

Town of Clayton

Vendor Quote Form

Please complete this form to provide evidence that you have contacted three vendors for price quotes, unless you have one quote for a State Contract or Preferred Source service or product. Instructions for completing the form are on the reverse side.

Vendor's Name and Address	Description of Item or Service*	State Contract No. & Quoted Price	Date Received
1.			
2.			
3.			

Instructions for Completing the Vendor Quote Form*

Complete this form in the following cases (exceptions are noted below under State Contract Purchases and Preferred Vendors):

- * When applying for funds to purchase equipment with a unit cost in excess of \$10,000;
- * When applying for funds to purchase supplies and materials, including computer software, with a unit cost in excess of \$10,000;
- * When applying for funds for purchased services where the fee paid to any single vendor or consultant exceeds \$10,000;

- * Remodeling, where the cost of any one activity exceeds \$10,000 or where any one contractor will receive over \$10,000. If more than one contractor is used, this form must be completed for each.

ALL quotes must clearly delineate individual project costs (for example, travel, staff training, and equipment installation) and hours for each service provided. Also submit a copy of the RFQ that outlined requirements used to collect the detailed quotes.

STATE CONTRACT PURCHASES: You are not required to submit three quotes if one of your quotes is for a service or product under state contract. You must submit the information for that quote and clearly delineate individual project costs.

PREFERRED VENDORS: Certain providers have "preferred source" status under the law. If using a preferred vendor to purchase supplies, equipment, or contracted services, indicate this on the Vendor Quote Form. You must submit the information for that quote and clearly delineate individual project costs.

SOLE-SOURCE VENDORS: If there is only one vendor who can provide the required supplies, equipment, or contracted services, indicate this on the Vendor Quote Form and explain the circumstances. A prior working relationship with a vendor (or consultant) does not, by itself, constitute justification for a sole-source contract. You must submit the information for that quote and clearly delineate individual project costs.