Guidance:

* This Spot Bid Fair requirement maximum values: Commodities $50k and Services $100k.
* Colleges/Divisions/Departments (Colleges) should conduct market research to determine solutions for the requirement and the requirement value. The procurement solicitation method is the Invitation to Bid (ITB). ITBs are awarded to the vendor fair participant with the lowest proposed price.
* If the lowest submitted bid is over the budgeted amount, the University may award to the vendor with the lowest price with a variance of a flat 2% or up to $250, whichever is lower.
* The UH’s issuance of an ITB communicates to vendors that the department’s requirement is valid and funded.
* The ITB should not be cancelled and should be awarded to the HUB vendor fair participant with the lowest proposed price. Further, ITBs should not be cancelled to award the requirement to another vendor even if the other vendor is a HUB that did not participate in the fair.
* Colleges should purchase the goods or services soon after the award is made.

1. This form is required by Purchasing for all goods or services sent to spot bid fairs. Contact the Buyer, Eric Cabiran, [ecabiran@central.uh.edu](mailto:ecabiran@central.uh.edu) & CC Justin(Curtis) Lewis, [cjlewis7@central.uh.edu](mailto:cjlewis7@central.uh.edu), if you have any questions.
2. Budget of this Item(s) or service: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Brief description of Product/Service.
4. Provide specific make and model number or URL link to the items on a website. Please provide pictures if no URL Link is provided.

Please list the quantity, manufacturer item name, and model number if available.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **QTY and Unit of Measure** | **Item name and model number** | | **Estimated Unit Price** | **Estimated Extended Price** |
| 1 |  | ITEM NAME HERE AND PROVIDE MODEL NUMBERS | | $ | $ |
| 2 |  |  | | $ | $ |
| 3 |  |  | | $ | $ |
|  |  |  | **Shipping / Delivery** | $ | $ |
|  |  |  | **Any Additional Fees** | $ | $ |
|  |  |  |  | **Total** | $ |

1. Point of contact for any questions about the items being sent to the spot bid fair.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Department/College | Email |
|  |  |  |  |

1. For any additional questions, please contact Eric Cabiran, [ecabiran@central.uh.edu](mailto:ecabiran@central.uh.edu) & CC Curtis Lewis, [cjlewis7@central.uh.edu](mailto:cjlewis7@central.uh.edu).

Signature of Point of Contact/Requestor: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted to Purchasing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_