Bid Recapitulation Form

Requisition order #__________________College__________________________

Date: ___________________ Vendor Selected _________________________

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

Purchases from $10,000 to $81,000 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>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

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 $81,000 and construction projects over $15,000 require formal bidding.

Signature of person receiving bids Date

__________________________
Campus Business Manager Date

__________________________
Purchasing Officer Date

Updated 11-8-12