# REQUEST FOR QUOTES



**Due Date: Date**

**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.
2. Check available budget.
3. If a specific vendor installed product and does **NOT** have a maintenance contract for repair; see number six (6). However, the office must prepare a contract for services going forward.
4. Complete quote form below to obtain an estimated cost for the repair.
5. Contact repair facility for a quote (must be a certified repair company). Best practices is to contact at least two facilities, if time permits.
6. If a walk through is required, all vendors contacted must be afforded the same opportunity.
7. A competitive quote for the repair is NOT required. (Vendors must be a certified repair company.)
8. 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

**MAGIC Registration for NEW vendors:**

Mississippi Management & Reporting System:

If contractor is a **new supplier** and wish to do business with the State of Mississippi, click here to register: [**State of Mississippi Supplier Registration**](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100)**.** Listed below are step-by-step instructions to register or assist the vendor to complete the entire registration process.

**The course below will explain how to register as a supplier for the State of Mississippi.**

[**LOG800 Supplier Registration Course**](http://uperform.magic.ms.gov/gm/folder-1.11.8539?originalContext=1.11.8507)

* Payment cannot be issued **for NEW contractors** until the supplier registration process is completed in MAGIC.



# 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 vendor must be a certified repair company/technician for the State of Mississippi.*** 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 term 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 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 on letterhead:*

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

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

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

***Please attach detailed information addressing the specifications below on company letterhead prior to the work.***

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
| **Item to be repaired** |  |  |  |
| **Total cost for repair**  | $ | $ | $ |

Questions concerning this request must be sent to [email address] by the deadline time of 5:00 p.m. **day, month day, year**. To be considered for an award, the vendor’s response quote is due by **day, month day, year at 2:00 p.m. Central Standard Time (CST)**.