



Procurement and Contract Services

Klamath Falls:
 541.885.1133 (office)
 3201 Campus Drive
 Purvine 288
 Klamath Falls, OR 97601

Portland-Metro:
 503.821.1266 (office)
 27500 SW Parkway Ave
 Office 236
 Wilsonville, OR 97070

Bid/Quote Tabulation Form

To be used for all purchases between \$10,000.01 - \$25,000.00 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.**