Annual Market Basket Survey

Agency Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Quotes must be obtained from two or more vendors.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Product Name (describe –**  **Examples 5 lbs. golden delicious apples)** | **Vendor 1**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_**  **Price** | **Vendor 2**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_**  **Price** | **Vendor 3**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_**  **Price** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| 13 |  |  |  |  |
| 14 |  |  |  |  |
| 15 |  |  |  |  |
| 16 |  |  |  |  |
| 17 |  |  |  |  |
| 18 |  |  |  |  |
| 19 |  |  |  |  |
| 20 |  |  |  |  |

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| Vendor selected: |

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| If vendor selected did not provide the lowest quote/costs, please explain other circumstances in the selection: |

Signature of Agency Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_