

**CITY OF LITTLE ROCK
QUOTE BID FORM**

All purchase transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Be alert to organizational conflicts of interest as well as noncompetitive practices among vendors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, vendors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. (For federal purchasing requirements, see generally OMB Super Circular.)

Description of Quoted Item (to be read to vendor to obtain quote). Be sure to obtain at least three quotes. One must be a minority owned business and one must be a woman owned business (if available.) Quotes should include shipping or delivery costs and be good for thirty (30) days.

Business Name	Contact Name	Date	Telephone # or Email Address	Amount	Minority Owned (MBE) Woman Owned (WBE)

The City of Little Rock Ordinance & Purchasing Manual requires one minority owned and one woman owned if available.

*I CERTIFY that to the best of my knowledge and belief, this quote is true and correct in all aspects. The winning bidder, based on the information on this form, is the vendor who provided the lowest bid for the described services or product.

I have not participated in the selection, award, or administration of a purchase supported by federal funds if a real or apparent conflict of interest is involved. Further, I understand that I can be prosecuted under the US Criminal Code for knowingly or willfully furnishing a false certification.

*Certification of CLR Representative, who obtained the quotes

Date

If you are not able to obtain the three quotes as required, provide sole source justification/documentation which should include: (a) basis for vendor selection; (b) justification for lack of competition when competitive bids or offers are not obtained, and (c) basis for award cost or price.

*Certification of CLR Representative, who obtained the quotes

QUOTE BIDS

- Phone Quotes \$2,500.00 - \$9,999.99
- Written Quotes
- Construction Quotes \$10,000.00 - \$19,999.99
- Services and Commodities \$10,000.00 - \$24,999.99
- Federal Grants ALL