



KEAN

Competitive Quote Form

University Procurement & Business Services (UPBS) standard operating rules and procedures require competitive bidding for purchases with a value of **\$25,000.01 or more**. This requirement is satisfied by one of the following: 1) obtaining three competitive quotes, 2) conduct a publicly advertised bid, 3) use a State, GSA or cooperative contract, 4) obtaining a quote waiver from UPBS for purchases **up to \$119,800.00**; or 5) obtaining a Board of Trustees bid waiver for purchases of **\$119,800.01 or above**.

Complete this form to record competitive quotes for purchases between \$25,000.01 to \$119,800.00.

INSTRUCTIONS

1. UPBS standard operating rules and procedures require **three (3) written quotes** for purchases between **\$25,000.01 to \$119,800.00**.
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 UPBS at procurement@kean.edu.

Req. No:	Awarded Vendor:	Amount:
-----------------	------------------------	----------------

Description of items or services to be purchased:
--

Vendor Name and Quote Number	Vendor Name and Quote Number	Vendor Name and Quote Number
Total Amount	Total Amount	Total Amount

Justification for vendor selection if lowest bidder was not selected:
--

I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with current UPBS standard operating rules and procedures.

Requestor Name and Date:
