



# City of Bristol Virginia Documentation of Quotes

## The procurement of goods and services requires:

**3 Written Quotes for Purchases of Goods & Services with an Expected Cost of \$10,000 or more, but less than \$25,000;**

**4 Written Quotes for Purchases of Goods & Nonprofessional Services with an Expected Cost of \$25,000 or more, but Less than or Equal to \$100,000;**

**Professional Services with an expected cost of less than or equal to \$80,000 shall follow the above requirements;**

**Purchases of Goods & Nonprofessional Services with an expected cost over \$100,000, or Professional Services with an Expected Cost over \$80,000 requires solicitation of competitive sealed bidding or competitive negotiation.**

**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:**

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

**Department Signature**

**Date**

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