



***Ohio Department of Transportation
Quote Guidelines***

Division of Finance and Forecasting

The Department of Transportation is committed to purchasing in complete accordance with Ohio Revised Code, Administrative Code, and State of Ohio directives and policies, as well as strict ethical standards. To this end, all Department of Transportation personnel who purchase on behalf of the Department are obligated to avoid conflicts of interest and perceived conflicts of interest in the procurement of goods and services. To avoid conflicts of interests, a documented quote process is necessary. It is the policy of the Department to obtain competitive price quotations or bids. Requests to vendors are conducted in a manner that provides, to the maximum extent possible, open and free competition. Purchasing of goods and services are determined solely on the merits of each transaction. Value to the State of Ohio is the overriding factor when choosing a vendor through a documented quote process.

The purpose of this manual is to provide guidance and information regarding the Department's direct purchasing authority specific to quotes. At this time, this manual does not cover quotes for IT (technology) purchases.

Effective July 1, 2009 changes were made to the ODOT (Ohio Department of Transportation) quote process in order to comply with Executive Order 2008-12S. Additionally this incorporated new processes implemented relating to the Inspector General's Report 2007-100 which identified areas of concern regarding purchasing practices.

In the past, our purchasers had the ability to use their direct purchase authority (non-contract) to purchase up to \$50,000.00 per vendor per fiscal year. Effective July 1, 2009 the process will change to reflect the following.

Pursuant to **Executive Order 2008-12S**.....

State Agencies that purchase supplies or services are to post all state contract opportunities exceeding \$25,000.00 and all of their current contracts exceeding \$25,000.00, on the Ohio Business Gateway procurement portal.... www.obg.ohio.gov

If you have any questions regarding this guidance, please contact both Agency Purchasing Officer Contacts via e-mail.

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And

Administrator of the Office of Accounting – Therese Dyer

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Intentional violations of this guidance will result in disciplinary action up to and including termination.

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Quote Requirements

This table will replace any information previously published regarding quote information

Direct Purchasing		
Quote Requirements/Payment Types		
Dollar Amount	Quotes	Payment Type
\$0 to \$999.99		Debit Voucher, Purchase order, EDI or Payment Card
\$1,000.00 to \$2,499.99	<i>2 quotes required Must have Fiscal Officer approval, prior to purchase.</i>	Purchase order, EDI or Payment Card
\$2,500.00 to \$9,999.99	<i>3 quotes required Must have Fiscal Officer approval, prior to purchase.</i>	Purchase Order or EDI
\$10,000.00 to \$24,999.99	<i>3 quotes required Must have Fiscal Officer approval, prior to purchase. Must have CO Office of Accounting Administrator and Administrator of Office of Contracts approval, prior to purchase.</i>	Purchase Order or EDI
\$25,000.00 to \$49,999.99	<i>Requires Bid Must send specifications to Office of Accounting Administrator and Office of Contract for bid requirements</i>	Purchase Order or EDI
Vendor Limits		
<i>\$50,000.00 per vendor for supplies and personal services if non-contract or non-Controlling Board purchase. If going to Controlling Board, quotes or sole source justification must accompany all other required documentation.</i>		
<i>\$75,000.00 per vendor for Real Estate leases</i>		

- Use of the quote request form is mandatory.
- The quote request form is to be completed by ODOT (Ohio Department of Transportation) employees who are authorized to request quotes from vendors for equipment, parts materials, or services for ODOT. Sending quotes on the ODOT quote form ensures that all vendors are provided the same specifications to quote and there is consistency for all vendors.
 - The data entry tab provided in the quote form spreadsheet will assist in the completion of the quote form electronically. The data entry tab is required to ensure that all required fields are completed.
- In order for the quote request form to be sent out, all required fields must be populated. The quote request form must be sent via e-mail or printed and sent to vendors via paper fax or certified US Mail.
 - Acceptable responses to quote request:
 - Original quote request form;
 - Company letterhead;
 - Response that came from legitimate vendor and is approved by Fiscal Officer (Districts) or Central Office Administrators (Divisions);
 - On-Line Pricelists that display a date and vendor website

Fiscal Officers are required to review and approve quote prior to purchase.

- Validity of the quotes;
- Required number of quotes have been obtained;
- Ensure quoting like items ;
- Required documentation is on file at District Finance office and readily available for review upon request.

Any Type Code 3 or 13 Requisition quotes over \$10,000.00 require approval by Office of Finance, Accounting Administrator or Office of Contracts Administrator.

Only the items listed on the quote can be purchased using the quote.

For all non-contract purchase of \$25,000.00 and above, the specifications must be sent to the Office of Contracts for review. The Office of Contracts will evaluate the need to create a Request for Purchase or other formal contract document and will post the opportunity to the DAS website www.obg.ohio.gov for the appropriate period and will be responsible for selecting the awarded vendor.

- If quotes are returned and are over \$25,000.00 threshold, they must be rejected and the Office of Contracts should be contacted to assist with the purchase.
- Do Not split projects or purchases to circumvent procedure as it may lead to Disciplinary Action.

Long term, the goal is to have all quotes posted for vendors electronically. Once quotes are all posted electronically, the quote is to be uploaded to the ODOT purchasing web site.

The original quotes, including confirmation for non-responsive vendors, must be kept with the Purchase Order and/or payment card logs at the District Fiscal Office/Central Office of Accounting per records retention schedule.

All quotes reviewed by the district will be initialed or signed by the District Fiscal Officer, or designee in Fiscal Officer's absence, indicating the documents have been reviewed and approved.

The original quotes, including confirmation for non-responsive vendors, must be reviewed by the District Fiscal Officer prior to purchasing, regardless of amount.

Quote Guidelines

Listed below, are the guidelines for a successful purchase using the ODOT Quote process.

DO....

Use the mandatory ODOT Quote Form

- Use of the ODOT quote request form is mandatory. The form can be found at: <http://portal.dot.state.oh.us/Divisions/Finance/Pages/Online%20Forms.aspx>
- **Clearly define the items or scope of work & quote like items and quantities – specifications must be exact for each vendor**
- Purchasers must provide detailed information to ensure all vendors are quoting the same item and/or service.
- Break down labor, materials and any other miscellaneous charges.
- Do not request lump sum quotes.

Ensure vendor completes signature and dates fields.

- Signature and printed name are required for quote to be accepted
- Must be able to clearly read the vendor's printed name

Notify parties of the outcome

- If quoting vendors inquire about the status of the quote, no information can be shared until after the vendor has been selected.
- A good business practice is to inform a vendor that you may have used for a long period of time if they **do not** win the current quote.
 - This notification will avoid a situation where the old vendor continues providing the service, as they assume they won the current quote, and were not notified otherwise.
- Vendors may now be told of the winning quote verbally, if they initiate the request.

DO NOT....

Do Not obtain Verbal quotes!

- Request for quote must be on quote form.

Do not guide a purchase in any way that may be viewed improperly

Do not obtain quotes from Family or Friends

- If you have a concern about a conflict of interest, please contact Central Office Accounting.

Do not obtain quotes after the fact (purchase) as they are not legitimate

- Districts or Divisions may require a Letter of Exception be signed by the Deputy Director to document the situation. These letters will be kept on file with the purchase order or payment card log per records retention schedule.

Do not quote brand specific items

- When defining specifications avoid brand specific items.
 - If a brand name is identified in the quote specifications language “or approved equivalent” must be included.
 - An exception for quoting brand specific items is when the use of a different brand will void a warranty on the original equipment or product.
 - When quoting OEM (Original Equipment Manufacturer) or Non-OEM parts, each vendor should be asked to provide the same parts– either OEM or non-OEM.

Do not pay a fee for quotes

- Fees for quotes are very uncommon, but if it does occur, contact the Office of Accounting for guidance.

Do not help the vendors complete the quotes

- Quote request form must be created by ODOT and be sent out to vendors to quote prices.
 - Vendor must complete the response.
- Do not change quotes. Any quotes that display evidence of change after submission will not be considered as a valid quote.

Do not obtain quotes from vendors when quotes will put the vendor over the \$50K limit.

- Payment card purchases do apply to the vendor’s \$50K limit. The \$50K update is sent weekly to all active Paycard holders and District/Central Office Fiscal Officers.
 - Paycard purchases are **NOT** included in the Appropriation Accounting vendor limits.
 - **It is mandatory to review \$50K list prior to purchasing.** The \$50K list can be found on the Accounting website.

- The Accounting system will provide the \$50K limits, but **does not** include the payment card purchases, since they are made to US Bank, rather than the vendor.
- Quotes cannot be obtained from vendors that have reached their \$50K spending limit for a single vendor or a corporate family. These quotes are not legitimate. New quotes will need to be obtained.
- Do Not mix contract and non-contract items on quotes for a vendor already on the \$50K list or when the quote will put the vendor over the \$50K list.
- Should quotes be obtained and the vendor is placed on the \$50K list before the requisition is entered, please call Central Office Purchasing Manager for approval **before** selecting a vendor.

Do Not Quote Subsidiaries

- ***Subsidiaries Defined***

Do not quote vendors having potential corporate family relationships. If you are aware of vendor subsidiaries or any other vendor relationships, please inform the Administrator, Office of Accounting and/or Administrator, Office of Contracts to verify.

Do Not Share Quotes

- Quotes are one time use only for a specific purchase at a specific location.
 - They cannot be shared between or within districts.

Do Not Copy Contract Language

- Purchasers cannot copy Office of Contract or DAS information or use contract language for a quote to circumvent the 10 day contractual bid process. This would be considered a “bid-like” quote, and is not permissible. If a contract needs to be bid, contact Office of Contract Administration. If a personal service agreement or maintenance agreement is necessary, contact the Office of Chief Legal Counsel.

Minority Business Enterprise Quotes

Quoting MBE Vendors and Non MBE Vendors per Equal Opportunity Division (EOD)

Guidelines:

- To receive the MBE Set Aside, all vendors quoted must be MBE certified by the Ohio EOD.
- To receive MBE Participation, quotes can be obtained from MBE & Non-MBE vendors.
- Participation – May quote MBE and non-MBE vendors, to obtain participation credit per EOD FY09.
- 10% threshold will apply for quoting MBE & Non-MBE vendors (MBE Participation).
 - An MBE Vendor can be selected for award when the quote from the MBE vendor is the lowest quote or if they are no more than 10% higher than the lowest quoting vendor to obtain MBE credit. In the event they are not the lowest quote, Districts have the discretion to use the MBE vendor when higher than lowest quote. *(A rule of thumb is that it would be acceptable for them to be 10% higher)* Justification needs to be included in the comments of the requisition or Paycard/EDI comment screen.

The Office of EOD is currently including both MBE set-aside and MBE participation in the 15% calculation of the Department's MBE goal.

Instructions per Specific Type of Quote

Parts, Materials and Equipment

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

When the equipment, parts and/or materials ordered are going to multiple locations, all the locations must be listed on the quote form.

- All shipping should be F.O.B. destination unless the vendor specifies otherwise in the quote.
- If the quote applies to an STS contract the STS contract language for shipping applies.

If the vendor's response is to include core charges/part deposit, that charge must be indicated on the quote. If it is not indicated and the vendor's quote includes core charges, the vendor's quote may be disqualified.

All fields in the description area are required. The quote must include:

- Quantity;
- unit of measure;
- clear description for it to be considered a valid quote;

If a vendor has a question or comment regarding a quote, all vendors invited to quote must be notified of the question and/or comment and be included in the response.

The purchase order should be issued no more than 30 calendar days after response deadline.

Services

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

When the services ordered are going to be provided to multiple locations, all the locations must be listed on the quote request form.

- All shipping should be F.O.B. destination unless the vendor specifies otherwise in the quote.
- If the quote applies to an STS contract the STS contract language for shipping applies.

If the vendor's response is to include core charges/part deposit, that charge must be indicated on the quote. If it is not indicated and the vendor's quote includes core charges, the vendor's quote may be disqualified.

All fields in the description area are required. The quote must include:

- A complete description of service needed;
- The duration and frequency of service;
 - frequency (i.e. 2 fire extinguishers to be tested monthly)
- Make and model of item being serviced if applicable;
- Labor Costs;
 - Terminology should match what will be invoiced.

Rentals should be quoted by duration

- Daily rates;
- Weekly rates;
- Monthly rates.

Should the service require specific certification or licensing, the quote must detail this requirement, and include a request to the vendor for verification.

If a vendor has a question or comment regarding a quote, all vendors invited to quote must be notified of the question and/or comment and be included in the response.

The purchase order should be issued no more than 30 calendar days after response deadline.

Sole Source

Sole Source defined - a purchase made without competition, when competition is otherwise required, based on a determination that there is only one Vendor who can meet the Department's requirements. The Fiscal Officer or Purchasing Specialist must determine the process used to document sole source.

Although a vendor may have been identified in the past as a sole source vendor, for a particular commodity or service, it is now necessary to quote sole source vendors each fiscal year, to ensure that no other vendors can provide the service or commodity.

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs –completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

When the equipment, parts, services and/or materials ordered are going to multiple locations, all the locations must be listed on the quote request form.

- All shipping should be F.O.B. destination unless the vendor specifies otherwise in the quote.

If the vendor's response is to include core charges/part deposit, that charge must be indicated on the quote. If it is not indicated and the vendor's quote includes core charges, the vendor's quote may be disqualified.

All fields in the description area are required. The quote must include:

- Quantity;
- Unit of measure;
- Clear description.

To be considered a valid quote all of the above mentioned must be on the quote request form.

If a vendor has a question or comment regarding a quote, all vendors invited to quote must be notified of the question and/or comment and be included in the response.

The purchase order should be issued no more than 30 calendar days after response deadline.

True Sole Source should be a very infrequent situation.

Sole Source examples:

- Items that must be compatible with existing equipment and is only provided through the original manufacturer or one assigned representative;
- Items for which no competition exists due to copyright or patent;
- Subscriptions available from only one provider.

Non- Contract Blanket

Non-Contract Blanket defined - Items ordered multiple times throughout the calendar year or fiscal year for which an individual purchase would require quotes. Examples include: concrete, pipe, non-contract aggregate, sand.

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request form being sent out.

- When quotes expire prior to processing a purchase order, due to equipment waiver delays, the quotes may still be used, as long as the vendor will honor their prices past the deadline.

When the equipment, parts, services and/or materials ordered are going to be provided to multiple locations, all the locations must be listed on the quote request form.

- All shipping should be F.O.B. destination unless the vendor specifies otherwise in the quote.

If the vendor's response is to include core charges/part deposit, that charge must be indicated on the quote. If it is not indicated and the vendor's quote includes core charges, the vendor's quote may be disqualified.

The expected parameters of the Non-Contract Blanket Purchase Order must be identified in the request for quote description. Include the following:

- Duration;
- Frequency.

All fields in the description area are required. The quote must include:

- Quantity; or dollar amount if quantity is not known.
- Unit of measure;
- Clear description.

To be considered a valid quote all of the above mentioned must on the quote request form.

Non-Contract Blanket Quotes are used for multiple purchases of the same commodity.

Non-Contract Blanket quotes must follow appropriate quote threshold requirements.

Non-Contract Blanket quotes can be valid for either:

- 12 months with no dollar specification, allowing spending up to \$50K allowance for the vendor;
- Up to a specific dollar amount as indicated on the quote.
 - Quotes can not be requested or used for more than a 12 month period, unless for a Personal Service Agreement, since they can be for two years.

Modifications cannot be entered that exceed the original quote threshold.

Purchase orders for Non-Contract Blanket quotes can be cancelled at any time.

Only the items listed on the quote can be purchased using the non-contract blanket quote.

When vendors add additional items, new quotes will be required.

- If the vendor added an additional item that was not requested and is not needed, ask the vendor to re-quote without that particular item.

In the situation that other vendors become available to quote, the district has the option to obtain a new quote to include this new vendor(s) while, including all previous quoting vendors.

If a vendor has a question or comment regarding a quote, all vendors invited to quote must be notified of the question and/or comment and be included in the response.

The purchase order should be issued no more than 30 calendar days after response deadline.

Tear Downs

Tear Down defined - a vehicle or piece of equipment must be sent to a vendor's facility to be dismantled in order to assess the damage and determine the cost of repair.

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request form being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

Using the quote request form, obtain a quote from the chosen vendor and set up a Purchase Order for the quoted amount or request vendors quote their labor rate, parts discount from list or mark-up to cost, towing fees or travel charge. When quoting parts pricing, be sure in each quote request, all vendors for that request are quoting either mark-up on cost, or discount from list – not a combination of both.

- It is not necessary to obtain multiple quotes from other vendors completing a physical tear-down of the equipment based upon additional fees that would be incurred after researching the mechanical issue.
- It is important that the choice of vendor be made upon some research for the lowest responsible cost.
 - Understanding the labor rate for local vendors would be helpful in identifying the lowest responsible cost.
 - Purchase order must be issued before work is performed when Payment Card cannot be used.

- At the point it is determined additional work may be needed, the vendor must supply a detailed breakdown of additional costs and a modification for the additional work should be entered immediately before the work can be done.
- Choosing the same vendor for each tear down would not be acceptable unless there was documentation stating why the chosen vendor has the lowest responsible cost.

StateTerm Schedule (STS) Contract

For quotes, the requestor is to include the OAKs Vendor ID and OAKs Vendor Address.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

Research contracts to be referenced, to ensure that the work is contract related.

STS Contracts must be quoted only if there are two or more vendors on the same STS contract with the required products or services.

- When there is only one vendor on an STS contract, quotes are not necessary, but better pricing can be requested.
- When there are multiple vendors on an STS contract, vendors must be quoted, per the quote threshold requirements.
- ODOT considers only the vendors on the STS contract, rather than the entire index for review.
- STS & Non-STS vendor quotes may be mixed for best pricing, when purchase will be under \$25k
 - \$25k and above, will need to be STS vendors only, due to requirement to bid.
- Vendors are required to provide detailed quotes that can be matched to contract price list items.
- If the quote applies to an STS contract, the STS contract language for shipping cost applies to the purchase.

The detailed quote should prove that a minimum of 80% of the total cost is on the contract.

- Vendors are required to provide detailed quotes that can be matched to contract price lists.
- Additional quotes will need to be obtained, if 80% of the costs of the purchase are not the contract.

Payment Card

Purchases of \$2,500 or under should use Payment Card

- If service related, vendor must be on Service Vendor list prior to purchase, to use payment card.

For quotes, the requestor is to include the OAKs Vendor ID and contact name on the comments screen.

- When quoting a vendor who is new or who is inactive in OAKs – completed required OBM vendor forms must be submitted with the quote. As forms are received they must be submitted to OBM. Comments must be added to the requisition or payment card comments screen indicating when vendor forms were submitted to OBM.

The quote response deadline should be seven business days after the date the quote is sent to the vendors. Shorter or longer deadlines must be approved by the District Fiscal Officer or Division Administrator prior to the quote request being sent out.

- Quotes cannot be used if expired prior to purchase or entry of requisition.
 - Exception - If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

Quotes and justification for vendor selection need to be listed in the comment screen of the Paycard Voucher.

When the equipment, parts, services and/or materials ordered are going to be provided to multiple locations

- all the locations must be listed on the quote request form;
- If the quote applies to an STS contract the STS contract language for shipping applies.

If the vendor's response is to include core charges/part deposit, that charge must be indicated on the quote. If it is not indicated and the vendor's quote includes core charges, the vendor's quote may be disqualified.

All fields in the description area are required. The quote must include:

- Quantity;
- Unit of measure;
- Clear description.

To be considered a valid quote all of the above mentioned must on the quote request form.

If a vendor has a question or comment regarding a quote, all vendors invited to quote must be notified of the question and/or comment and be included in the response.

All or none/All items only

All or none/All items only box -selection on the quote form, when marked, indicates that the quote is evaluated for all items quoted in total. If this box is not marked, the individual line items on a quote may be evaluated and awarded to different vendors to provide the best overall cost to the Department.

- Vendor does not have option of selecting “All or none/All items only”.

Equipment Waiver

If items to be purchased have a unit cost of \$300.00 or more and are considered to be equipment, they require an Equipment Waiver or OIT Freeze Waiver. Additionally, all furniture purchases require a freeze waiver, regardless of the unit price.

- Equipment requests are sent to OBM by the Office of Accounting, Accounts Payable Manager.
- Technology requests are sent to the Office of Information Technology (OIT) at DAS by DoIT.
 - These require an Information Technology Purchase Request (ITPR) number, and OIT Release & Permit number, both provided by DoIT prior to entering the requisition.
 - OIT Waiver – Please work with the Office of IT for these situations.

Distribution of Request for Quotes

The form can be e-mailed, faxed or sent via certified mail to the vendor. If faxing or emailing, keep the fax or email log to show the vendor received the faxed or email request for quotes.

In the rare instance that the quote request form(s) must be mailed to vendors, certified mail must be used. The certified mail receipt must be retained to document the vendor was given the opportunity to quote.

If e-mailing the information to the vendors, the vendor will be able to complete the quote form electronically save and return to the requester as an attachment to email.

Frequently Asked Questions

If 2 of 3 vendors quoted are nonresponsive, yet the purchaser has documentation showing the vendors were contacted to quote; can purchase be made with one responsive vendor? **Determination will be decided by District Fiscal Officer.**

If vendors were quoted, and one vendor hits the \$50K list between the time the original quote was requested, and the time the requisition is entered, does purchaser need an additional quote? If so, do all vendors have to re-quote, or is only one additional quote needed? **No re-quote necessary. Cannot use if the chosen vendor has hit the \$50K list. Go to next lowest vendor noting the vendor not on the \$50K at the time of bid.**

Can quotes be accepted after the deadline for response? No. **Quotes will not be accepted or valid after response deadline.**

Terms & Conditions

The following Terms & Conditions will be attached to the Quote form with the following link:

<https://extranet.dot.state.oh.us/groups/purchasing/Guidance/Standard%20Terms%20And%20Conditions.doc>

Determining the Winning Quote

ODOT reserves the right to split purchases *among low quoting vendors if the quote request was not marked All or none/All items only.*

- Vendor selection must be made within five business days of the response deadline.
- If the vendor selection is not made in this timeline, the request for quote must be resubmitted and vendors will be required to provide new quotes.

Funds must be encumbered prior to the purchase when Payment Card or Debit Voucher cannot be used.

After reviewing all requirements and specifications, the lowest responsible cost vendor can be awarded.

- Price cannot differ from quoted price
 - Blanket type quotes will match per line item cost quoted, but may vary in total based upon quantities ordered.

Quote Expiration Date/Guarantee Date

- Quotes cannot be expired prior to purchase or entry of requisition.
- If expired, due to OIT R & P or Equipment Waiver, contact vendor and ask to verify in writing that the quotes are still valid and will be honored.
 - Keep on file with quote.

Choosing Higher Priced Quote

- Justify why higher priced vendor was chosen in comment screen.
 - Provide detail of lowest responsible cost.
 - Includes travel, employee time, etc.

When are Additional Quotes Required?

If quoted prices come in over the dollar threshold for the number of quotes sent out, it would need to be re quoted with additional vendors contacted and sent a request for the quote.

- If the assumption was made that the purchase would be under \$2,500, and only two vendors were quoted, and both quotes came in over \$2,500, an additional quote would be required if lowest quotes was more than \$3,125. Contact Office of Accounting Administrator or Office of Contracts Administrator for determination of re-quote.
- If you have requested two vendors quote, and one vendor quoted over \$2,500, and the other quoted below \$2,500, an additional quote would not be needed, as the purchase threshold was decided by the lowest quote received.

Tiebreaker

If a tie should occur in the quote prices:

- Districts to determine and justify how the tiebreaker was determined in comment screen of the requisition or payment card.
- Contact the Office of Contracts, if help is needed in a tiebreaker situation.

Online Pricelists

Online Price lists can be used as quotes for goods, if this is the vendor's customary process for providing quotes.

- Purchasers should not choose online pricing based upon ease of request.
- Purchasers should not use online quotes as a means to circumvent local vendors.

Non Responsive Quotes

Non-responsive quotes are quotes sent to a vendor, for which a response was not received. Documentation is required for non-responsive quotes to ensure that the vendor was provided the opportunity to quote:

- A Fax Transmittal log of fax sent to vendor.
- A Return Receipt of e-mail to sent to vendor.
- Return Receipt for certified mail.

Central Office Accounting may review quote requests and responses at any time.

When reviewing quotes from the vendors, the following information must be reviewed:

- Quotes were received by required deadline.
 - The receipt date is verified through fax, email and US Mail.
 - Fax header on top of faxed quote with date and time stamp;
 - Email time and date stamp as attachment;
 - Postage date and time and date stamp when received in office for mailed quotes.
 - All items in quote specification must be quoted, if All or none/All items only was selected.
 - A vendor is considered non-responsive if the vendor:
 - Cannot quote all items, on an “All or none/All items only” quote;
 - Cannot provide quoted dimensions;
 - Makes modifications on quote form.
- Quotes must be signed and dated by an authorized representative of the vendor for the quote to be valid.

If vendor responds on Vendor Letterhead:

- Verify all items match the items that were sent out on the Quote Request form.
 - If all items do not match, the quote will be considered a non-responsive or invalid and a re-quote may be necessary to meet quote expectations.

Purchases without Proper Quotes

- **Must have supporting documentation from the District/Central Office;**
- Letter of Exception may be required, signed by Deputy Director;
- Lack of quotes must be noted in the Comment Screen;
- All documentation must be on file in District Fiscal Office with approval by the District Fiscal Officer; as determined by the District.
- Office of Accounting/Division will retain Central Office documentation.

