

VENDOR SELECTION FORM

For purchases over \$10,000

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Mineral Area College has a competitive bidding policy for purchases over \$10,000 according to Board Policy: Article VIII – Business Procedures 8.51 – Purchasing Policy Over \$10,000

This completed form should be submitted to the Executive Director of Finance.

Competitive Bids – In the table below, please provide quote information relating to the requested service / product. Please attach copies of these quotes with the completed form. Forms will be approved within 3 business days.

Vendor Name & Contact Person	Quote #	Date of Quote	Total \$ Amount
Moyers Upholstery		4/6/26	\$11,000.00

The College shall take all affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Awarded Bid – Please check the method used for vendor selection.

Selected Vendor:

Moyers Upholstery - no other bids in response to RFP

Bids are only good for the Fiscal Year in which they are approved.

- Lowest bid awarded. This is applicable when the competitive bidding process was utilized, and selection was based on the lowest price.

Bid awarded on other criteria. This is applicable when the competitive bidding process was utilized and selection was based on criteria other than lowest price. Examples for selection include, but are not limited to: feasibility, availability, or quality.

- Please provide an explanation of how the awarded bid was selected:

No other bids received in response to RFP

- Please provide a price justification in Section III of this form.

Selected Source awarded. A selected source is applicable when other vendors exist in the marketplace, however, a vendor is selected without competitive bids based upon: technical requirements of the requested product; past performance by other vendors, or a current or historical relationship between the selected vendor and the College.

- Please provide an explanation of how the awarded bid was selected:

- Please provide a price justification in Section III of this form.

Single Source awarded. A sole source selection is applicable when no other vendor is capable of providing the requested service or product. Please provide an explanation of:

- Reason the purchase is considered to be “sole source”:

- Description of the selection process:

- Explanation of how the price was determined to be “reasonable”:

Determination of Reasonable Price

Please select the statement below that best reflects how the price of the awarded bid was considered “reasonable.”

Competitive bidding – Lowest price was selected.

- Competitive bidding – Lowest price was not selected, however, based on other selection criteria and full comparison, price was determined to be reasonable.
- Price comparison: Reasonable price as compared with like or similar items purchased previously through the College. Please reference the previous PO number.
- Reasonable price as compared with like or similar items available in a catalog, website, or advertisement. Please provide a copy of the source.
- Rate / cost negotiated with an approved vendor per an existing contract or agreement.
- Please reference the date of agreement.
- Other: Please provide an explanation.

If using a credit card, this form will suffice for a Visa Purchase approval form once all signatures are completed.

This purchase will be completed with?

- Credit Card
- Purchase Order

Please email this form and electronic/scanned Bids to rjenkins@mineralarea.edu

Rodney Resinger, GS Director
Requestor's Printed/Typed Name and Title

5/13/26
Date


Requestor's Signature


Dean or VP Signature

5/13/26
Date



Rodney Resinger <rresinger@mineralarea.edu>

[EXTERNAL] Bus Upholstery Estimate

1 message

kyle moyers <ksmoyers@gmail.com>

Mon, Apr 6, 2026 at 10:31 AM

To: "rresinger@mineralarea.edu" <rresinger@mineralarea.edu>

Rodney,
Here is the cost breakdown to upholster the seats in the bus.

This style of seat has foam attached to the material and made into the cover. This gives the seat most of its shape. Unfortunately, it makes them a little more expensive to do.

If I was to do only one of these seats, It would run about \$400-\$450. Since they are all the same I can pattern and make all of the covers at the same time. Also, material in large quantities is cheaper.

Therefore doing 44 seats I can cut it down to about \$250 per seat.
This comes out to a total of \$11,000 for the whole bus. This DOES include the armrests.

If or when you guys decide to move forward, a job like this requires a down payment of 40%(\$4,400)

I would then come and get one seat, I can make all the patterns and cut and manufacture all of the covers ahead of time. This would take approximately 2-3 weeks. Once the covers are made, we can schedule the bus to get dropped off and I could remove/upholster/install all the seats over the course of 3-4 days. This way you are not without the bus for an extended period of time.

If you have any questions please let me know.

Thank you!
Kyle Moyers
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ksmoyers@gmail.com