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.

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• **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.

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• **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 Specifications
- Service Availability
- Parts Availability
- Warranty
- Delivery Schedule
- Operator Satisfaction

Evaluation Criteria

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

Evaluation Criteria

- 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

Evaluation Criteria

- 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

Evaluation Criteria

- 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

- Bid Evaluation Worksheet
  - Includes an Excel Worksheet
    - Contains a Bid Evaluation Form
      - 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
      - Total: 150 points
        - Points (150)
        - Points (20)
        - Points (10)
        - Points (10)
        - Points (10)
        - Points (15)
        - Points (25)

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**Bid Summary:**

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Price</th>
<th>Warranty</th>
<th>Service</th>
<th>Delivery</th>
<th>Total Points (150)</th>
<th>Overall Rank</th>
<th>Deviations</th>
<th># of days</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niceboy Trucks, Inc.</td>
<td>$96,000</td>
<td>$2,500</td>
<td>$4,500</td>
<td>$4,000</td>
<td>124</td>
<td>20</td>
<td>60</td>
<td>90</td>
<td>$20,000</td>
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<td>Elcheapo Trucks, Inc.</td>
<td>$86,900</td>
<td>$1,950</td>
<td>$4,450</td>
<td>$60,000</td>
<td>10</td>
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<td>40</td>
<td>88</td>
<td>$16,000</td>
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<td>Big’ol Truc</td>
<td>$68,550</td>
<td>$3,500</td>
<td>$4,250</td>
<td>$60,000</td>
<td>3</td>
<td>25</td>
<td>35</td>
<td>175</td>
<td>$45,000</td>
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<td>Toohigh2 Trucks, Inc.</td>
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<td>$5,150</td>
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<td>35</td>
<td>120</td>
<td>$17,500</td>
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