



## Evaluation of Bids for Equipment Purchases

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04/29/2003

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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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## 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.*

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## 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.*

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## *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 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

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## 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

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## 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

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## Evaluation Criteria

- Delivery Schedule 10 points
  - Less than 90 days
    - 10 points
  - 90 to 150 days
    - 5 points
  - More than 150 days
    - 0 points

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## 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](#)

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Bid Evaluation Form										LPA Name: <u>Pulaski County, Indiana</u>	
										Date: <u>02/10/03</u>	
										Bid Item: <u>Signs Truck</u>	
Bidder		Bid #1		Bid #2		Bid #3		Bid #4		Bid #5	
		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.	
Bid Subtotal	Price	Rank	Price	Rank	Price	Rank	Price	Rank	Price	Rank	
Base	Truck	\$80,000.00	2	\$80,000.00	2	\$40,000.00	1	\$80,000.00	2	\$80,000.00	2
Sub #1	Signs	\$20,000.00	1	\$10,000.00	2	\$10,000.00	1	\$10,000.00	1	\$10,000.00	1
Sub #2	Hydration	\$4,000.00	2	\$4,000.00	2	\$3,000.00	1	\$5,000.00	4	\$5,000.00	5
Sub #3	Flower	\$4,000.00	2	\$4,000.00	2	\$4,200.00	1	\$5,300.00	4	\$5,400.00	5
Sub #4	Generator	\$5,000.00	2	\$5,000.00	2	\$5,000.00	1	\$5,000.00	2	\$5,000.00	2
Total		\$98,000.00	3	\$98,000.00	2	\$98,000.00	1	\$120,100.00	4	\$123,310.00	5
1. Price -	Overall Rank	Points (25)	Overall Rank	Points (25)	Overall Rank	Points (25)	Overall Rank	Points (25)	Overall Rank	Points (25)	
		3	1	2	1	2	4	1	3	2	
2. Conformance -	Deviation	Points (50)	Deviation	Points (50)	Deviation	Points (50)	Deviation	Points (50)	Deviation	Points (50)	
		5	40	5	40	5	5	55	1	55	
3. Service -	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	
		15	15	15	15	15	15	15	15	15	
4. Parts -	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	
		10	10	10	10	10	10	10	10	10	
5. Warranty -	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	
		10	10	10	10	10	10	10	10	10	
6. Delivery -	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	
		10	10	10	10	10	10	10	10	10	
7. Satisfaction -	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	
		20	20	20	20	20	20	20	20	20	
Total	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	
		100	100	100	100	100	100	100	100	100	

INSTRUCTIONS:

- If there are more than 3 bidders, randomly selected items to be bid for evaluation.
- Fill in the shaded areas with the requested data.
- Play the "WHEEL" game under "Price Effects" Play Size.
- View the results of the evaluation in the bottom row of the worksheet.

Bid Evaluation Form										LPA Name: _____	
										Date: _____	
										Bid Item: _____	
Bidder		Bid #1		Bid #2		Bid #3		Bid #4		Bid #5	
		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.		Morgan Truck, Inc.	
Bid Subtotal	Price	Rank	Price	Rank	Price	Rank	Price	Rank	Price	Rank	
Base	Truck	\$80,000.00	2	\$80,000.00	2	\$40,000.00	1	\$80,000.00	2	\$80,000.00	2
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		5	40	5	40	5	5	55	1	55	
3. Service -	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	Distance	Points (15)	
		15	15	15	15	15	15	15	15	15	
4. Parts -	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	
		10	10	10	10	10	10	10	10	10	
5. Warranty -	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	Rank	Points (10)	
		10	10	10	10	10	10	10	10	10	
6. Delivery -	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	# of days	Points (10)	
		10	10	10	10	10	10	10	10	10	
7. Satisfaction -	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	Rank	Points (20)	
		20	20	20	20	20	20	20	20	20	
Total	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	Rank	Points (100)	
		100	100	100	100	100	100	100	100	100	

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