

Procurement checklist Information for Procurement Files

Small purchase	Complete	Date	Initials
Procurement method used	<u>small</u>	<u>10-20</u>	<u>CD</u>
Description of item/service to purchase (can be included in Solicitation Form)	<u>attached</u>	<u>10-20</u>	<u>CD</u>
Number of quotes received	<u>3</u>	<u>9-20</u>	<u>ILC</u>
Vendor selected	<u>Jimmy</u>	<u>10-20</u>	<u>KC</u>
Vendor rejected and why	<u>attached</u>	<u>10-20</u>	<u>KC</u>
Cost/price reasonable	<u>yes</u>	<u>10-20</u>	<u>CD</u>
Purchase order or contract	<u>PO</u>	<u>10-20</u>	<u>CD</u>
Indian Preference	<u>yes</u>	<u>9-20</u>	<u>ILC</u>
Debarred list (www.SAM.gov)	<u>checked</u>	<u>9-20</u>	<u>BH</u>
For vehicle only: lease vs. purchase analysis	<u>attached</u>	<u>10-20</u>	<u>BH</u>

Instructions: Please provide comment, if needed, regarding any variance from the standard procurement procedures, such as why a different method of procurement was used or why multiple bids could not be obtained.

Completed by:

Date:

Quote Acceptance Form

Must have at least 3 quotes to use this form

Vendor Name	Total Quote	Preferences Applied
Mike Brown	34800	none
Jimmy's Car Joint	35000	Indian Pref
Bubba's Vans	33750	none

Is the Low Bidder a Qualified Indian Owned Vendor?

Yes Accept the low bid

No Continue Below

What is the quote for the lowest non Indian Qualified Vendor? 33750

Lowest Non Indian Qualified Bidder amount x X Factor defined in policies = 10%

Preference
1

$$\textcircled{3375} + 33750 = 37125$$

Bid awarded to Jimmy's Car Joint for the amount of 35000 as the lowest qualified bidder after preferences applied

Solicitation Form for Small Purchases (\$250,000 or Less)

Please Use One Form Per Bidder

Is this bid for goods or services?

Goods Services

Will the award be made primarily on price?

Yes No

If no, use RFP form instead

Description of Goods/Scope of Work/rationale for purchase:

Passenger van to transport participants
Added cold weather package due to
location. See attached specs

Vendor Contacted and Phone Number

Mike Brown's Cars

Vendor Representative

Mike Brown

Date of Contact

9-30-20

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid no

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid no

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

no

Vendor Price

34800

Bid Taken By (employee print name and initials)

Christine Dennis CD

Solicitation Form for Small Purchases (\$250,000 or Less)

Please Use One Form Per Bidder

Is this bid for goods or services?

Goods Services

Will the award be made primarily on price?

Yes No

If no, use RFP form instead

Description of Goods/Scope of Work/rationale for purchase:

Passenger van to transport participants.
Added cold weather package due to
our location. See attached for specs

Vendor Contacted and Phone Number

Jimmy's Car Joint

Vendor Representative

Lucy Jones

Date of Contact

9-30-70

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid yes

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid no

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

no

Vendor Price

35,000

Bid Taken By (employee print name and initials)

Christine Dennis CD

Solicitation Form for Small Purchases (\$250,000 or Less)

Please Use One Form Per Bidder

Is this bid for goods or services?

Goods Services

Will the award be made primarily on price?

Yes No

If no, use RFP form instead

Description of Goods/Scope of Work/rationale for purchase:

Need passenger van to transport
participants. Added cold weather
package due to our location. See
attached for specs.

Vendor Contacted and Phone Number Bubba's Vans & Cars

Vendor Representative Bubba Smith

Date of Contact 9-30-20

Does Vendor Receive Indian Preference? If yes, attach approved application to the bid No

Does Vendor Receive Tribal Preference? If yes, attach approved application to the bid No

Does Vendor Receive Other Types of Preference? (Small, Minority, Women Owned Business) If yes, attach approved application to the bid

No

Vendor Price \$33,750

Bid Taken By (employee print name and initials)

Christine Dennis CD

Scope of Work – Passenger van to seat 6

Our Tribe needs a passenger van to transport our participants to various services. After talking to the Tribe's vehicle specialist, we decided the best fit for our needs is a 6 passenger van with a cold weather package since we consistently have temperatures below zero throughout the winter. We wanted 4 wheel drive, but after searching, we don't think they make one. As such, we will go with the basic model + cold weather package. Reasonable cost based on internet build is \$36,400.

2020 EXPRESS PASSENGER RWD 2500 Regular Wheelbase LS

\$34,795 Net Price \pm



VEHICLE DETAILS

Standard Vehicle Price

\$36,400

Selected Colors

\$0

(GAN) Silver Ice Metallic
\$0



(93W) Medium Pewter, Custom Vinyl
\$0



Selected Packages (1)

\$100

COLD CLIMATE PACKAGE

\$100

Highlights Include:

(K05) Engine block heater

Selected Options (7)

\$0

(GU6) 3.42 rear axle ratio
\$0

(LV1) 4.3L V6 Gas engine
Standard

(ME11) 8-speed automatic transmission

Buy Vs Lease Calculator
(per year)

Vehicle information:

Vehicle Cost	35000
Interest rate on Lease	6%
Lease DownPayment (36 month lease, 36000 miles capped)	1000
Cost to purchase per year	11666
Cost to lease per year (687/month) + down payment	9244
Expected annual mileage 12000 (fees and penalty)	3000
Lease cost	12244
Own no vehicle at the end of the 3 year lease	0
Residual value after depreciation	14000