

**Duquesne University
Bid Documentation**

Use for all purchases of \$5,000 or more. See policy statement. [PURCHASING Policies and Procedures](#)

Description of Purchase: _____

Department _____ Requisitions Number _____

Contact _____ Contact Phone Extension _____

Complete as appropriate:

Purchasing Department to obtain competitive bid and report findings to user. Please allow time for effective bidding.

Requisitioning Department obtained competitive bids as follows (attach copies):

BIDDING VENDOR Should be at least three – Indicate selected Vendor	TOTAL DELIVERED PRICE

CHECK BOXES AS APPROPRIATE:

AWARD TO LOW BIDDER.

AWARD TO OTHER THAN LOW BIDDER because value analysis and/or review of technical data has determined that lower priced products do not meet minimum required specifications. *Explain below **

AWARD TO SINGLE SOURCE/SOLE BIDDER. Check applicable box(es):

SOLE SOURCE, value analysis and/or review of technical data has determined that this particular product, available only from this vendor, is the only product which will meet our needs. *Explain below.* (Submit copy of bid[s] or price agreement[s].)*

Based on established Preferred Vendor pricing agreement.

Reorder based on previous bids or analysis (*within one year*). Send a copy of previous bid. PO No./Date: _____

Compatibility of equipment or supplies is required. List the equipment with which this purchase will be used.*

Item specifically required for use in conjunction with grant or contract. Supply reference information. *

Emergency repair services and/or repair parts for which urgency prevented competitive bidding.*

Contract for professional or artistic services. * If not a Single Source/Sole Bidder, department should obtain at least three bids among potential suppliers. Contact Purchasing Department if vendors are needed.

Not a purchase order transaction; submitted as backup for Authorized Payment.

Other. Explain below. *

****These reasons require Dean/Department Head approval. Explanation (attach separate sheet if necessary):***

Signature of Requisitioner _____ Date _____

Signature of Dean/Department Head _____ Date _____