



CITY OF MONT BELVIEU 3 QUOTE SUMMARY FORM

A minimum of 3 quotes are required for goods/services costing at least \$25,000 but less than \$50,000.
Use this form to summarize quotes received and to recommend vendor for award.

Name: _____ Department: _____ Phone: _____

Signature of Person Obtaining Quotes: _____

Item/Service Requested: _____

Note: If you are unable to obtain 3 quotes, contact the Finance Department.

#	Date	Vendor Name	Contact Name	Phone Number	Total \$ Amount Quoted*
1					
2					
3					
4					
5					

Recommended Vendor: _____

(If you are recommending other than low quote, you are required to provide written justification as to why low quote was not selected): _____

Department Head Signature: _____ Date: _____

*Quote should include shipping, installation, etc.

Questions may be directed to the Finance Department.