



Bid Documentation Form

Date: Department:

Requisition or voucher #: Dept. ID: Amount: \$

Purchasing Policy and Procedure at Limestone College requires that competitive bidding be conducted for purchases of \$25,000 or more. Bids should be awarded to vendors that offer the best value to the College. The Business Office is the single point of contact for central procurement activities and is therefore responsible for enforcing this policy.

This **Bid Documentation Form** is to be used by departments and employees to document how an award decision is made whenever a competitive solicitation is performed in an effort to make sure purchases are being made in compliance with Purchasing Policy and Procedures. Follow the instructions below:

- Request quotes from at least three vendors (maximum participation by the vendor community is encouraged) or have the Business Office request quotes on your behalf (involving Purchasing Resource Services early to make sure all necessary forms are properly completed will expedite the approval process).
- Complete a Bid Documentation Form.
- Complete an Expense/Payment/Purchase (EPP) Form and attach a copy of the Bid Documentation Form. If the selected vendor's quote references terms and conditions, the quote and terms should be attached to the Bid Documentation Form.
- Copies of all quotes and other supportive documentation shall be maintained in accordance with College record retention guidelines. The Business Office reserves the right to request and review documentation related to the purchase, solicit additional bids, or conduct additional negotiations.

A Purchase Order (if needed), will be issued and sent to the vendor when the completed EPP Form has been received with all applicable supporting documentation and approvals.

1. **Background Information.** Describe below the product or service being purchased:

2. **Selection Criteria/Evaluation.** Summarize below the key components of each vendor's bid. Indicate N/A for factors that were not considered in the award decision.

Vendor Name	Specification Compliance	Delivery	Warranty	Service	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

3. **Award Recommendation.** (Check appropriate box)

- Award to low bidder.
- Award to a vendor other than the low bidder because evaluation of all information submitted has determined that another vendor offers the best value.

Vendor Recommended for Award:

Detailed Explanation of Award Decision:

4. **Conflict of Interest.** It is the policy of Limestone College that its employees conduct the affairs of the College in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the College if his or her personal, professional, or economic interests may be directly influenced or affected by the outcome. Please answer the following questions as it relates to the relationship or activities between the individual who selected the vendor and the proposed vendor. A 'Yes' answer does not necessarily constitute a conflict of interest. However, without complete disclosure, a fair and reasonable assessment of whether this vendor is an appropriate business partner of the College cannot be made.

Individual who selected the vendor:

To the best of your knowledge:	Yes	No	Comments:
Is the individual who selected the vendor, immediate family member, or extended family member (e.g. spouse, child, sibling, parent, niece, nephew, or in-law) employed by, acting as a consultant, or have a financial interest in the vendor?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member received any gifts (other than promotional items or an occasional meal) or more than incidental hospitality from the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member given a gift or provided more than incidental hospitality to the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	

Purchasing decisions are business decisions made on behalf of the College and therefore should be made with the utmost consideration for what is in the best interest of the College. The Departments, as well as individuals, take full responsibility that the information on this form and all related documentation is accurate and truthful and that Purchasing Policies and Procedures were followed. The Departments, as well as individuals, that are not handling purchases according to Policy and Procedures are subject to disciplinary action.

Individual who filled out the Bid Documentation Form:

Name: Phone:

Title: E-mail:

Individual who selected the vendor:

Name: Phone:

Title: E-mail:

Business Office
1115 College Drive
Gaffney SC, 29340
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