



# City of Bristol Virginia Documentation of Quotes

The procurement of goods and services requires:

**3 Written Quotes for Purchases of Goods & Services Expected to Cost Over \$5,000 but Less than \$25,000.01;**

**4 Written Quotes for Purchases of Goods & Services Expected to Cost Over \$25,000 but Less than \$100,000.01.**

**Purchases of Goods & Services Expected to Cost over \$100,000 requires solicitation of competitive sealed bids/proposal.**

**Department Purchased For:** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

Quotes are to be obtained prior to purchase order issuance.

**Description of Item/Service:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Summary of Quotes Attached

<u>Date</u>	<u>Vendor &amp; Name of Salesperson/Individual Quoting Price</u>	<u>Cost</u>
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

**Explanatory Remarks:** *If "Sole Source," explain.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Department Signature**

\_\_\_\_\_  
**Date**

Completed Purchase Requisition, Documentation of Quotes and quotes' details if required, should be sent to Purchasing for further processing.