

## **GUIDELINES FOR OBTAINING AN RFQ REQUEST FOR QUOTES**

Madison College Purchasing Procedures outline the policy for the competitive RFQ procurement process.

All procurements in the amount of \$10,000 or greater, but less than \$24,999 (per Fiscal Year) shall be accompanied by at least two written quotations if not an approved sole source, resale purchase, RFP/BID award or cooperative purchase.

All procurements in the amount of \$25,000, but less than \$50,000 (per Fiscal Year) shall be accompanied by at least three written quotations if not an approved sole source, resale purchase, RFP/BID award or cooperative purchase.

Please work with the Purchasing Department to ensure documentation is adequate.

### **How to Create a Quotation Template:**

- Create a new, unique RFQ form for each purchase.
- Compose a description of services to be provided or goods/qty you wish to purchase.
- Update all required dates. Terms of services (FY) & RFQ due date.
- Be sure to include shipping, installation and warranty cost if required.
- Email the RFQ form to all vendors same day.
- Keep copies of all (RFQ) request sent and quote/proposals received.
- Never contact a supplier to ask for lower price after quotes have been received. Doing so is unethical and a violation of procurement regulations.

Be sure to include any unusual requirements that you are expecting of the vendor when you issue the request for quotation.

The most favorable freight terms are FOB Destination. "FOB (free-on-board) destination" defines ownership of the shipment and means that the supplier owns, and is liable for, the shipment until it reaches your receiving department or other designated place.

Request for Quotes (RFQ) completed annually, Request for Proposals (RFP) for multiple years of services. Over 50K aggregated spend with same supplier per FY, requires a formal BID/RFP process or an approved cooperative contract.

A contract may be required. If a service, please contact Madison College Contract Administrator. If a software/hardware purchase please contact Madison College Tech Services.

When initiating your Workday purchase order, complete the waiver/additional data fields and attach all quotes, as well as any other required documents.



*NOTE: This is a SAMPLE for you to use as you develop your own specific RFQ.*

**REQUEST FOR QUOTE (RFQ)**  
**FY19 Snow Plowing Services, North Campus**

**Quote issue date:** July 1, 2019  
**Quotes must be received by:** July 15, 2019, 2PM.

**Return Quotes to:**  
Madison College -  
Attn:  
Email:

**FY19 Snow Plowing Services, North Campus**

Madison College invites vendors to submit written quotations for FY19 Snow Plowing Services, North Campus.

**Service Specifications Are:**

- Location
- Dates/Terms of FY services...
- Expected deliverables, services to be provided
- Total Cost .....
- All incidental cost to be included in proposal

**Goods Specifications Are:**

- Cost per/total
- Shipping/Freight
- Warranty
- Installation
- Lead Time

Quotation must be signed and dated by company official who has the full authority to legally bind supplier to the proposed obligations. (Company, name, email, title, date, quote valid until)

Award will be made to the supplier with the lowest price meeting specifications.