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Description automatically generated  **Bidding/Quotes Table**

* Items $10,000 up to $99,999 require three quotes.
* Budget items $100,000 or more require advertising in two daily newspapers
* Shipping costs are included in value of item
* Strive to include MBE and WBE. For a list go to <http://oeo.mo.gov/> **Definition:** - a business that is a sole proprietorship, partnership, join venture , or corporation in which at least 51% of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it.

|  |  |  |  |
| --- | --- | --- | --- |
| Item/Service: | Vendor  Include name and address | Method (phone call, e-mail, advertisement, website) | Cost Estimate |
| Amount Budgeted:  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. |  |  |
| Specifications, and due date for bids if advertised: | 2. |  |  |
| 3. |  |  |
| 4. |  |  |

|  |  |
| --- | --- |
| Vendor | Evaluation of Vendor and Product/Services |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

Attach proof of advertising if applicable, and copies of bid responses or quotes.