**SIMPLIFIED BID SUMMARY SHEET (see** [**IPP #9**](http://www.bussvc.wisc.edu/purch/ipp/ipp9.html)**)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQ NUMBER:** | **: .** | **AWARDED VENDOR NAME:** | | **: .** | | **AWARDED VENDOR NUMBER:** | **: .** | **FY:** | enter text |
| **POSITIVE APPROVAL REQUIRED?** | | YES | NO | **DUE DATE:** | **: .** |  | | | |

|  |
| --- |
| **INSTRUCTIONS: INDIVIDUALS OBTAINING BIDS SHOULD TELL THE VENDORS THEY ARE UNIVERSITY EMPLOYEES SEEKING COMPETITIVE BIDS. AN INSURANCE CERTIFICATE MAY BE REQUIRED (see** [**IPP #12**](http://www.bussvc.wisc.edu/purch/ipp/ipp12.html)**).** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BID OBTAINED BY/ DATE:** | **: .** | **ABSTRACT COMPLETED BY/DATE:** | **: .** | **AWARD APPROVED BY/DATE:** | **: .** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DVB**=DISABLED VETERAN-OWNED BUSINESS **MBE**=MINORITY BUSINESS ENTERPRISE  **SW**=SHELTERED WORK CENTER | | **DVB**  **MBE**  **SW** | | | | **DVB**  **MBE**  **SW** | | | | **DVB**  **MBE**  **SW** | | | | **MINORITY VENDOR**  **(if MBE provider not available)** | | | |
| VENDOR NAME | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| TELEPHONE # | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| FAX TELEPHONE # | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| VENDOR CONTACT NAME | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| INITIAL CONTACT DATE/BID REC'D DATE | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| **DESCRIPTION** | **QTY** | **ALT**  **(X)** | **UNIT PRICE** | | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | | **TOTAL PRICE** |
| **: .** | **: .** | **: .** | $ **: .** | | $ **: .** | **: .** | $ **: .** | | $ **: .** | **: .** | $ **: .** | | $ **: .** | **: .** | $ **: .** | | $ **: .** |
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| FREIGHT F.O.B. (D)? | | FOB: **: .** | | $ **: .** | | FOB: **: .** | | $ **: .** | | FOB: **: .** | | $ **: .** | | FOB: **: .** | | $ **: .** | |
| RECIPROCITY, MINORITY PREFERENCE CALCULATION (if applicable) | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |
| **BID TOTAL** | | $ **: .** | | | | $ **: .** | | | | $ **: .** | | | | $ : . | | | |
| \*DELIVERY DATE | | **: .** | | | | **: .** | | | | **: .** | | | | **: .** | | | |

**ADDITIONAL COMMENTS OR JUSTIFICATION:**

**: .**

**MINORITY BUSINESS PROVIDER NOT AVAILABLE IN COMMODITY AREA**. **(√ Check and initial if applicable**) ☐

**Use the following website to check the Minority Business Directory:** [**http://www.bussvc.wisc.edu/purch/mbe.html**](http://www.bussvc.wisc.edu/purch/mbe.html)

**AGENT NOTE: Remember to check debarment and add federal flow-through language (FED) to purchase orders > $35,000.00 with federal funding.**

**SIMPLIFIED BID SUMMARY SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR NAME | |  | | |  | | |  | | | **MINORITY VENDOR** | | |
| **DESCRIPTION** | **QTY** | **ALT**  **(X)** | **UNIT PRICE** | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | **TOTAL PRICE** | **ALT**  **(X)** | **UNIT PRICE** | **TOTAL PRICE** |
| **: .** | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
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