

**FACILITIES CAPITAL AND MAINTENANCE  
BID APPROVAL FORM**

(Use this Form for purchases of goods & services or construction  
where the estimated cost is greater than \$15,000)

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Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Location: \_\_\_\_\_

Brief scope of work:

| Contractor<br>(2-3 bids required)* | Bid | Awarded Bid<br>(check one) |
|------------------------------------|-----|----------------------------|
|                                    | \$  |                            |
|                                    | \$  |                            |
|                                    | \$  |                            |
|                                    | \$  |                            |
|                                    | \$  |                            |

Reason for awarding only if other than low bid:

\*If 2 bids not submitted check exception below:

Preferred Contractor: \_\_\_\_\_

Cooperative contract pricing: \_\_\_\_\_

Procurement under existing contract: \_\_\_\_\_

Emergency need

Price & terms are known to be substantially identical among suppliers

Identical to recent item procured through quotation procedure: PO# \_\_\_\_\_

Vendor is only one who sells particular item

Decision is in best interest of the college

Brand compatibility is required with existing systems/equipment

Vendor(s) non-responsive to request for quotation

Other

\_\_\_\_\_  
*Project Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Facilities Director Signature*  
(>\$25,000)

\_\_\_\_\_  
*Date*