



# 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 \$100,000.00**; or 5) obtaining a Board of Trustees bid waiver for purchases of **\$100,000.01 or above**.

**Complete this form to record competitive quotes for purchases between \$25,000.01 to \$100,000.00.**

### INSTRUCTIONS

1. UPBS standard operating rules and procedures require **three (3) written quotes** for purchases between **\$25,000.01 to \$100,000.00**.
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](mailto:procurement@kean.edu).

<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>

<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 UPBS standard operating rules and procedures.*

<b>Requestor Name and Date:</b>
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