

**West Virginia
Division of Forestry**

Urban Forestry Quotation Guidelines

Grant recipients are required to follow the federal procurement standards regarding allowable costs, procurement standards, bidding, etc. as described in 2 CFR 200 which can be found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR45ddd4419ad436d>

Purchases under the Micro-Purchase threshold (currently \$10,000) do not require bids.

Purchases above the Micro-Purchase threshold and below the Simplified Acquisition Threshold, which is defined as \$250,000, should follow the small purchase procedures. The federal 2 CFR 200 regulations state for small purchases “price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.”

These rate quotations may be verbal which involves calling/visiting two or more vendors and completing the separate Urban Forestry Quotation Summary form to document prices.

Written bids from two or more contractors are also acceptable but formal written bids are not required. Copies of two or more quotations for all purchases over \$10,000 must be submitted with the Community Tree Grant application.

Applicants are not required to utilize the low bid for small purchases below the Simplified Acquisition Threshold (less than \$250,000). The federal 2 CFR 200 regulations state “Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered.”

If the low bid is not utilized, rationale for selecting a higher bid must be articulated in the Reason for Award at the bottom of the Urban Forestry Quotation Summary or attached to written bids.

This form must be completed for any purchases over \$10,000 and submitted with the Community Tree Grant application.

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Urban Forestry Quotation Summary

Organization Name: _____

Date: _____

Item / Service: _____

Individual Receiving Quote:			List up to three vendors below					
Vendor Name:			1.		2.		3.	
Vendor Telephone Number:								
Person Providing Quote:								
Proposed Delivery/Start Date:								
Item	Quantity	Description (Planting, Pruning, Removals, Inventories, Species, Caliper Size, etc.)	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
TOTAL:								

Reason for Award : _____
