,800.00 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 \$34,400.00**; or 5) obtaining a Board of Trustees bid waiver for purchases of **\$34,400.00 or above**.

**Complete this form to record competitive quotes for purchases below \$34,400.00.**

### INSTRUCTIONS

1. University Procurement and Business Services policy requires **three (3) written quotes** for purchases from **\$6,800.00 to \$34,399.99**.
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 University 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> | <b>Awarded Vendor:</b> | <b>Amount:</b> |
|-----------------|------------------------|----------------|

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|--|
| <b>Description of items or services to be purchased:</b> |
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| <b>Vendor Name and Quote Number</b> | <b>Vendor Name and Quote Number</b> | <b>Vendor Name and Quote Number</b> |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Total Amount</b>                 | <b>Total Amount</b>                 | <b>Total Amount</b>                 |

|  |
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| <b>Justification for vendor selection if lowest bidder was not selected:</b> |
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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> |
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