**ODE USDA Foods Unprocessed Fruit and Vegetable Pilot**

**Use this form to summarize quotes received and to recommend vendor for award; retain for documentation.**

Three written quotes required for vendors with items/services costing less than $150,000 for the fiscal year. (Informal)

Sealed bid or RFP will be required on any item or services exceeding $150,000 for the fiscal year. (Formal)

**District/School Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Obtaining Quotes**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detail of Items/Services Requested (specification)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** If you are unable to obtain three quotes, then fill box with reason. If identical items/services cannot be quoted, a reasonable substitute may be considered with written explanation. (Example Gala apple vs. Fuji apple)

**Indicate whether the quotes are verbal or written:** \_\_\_\_\_**Verbal** \_\_\_\_\_**Written**  (Attach written quotes to this form)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Date Quote Obtained** | Vendor Name | Contact Person – website and catalog “quotes” are not acceptable | **Phone Number or Email** | **Total $ Amount Quoted** – including freight | **Vendor approved to sell product through pilot?** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

## **Recommended Vendor**:

(If you are recommending a vendor other than lowest quote that meets your needs, attach written justification as to why lowest quote was not selected)

**Terms and Conditions (vendor must bill USDA AMS, delivery frequency, drop sites, insurance, etc.):**