



Award Recommendation Letter

Date: September 1, 2023

To: L. Erin Kellam, Deputy Commissioner
Indiana Department of Administration

From: Roxie Coble, Director of Strategic Sourcing
Indiana Department of Administration

Subject: Negotiated Bid 24-76204
Vans

This is a one-time purchase¹. Pricing is by category.

A). 12 Passenger Van

B). Minivan

Bid Summary

The solicitation was issued as a Negotiated Bid to establish a purchase of Vans.

The bids submitted were evaluated according to the criteria established in the bid documents and their adherence to requirements. When necessary, the State clarified with Respondents to ensure specifications were met.

¹ As defined in the bid, this refers to the PO being the contractual method for purchase; not that only one purchase is permitted.

A). 12 Passenger Van

Based on the evaluation of the responses received for Negotiated Bid 24-76204, the following is recommended for award to provide the specified category of 12 Passenger Van. Terms of this recommendation are outlined in this letter.

Bidder	Vehicle Manufacturer/Model	Total Bid Amount	Corrected: Total Bid Amount
Larkin Greenwood Ford	Ford, Transit	\$50,236.48	\$ 50,486.38

The State received the four (4) responses for 12 Passenger Vans

- o Bloomington Ford²:
- o Larkin Greenwood Ford
- o Tom Kelley Ford³:
- o Kelley Chevrolet⁴

Purchasing Preferences Claimed- 12 Passenger Vans⁵

Bidder	Total Bid Amount	Preference	Preference %	Total Evaluation Amount with Preference Applied	Corrected: Total Evaluation Amount with Preference Applied
Larkin Greenwood Ford	\$50,236.48	None		\$50,236.48	\$ 50,486.38

Award Summary- 12 Passenger Vans

The final overall order of the evaluation amounts is summarized in the table below⁶.

Bidder	Total Bid Amount	Total Evaluation Amount with Preference Applied	Corrected: Total Evaluation
Larkin Greenwood Ford	\$50,236.48	\$50,236.48	\$ 50,486.38

B). Minivan

Based on the evaluation of the responses received for Negotiated Bid 24-76204, the following is recommended for award to provide the specified category of Minivan. Terms of this recommendation are outlined in this letter.

Bidder	Vehicle Manufacturer/Model	Total Bid Amount
Larkin Greenwood Ford	Ford, Transit	\$49,986.48

² Missing a mandatory requirement; therefore not evaluated.

³ Missing a mandatory requirement; therefore not evaluated

⁴ Not received by the due date; therefore not evaluated.

⁵ Prices were evaluated factoring in the percentage for preference claimed. [ProcTraining DPAPManual.pdf](#) – see page 39-40.

The State received the two (2) responses for Minivans:

- Bloomington Ford⁷
- Larkin Greenwood Ford

Purchasing Preferences Claimed-Minivan⁸

Bidder	Total Bid Amount	Preference	Preference %	Total Evaluation Amount with Preference Applied
Larkin Greenwood Ford	\$49,986.48	None		\$49,986.48

Award Summary-Minivan

The final overall order of the evaluation amounts is summarized in the table below⁹.

Bidder	Total Bid Amount	Total Evaluation Amount with Preference Applied
Larkin Greenwood Ford	\$49,986.48	\$49,986.48

During the course of evaluation, the State scrutinized the bids to determine the viability of the proposed business solution to meet the needs of the State. The Indiana Department of Administration evaluated the bids based on the stipulated criteria outlined in the bid documents.

Roxie A. Coble

Roxie A. Coble
Director of Strategic Sourcing
Indiana Department of Administration

⁷ Missing a mandatory requirement; therefore not evaluated

⁸ Prices were evaluated factoring in the percentage for preference claimed. [ProcTraining DPAPManual.pdf](#) – see page 39-40.