



COSTARS Members' Quote Kit

COSTARS Members:

COSTARS-exclusive contracts and COSTARS-participating statewide contracts are competitively bid by the Department of General Services, saving our members the time and cost associated with the public bidding process.

Although the contracts are already competitively bid, it is recommended that our members contact at least three or four awarded vendors for a quote, then return to those vendors to negotiate better pricing.

To assist members with the quoting/negotiation process, we have developed the COSTARS Members' Quote Kit. The first page, COSTARS Quote Worksheet, will help you record the quotes you receive from the COSTARS-authorized contractors you chose to contact. There is room for four vendors on the sheet; however, you may print out multiple copies for additional quotes. For further instructions this kit includes a Sample Quote Worksheet.

The second page, COSTARS Request for Quote (RFQ) may be sent to the contractors of your choice for quotes.

TIPS:

- ☛ It is recommended that you send an explanatory cover letter to COSTARS-authorized contractors with the Request for Quote (RFQ).
- ☛ The pricing provided on the vendor's contract (COSTARS-exclusive contract bid item workbook) is a ceiling price. Vendors cannot charge more than the quoted price, but they can offer a further discounted price.
- ☛ COSTARS-exclusive contracts are competitive, multi-award contracts; therefore, most vendors are willing to negotiate better pricing with members to get the business.
- ☛ When negotiating for better pricing, always review page 2 "Questions" of the vendor's bid item workbook (COSTARS-exclusive contracts only) to ensure they are willing to further negotiate pricing after contract award.
- ☛ Some statewide COSTARS-participating contracts are fixed price contracts; however, it is a good practice to review the contract overview to confirm if further discounts may be offered.

The COSTARS Members' Quote Kit is an effective tool for requesting and recording quotes. It is recommended that you attach a copy of the quote worksheet and RFQ sheet to the selected vendor's bid item workbook and save them for future reference, in the event your entity would be audited.

Please note that **you are not required** to use this quote kit; it is provided as a courtesy to our members as a resource to help them obtain cost savings and the best value when procuring needed materials and/or services from COSTARS-exclusive contracts or COSTARS-participating statewide contracts.

If you have any questions, please do not hesitate to contact the COSTARS Team at telephone number 1-866-768-7827 or email us at GS-PACostars@pa.gov.



COSTARS Quote Worksheet

Product / Service to be Purchased:

COSTARS-AUTHORIZED VENDORS CONTACTED

Vendor 1

Vendor Name:		Contract # (e.g., COSTARS-25):
Address:		Contract Name (e.g., Municipal Work Vehicles):
Contact Person:		
Telephone #:	Fax #:	Email:
Contract Price:	Comments: (e.g., Value-added Benefits):	
Quote A	Quote B	Quote C
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments:	Comments:	Comments:

Vendor 2

Vendor Name:		Contract # (e.g., COSTARS-25):
Address:		Contract Name (e.g., Municipal Work Vehicles):
Contact Person:		
Telephone #:	Fax #:	Email:
Contract Price:	Comments: (e.g., Value-added Benefits):	
Quote A	Quote B	Quote C
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments:	Comments:	Comments:

Vendor 3

Vendor Name:		Contract # (e.g., COSTARS-25):
Address:		Contract Name (e.g., Municipal Work Vehicles):
Contact Person:		
Telephone #:	Fax #:	Email:
Contract Price:	Comments: (e.g., Value-added Benefits):	
Quote A	Quote B	Quote C
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments:	Comments:	Comments:

Vendor 4

Vendor Name:		Contract # (e.g., COSTARS-25):
Address:		Contract Name (e.g., Municipal Work Vehicles):
Contact Person:		
Telephone #:	Fax #:	Email:
Contract Price:	Comments: (e.g., Value-added Benefits):	
Quote A	Quote B	Quote C
Date: _____	Date: _____	Date: _____
Quote: \$ _____	Quote: \$ _____	Quote: \$ _____
Comments:	Comments:	Comments:



COSTARS Quote Worksheet (Sample)

Product / Service to be Purchased: (One) Ford Passenger Van

VENDORS CONTACTED

Vendor 1

Vendor Name: ABC Ford, Inc.		Contract # (e.g., COSTARS-25): 025-XXX
Address: 123 Ford Rd., Harrisburg, PA 17101		Contract Name (e.g., Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles
Contact Person: John Doe		
Telephone #: (717) 123-4567	Fax #: (717) 123-4568	Email: jdoe@abcfordinc.com

Contract Price: 10% off list price	Comments: (e.g., Value-added Benefits): Econoline Passenger Van Extended warranty offered.	
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Quote A	Quote B	Quote C
Date: 3/7/17	Date: 3/8/17	Date: 3/8/17
Quote: \$ 17,612.00	Quote: \$ 17,000.00	Quote: \$ 17,000.00
Comments: Spoke to John Doe	Comments: Per John Doe	Comments: Can't go lower.

Vendor 2

Vendor Name: 123 Automotive Group		Contract # (e.g., COSTARS-25): 025-XXX
Address: 111 Auto Lane, York, PA 16111		Contract Name (e.g., Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles
Contact Person: Jane Doe		
Telephone #: (717) 111-0000	Fax #: (717) 111-2222	Email: janedoe@123autos.com

Contract Price: 4% over cost	Comments: (e.g., Value-added Benefits): Econoline Passenger Van Extended warranty offered.	
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Quote A	Quote B	Quote C
Date: 3/7/17	Date: 3/8/17	Date: 3/8/17
Quote: \$ 18,100.00	Quote: \$ 17,500.00	Quote: \$ 16,750.00
Comments: Spoke to Jane	Comments: Spoke to manager, John Smith	Comments: Per John

Vendor 3

Vendor Name: XYZ Autos		Contract # (e.g., COSTARS-25): 025-XXX
Address: 222 Good Deal Road, Philadelphia, PA 19111		Contract Name (e.g., Municipal Work Vehicles): COSTARS-25 Municipal Work Vehicles
Contact Person: Mary Smith		
Telephone #: (215) 555-5555	Fax #: (215) 555-1115	Email: msmith@xyz.net

Contract Price: \$18,514.00	Comments: (e.g., Value-added Benefits): Ford Caravan No extended warranty offered.	
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Quote A	Quote B	Quote C
Date: 3/6/17	Date: 3/7/17	Date: 3/8/17
Quote: \$ 18,000.00	Quote: \$ 17,500.00	Quote: \$
Comments: Mary will include a 2-4 year extended warranty.	Comments:	Comments: No lower.

Vendor 4

Vendor Name: M & L's Fleet Services		Contract # (e.g., COSTARS-25): 4400011811
Address: 1234 Bay Ave., Huntington, DE, 23654		Contract Name (e.g., Municipal Work Vehicles): Passenger Vehicles
Contact Person: Mike Brown		
Telephone #: (215) 992-5555	Fax #: (215) 992-5533	Email: brown@mifleet.com

Contract Price: \$19,522.00	Comments: (e.g., Value-added Benefits): Ford Caravan Includes 3-yr preventative maintenance agreement.	
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Quote A	Quote B	Quote C
Date: 3/6/17	Date:	Date:
Quote: \$	Quote: \$	Quote: \$
Comments: Unwilling to negotiate lower.	Comments:	Comments:



COSTARS Request for Quote

This section to be completed by purchaser (COSTARS Member)

DATE	
COSTARS MEMBER NAME	
COSTARS MEMBER NUMBER	
CONTACT PERSON	
ADDRESS STREET, PO BOX	
CITY, STATE, ZIP	
TELEPHONE	
FAX	
EMAIL	

VENDOR NAME	
VENDOR NUMBER	
COSTARS VENDOR CONTRACT NUMBER	
VENDOR ADDRESS	
VENDOR CONTACT	
QUOTE DUE DATE AND TIME	
RFQ EXPIRATION DATE Quoted price remains in effect until this date	

This section to be completed by COSTARS Member

This section to be completed by Vendor

ITEM # and DESCRIPTION	QTY	CONTRACTED PRICE	OFFERED PRICE	TOTAL COST

COMMENTS/VALUE-ADDED OFFERINGS

VENDOR SIGNATURE	DATE