

Appendix B

USE FOR PHONE QUOTES

LIMITED SOLICITATION SUMMARY SHEET

Subrecipient: _____

Agreement Number: _____
(Subrecipient Agreement #)

PRODUCT or WORK DESCRIPTION (if applicable):	BRAND/MODEL (if applicable):		
	VENDOR #1	VENDOR #2	VENDOR #3
VENDOR NAME CONTACT PERSON PHONE/FAX # DATE(s) CONTACTED*			
QUOTE PRICE			
AWARDED TO**			

*Three attempts to contact can be considered a quote price of “no response” and no additional attempts are required.

**Work should be awarded to the most cost-effective option that can provide the work/supplies required. Items such as shipping charges and travel distances should be included in determination of the most cost-effective option.