

Chicago State University

Bid Recap Form

In accordance with Chicago State University Policy Guidelines: **Purchases between \$20,000 to \$99,999.99 require at least three price quotations.** At least one (1) quote **must** be from a Certified Minority Business Enterprise (BEP).

[Business Enterprise Program \(BEP\)](#)

Attach copies of the price quotations/proposals to this summary and include supporting documentation for the following:

- Formal quotes are required for all purchases.
- Supporting documentation for goods or services that are only available from a solitary provider (Sole Source).
- If not selecting the lowest bidder a detailed justification rationale for selection must be included with this form.

Department/College: _____ Contact: _____ Ext: _____

Detail Description of goods/services: _____

Formal quotes are required for all purchases. Add/mark a X for the Selected Vendor.

Vendor Name	Price Quote	Selected Vendor	MBE or WBE Vendor*

*attach current certification letter

Was lowest bidder selected Yes [] No [] If No, you **must** attach justification detailed rationale for selection.

Required Signatures

Employee who obtain bids

Signature

Date

Fiscal Officer

Signature

Date