

QUOTE SUMMARY & JUSTIFICATION

for

CONSTRUCTION SERVICES – Less than \$60,000

MATERIALS/SUPPLIES, MAINTENANCE REPAIRS, & CONSULTING SERVICES – Less than \$96,700

Item: _____

Quote Date: _____

Requisition No: _____

Required Delivery Date: _____

P.O. No: _____

Quote	CONTRACTOR/SUPPLIER	CONTACT NAME	PHONE/FAX	AMOUNT
#1				\$
#2				\$
#3				\$
#4				\$
#5				\$

P.O. JUSTIFICATION

[X] all boxes that apply to this order.

[] Competitive

[] Lowest quote selected

[] Lowest quote not selected

[] Supplier did not quote compatible specification.

[] Supplier cannot perform within required time.

[] Competition attempted (see list for names), only one responded.

[] Competition was not attempted.

[] Historical records for similar services indicate pricing is fair and reasonable.

[] Catalog pricing

[] Interfaces with equipment already installed on campus

[] Emergency order involving public health, welfare or safety

[] Sole / single source

(Explain): _____

[] MAINTENANCE REPAIR ORDER less than \$96,700: Routine, recurring, and usual work for the preservation, protection and keeping of college facility in a safe and continually usable condition for which it was intended. This includes: carpentry, electrical, plumbing, glazing, touchup painting, and other craftwork as well as repairs, cleaning, and other operations on machinery and fixtures. (PCC 20656)