**UPSHUR HUMAN RESOURCES, INC.**

**BID FORM -- REQUEST FOR GOODS AND SERVICES**

DATE OF REQUEST

EMPLOYEE REQUESTING BIDS

\*Identical descriptions and specifications (i.e. year, model, copies per second, seating capacity, size, etc.) on purchase must be provided to all competing vendors.

Description & Unit Total

Item No. Quantity Specification Price Price

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

TOP PORTION ONLY PROVIDED TO COMPETING VENDOR

NAME AND POSITION OF

VENDOR PERSON PROVIDING BID AMOUNT

|  |  |  |  |
| --- | --- | --- | --- |
| Bid # 1 |  |  |  |
| Bid # 2 |  |  |  |
| Bid # 3 |  |  |  |

Request by telephone News media

Request by other method – please list

Practical efforts must be made by employee requesting bids to utilize small, minority owned, and /or women’s business establishments and vendors utilizing the metric measurement system and/or employing sound conservation practices which protect the environment. (See Fiscal Officer)

PLEASE ATTACH THIS FORM TO ORIGINAL BID DOCUMENTATION