# REQUEST FOR QUOTES



**TITLE**

**The Mississippi Department of Education**

**OFFICE/SCHOOL**

**ADDRESS**

**Contact: NAME**

**Date of Release: DATE**



# Please note that words in red need to be replaced with black text or deleted.

**(Please contact the Procurement Office for questions)**

The Mississippi Department of Education is soliciting quotes for repair services. The contract will be awarded to the offeror providing the lowest and best quote. The quote should provide cost for supplies, parts and labor. The terms of the contract will be fixed price, payable upon successful completion of the work and submission of an invoice to include equipment, specific repairs made, parts identified by number and name, supplies used in such repairs, number of hours for labor, and costs. **If you are interested in submitting a quote, please provide the following information on this form or letterhead with a binding signature:**

Date of Release: Date

Awarding Office Name: Requesting office

Awarding Office Contact Name: Name

Service Type: Name of Service Requested

*Vendor/Company must provide information below:*

Vendor/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Emailed Phoned

***Vendor Authorized Signature* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***\*By signing above, you certify that your company is a certified repair company for the State of Mississippi.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Description/Findings*****Vendor must attach a full description of the services required for repair***  | **Part, material, supplies, etc.** | **Cost of part, material, supplies, etc.** | **Cost for labor** |
| **Total cost for repair**  | $ | $ | $ |

***Please attach a detailed cost proposal addressing the above specifications on company letterhead prior to the work.***

Questions concerning this request should be sent to: [email address]. Please submit quotes by 5:00 p.m. **day, month day, year** and email to **email@mdek12.org****.**

**ATTENTION: DO NOT SEND PROCEDURES TO VENDORS!!**

**PROCEDURES FOR OBTAINING QUOTES**

**(MDE Staff Instructions)**

**Please NOTE: Emergency repairs or installations should NOT use this form for services; please contact the Office of Procurement for guidance. Emergency repairs are approved by the Superintendent of the Mississippi Department of Education, no exceptions.**

**Out-side equipment repairs.** Repairs to equipment are permissible, when such repairs are made by repair facilities in the private sector;  however, ***engines, transmissions, rear axles and/or other such components shall not be included in this exemption when replaced*** as a complete unit instead of being *repaired* and the need for such total component replacement is known before disassembly of the component.

***Quote Procedures***

1. Identify the **equipment** to be **repaired** NOT replaced as a whole unit.
2. Check available budget.
3. If a specific vendor installed product and does **NOT** have a maintenance contract for repair; see number six (6).
4. Complete quote form above to obtain an estimated cost for the repair.
5. If cost exceeds $5,000, a competitive quote for the repair is required. (Vendors must be a certified repair company.)
6. Upon completion of work the vendor’s invoice shall include cost for:
* Reason for repair
* The equipment repaired
* Specific repairs made
* Parts identified by number and name
* Supplies used in such repairs
* Number of hours for labor
1. The quote form, requisition and invoice shall be submitted to the Office of Procurement to request a purchase order.

***Quote Procedures***

**Repairs to transportation equipment only**

1. Identify the equipment to be repaired.
2. Check available budget.
3. Contact repair facility for a quote (must be a certified repair company). Best practices is to contact at least two facilities, if time permits.
4. Upon completion of work the vendor’s invoice shall include cost for:
	* Reason for repair
	* The equipment repaired
	* Specific repairs made
	* Parts identified by number and name
	* Supplies used in such repairs
	* Number of hours for labor
5. A justification for repair, the requisition and invoice shall be submitted to the Office of Procurement to request a purchase order.

**In-house equipment repairs.**  Purchases of parts for repairs to equipment are permissible, when such repairs are made by personnel of the agency;  however, **entire assemblies, such as engines or transmissions, *shall not be included in this exemption when the entire assembly is being replaced instead of being repaired.***

1. Identify the equipment to be repaired
2. Check available budget
3. Purchase part(s) for repair on the State Procurement Card (please review card guidance) or submit a requisition for parts required to the Office of Procurement (no competitive quote required) to request a purchase order.
4. Staff completes the repair