

## Competitive Quote Form

Montclair State University Procurement Policies and Procedures require three (3) quotes to demonstrate competition for purchases with a total aggregate value of \$23,960 and under the bid threshold of \$119,800 for general goods and services or between \$8,520 and under the bid threshold of \$42,600 for prevailing wage services. This form should be completed to record the quotes. Quotes must be attached when submitted to Procurement Services. No supplier may be authorized to start work until after requisitions are submitted to Procurement Services and converted to purchase orders. Purchases cannot be made in multiple smaller amounts to avoid the obligation to obtain competitive quotes.

Please note that there is no bid threshold if a procurement is made through and in accordance with the following Cooperative Contract types: 1) State of New Jersey Cooperative Contracts; 2) Federal GSA Cooperative Contracts; 3) New Jersey Purchasing Agreement Cooperatives; and 4) Nationally Recognized Cooperative Contracts. All procurement policies and procedures must still be followed when making purchases under these cooperative contracts, which may include obtaining quotes, and for which this form should be utilized. Refer to the Cooperative Contracts page for additional guidance.

Procurements that are not made through a Cooperative Contract and that exceed the bid threshold of \$119,800 for general goods and services or \$42,600 for prevailing wage services must be: 1) competitively bid through Public Advertisement issued by Procurement Services or 2) competitively bid by a Waiver of Advertising approved by the Board of Trustees or designee if the purchase meets one of the exemption categories in the Procurement Policies and Procedures. All procurements at or exceeding \$500,000 must be approved by the Board of Trustees.

Bidding exceptions may apply in very limited cases such as: 1) when the item and/or service is only available from one (1) source ("sole source"), in which case the [Sole Source Form](#) should be completed; or 2) exigent circumstances require repairs, materials, supplies, labor, equipment or vehicles for the safety or protection of University property or the public in which the [Emergency Request Form](#) should be completed.

### INSTRUCTIONS

- [University Procurement Policy and Procedures](#) require quotes from three (3) different suppliers when the total amount to be paid to the supplier is between \$23,960 and under the bid threshold of \$119,800 for general goods and services or between \$8,520 and under the bid threshold of \$42,600 for prevailing wage services
- Complete all required fields, including the name of the intended awarded supplier, detailed description of procurement and supplier name, quote number, and total amount for each quote obtained.
- If the supplier submitting the lowest quote is not chosen, please provide a detailed justification for the bypass of the lowest quote in the space below.
- This form and supplier quotes must be attached to the requisition in Workday.
- In the event this form is submitted without proper documentation, it will be returned to the Workday requisitioner. This will result in delaying the conversion of the requisition to a purchase order.
- Note: The supplier must be created in Workday. Please visit the [Supplier Create Group](#) page for information regarding what must be obtained from the supplier if they are not already listed as a supplier in Workday.
- In addition, the supplier must provide: 1. Business Registration Certificate (BRC) if the purchase is \$17,970 or more in aggregate for general goods and services or \$6,390 or more in aggregate for prevailing wage services; 2. Chapter 51 Political Contribution Disclosure if the purchase is \$17,500 or more in aggregate; and 3. Affirmative Action Certificate (AAC) if the purchase is \$119,800 or more in aggregate for general goods and services or \$42,600 or more in aggregate for prevailing wage services. There may be additional requirements needed. If the supplier exists in Workday, you can check to see if requirements 1. 2. and 3. are held.
- Please contact Procurement Services before proceeding if you have questions.

<b>Selected Supplier:</b>	<b>Amount:</b>
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<b>Description of items or services to be purchased:</b>
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Supplier Name and Quote Number	Supplier Name and Quote Number	Supplier Name and Quote Number
Total Amount	Total Amount	Total Amount

<b>Detailed Justification for supplier selection if lowest supplier was not selected:</b>
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