

Appendix B

**USE FOR PHONE QUOTES**

**LIMITED SOLICITATION SUMMARY SHEET**

Subrecipient: \_\_\_\_\_

Agreement Number: \_\_\_\_\_  
(Subrecipient Agreement #)

<b>PRODUCT or WORK DESCRIPTION (if applicable):</b>	<b>BRAND/MODEL (if applicable):</b>		
	<b>VENDOR #1</b>	<b>VENDOR #2</b>	<b>VENDOR #3</b>
<b>VENDOR NAME</b> <b>CONTACT PERSON</b> <b>PHONE/FAX #</b> <b>DATE(s) CONTACTED*</b>			
<b>QUOTE PRICE</b>			
<b>AWARDED TO**</b>			

\*Three attempts to contact can be considered a quote price of “no response” and no additional attempts are required.

\*\*Work should be awarded to the most cost-effective option that can provide the work/supplies required. Items such as shipping charges and travel distances should be included in determination of the most cost-effective option.