NOTE: See "Rules” and “Procedure” sections for pertinent information and instructions in obtaining quotes.

For individual procurement item(s) costing more than $5,000 with a maximum aggregate purchase (shopping cart total) of $10,000, “a procurement unit shall obtain a minimum of two competitive quotes that include minimum specifications and shall purchase the procurement item from the responsible vendor offering the lowest quote that meets the specifications.” Administrative Rule R33-5-107

|  |  |
| --- | --- |
| **BUYER’S NAME:** | **AGENCY:** |
| **REQUISITION #:** | **REQUIRED DELIVERY DATE:** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Vendor #1 | Vendor #2 | Vendor #3 |
| Vendor Name: | |  |  |  |
| Sales Person: | |  |  |  |
| E-mail Address: | |  |  |  |
| Telephone: | |  |  |  |
| Physical Address: | |  |  |  |
| Date/Time of Quote: | |  |  |  |
| Vendor Quote Number: | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Quantity Needed | Quantity/ Unit | Description of Product(s) / Service(s) to be Purchased | Vendor 1\* Quote | Vendor 2\* Quote | Vendor 3\* Quote |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***TOTAL: To UPDATE total RIGHT click in the column and choose “Update Field****”* | | | *$ 0.00* | *$ 0.00* | *$ 0.00* |
| *\*Ask the vendor if the delivery cost is included in the quote provided. If it is not, add delivery cost as another procurement item.* | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COMMENTS: | |  | | | AWARDED TO: | |  | | |
| SIGNATURE: | |  | | | DATE: | |  | | |
| ELCID |  | | DEPT |  | FUND |  | | | |
| GROUP |  | | OBJECT |  | UNIT |  | | APP |  |

This request for quotation sheet must be attached to the payment for auditing and GRAMA purposes. The agency is encouraged to read Utah Procurement Code 63G-6a-506 Small Purchases, Administrative Rule R33-5-104 Small Purchases, and R33-5-107 Quotes for Small Purchases.

**RULES:**

Without the involvement of the Utah Division of Purchasing, Executive Branch Agencies have the authority to obtain quotes for small purchases that do not exceed $10,000 for the total purchase. The quotes for small purchases process must adhere to the following rules.

1. Procurement items may not be procured through the quotes for small purchases process if the procurement items are available from a mandatory use agency, an agency owned contract, or from a State “Best Value” Cooperative Contract.
2. An executive branch agency must obtain at least two competitive quotes when an individual procurement item exceeds $5,000. The total of all procurement items in a single purchase cannot exceed $10,000.
3. Purchases cannot be divided in order to stay below the $10,000 threshold.
4. Price quotes can be obtained by email, fax, letter, phone, or other digital means from an established, viable vendor.
5. Quotes should be documented on the *Quotes for Small Purchases Form* that is located on *purchasing.utah.gov/forms*. Email and other written quotes should be attached to the form.
6. To encourage competition, the Agency must be reasonable and not overly restrictive when determining the required minimum specifications of the procurement item, the due date and time for sending in the quote, and the required delivery date.
7. The procurement item shall be purchased “from the responsible vendor offering the lowest quote that meets the specifications.” (*R33-5-107 (1))*
8. When the procurement is complete, the *Quotes for Small Purchases Form* and the supporting documentation must be retained according to the retention schedule published by the Division of Archives.
9. Agencies may contact the Utah Division of Purchasing when assistance is needed, including assistance in identifying potential vendors.
10. During the process of obtaining quotes, DO NOT disclose the competing vendor, price, brand, or other information that you are gathering. To disclose this information violates the competitive nature of receiving quotes. After the procurement is complete, prices are public information under the Government Records Access and Management Act (GRAMA).

**PROCEDURE:**

1. Obtain appropriate internal approval from the agency before obtaining quotes.
2. Research procurement item(s) to determine what specifications you require.
3. On the *Quotes for Small Purchases Form*, write down the procurement item description, the required quantity, and the minimum specifications for the items. The minimum specifications can include features, functions, or services. Avoid being overly restrictive. A brand name or model may only be used as a reference and approved equivalents must be considered in making the award.
4. Determine the required delivery date. Avoid being overly restrictive or anti-competitive.
5. Determine the date and time for the closing of the quotes. Any quote received after the due date and time cannot be considered for award.
6. Provide potential vendors the following information:
7. Identify the Agency you represent and indicate that you are requesting a quote.
8. Supply the date and time by which the quote must be received.
9. Supply the shipping destination and required delivery date.
10. Provide the procurement item description, the quantity needed, and the required specifications created in step 3. All vendors must receive the same information and specifications for the procurement item(s). If completing a phone quote, take notes. The best practice is to have the vendor confirm the quote by email after the call.
11. Ask for the unit price of the required item(s).
12. Ask if delivery cost is included in the unit price. If it is not included, request the delivery cost.
13. Ask for the number of days required for delivery after the receipt of the order. Verify that the date meets the required delivery date.
14. Ask for Warranty terms, if applicable.
15. As applicable, email a copy of the *Purchase Order Terms and Conditions for Goods* or the *Purchase Order Terms and Conditions for Services*, whichever is applicable, and requested written approval of the terms. The terms and conditions are located on the purchasing.utah.gov “*Purchasing Forms”* webpage.
16. When the date and time for the quote closing is past, review the quotes from lowest to highest. Awarded must be made to the vendor with the lowest quote which was received on time, meets your minimum specifications and the required delivery date.
17. If all quotes exceed $10,000, stop. Reach out to the Utah Division of Purchasing for assistance.
18. Do not make the award until all agency approval processes are completed.
19. If all known vendors for the commodity or service were contacted and only one competitive quote was received, the agency must contact State Purchasing for authorization to proceed.
20. A procurement file containing the *Quotes for Small Purchases Form*, correspondence, quotes, receipts, email, award decision, invoices, other paperwork, etc. must be maintained for no less than six years for audit and GRAMA purposes (see 63G-6a-2002). Internal retention schedules can be longer but not shorter than six years.