

**QUOTE SUMMARY & JUSTIFICATION**

for

**CONSTRUCTION SERVICES – Less than \$60,000**

**MATERIALS/SUPPLIES, MAINTENANCE REPAIRS, & CONSULTING SERVICES – Less than \$96,700**

Item: \_\_\_\_\_

Quote Date: \_\_\_\_\_

Requisition No: \_\_\_\_\_

Required Delivery Date: \_\_\_\_\_

P.O. No: \_\_\_\_\_

| Quote | CONTRACTOR/SUPPLIER | CONTACT NAME | PHONE/FAX | AMOUNT |
|-------|---------------------|--------------|-----------|--------|
| #1    |                     |              |           | \$     |
| #2    |                     |              |           | \$     |
| #3    |                     |              |           | \$     |
| #4    |                     |              |           | \$     |
| #5    |                     |              |           | \$     |

**P.O. JUSTIFICATION**

[ X ] all boxes that apply to this order.

[ ] Competitive

[ ] Lowest quote selected

[ ] Lowest quote not selected

[ ] Supplier did not quote compatible specification.

[ ] Supplier cannot perform within required time.

[ ] Competition attempted (see list for names), only one responded.

[ ] Competition was not attempted.

[ ] Historical records for similar services indicate pricing is fair and reasonable.

[ ] Catalog pricing

[ ] Interfaces with equipment already installed on campus

[ ] Emergency order involving public health, welfare or safety

[ ] Sole / single source

(Explain): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

[ ] MAINTENANCE REPAIR ORDER less than \$96,700: Routine, recurring, and usual work for the preservation, protection and keeping of college facility in a safe and continually usable condition for which it was intended. This includes: carpentry, electrical, plumbing, glazing, touchup painting, and other craftwork as well as repairs, cleaning, and other operations on machinery and fixtures. (PCC 20656)