**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** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .** | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| 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** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |
| **: .**  | **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** | **: .** | $ **: .** | $ **: .** |