

**CITY OF AUSTIN
PURCHASING OFFICE
BID RESPONSE INSTRUCTIONS AND EVALUATION FACTORS
SOLICITATION NUMBER: IFB-BV GAL0047**

1. **RESPONSE FORMAT:**

Bidders shall submit their responses on the Bid Sheet (Section 0600).

2. **EVALUATION FACTORS AND AWARD**

A. **Competitive Selection:** This procurement will comply with applicable City Policy. The successful Bidder will be selected by the City on a rational basis. Evaluation factors outlined in Paragraph B below shall be applied to all eligible, responsive Bidders in comparing responses and selecting the Best Offeror. Award of a Contract may be made without discussion with Bidders after responses are received.

B. **Evaluation Factors:**

i. 100 points.

a. Total Cost [as stated in the Bid Sheet (Section 0600, Part 1)] – 51 points

The Bidder with the lowest cost to the City receives the maximum points; remaining Bidders are scored on a percentage ratio basis.

b. References & Demonstrated Applicable Experience [as stated in the Bid Sheet (Section 0600, Part 2)] – 19 points

c. Equipment Resources [as stated in the Bid Sheet (Section 0600, Part 3)] – 10 points

d. Personnel Qualifications & Resources [as stated in the Bid Sheet (Section 0600, Part 4)] – 10 points

e. Local Business Presence [reference the Solicitation Instructions (Section 0200, Part 12.C.2)] – 10 points

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0