



Purchases \$10,000.00 or more

Department: Requestor: Date: Purchase Req.  
Number: Vendor: 

1. Describe briefly (or attach explanation) of item or service required to meet the minimum need:

Detail Bids received :

Company	Bid Price
1 .	\$
2 .	\$
3 .	\$
4 .	\$

When entering into a purchase agreement where the total of the purchase requisition is equal to or exceeds \$10,000.00, select one or more of the following statements to indicate that NYMC policies and procedures were adhered to. Please attach all back up paper work as indicated.

☐ A. I have solicited a minimum of three competitive bids and have chosen the lowest cost based on price, reliability, delivery, service and other determining factors.

*Attach copies of all bids*

☐ B. I have selected an item from a NYMC materials or services pricing contract, E & I Cooperative pricing contract, New York State pricing contract or have used pricing that is offered on the GSA Supply Schedule.

*Type in contract number*

(To Be Provided By Purchasing)

☐ C. Due to one of the following circumstances this is a Single Source / Sole Source Procurement: (check one and provide a detailed explanation of these circumstances in the space provided below)

- ☐ 1) The Purchase Order is for the purchase of products or services for which there is no comparable competitive product
- ☐ 2) The Purchase Order is for the purchase of follow-up equipment for (replacement parts) or services for existing products for which there is no commercially available substitute, and which can only be obtained from the manufacturer.
- ☐ 3) The purchase of public utility services which are natural or regulated monopolies or dictated by county jurisdiction.
- ☐ 4) A particular product or service is wanted for experiment or trial.
- ☐ 5) In view of the fact that a particular product/material is already in use in conjunction with an ongoing experiment or trial, the introduction of alternate sources material could have an undesired affect on results.
- ☐ 6) Alternate sources of supply are known, however quality and / or delivery problems have previously been encountered with these sources.
- ☐ 7) Development of an alternate source of supply would entail start-up costs (development of set-up charges) making an award to such sources initially more costly.
- ☐ 8) An emergency situation has occurred that makes the competitive bidding process impractical. See PD105, paragraph V,B,2 for definition of an Emergency Situation
- ☐ 9) A compelling situation has occurred that makes the competitive bidding process impractical. See PD105, paragraph V,B,2 for definition of a Compelling Situation.
- ☐ 10) Other

Please provide detailed description of circumstances below.

The NYMC Purchasing Department is presently in the process of reviewing and updating its policies, procedures, forms, rules and regulations and as such they are subject to change.

Please be certain to make sure you are using the latest forms, policies and procedures.

Please contact the Purchasing Department at 594-4696 for all such inquiries into these matters or for any additional assistance.