

VENDOR SELECTION FORM

For purchases over \$5,000

In order to provide open and free competition and to obtain the maximum value for each dollar expended, Mineral Area College has an informal competitive bidding policy for purchases \$5,000 and over according to Board Policy: Article VIII – Business Procedures 8.53. (Purchases \$50,000 or more require formal competitive bids/proposals through the President's Office as described in Article 8.54.)

This completed form with all signatures should be submitted with the purchase requisition.

1) 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. Bids are valid for the fiscal year in which they are approved.

Vendor Name & Contact Person	Quote #	Date of Quote	Total \$ Amount
LEADBELT MATERIALS CO., INC.	BB ROAD WAY SB FIELD LOT SB OVERFLOW	7-17-2026	\$ 72,237.00 \$ 122,265.00 \$ 92,265.00

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.

Selected Vendor:

LEADBELT MATERIALS CO., INC.

Account Number:

45-7131-2-5470

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

☒ 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:

- Please provide a price justification in Section 3 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 3 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”:

- Please provide a price justification in Section 3 of this form.

3) 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 completed form with signatures will suffice for Visa Purchase Approval form. However, the purchaser must first confirm that there will not be fees charged in excess of 1%.

This purchase will be completed with:

☐ Credit Card

☒ Purchase Order

DR. JOSEPH GILGOUR, PRESIDENT

Requestor's Printed Name & Title

Date

Requestor's Signature

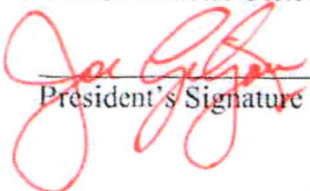
Date

Administrator's Signature

Date

Chief Financial Officer's Signature

Date



President's Signature

8/5/24

Date