

Central Ohio Technical College

Request for Competitive Bid

(Required for all purchases of goods in excess of \$20,000 or services in excess of \$30,000)

Date: _____

Requesting Department: _____

Requestor Name: _____

Email: _____ Phone: _____

General description (including items, quantities, delivery timing). Requestor may attach additional documents as needed in Microsoft Word or Excel format.

- Include quantities and specification for each individual product or service. Include, if available, a specific description of technical requirements of each.
- Do not including features that would unduly restrict competition such as brand names or part numbers unless there is a specific need for ONLY that item or approved equal (i.e. compatibility to existing equipment).
- Indicate if an approved equal of each item can be accepted.

List factors to be used in evaluating bids/proposals, including requirements that the bidder must fulfill. (i.e. price, delivery, warranty, licensing or insurance requirements).

Are there any additional requirements or preferences to be considered?

List Potential Vendors (requestors may attached a document of additional vendors if desired):

Company Name: _____
Company Address: _____
Contact Name: _____
E-mail Address: _____
Phone Number: _____
Fax Number: _____

Company Name: _____
Company Address: _____
Contact Name: _____
E-mail Address: _____
Phone Number: _____
Fax Number: _____

Company Name: _____
Company Address: _____
Contact Name: _____
E-mail Address: _____
Phone Number: _____
Fax Number: _____

Company Name: _____
Company Address: _____
Contact Name: _____
E-mail Address: _____
Phone Number: _____
Fax Number: _____

Funding for this purchase will come from:

COTC Funding (include GL Account here): _____

Grant Funding (please explain): _____

Attach the following (as appropriate):

- Specifications (Microsoft Word, Microsoft Excel, or Adobe PDF)
- Drawings
- Supporting documentation necessary for bidding (e.g., previous quotes)

Timing for competitive bids once released is typically a minimum of 2-3 weeks to allow adequate time for supplier response.

Submit completed request via e-mail to the Purchasing Office at sibert.13@osu.edu.