Evaluation of Bids
for
Equipment Purchases

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Bid Evaluation

- IC 5-22-7-3
  Objective measurement of evaluation criteria
  Sec. 3. Evaluation criteria that will:
  (1) affect the bid price; and
  (2) be considered in the evaluation for
  an award;
  must be objectively measurable.
  As added by P.L.49-1997, SEC.1.

Bid Evaluation

- IC 5-22-7-4
  Criteria for bid evaluation
  Sec. 4. Only criteria specified in the
  invitation for bids may be used in bid
  evaluation.
  As added by P.L.49-1997, SEC.1.

Bid Evaluation

- IC 5-22-7-8
  Awarding of contract
  Sec. 8. A contract must be awarded with
  reasonable promptness by written notice to
  the lowest responsible and responsive
  bidder.
  As added by P.L.49-1997, SEC.1.
Bid Evaluation

- Responsible
  - Not necessarily the most responsible, but simply responsible
  - Past performance, etc.
- Responsive
  - Adherence to the specifications

Evaluation Criteria

- Price
- Conformance to Specs
- Service Availability
- Parts Availability
- Warranty
- Delivery Schedule
- Operator Satisfaction

Evaluation Criteria

- Price 25 points
  - Lowest bidder
  - 25 points
  - Reduce by 5 for each bidder from lowest to highest

Evaluation Criteria

- Conformance w/ specifications 60 points
  - Major deviation
    - 0 points
  - Minor deviation
    - -5 points each
  - Major and minor deviations shall be determined by the owner
Evaluation Criteria

• Service Availability - 15 points
  – Within owner's jurisdictional boundary (ojb)
    • 15 points
  – Within 50 miles of ojb
    • 10 points
  – Within 100 miles of ojb
    • 5 points
  – Greater than 100 miles from ojb
    • 0 points

• Parts Availability 10 points
  – Each bidder evaluated by the owner and ranked from “most satisfactory” to “least satisfactory”
  – Most satisfactory
    • 10 points
  – Reduce by 2 for each bidder

• Warranty 10 points
  – Each bidder evaluated by the owner and ranked from “most satisfactory” to “least satisfactory”
  – Most satisfactory
    • 10 points
  – Reduce by 2 for each bidder

• Delivery Schedule 10 points
  – Less than 90 days
    • 10 points
  – 90 to 150 days
    • 5 points
  – More than 150 days
    • 0 points
**Evaluation Criteria**

- **Operator Satisfaction** 20 points
  - Each unit to be evaluated by the owner’s operators and ranked from “most satisfactory” to “least satisfactory”
  - Most satisfactory
    - 20 points
  - Reduce by 5 for each bidder

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**Bid Evaluation Worksheet**

Includes a [Excel Worksheet](#)