Annual Market Basket Survey

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

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

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| --- | --- | --- | --- | --- |
|  | **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 |  |  |  |  |
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| 12 |  |  |  |  |
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| 18 |  |  |  |  |
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| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_