

## Vendor Selection/Competitive Bids

**(Required for all Purchases of \$10,000 or more from a Single Vendor, Within a Twelve-Month Period)**

- It is the policy of Chico State Enterprises (CSE) to treat all vendors and contractors fairly and impartially. To maintain integrity in all purchasing transactions and make every effort to avoid financial (actual or perceived) conflicts of interests. Vendor selection should be made from companies that do not provide economic benefit to CSE employees or project staff.
- No contract should be established with parties listed on the [U.S. Government Debarment list](#). The General Services Administration’s System for Award Management (SAM) list contains the names of parties that have been debarred, suspended, or otherwise excluded by federal agencies, as well as contractors who are ineligible under statutory or regulatory authority.
- For purchases \$10,000 or more from a single vendor, within a twelve-month period:
  - o Documentation supporting the selected vendor is required *before submitting* a Purchase Order Request to ensure the selected vendor meets procurement requirements.
  - o Two quotes (competitive bids) in addition to the quote from the selected vendor are required from vendors that provide the same goods and services as the selected vendor.
  - o Complete this form and attach the quotes obtained or support of your efforts made, such as email correspondence to other vendors. Email the completed form and quotes or other supporting documentation, in order listed, as **one single digital file** (one combined pdf file; see [Adobe video tutorial](#)) to [cseprocurement@csuchico.edu](mailto:cseprocurement@csuchico.edu) for processing.

Selected Bid (Bid #1)	
Vendor Name	
Vendor Address	
Vendor Phone	

Quantity	Description of items with as much detail as possible	Unit Price	Total
	<b>GRAND TOTAL</b>		

\*Attach additional sheets if necessary for more detail.

**Additional Bids (Not Selected)**

Bid #2	
Vendor Name	
Vendor Address	
Vendor Phone	
Bid Amount	
Bid #3	
Vendor Name	
Vendor Address	
Vendor Phone	
Bid Amount	

Please Note: If you **are not** purchasing goods or services from the lowest bidder, please provide justification as to why you are selecting the vendor with higher bid. Attach additional sheets if necessary.

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 Project Director or Designee Signature

Date

Project Director or Designee Printed/Typed Name

Project Number: \_\_\_\_\_

CSE Approval

Date