

**ODOT Public Transit Division  
Vehicle Procurement**

**EXAMPLE A - BASIC VEHICLE PURCHASE**

**VEHICLE PURCHASE: PRICE COMPARISON FORM**

**ODOT PTD Category D: Medium Size, Light Duty Bus, 20-25 ft. length**

**Engine/Fuel Type: 5.4 to 5.6 liter gasoline engine**

**Vehicle Capacity: Total 14 passengers, 10 passengers with both ADA stations deployed; 2 ADA Stations**

**Required Options: heavy-duty transmission; paratransit flat floor; two double foldaway seats; upgraded securement systems for the 2 ADA stations.**

NOTE: the information in this document is provided for transit agencies as examples for documenting procurement decisions only. The information is not intended to represent actual vehicle options, vendors or pricing for the vehicles shown in this example. When using forms, enter actual vendor and product names.

**Scoring Criteria:** All mandatory specifications will be ranked as equal. Low price will be used to determine selection if all bids are otherwise equal.

Requested Bids	Vendor A	Vendor B	Vendor C	Vendor D
<b>Required Specifications:</b>				
Vehicle Base Price:	\$48,200	\$47,600	\$47,800	\$46,900
Length as bid:	22-ft	22-ft	22.5 ft	22-ft
Engine - 5.4 to 5.6 liter	5.6 Standard	5.4 Standard	5.5 Standard	5.0 Standard
Notes: Upgrade to 5.5 Liter				\$875
Fuel Type	Gasoline	Gasoline	Gasoline	Gasoline
Heavy-Duty Transmission	\$625	\$805	Not Available	\$550
Flat floor with step-up entry	\$1,325	\$1,475	\$1,295	\$1,440
Add two double fold-away passenger seats	\$1,260	\$1,450	\$1,530	\$1,370
Upgrade securement devices	\$350	\$925	\$650	\$870
<b>Total Prices Quoted:</b>	<b>\$51,760</b>	<b>\$52,255</b>	<b>\$51,275</b>	<b>\$52,005</b>

## ODOT Public Transit Division Vehicle Procurement

<b>EXAMPLE A - BASIC VEHICLE PURCHASE - ANALYSIS AND SELECTION FORM: LOW COST SELECTION</b>				
<b>Factors</b>	<b>Vendor A</b>	<b>Vendor B</b>	<b>Vendor C</b>	<b>Vendor D</b>
Quoted Base Vehicle Cost	\$51,760	\$52,255	\$51,275	\$52,005
Phase I Evaluation	Qualified	Qualified	Not qualified-did not meet all specifications	Qualified
Phase II Evaluation	Lowest Price	2nd Highest Price	N/A	Highest Price
	<b>SELECTED</b>			
Summary Analysis: all Vendors except Vendor C met the specifications. Of the three accepted quotes, Vendor A bid the lowest price.				
Phase I - Vendor Bid Screening: Vendors A, B, and D bids met all specifications and provided all requested equipment. Vendor C's bid was rejected due to not offering a heavy-duty transmission as specified.				
Phase II - Vendor Bid Evaluation: All Vendors quoted gas vehicles in ODOT Category D, with two ADA stations. Vendor C's bid did not offer a heavy-duty transmission--all other vendors quoted that option. All vendors quoted engines within the 5.4 to 5.6 liter range; Vendor D quoted an upgrade from 5.0 to 5.5 liters at additional cost. All Vendors bid buses with total seating of 16; 10 with all ADA stations deployed. All Vendors bid the flat floor, two double foldaway seats, and upgraded ADA Station securement systems. Vendors A, B, and D all submitted acceptable quotes, therefore the decision is based on vehicle pricing after Vendor C was determined as not qualified since it did not meet all required specifications.				
Vendor Selection: Of qualified vehicle bids, Vendor A offered the lowest cost bid (\$51,760) and met all bid specifications. Therefore, Vendor A was selected.				
Agency Representative printed name & title:			Representative Phone No. / E-mail address:	
Signature of Agency Representative:			Date of signature:	

## ODOT Public Transit Division Vehicle Procurement

### EXAMPLE B - COMPLEX VEHICLE PURCHASE

#### VEHICLE PURCHASE PRICE COMPARISON FORM

**Vehicle Specifications and Required Options for pricing:**

**ODOT PTD Category D: Medium Size, Light Duty Bus, 20-25 ft length**

**Engine/Fuel Type: 6.6 liter diesel engine**

**Vehicle Capacity: 16 passenger, 10 with all ADA stations deployed**

**Required Specifications: 3 ADA stations; heavy-duty transmission; colored rubber non-skid flooring; auto-chain system**

**Preferred Options: Driver-side running board; driver seat upgrade; passenger seat fabric upgrade; PA system; roof hatch safety exit; alarm system; local post-delivery service available or will train within 90 days**

**SCORING CRITERIA: 20 Points Maximum: 6 points for meeting required specifications; 6 points for price; 5 points for providing preferred options; 3 points for local post-delivery warranty and repair service.**

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**Scoring will be based on: Required specifications and preferred options will be scored as noted in Rating Scale above. Highest overall score will determine selection as best value.**

Requested Bids:	Vendor A	Vendor B	Vendor C	Vendor D
<b>Required Specifications</b>				
Vehicle Base Model Price:	\$50,235	\$52,825	\$54,310	\$53,675
Vehicle Length	22-ft	23-ft	23 ft	23 ft
6.6L Diesel Engine Model	\$6,940	\$8,750	\$8,650	\$8,800
Automatic Chain System	Not Available	\$2,990	\$2,675	\$2,840

## ODOT Public Transit Division Vehicle Procurement

### EXAMPLE B - COMPLEX VEHICLE PURCHASE

#### VEHICLE PURCHASE PRICE COMPARISON FORM

Flooring Upgrade	\$1,285	\$1,300	\$1,250	Standard no charge
Heavy-duty Transmission	Not Available	\$600	Standard no charge	\$575
3 Fold-away double passenger seats	\$1,935	\$2,130	\$2,010	\$2,055
Additional ADA Station	\$765	\$825	\$865	\$795
Deduct for 2 seats removed	(\$275)	(\$450)	(\$400)	(\$350)
<b>Required Specifications Subtotals:</b>	<b>\$60,885</b>	<b>\$68,970</b>	<b>\$69,360</b>	<b>\$68,390</b>
<b>Preferred Options</b>				
Driver Side Running Board	\$210	\$325	\$275	\$350
Driver Seat Upgrade	\$50	\$45	\$55	\$60
Passenger Seat Fabric Upgrade	\$40	\$35	\$45	Not Available
PA System	\$195	\$250	Standard no charge	\$215
Roof Hatch Safety Exit	Not Available	\$375	\$425	Not Available
Alarm System	\$150	\$220	Standard no charge	\$240
<b>Optional Equipment Subtotals:</b>	<b>\$645</b>	<b>\$1,250</b>	<b>\$800</b>	<b>\$865</b>
<b>Vehicle Service</b>				
<b>Local warranty and repair service:</b>				
Authorized warranty and vehicle service mechanic shop within vehicle service area	No - nearest service shop is 75 miles away training not an option	No - nearest service shop is 55 miles away, training in 90 days	Yes - local full-service shop 5 miles from bus barn	Partial Service - no full warranty work for 25 miles - training in 120 days
<b>Total Prices Quoted:</b>	<b>\$61,530</b>	<b>\$70,220</b>	<b>\$70,160</b>	<b>\$69,255</b>

**ODOT Public Transit Division  
Vehicle Procurement**

EXAMPLE B - COMPLEX VEHICLE PURCHASE				
VEHICLE PURCHASE - ANALYSIS AND SELECTION FORM				
Factors	Vendor A	Vendor B	Vendor C	Vendor D
Vendor Bids with Required Options:	\$60,885	\$68,970	\$69,360	\$68,390
Total Cost All Options:	\$61,530	\$70,220	\$70,160	\$69,255
VENDOR SCORES				
A: Meets Minimum Requirements (Score 6)	2	6	6	6
B: Low Price with required options (Score 6)	3	3	5	6
C: Preferred Options Offered (Score 5)	4	5	5	3
D: Post-delivery warranty repair service (Score 3)	0	2	3	1
Total Rating Score:	9	16	19	16
Vehicle Selected and Rationale:	Lowest price but did not meet all of the required specs and preferred options	Highest price; not all preferred options available	Best value includes all desired options and local service <b>SELECTED</b>	Low price but limited options; local service not available for 120 days

## ODOT Public Transit Division Vehicle Procurement

<b>EXAMPLE B - COMPLEX VEHICLE PURCHASE</b>	
<b>VEHICLE PURCHASE - ANALYSIS AND SELECTION FORM</b>	
<b>PRICE QUOTE ANALYSIS</b>	
<p><b>Summary Analysis:</b> Vendors B, C, D met all required specifications; Vendor A did not include two required specifications and one preferred option. Vendor B included all required specifications but had the highest cost, and could not provide training for 90 days. Vendor C had second highest cost but included all specifications, two are standard at no added cost, and was the only bidder with local service already in place. Vendor D included all required specifications but did not have three of the six desired options; service is limited and training would take 120 days to complete. Vendors were informed that the overall highest score would be selected.</p>	
<p><b>Rating Score - Vendor A:</b> bid did not include a heavy-duty transmission or automatic chain system, score of 33% (score = 2) . Vendor A offered the lowest price but did not include all required specifications, score of 50% (score = 3). Vendor A does not offer a roof hatch safety exit (score = 4) and bidder does not offer local vehicle service (nearest service is 75 miles away) and did not offer training to overcome (score = 0). TOTAL SCORE = 9.</p>	
<p><b>Rating Score - Vendor B:</b> bid met required specifications with additional cost for all items, none standard (score = 6). Vehicle price quoted was the highest cost of all bids (score = 3). Vehicle included all preferred options at additional cost per item (score = 5). Vendor B's local service is 55 miles away -- willing to train in 90 days (score = 2) TOTAL SCORE = 16.</p>	
<p><b>Rating Score - Vendor C:</b> met all minimum specifications - offered heavy-duty transmission as standard (score = 6). Vendor pricing was second highest (score = 5). Bid included all preferred options; two standard with no additional cost (score = 5). Vendor C's manufacturer currently provides full service facilities in town (score = 3) TOTAL SCORE = 19.</p>	
<p><b>Rating Score - Vehicle D:</b> met all minimum specifications. Rubberized flooring was standard with no additional charge (score = 5). Vendor D bid second lowest price (score = 6). Vendor D's vehicle only included four of six preferred options (score = 3). Vendor D's manufacturer does not provide local full service and offers partial servicing at a facility 25 miles away; willing to train in 120 days from delivery (score = 1). TOTAL SCORE = 16.</p>	
<p><b>Vehicle Selected and Rationale:</b> Vendor C's bid provided the best overall value and was selected. This bid received the highest score with 19 points. Vendor C's vehicle included all required specifications and all six options (two are standard features). Vendor C offers local vehicle service with no training required. Although this bid is \$905 higher than the Vendor D bus, the selected vehicle has all options and provides a cost savings with local maintenance after delivery.</p>	
Agency Representative printed name & title:	Representative Phone No. / E-mail address:
Signature of Agency Representative:	Date of signature: