

**DEPARTMENT OF ADMINISTRATION  
PROCUREMENT DIVISION  
RECOMMENDATION OF AWARD**

TO: Kathy Harrington

FROM: Cindi Atkinson

DATE: May 28, 2008

EST. AMOUNT: \$123,000.00

REQ: 300-20065

OVER 10% OF ESTIMATE  
YES:  NO:

AGENCY: Indiana Department of Natural Resources

DESCRIPTION: 4WD Tractor & Side Mount Bush Hog

TOTAL NUMBER OF SOLICITED VENDORS: 151

TOTAL NUMBER OF INDIANA FIRMS SOLICITED: 100

TOTAL NUMBER OF MINORITY & WOMAN VENDORS SOLICITED: MBE 0 WBE 0

SMALL BUSINESS SET-A-SIDE: N/A

RECYCLED PRODUCTS SOLICITED: N/A

SECRETARY OF STATE: Yes

SAVING AMOUNT OF SPLIT: None

MINORITY BUSINESS PARTICIPATION: None If yes, percentage(s)      award amount: \$     

WOMAN-OWNED BUSINESS PARTICIPATION: None If yes, percentage(s)      award amount: \$     

**QUOTE/BIDS WERE RECEIVED FROM THE FOLLOWING VENDORS:**

<u>VENDOR</u>	<u>AMOUNT</u>	<u>INDIANA FIRM</u>	<u>PREFERENCE CLAIMED</u>	<u>BUY AMERICAN</u>	<u>EVAL. AMOUNT</u>	<u># OF NO BIDS</u>
1. Indy Tractor	\$128,511.97	Yes	Yes (IBP 5%)	No	\$122,086.37	0 of 2
2. New Albany Tractor	\$128,600.00	Yes	Yes (ISBP 15%)	Yes (line 2)	\$109,310.00	0 of 2
3. Heartland New Holland	\$130,930.50	Yes	None marked	Yes	\$130,930.50	0 of 2
4. Southeastern Equipment Co.	Does not meet spec.					

**Specifications:**

Specifications were satisfactory.

**Delays:**

There were no delays in the Procurement process.

**Preferences:**

Indy Tractor claimed the IBP but this did not affect the award. New Albany Tractor claimed the ISBP, claiming this preference did affect the award. New Albany Tractor claimed the US Mfg preference on line #2. New Albany Tractor meets all specifications.

This solicitation was done as a Reverse Auction pursuant to 5-22-7.5-1 with the milestones as follows:

**IMPORTANT MILESTONES and CONTACT INFORMATION**

<u>Milestone</u>	<u>Date/Time</u>
Sealed Specification Responses	Received By: Monday, May 19, 2008 by 03:00 PM EDT
Formal Invitations to Qualified Bidder List	Sent On: Thursday, May 22, 2008
Supplier Training	Completed By: Wednesday, May 28, 2008 by 09:00 AM EDT
Initial Bid Submission Deadline	Submitted By: Wednesday, May 28, 2008 by 09:00 AM EDT
Online Bidding Event	On: Wednesday, May 28, 2008 at 10:00 AM EDT

All three vendors listed above responded with their sealed specifications by May 19<sup>th</sup>, and participated in the Reverse Auction on May 28<sup>th</sup>.

The award recommendation is to the second low vendor, New Albany Tractor being the low vendor meeting all required and requested specifications including the Indiana Small Business preference. Statute states:

IC 5-22-15-23:

Price preference for supplies to Indiana small business Sec. 23.

(a) A governmental body shall give a fifteen percent (15%) preference for supplies to an Indiana small business (as defined in IC 5-22-14-1) that submits an offer for purchase under this article.

(b) The governmental body may adopt rules to establish criteria to carry out this section.

Recommend is that this award is made to New Albany Tractor meeting all specifications and meeting the ISBP preference. As previously stated the Indiana Small Business did affect this award.

Award Recommendation:

VENDOR	ITEMS	AMOUNT
New Albany Tractor	All	\$128,600.00

Cindi Atkinson June 11, 2008  
Procuring Agent/Procurement Division/Date

Katherine S. Livingston, CPPB  
Approval/Date  
06-12-08