

PRICE ANALYSIS FORM

This form is required for all Grant funded procurements regardless of dollar amount and must be submitted to Purchasing prior to a contract or PO being issued.

Department _____

Project/Item Description _____

Date _____

Person Submitting Form _____

CFR _____

CITY REQUISITION #(If Applicable) _____ OR

BID OR QUOTE # _____

List the cost estimate from the ICE (Independent Cost Estimate):\$ _____

Which Vendor/s are you recommending for award: (Multiple awards must be broken down by Vendor and Line Items with total for each Line Item listed on a separate sheet of paper)

TOTAL AMOUNT OF AWARD: \$ _____

List justification for your award: Check One

- Lowest Bid Cost (Quote Fair and Reasonable based on ICE and/or Catalog Pricing)
- Lowest, Most Responsive, Responsible Bidder (Not Lowest Price – You must provide additional information in the Notes or on separate sheet if this box is checked!)

NOTES: _____

IF THE BIDS EXCEED THE ICE YOU MAY NEED TO COMPLETE A COST ANALYSIS SHEET. CONTACT PURCHASING FOR MORE INFORMATION.

ADDITIONAL DOCUMENTATION AND INFORMATION CAN BE ATTACHED ON A SEPARATE SHEET OF PAPER IF NECESSARY.
