

**Luther College
Vendor Selection Form
For purchases exceeding \$3,000**

Description of Product/Service:

Record competitive bids/price quotes and indicate selected vendor:

	<u>Vendor Name</u>	<u>Total Price</u>	<u>Selected</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Note: For purchases over \$150,000, all quotes listed above must be accompanied by RFP responses, unless there is a sole source for the product or service.

If lowest bid is not selected, indicate justification:

- Only acceptable proposal (meeting required delivery date, compliance with specifications, etc.)
- Technically superior offer
- Professional stature and reputation
- Availability
- Compatibility with College facilities/equipment
- Experience with similar work
- Understanding of scope of work
- Energy consumption/waste reduction

Additional justification for selecting bid other than lowest cost:

If bids were not solicited from more than one vendor, indicate the circumstance that applies:

- The item/service is only available from one vendor
- An emergency will not permit a delay from competitive solicitation
- A noncompetitive procurement was expressly authorized
- After solicitation of a number of sources, competition is determined to be inadequate

Additional justification for only one bid*:

**Other justifications are not permitted for purchases made with federal funds*

Purchaser: _____

Signature: _____

Date: _____

Attach completed form to purchase order/invoice associated with the awarded vendor that is submitted to the OFS.