

WASHINGTON COUNTY SCHOOL DISTRICT TELEPHONE QUOTATION SHEET-Form 406

Date: _____

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

NAME: _____ SCHOOL/DEPT. _____ PO# _____

QTY.	ITEM	MINIMUM SPECIFICATIONS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

VENDOR: _____ SALESPERSON: _____

PHONE #: _____ DELIVERY DATE: _____ UNIT PRICE \$ _____

DESCRIPTION #1: _____ \$ _____

(include brand #2: _____ \$ _____

and model #) #3: _____ \$ _____

VENDOR: _____ SALESPERSON: _____

PHONE #: _____ DELIVERY DATE: _____ UNIT PRICE \$ _____

DESCRIPTION #1: _____ \$ _____

(include brand #2: _____ \$ _____

and model #) #3: _____ \$ _____

VENDOR: _____ SALESPERSON: _____

PHONE #: _____ DELIVERY DATE: _____ UNIT PRICE \$ _____

DESCRIPTION #1: _____ \$ _____

(include brand #2: _____ \$ _____

and model #) #3: _____ \$ _____

AWARDED TO _____ COMMENTS _____ SIGNATURE _____ DATE _____

GENERAL INFORMATION

Schools/Departments are authorized to obtain telephone quotes for purchases under \$2,000 without the involvement of the Purchasing Office provided that:

1. At least two (preferably three)-telephone quotations are obtained.
2. Award is made to the vendor submitting the lowest quote meeting minimum specifications and delivery date established by the School/Department.
3. Specifications and delivery date established by the School is reasonable and not restrictive.
4. The information requested on the front of this sheet is provided and the sheet is submitted to the Purchasing Office.

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

INSTRUCTIONS TO SCHOOLS/DEPARTMENTS:

During the process of obtaining telephone 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.

The proper procedure for obtaining telephone quotes is as follows:

1. Identify the School/District you represent.
2. Identify the item(s) or service required and any specifications; in describing specifications to vendors, features and functions or services desired should be the main focus. Brand Name/Model # can be used however, approved equals must be considered in making award. Write down all pertinent information (front of this sheet) on specifications of item(s) being quoted by vendors or deviations from specifications required by the School/Department.
3. Give them the shipping destination and required delivery date.
4. Ask for unit price (including shipping) to supply the required item to the District. Unit price is the price of the item purchased including all shipping charges.
5. Ask for number of days required for delivery.
6. After obtaining telephone quotes, determine which is the lowest meeting minimum specifications and required delivery date.
7. Notify the successful vendor of the award by issuing a Purchase Order.
8. Note the PO number on this sheet and submit to the Purchasing Office.