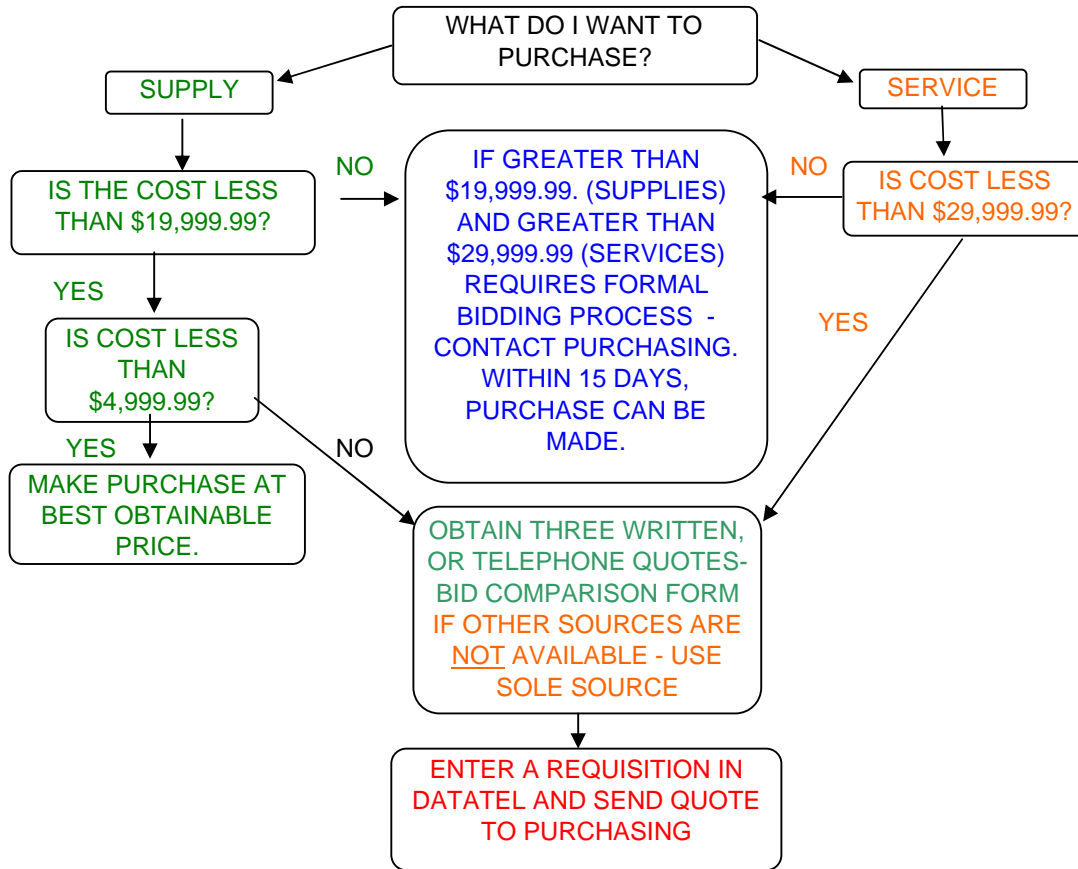


# HOW DO I PURCHASE?



# San Juan College Request for Quotation (RFQ)

<b>Date:</b> _____  <b>RFQ #</b>  <b>Due Date:</b> <b>Time:</b>	<b>Return To:</b> San Juan College Attn: Purchasing RFQ 4601 College Blvd Farmington, NM 87402 505-566-3475 505-566-3075 Fax	<b>This Is Not An Order</b>
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<b>Bidder Name &amp; Address:</b>	New Mexico In-State Preference # _____  In State Preference will be applied to only those in-state certified bidders who have completed item 6 below.	<b>Payment Terms</b>  <u>% Days, Net 30 Days After Receipt of Invoice</u>	<b>F.O.B./Freight Terms</b> Prepaid Destination	<b>Shipping Time</b>
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Item	Quantity	Description	Unit Price	Total

Total:                    \$

<ol style="list-style-type: none"> <li>1. RFQ should be based on FOB Destination with freight allowed and must indicate normal lead time and/or best delivery date on the items listed.</li> <li>2. This RFQ must be received by the College Purchasing Department by the date and time indicated.</li> <li>3. If bidder does not wish to quote, please return this RFQ indicating "no bid".</li> <li>4. Any resulting Purchase Order is subject to the San Juan College's purchase order general terms and conditions.</li> <li>5. This RFQ Number shall appear on all quotations and related correspondence.</li> <li>6. Bidder has received certification from the State Purchasing agent for Resident/Contractors Certification. Bidder has been issued the above preference credit. In-state certification approval is required at the time of the RFQ submission deadline to be eligible for in-state Preference.</li> </ol>	<b>Submitted by:</b> _____ <b>Company Name:</b> _____ <b>Date:</b> _____ <b>Address:</b> _____ <b>Telephone #:</b> _____ <b>Fax #:</b> _____ <b>E-Mail:</b> _____
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Refer all Questions Regarding This Request For Quotation To Becky At 505-566-3475



**BID COMPARISON**

REQ. NO.				ACCT. NO.				DEPARTMENT:			
PROJECT DESCRIPTION:								DEPT. CONTACT			
FOR LOCATION :								EXT:			
				VENDOR 1		VENDOR 2		VENDOR 3		<b>AWARD BASED ON</b> <input type="checkbox"/> Lowest Total Cost <input type="checkbox"/> Delivery <input type="checkbox"/> Quality <input type="checkbox"/> Preferred Design <input type="checkbox"/> Required Design <input type="checkbox"/> Negotiations <input type="checkbox"/> Price Stability <input type="checkbox"/> Other	
CO. NAME											
ADDRESS											
CITY/ZIP											
PHONE											
FAX											
CONTACT											
DATE/TIME											
ITEM NO.	I.D. OR STOCK NO.	QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	<b>REMARKS:</b>  (Check Appropriate No.s Above)
A					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
B					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
C					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
F					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
G					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
H					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
I					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
BID TOTAL						\$0.00		\$0.00		\$0.00	
IN-STATE PREFERENCE					Yes/No		Yes/No		Yes/No		
FOB POINT/FRT. COST(EST)											
PAYMENT TERMS											
DELIVERY (Time/ Date)											
TOTAL COST					\$0.00		\$0.00		\$0.00		
Circle Total Cost of Recommended Vendor										DATE:	

RECOMMENDED SUPPLIER: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

Name

EXT

## Approval Signature Process

	Director	Dean	VP-Area	VP-BA P Jones	Procurement Y Brooks	President C Spencer	Board	Grant (20-)	OTS
								E	E
<b>0 - 1,499.99</b>	X							X	X
								C	C
<b>1,500.00 - 2,999.99</b>	X	X						E	E
								P	P
<b>3,000.00 - 3,999.99</b>	X	X	X					T	T
								I	I
<b>4,000.00 - 4,999.99</b>	X	X	X	X				O	O
								N	N
<b>5,000.00 - 99,999.99</b>	X	X	X	X	X	X			
<b>&gt; 100,000.00</b>	X	X	X	X	X	X	X	FOLLOW CURRENT	
<b>Food (2)</b>	X	X	X	X		X		GRANT APPROVAL	
<b>Equipment (3)</b>	List Inventory Control (B Talley) as an Approval with the additional approvals per requisition amount								

(1) SPOs currently & Pending Purchasing Card Approval that will have supervisor on-line review/approval of all purchases.

(2) Function must be approved by the VP of Business Affairs (P Jones) and President (C Spencer) of College.

(3) Equipment/Computer purchases must be items that are approved by OTS (T Warren) and/or Inventory Control (B Talley)

Note: A fixed asset is a piece of equipment/computers or furnishings that has a value of over \$1,000.00 and have a life of more than one a year.

(4) All accounts greater than \$4,000 require Pernell Jones (VP-BA) approval.

Purchase Type	Threshold	Requirements/Backup Documents
Supplies	0-\$4,999.99	Best Obtainable Price, No Backup Required
	\$5,000 - \$19,999.99	Written or Phone Quotes on Bid Comparison Form Unless Procuring on Existing Contract (GSA, State, CES, TCPN, Rotation or Existing SJC Contract)
	Over \$20,000	Competitive Bid
Professional Services	< \$29,999.99	Comparison Form or Sole Source If Applicable
	< \$29,999.99	Documented Best Obtainable Price
	\$30,000.00	RFP
Professional Services - Architect, Engineer, Surveyor, Construction Mgr	\$30,000.00	RFQP