



## Competitive Bid Form

- All purchases of goods or services of \$10,000 or more, or purchases that will result in annual volume of \$10,000 or more, require three (3) competitive quotes OR a selected/sole-source statement to support price and chosen vendor prior to purchase.
- Please complete either section A or B and submit to the Office of Planning and Finance to support a purchase order for goods or services. All forms must be approved by the Business Manager.

Department: \_\_\_\_\_ Vendor: \_\_\_\_\_ Price: \_\_\_\_\_

### A) Price Justification:

- ☐ I have obtained at least three (3) competitive quotes and have chosen the supplier based on price, reliability, delivery, service, or other factors (attach quotes). If chosen vendor is not lowest cost bidder, detail the reason(s) why the vendor was selected.

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### B) Selected/Sole Source Justification (Select One):

- ☐ **Selected Source** – Alternative vendors exist, but vendor selection was based on specific technical requirements or past performance of alternative vendors (poor service, unavailability of parts, etc.).
- ☐ **Sole source** – One or more of the following circumstances apply:
- ❖ Goods or services obtainable only through exclusive supplier; no comparable items available.
  - ❖ Matches existing or replacement equipment or parts.
  - ❖ Emergency requirement exists.
  - ❖ Contract for professional, technical or artistic services.
  - ❖ Item selected from supplier with established University contract.

Explain in detail your selected/sole source justification:

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I certify this purchase is in compliance with Clark University purchasing policies and procedures and that there is no real or potential conflict of interest if recommending this item or service as a sole source purchase.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_