**FORM 4 – VENDOR QUOTE SUMMARY**

**Agency Name:** Click or tap here to enter text. **Project Name**: Click or tap here to enter text.

**Does your project contain any items with a total cost over $5,000? Yes  No**

**If yes, follow the instructions and complete the form below. If no, no additional information on form is required.**

**Instructions:**

*Items with a total cost of over $5,000 must be summarized on this form and based upon three, current (quoted after 09/03/24), written quotations. The three written quotes must be attached to the form and assembled in the order of the Project Items and the order of the quotes listed below. A checkmark is to be placed in box next to the vendor selected for each item. If a cost estimate is being used instead of vendor quote(s), include the Project Item(s), and under Quote 1 replace “Vendor Name” with “Cost Estimate.”.*

*If there is only one source for the requested item or service, a written justification must be attached explaining the reason it is a sole source; or, if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured, including efforts to contact vendors and their responses, if applicable. In addition to the written justification/explanation, applicable quote(s) from the vendor(s) must also be attached.*

*Applicants who are unable to secure any quotes due to the impact of recent hurricanes may submit a detailed cost estimate in lieu of the required quotes, including any supporting documentation or references that justify the estimated costs (e.g., past project costs, industry standards). Please note that based on the knowledge of the members of the Evaluation Committee, recommended award amounts may differ from the amount requested.*

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| --- | --- | --- | --- | --- |
| **Project Item(s)** | **Quote 1**  **Vendor Name/Cost** | **Quote 2**  **Vendor Name/Cost** | **Quote 3**  **Vendor Name/Cost** | **Comments** |
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