

# EXAMPLE OF HOW TO COMPLETE THE FORM WITH SAME ITEMS

## CONROE ISD QUOTE FORM

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### INSTRUCTIONS FOR COMPLETION:

- 1) Per Board Policy, purchases between \$25,000 and \$49,999.99 require a minimum of two (2) written awarded vendor quotes. **\*LOCAL FUNDS\***
- 2) Per EDGAR (Federal Guidelines) purchases using Federal Funds up to \$49,999.99 require a minimum of two (2) written awarded vendor quotes and partner with Purchasing for aggregate spend.
- 3) Vendor quotes **must be in writing** (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
- 4) All awards should be made to the vendor whose proposal offers the "best value" to Conroe ISD.
- 5) Awards based on "best value" may consider various factors, including but not limited to:
  - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Partner Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client References, (g) Past Experience with Conroe ISD, and/or (h) any other relevant factor that ensures best value to the District.
- 6) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bidder.

**NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.**

Informal Bids Tabulation Summary				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5			
				Vendor Name: School Specialty		Vendor Name: Pyramid									
Quote Number: abc123				Quote Number: xyz987		Quote Number: xyz987									
Enter "X" for selected vendor				Enter "X" for selected vendor		Enter "X" for selected vendor									
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE		
Art Paste	1	1	ea	\$2.50	\$2.50	\$3.00	\$3.00		\$0.00		\$0.00		\$0.00		
2" Paint Brush	2	1	ea	\$7.50	\$7.50	\$4.50	\$4.50		\$0.00		\$0.00		\$0.00		
Construction Paper - Red	3	1	ea	\$3.00	\$3.00	\$3.75	\$3.75		\$0.00		\$0.00		\$0.00		
Construction Paper - Blue	4	1	ea	\$3.00	\$3.00	\$3.75	\$3.75		\$0.00		\$0.00		\$0.00		
Construction Paper - Green	5	1	ea	\$3.00	\$3.00	\$3.75	\$3.75		\$0.00		\$0.00		\$0.00		
	6		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	7		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	8		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	9		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	10		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	11		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
	12		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.				SUB TOTAL		\$19.00		\$18.75		\$0.00		\$0.00			
				SHIPPING COST		\$9.95		\$6.00							
				TOTALS		\$28.95		\$24.75		\$0.00		\$0.00		\$0.00	
				PAYMENT TERMS											
				F.O.B. SHIPPING TERMS											
				DELIVERY DATE											

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

Printed Administrator Name: \_\_\_\_\_

Admin Signature: \_\_\_\_\_

# EXAMPLE OF HOW TO COMPLETE THE FORM WITH COMPARABLE ITEMS

## CONROE ISD QUOTE FORM

Page 1 of \_\_\_\_\_



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

Purchasing

### INSTRUCTIONS FOR COMPLETION:

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  - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet District Needs, (f) Client References, (g) Past Experience with Conroe ISD, and/or (h) any other relevant factors that ensures best value to the District.
- 6) Upon consideration of all factors, if all bids meet the District's needs, the award should be made to the lowest bid.

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Informal Bids Tabulation Summary				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5	
				Vendor Name:		Quote Number:		Quote Number:		Quote Number:		Quote Number:	
Enter "X" for selected vendor													
PRODUCT/SERVICE DESCRIPTION	ITEM	QTY	UNIT	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE
Gizmos Teachers License for a single teacher and all of his/her students - 12 months	1	1	ea	\$875.00	\$875.00		\$0.00		\$0.00		\$0.00		\$0.00
Ohaus Scout Pro Balance virtual Lab Individual License	2	1	ea		\$0.00	106.09	\$106.09		\$0.00		\$0.00		\$0.00
Frey Scientific Digital Microscopy Single License	3	1	ea		\$0.00	106.09	\$106.09		\$0.00		\$0.00		\$0.00
NeoSCI AP Biology Exam Preparation Software Network License	4	1	ea		\$0.00	194.99	\$194.99		\$0.00		\$0.00		\$0.00
	5		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	6		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	7		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	8		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	9		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	10		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	11		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
	12		ea		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.				SUBTOTAL		\$875.00		\$407.17		\$0.00		\$0.00	
				SHIPPING COST				\$48.86					
				TOTALS		\$875.00		\$456.03		\$0.00		\$0.00	
PAYMENT TERMS													
O.B. DATE													
EXPIRY DATE													

All awards should be made based on "Best Value" to the District. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

Printed Administrator Name: \_\_\_\_\_

Admin Signature: \_\_\_\_\_