



Peralta Community College District

Bid Recapitulation Form

Requisition order # _____ College _____

Date: _____ Vendor Selected _____

Vendor Fax Number that Purchase Order should be fax to: _____

Purchases from \$10,000 to \$84,100 require at least three written quotations and must be summarized on this form. List all bids obtained from all vendors including the vendor selected and any vendors who declined to bid. **Attach all written bids to this form.**

<u>Bidder</u>	<u>Amount</u>
1. _____	_____
2. _____	_____
3. _____	_____

Comments: _____

Does the successful vendor meet the District's definition of a SLBE or SELBE? If so please check the below and forward a copy of the SLBE/SELBE Self Certification Affidavit to the Vendor. Bids from firms that meet the District's definition of SLBE or SELBE bid can be 5% higher than the lowest responsible bidder and still be awarded a contract.

Is the vendor a: SLBE _____ SELBE _____ None _____.

You must attach a sole source letter from any vendor to the requisition for the purchases for goods or services available from only one (1) vendor.

All purchases over \$84,100 and construction projects over \$15,000 require formal bidding.

Signature of person receiving bids Date

Campus Business Manager Date

Purchasing Officer Date