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Competitive Quote Form

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KEAN

Competitive Quote Form

University Procurement and Business Services policy requires competitive bidding for purchases with a value of **\$6,800.00 or above**. This requirement is satisfied by one of the following: 1) obtaining three competitive quotes, 2) conducting a public advertised bid, 3) using a University, State, GSA or cooperative contract, 4) obtaining a quote waiver from University Procurement and Business Services for purchases **below \$34,400.00**; or 5) obtaining a Board of Trustees bid waiver for purchases of **\$34,400.00 or above**.

Complete this form to record competitive quotes for purchases below \$34,400.00.

INSTRUCTIONS

1. University Procurement and Business Services policy requires **three (3) written quotes** for purchases from **\$6,800.00 to \$34,399.99**.
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 University Procurement and Business Services at procurement@kean.edu.
5. Please Note: **All vendors must comply with:** A) Business Registration Certificate (BRC) requirement and if the purchase is **\$17,500.00 or more**; B) Equal Employment Opportunity verification; and C) PL 2005 Chapter 51 "political contributions" disclosure.

Req. No:	Awarded Vendor:	Amount:
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Description of items or services to be purchased:
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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:
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I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with current University Procurement and Business Services policy.

Requestor Name and Date:
