

Simplified Bidding Record

Purchases over \$5,000 through \$50,000;
Printing, \$50 through \$50,000

Instructions:

- Agency shall contact at least three (3) suppliers and use PRO-C-8 as guidance.
- Agency shall make an effort to solicit small businesses, veteran-owned businesses, disabled veteran-owned business and minority businesses and work centers.
- The completed form shall be attached to the requisition or procurement/transactional contract.
- Generic specifications shall be used when possible.
- When necessary to use a brand name to identify a level of quality, suppliers must be informed that equivalent alternatives may be acceptable; agency will be the sole determinate of equivalency.
- The winning bidder should be indicated. Reasons for rejecting any bids shall be noted below.

Date	Agency/ Location
Person Completing	
Simplified Bid Number	
Req or Reference Number	
Codes: MBE: Minority Business Enterprise (Certified) WC: Work Center(Certified) DVB: Disabled Veteran-owned Business (Certified)	

Item Description	QTY	Supplier Name & Address		Supplier Name & Address		Supplier Name & Address	
		Supplier ID		Supplier ID		Supplier ID	
		MBE	WC	DVB	MBE	WC	DVB
		Unit Price	Total		Unit Price	Total	
		Grand Total		Grand Total		Grand Total	
Contact Person							
Email Address							
Phone Number							
Contact Date							
Reply Date							
Method of Bid: Phone, email, fax, website, etc.							
Delivery							
Additional information (note the following as appropriate: bids rejected and why; preferences exercised; explain reason if less than 3 suppliers were contacted):							

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