

Price Comparison for Purchases of Goods & Standard Services
\$10,000 to \$49,999
 (Rev 2/09/07)

General

To comply with the requirements of our funding sources, you must document a Basis for Vendor Selection and proof of Reasonable Price by performing a Price Comparison (Section A). If there is justification for not performing a Price Comparison, document the justification (Sections B1 and B2).

Instructions

This documentation is required to be filled out and retained as part of the permanent departmental purchase record for purchases \$10,000 – \$49,999*. Complete Section A or Section B.

***EXCEPTION: IT IS NOT NECESSARY TO COMPLETE THIS FORM IF YOU ARE PURCHASING THE ITEM(S) FROM:**

- U Stores (<http://www.ustores.umn.edu>)
- U-Wide Contract (<http://uwidecontracts.umn.edu>)
- Internal Service Organization (ISO)
- U-Mart (Techmart) (<http://www.techmart.umn.edu>)
- State of Minnesota Contract (<http://www.mmd.admin.state.mn.us/>)
- Federal Government General Services Administration (GSA) Contract (<http://www.gsa.gov>). Click on schedule e-library. Note pricing and vendor contact information. Contact vendor to place order.

NAME OF PERSON COMPLETING THIS FORM: _____

Section A. Price Comparison Documentation (See [Special Template](#), optional for price comparison for printing projects.)

Attempt to obtain three or more competitive price quotes. You may allow vendors to submit a phone, fax or email price quote to your department.

	Vendor Name	Vendor Name	Vendor Name	Vendor Name	Vendor Name
Vendor Contact Name and Email/Phone		Awarded		Awarded	
Item 1 Price Quote					
Item 2 Price Quote					
Item 3 price Quote					
Delivery Date					
Shipping Charge					
TOTAL					

Date price comparison was performed: _____

If lowest priced vendor did not receive award, please explain: _____

Footnotes:

This form does not apply to professional services. Professional Services have a bid threshold of \$50,000.

This form should not be used to document a Request for Proposal process. To conduct a Request for Proposal process for any dollar amount, forward a requisition (RX) to Purchasing, requesting an RFP process, and a Purchasing buyer will assist you.

Note: This form should be created at <http://purchasing.umn.edu/forms/forms.php#price> each time it is used to ensure use of the most current version.

Before purchasing vehicles, contact Fleet Services at (612) 625-3033.

Before purchasing changes to facilities (carpet, painting, buildouts, etc.), contact Facilities Management Purchasing at (612) 625-3033.

Before signing any software license agreement, equipment lease form, or non-disclosure agreement, contact the Office of the General Counsel at (612) 624-4100.

Section B. If a price comparison (See Section A) was not performed, complete Section B1 AND B2 below to justify an Exception.

B1.) Check the appropriate box or fill out "other" section.

Justifiable Exceptions

1)	Purchasing of research products (animal feed, serum, test equip/supplies) for clinical trials. Also purchasing from a previous supplier to ensure consistency of research results.	
2)	Equipment that requires brand compatibility with existing equipment and is available only from manufacturer or sole authorized distributor.	
3)	Must match currently owned product (e.g., furniture).	
4)	Funding source or granting agency specified a single supplier.	

Explain: _____

OR

Justifiable Exceptions (Emergency)

1)	A threat to health, welfare, safety.	
2)	A significant loss to the University.	
3)	A failure to provide core services to University students/faculty/staff.	
**Note: The urgency cannot be caused by department's own lack of planning.		

Explain: _____

OR

Preapproved Exceptions for GOODS AND STANDARD SERVICES

1)	Lodging, travel.	
2)	Media advertising, purchase of or access to uniquely compiled database of information.	
3)	Farm commodities such as grain or livestock.	
4)	Closeout or used items which requestor or Purchasing has verified to be at least 30% below comparable new equipment (does not include refurbished or remanufactured furniture).	
5)	Subcontractors previously arranged by Sponsored Projects Administration (SPA).	
6)	Service or supplies available only from another governmental agency or public entity.	
7)	Service/maintenance agreements with the original manufacturer/developer for equipment and software.	
8)	Emergency equipment repairs and parts or emergency facility repairs and parts.	
9)	Unique specification research animals purchased under guidelines of the Institutional Animal Care and Use Committee (IACUC).	
10)	Transportation of organs needed for medical emergencies.	
11)	Software license renewals and software upgrades available only from developer. This includes adding licenses to an existing license agreement.	
12)	Original artwork.	
13)	Tenant improvements to non-University-owned buildings.	
14)	Fairview purchases related to research projects.	
15)	Additional press runs of printed materials with no changes (Straight reprints).	
16)	All items on the Direct Pay List. (non-purchase order related payments)	
17)	Purchases from University Physicians.	

OR

Other _____

B2.) Price Reasonableness

In the absence of a price comparison, how can you be assured that the price quoted by this single supplier is reasonable?

Published catalog price (identify the catalog or enclose a photocopy of catalog page). _____

Comparison to pricing for similar product offered by another vendor. _____

Negotiation with supplier. Explain supplier's concession. _____

Qualified individual with knowledge of the market for this item(s) judges the price to be reasonable:

(a) what is the individual's name _____

(b) what makes this individual qualified to make a judgment of reasonableness _____

Other evidence that price is reasonable: _____