

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**Request for Written Quotation – Form 407**

**NOTE:** See back of sheet for pertinent information and instructions in obtaining written quotations. This sheet must be submitted to the Purchasing Office

|                        |                   |
|------------------------|-------------------|
| Date Due _____         | Date Mailed _____ |
| Quantity _____         |                   |
| Item/Description _____ |                   |
| _____                  |                   |
| _____                  |                   |

Price \_\_\_\_\_ Quantity \_\_\_\_\_

Freight \_\_\_\_\_ Other Charges \_\_\_\_\_

Delivery Date \_\_\_\_\_

Expiration Date of Price Quote \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Salesperson \_\_\_\_\_

Bid Prepared By: \_\_\_\_\_

Signature

|                       |                                  |
|-----------------------|----------------------------------|
| <b>RETURN BID TO:</b> | School _____                     |
|                       | Attn: _____                      |
|                       | Address _____                    |
|                       | City _____ State _____ Zip _____ |
| Telephone _____       | Fax _____                        |

# REQUEST FOR WRITTEN QUOTATION

## GENERAL INSTRUCTIONS:

Schools/Departments may obtain written quotations for purchases between \$2000 and \$8000. Final purchases will not be authorized until these guidelines are met.

1. At least two quotations are obtained.
2. Specifications and delivery date established by the School/Department are reasonable and not restrictive.
3. Copies of the quotations are submitted to the Purchasing Office with PO number.
4. Award is not made until the Director/Purchasing Office has approved PO.

**NOTE:** Contact the Purchasing Office if assistance in identifying potential vendors is required.

## INSTRUCTIONS TO SCHOOL/DEPARTMENTS:

During the process of obtaining quotes **DO NOT** disclose any information of other quotes obtained (including price, delivery, brand etc.). This violates the competitive nature of receiving quotes and is unfair to other vendors quoting. After award, prices are public information.

1. Send Request Form to appropriate vendors.
2. Give vendors adequate time to respond.
3. After due date, evaluate results to determine which is the lowest quotation meeting minimum specifications and required delivery date.
4. Notify the successful vendor of the award by issuing a Purchase Order. (Do not contact the vendor concerning the award until you receive a signed hard copy of Purchase Order from the Purchasing Office).
5. Send copies of all quotations to the Purchasing Office. (Note the PO number on all documents).