# BID PROPOSAL FORM

This form is to be used when a Principal, Department, Program Manager or Administrator is required to go through the bidding process to purchase goods, services, or public works for which the cost is estimated to be in excess of ten thousand dollars. This form is to be submitted for approval, before any contracts are executed or items purchased. Please submit all completed forms to [**Accountspayable@wahluke.net**.](mailto:Accountspayable@wahluke.net)

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| --- | --- |
| **PROGRAM NAME:** | **SCHOOL NAME:** |
| **PROPOSED CONTRACT VENDOR:**  Company: Address: Telephone: Contact:  E-mail: | **NEED IDENTIFIED:** |
| **REQUESTED START DATE:** |
| **ESTIMATED COST: $** |

**DESCRIPTION OF GOODS, SERVICES OR PUBLIC WORKS REQUESTED:**



Small Purchase ($10,000 to $75,000)  Formal Bidding (>$75,000)

 Limited Public Works ($10,000 to $50,000)

 Small Works Roster Contract ($50,000 to $300,000)

 Other:

**TYPE OF BIDDING:**

|  |  |  |
| --- | --- | --- |
| **BID #1** | | |
| **VENDOR:** | **ADDRESS:** | **CONTACT:** |
| **SUSPENDED/DEBARRED?** | **AMOUNT QUOTED: $** | |
| **SCOPE OF WORK:** | | |

|  |  |  |
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| **BID #2** | | |
| **VENDOR:** | **ADDRESS:** | **CONTACT:** |
| **SUSPENDED/DEBARRED?** | **AMOUNT QUOTED: $** | |
| **SCOPE OF WORK:** | | |

|  |  |  |
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| **BID #3** | | |
| **VENDOR:** | **ADDRESS:** | **CONTACT:** |
| **SUSPENDED/DEBARRED?** | **AMOUNT QUOTED: $** | |
| **SCOPE OF WORK:** | | |

# APPROVAL NEEDED:

* All estimated costs of over $40,000 must follow **Board Policy 6220** for Bid Requirements **before any contracts are executed or items purchased**.
* Please attach any written bids provided by the vendor.
* Please submit all completed forms to [Accountspayable@wahluke.net](mailto:Accountspayable@wahluke.net).
* Final approval is at the discretion of the Director of Finance.

# Admin printed name: Title:

**Admin Signature: Date:**

# Director of Finance Printed Name:

**Director of Finance Signature: Date:**