

QUOTATION SHEETMethod of Award**GROUP I – Glass Replacement and Repairs Service (Excluding Transit Bus Glass)**

- ◆ Contracts will be awarded to the two responsible bidders offering the lowest responsive bids, as determined by the Director, Office of Procurement. The responsible bidder submitting the lowest responsive bid will be the Primary Contractor. The responsible bidder submitting the second lowest responsive bid will be the Secondary Contractor. The County reserves the right to cancel or not to award an item, at its sole discretion.
- ◆ The lowest bids will be determined by a point system (see below) that will be applied to the Percentage Discount from Current Price List and Labor Rate per Hour for Repairs. The responsible bidder, offering the lowest responsive bid (highest combined point score) will be the Primary Contractor, and the second lowest responsive bidder will be the Secondary Contractor. The County reserves the right to cancel or not to award, at its sole discretion.
- ◆ The lowest bid will be based on the highest percentage discount from the most current Manufacturer's Suggested Retail Price List (MSRP) for glass; and the lowest labor rate per hour. No price list other than the Manufacturer's Published Price List or MSRP List for glass will be accepted, unless the manufacturer does not have a price list. **In that case, a manufacturer's recognized price list of the bidder will be accepted, provided the bidder submits documentation from the manufacturer stating that it does not have a published price list, and that it accepts the bidder's own price list. An item with a price list other than the manufacturer's published price list or MSRP List; or the manufacturer's recognized price list of the bidder will be ruled non-responsive. Documentation and Statement of Price List(s) must be submitted as advised below, only if there is not a Manufacturer's Published Price List or MSRP List and the Manufacturer has recognized another price List.**
- ◆ It is requested that bidders submit the **Manufacturer's Published Price List(s)**, which is most advantageous to the County from which percentage discounts are quoted, with their bids.
- ◆ Bidders must submit the Manufacturer's Published Price List(s) or MSRP List(s), which is most advantageous to the County from which percentage discounts are quoted, within ten (*10) working days from request by the County. **If there is no available Manufacturer's Published Price List(s) or MSRP List(s) for manufacturer(s) bid, the Bidder must submit a letter from the manufacturer(s) certifying that there are no published Manufacturer's Published Price List(s) or MSRP List(s).** Bidders failing to provide the Manufacturer's most current published Price List MSRP List or certified letter from the manufacturer within ten (*10) business days from request by the County will not be considered for award. Bidder's Manufacturer's Published Price List(s) or MSRP List(s), from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ Bidder's **Manufacturer's Published Price List(s)**, from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ A point system (see below) will be applied to the glass percentage discount and labor rate to determine the award. **The bidder must submit a percentage discount for glass, and an hourly rate, to be eligible for an award for Repair Services.**
- ◆ Percentage discounts for glass apply to glass delivered to the County, as well as glass utilized in the execution of an authorized repair order.
- ◆ If a bidder offers a 0% percentage discount, no points will be awarded for Percentage Discount from Current Price List.
- ◆ If there are no bids received for Repair Service (Labor Rate per Hour), an award will not be made as this is for a glass and service solicitation, **not a glass only.**
- ◆ Additional expenses (i.e., fuel surcharge, travel time, meals, lodging, etc.) will not be compensated by the County
- ◆ The Successful Bidder warrants any goods or services furnished shall be of the highest quality, shall comply with Specifications, and shall be free from all defects in workmanship and materials for at least one (1) year. Any defective goods shall be immediately replaced free of cost to the County.
- ◆ **Award Evaluation Example**
- ◆ Points will be awarded for the lowest price to the County for glass at a Percentage Discount from Current Published Price List or MSRP List; and the Labor Rate per Hour for Repairs.
- ◆ Each percentage discount point from the Current Manufacturer's Published Price List or MSRP List will be a point awarded to the bidder, Example: (37% off MSRP List equates to 37 points).
- ◆ Labor Rate a dollar per hour below \$225.00 per hour will receive one point, **Example: (A bid of \$175.00 per hour equates to 50 points) (A bid of \$100.00 per hour equates to 125 points).**
- ◆ **In the example above, a bidder with a percentage discount of 20% for parts, and labor rate of \$180.00 per hour would result in a combined score of 65.**
- ◆ **The labor rate per hour offered must be at or below \$225.00 per hour for repair or the bid for that item (manufacturer) will be rejected as non-responsive.**

- ◆ Additional expenditures (fuel surcharge, freight, overhead, shop supplies, EPA compliance, bid insurance requirements, travel time, etc.) must be included in the Percentage Discount from Current Published List Price or MSRP List and Labor Rates per Hour bid.

GROUP II & III – Transit Bus Replacement Glass and Fire Apparatus Glass Replacement

- ◆ Contracts will be awarded to the two responsible bidders offering the lowest responsive bids, as determined by the Director, Office of Procurement. The responsible bidder submitting the lowest responsive bid will be the Primary Contractor. The responsible bidder submitting the second lowest responsive bid will be the Secondary Contractor. The County reserves the right to cancel or not to award an item. at its sole discretion.
- ◆ The lowest bid, for each line item (manufacturer), will be based on the highest percentage discount from the most current Manufacturer Published Price List for parts.
- ◆ It is requested that bidders identify the **Manufacturer's Published Price List(s), which is most advantageous to the County** from which percentage discounts are quoted, on the Quotation Sheet.
- ◆ **No price list other than the Manufacturer's Published Price List for parts will be accepted.**
- ◆ Bidders must submit the Manufacturer's Published Price List(s), which is most advantageous to the County from which percentage discounts are quoted, within ten (*10) working days from request by the County. **If there is no available Manufacturer's Published Price List(s) for manufacturer(s) bid, the Bidder must submit a letter from the manufacturer(s) certifying that there are no published Manufacturer's Published Price List(s), and that it accepts the bidder's own price list. An item with a price list other than the manufacturer's published price list, or the manufacturer's recognized price list of the bidder will be ruled non-responsive.**
- ◆ **Documentation and Statement of Price List(s) must be submitted within ten (10) working days' request by the County, only if there is not a Manufacturer's Published Price List and the Manufacturer has recognized another price List.**
- ◆ **Bidders failing to provide the Manufacturer's most current published Price List or certified letter from the manufacturer within ten (*10) business days from request by the County will not be considered for award of that individual manufacturer line item bid.**
- ◆ Bidder's Manufacturer's Published Price List(s) from which percentage discounts are quoted, must be provided at any time after bid opening date through contract termination, at the request of the County.
- ◆ Bidders may bid on any or all items (manufacturers).
- ◆ **Additional expenditures (fuel surcharge, overhead, shop supplies, EPA compliance, bid insurance requirements, travel time, etc.) must be included in the Percentage Discount from Current Published List Price.**

NOTE: Bidders Bidding on Parts Only are exempt from compliance with Section A, Provision #27 of the Solicitation