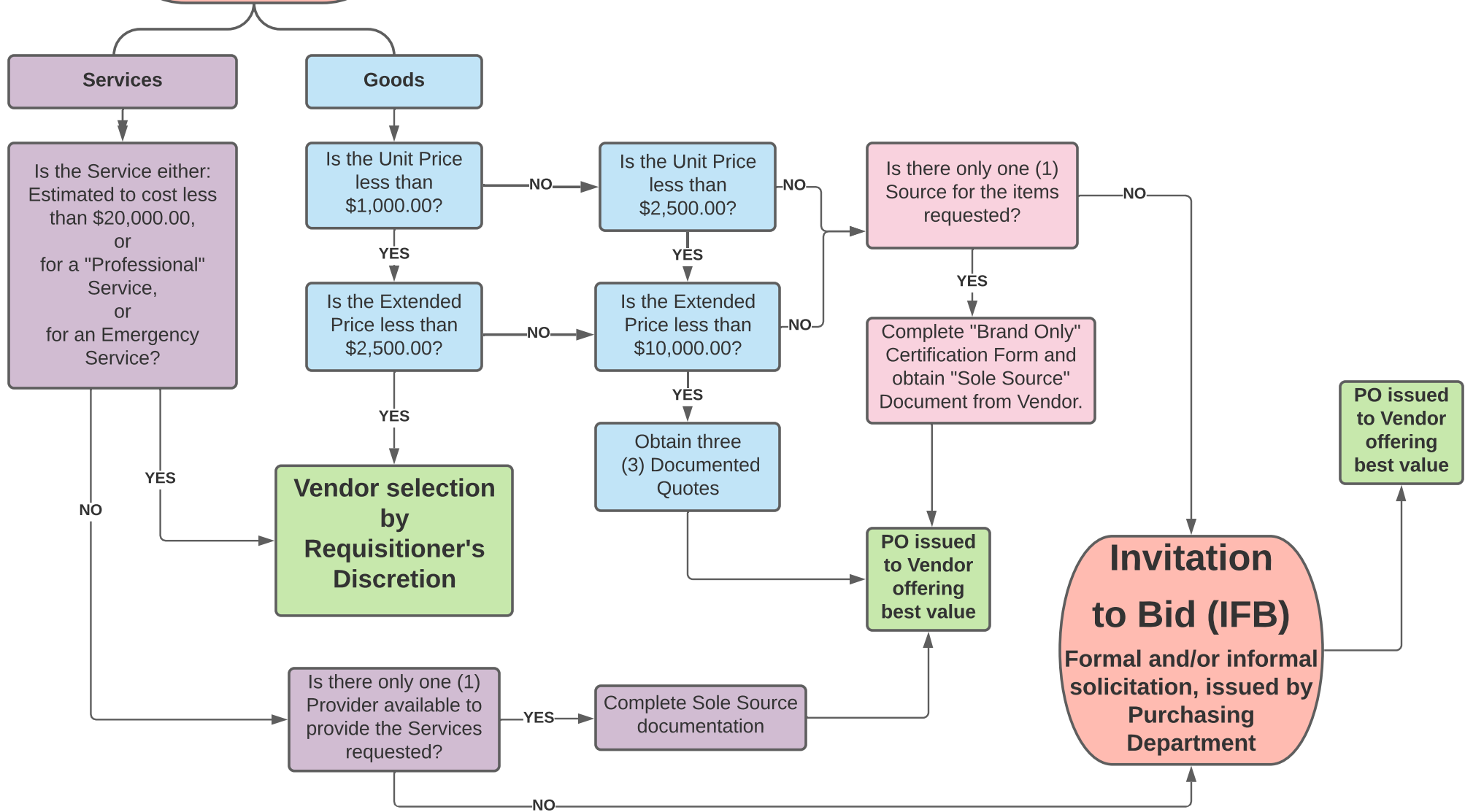


START

PURSUING COMPETITION



Definitions:

Unit Price:= Price of each individual item.

Extended Price = Total price for all of the (same) item.

Quotes = Documented telephone calls, or emails from Suppliers.

Sole Source = Only one (1) Supplier for required item or services.

IFB = Invitation for Bid; (ie. RFQ, IFB, RFP - process initiated by Purchasing Dept.

"Professional" Services = Licensed or Certificated profession (ie. Doctor, Lawyer, Therapist)

QUOTE PROCEDURE & NOTES

When requesting a quote from the Vendor;

- Always announce that you are with a School District, and you are pursuing competitive quotes. The term “competitive” will trigger the Vendor to provide you with their best offer.
- Always request and receive your quote(s) in writing. If you speak with the Vendor over the phone, ask them to follow up with an emailed quote.
- (Do not) share your budget, or available funding when you submit your request; allow the Vendor to provide you with their “Best and Final Offer”. If you can’t afford it based on their proposed pricing, ask for adjustments.
- Make sure you’re asking for the same thing from each Vendor; it is unfair to Vendors if you are not comparing “apples to apples”.
- Ask for “delivered pricing”, and provide the shipping address; this will ensure the Vendor has included the shipping costs to Fairbanks or North Pole, Alaska.
- Always get a contact name, phone number, and email address.
- Internet print outs do not qualify as a “quote”. (Exception: Amazon)
- Remember – If it’s not documented, it didn’t happen.

When purchasing supplies with general funds and the single item is equal to, or exceeds \$1,000.00, three quotes are required per Board Policy 440.12.5a(2) (PX-120)

When purchasing supplies using general funds and any one line equals, or exceeds \$2,500.00, three quotes are required per Board Policy 440.12.5a(2) (PX-120)

Purchases made with “Club” accounts are exempt from the requirement to pursue competition, although we highly encourage you to employ these practices when purchasing supplies with club funds.

Please contact the Purchasing Dept. for guidance when using general funds and a single item => \$2,500.00 or the extended price is => \$10,000.00.

QUOTE COMPARISON FORM: For Purchases of (UNIT) price \$1,000.00 and over, or (EXTENDED) cost of \$2,500.00 and over Ref AR 440.125.a.(3)

Requisition #:				School/Dept:					
Vendor: Address: Phone #: Fax #:		①		②		③			
		[] Email/Written Quote Received & Attached*		[] Email/Written Quote Received & Attached*		[] Email/Written Quote Received & Attached*			
		Contact Name:							
		Quote Date:							
		Freight (circle one):		Included / NOT Included in unit price		Included / NOT Included in unit price		Included / NOT Included in unit price	
Delivery ARO / Method:									
**Brand/Model; Item/Description	QTY	ITEM#	Price	ITEM #	Price	ITEM #	Price		
			Unit \$		Unit \$		Unit \$		
			Unit \$		Unit \$		Unit \$		
			Unit \$		Unit \$		Unit \$		
Freight Charges									
TOTAL									

* (Written) Quotes are REQUIRED for Unit price \$2,500.00 and over, or Extended cost of \$10,000.00 and over.
 ** If "Only" one Brand/Model will meet your requirements, attach "Brand Only Certification" form as well.

NOTES:

Signature (Person obtaining quotes)