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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PFCCC** | | | | | | **BID DOCUMENTATION FORM** | | | | | | | | | | | | **FY 2022/2023** |
|  | | | | | | | | | | | | | | | | | | |
| **DATE:** | |  | | | | | | **COMPLETED BY:** | | | | |  | | | | | |
|  | |  | | | | | |  | | | | |  | | | | | |
| **DESCRIPTION OF GOODS OR SERVICES NEEDED:** | | | | | | | | | | | |  | | | | | | |
|  | |  | | | | | |  | | | | |  | | | | | |
| **METHOD(S) USED:** | | | | | | RFP/RFA | | | | PUBLIC NOTICE | | | | PHONE INQUIRY | | | | Other \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  | | | | | |  | | | | |  | | | | | |
| **COMPLETE THE FOLLOWING FOR EACH BIDDER OR ATTACH A SOLE SOURCE JUSTIFICATION MEMO:** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **VENDOR # 1** | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | | | |
| **1.** | **Vendor Name & Contact Person:** | | | | | |  | | | | | | | | | | | |
|  |  | | |  | | | | | | | | | | |  | | |  |
| **2.** | **Address:** | | |  | | | | | | | | | | | **Phone:** |  | | |
|  |  | | | | | |  | | | | | | | | | | | |
| **3.** | **Availability date/time frame for delivery:** | | | | | | | |  | | | | | | **Total Cost:** | |  | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **4.** | **Contractor specifications/details of bid response:** | | | | | | | | | |  | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **5.** | **Selected** | | | | **Not Selected** | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **6.** | **Reason:** | |  | | | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **VENDOR # 2** | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **1.** | **Vendor Name & Contact Person:** | | | | | |  | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **2.** | **Address:** | | |  | | | | | | | | | | | **Phone:** |  | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **3.** | **Availability date/time frame for delivery:** | | | | | | | |  | | | | | | **Total Cost:** | |  | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **4.** | **Contractor specifications/details of bid response:** | | | | | | | | | |  | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **5.** | **Selected** | | | | **Not Selected** | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **6.** | **Reason:** | |  | | | | | | | | | | | | | | | |
|  |  | |  | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **VENDOR # 3** | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **1.** | **Vendor Name & Contact Person:** | | | | | |  | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **2.** | **Address:** | | |  | | | | | | | | | | | **Phone:** |  | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **3.** | **Availability date/time frame for delivery:** | | | | | | | |  | | | | | | **Total Cost:** | |  | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **4.** | **Contractor specifications/details of bid response:** | | | | | | | | | |  | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **5.** | **Selected** | | | | **Not Selected** | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | | |  | |  | |
| **6.** | **Reason:** | |  | | | | | | | | | | | | | | | |
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|  |  | | | | | | | |  | | | | | |  | |  | |

Original to Controller (attached to PO) \*

CC to Contracts Coordinator \*\*

CC to Employee File \*\*\*

\* Only if a contract is NOT required.

\*\* Original to Contracts Coordinator if a contract is required.

\*\*\* Only if the purchase is specific to an employee

Revised 7/2013