



**Procurement and Contract Services**

Klamath Falls:  
 541.885.1133 (office)  
 541.885.1115 (fax)  
 3201 Campus Drive  
 Snell Hall 205  
 Klamath Falls, OR 97601

Wilsonville:  
 503.821.1266 (office)  
 503.533.5190 (fax)  
 27500 SW Parkway Ave  
 Wilsonville, OR 97070

**Bid/Quote Tabulation Form**

To be used for all purchases between \$5,000 - \$25,000, unless otherwise approved.

Requestor:		Date:	
Project Name:			
Index:		Account Code:	Activity Code:

Were three (3) bids/quotes obtained?       Yes       No, explain reason:

Reason:	
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Bid/Quote	Vendor Name	Price
1		
2		
3		
4		
5		

Generally, the contract should be awarded to the vendor with the lowest price conforming bid/quote. If you would like to request an exception to the lowest price award, please explain your justification:

Reason:	
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I request that a contract/purchase order be issued to Bid/Quote Number: \_\_\_\_\_.

By submission of this Bid/Quote Tabulation Form, I certify that there are sufficient funds in the above-referenced Index for the purchase.

\_\_\_\_\_ Budget Authority

\_\_\_\_\_ Date

**Please submit 1) this completed Bid/Quote Tabulation Form, and  
 2) copies of ALL quotes to: [Purchasing@oit.edu](mailto:Purchasing@oit.edu).**