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.**

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Amount</th>
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<tbody>
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Comments: ____________________________________________
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Does the successful vendor meet the Districts 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

Updated 1-6-14