

Attachment F-5 Evaluation and Award of Bids or Proposals

A. Tabulating the Bid or Proposal

When the bids or proposals are opened, the results are tabulated for easy reference. The following items should be included in the summary of the bids or proposals:

- Double-check all calculations and sums
- Extend unit prices to a total price for the requested sum
- Verify that an authorized signer signs the bid proposal
- Verify that the bid or proposal meets all requirements listed in the specifications
- Verify that all requested samples are included

The evaluation and recommendation should include whether the vendor has submitted a responsive bid (meets the criteria of the IFB). It should also give information as to whether the vendor has a track record of being responsible. A responsible vendor is one who has proven that they are capable of performing a contract and appears financially and technically capable of performing the contract under review. If the bidder's safety record is to be considered, the evaluation should state whether or not the bidder has an acceptable safety record.

B. Alternate Evaluation Methods

A bid can also be evaluated using alternate methods of evaluation, such as:

- Life cycle or total cost
- Energy efficiency/economy performance
- Price versus performance factors
- Evaluation of discounts

C. Award of Contract

In almost all cases, bids should be awarded to the lowest (and best) responsible bidder. Although the terms "lowest and best" and "responsible bidder" are difficult to precisely define, common sense and experience should lead to an understanding of the meaning.

- Lowest is obvious and does not need further explanation.
- Best may come into play when, in the judgment of the Library, a higher bid has such outstanding qualities as to overcome its higher price. Ideally, if specifications were written carefully, the only difference between bids would be price. Practically, this rarely happens. Library staff need to keep in mind the difference between judgment and personal preference.
- Responsible is defined as "marked by responsibility or accountability," or "able to answer for one's conduct or obligations." Thus a bidder would not be disqualified unless there was a reasonable expectation that the bidder might not be able to fulfill the contract, or that past practices gave an indication that the bidder would engage in some sort of unacceptable conduct.

Since disqualifying a bidder has such adverse impacts, it should not be done lightly.