

COUNTY OF EL PASO, TEXAS
PURCHASING DEPARTMENT

VERIFICATION OF REASONABLE AND ACCEPTABLE PRICE

[Single Bid Response Situations]

Sealed, competitive bidding is the gold-standard of public procurement. Even with advertisement, extended time available for bid response, and mass notification of vendors, sometimes, for various reasons, an agency may only receive a single bid. In these cases, it is critical that the owner department and the Purchasing Department work together to verify the market and determine if the submitted pricing of the single bid response is within acceptable market and budget and limits.

All County departments are responsible for ensuring that the governing body has up-to-date, accurate, and timely information under which they can make award and contracting decisions. This form, when filled, serves as the verification to Commissioners Court that the industry expert (the owner department) and the Purchasing Department have researched the single bid situation and determined reasonableness and acceptability.

BID #: _____ **BID NAME:** _____

Owner Department: _____ Bids Opened: _____ # of Vendors Notified: _____

Name of Single Respondent: _____

City, State: _____ **Tel:** _____ **Email:** _____

INDUSTRY:

- ☐ Road Paving & Materials ☐ Heavy Equipment ☐ Vehicles ☐ Construction/Remodel
☐ Furniture/Office ☐ As-Needed MRO (parts) ☐ A/C & Heating ☐ Roofing ☐ Fire/Safety/Maintenance
☐ **Other:** (Briefly Describe) _____

OWNER DEPARTMENT PORTION

IS THE PRICE IN THE SINGLE RESPONDING BID:

1. **Comparable (within 5%) to prior year pricing received by El Paso County?**

☐ YES ☐ NO ☐ N/A (not purchased in prior year)

If **NO**, what is the overall price increase from prior year? \$_____ (per unit) \$_____ (total)

2. Is the price increase within the current (at time of award) Consumer Price Index (CPI) or Product Price Index (PPI) for that industry? ☐ YES ☐ NO

NOTE: Contact Purchasing for assistance with this portion

If **YES**, which Index is being used? ☐ CPI ☐ PPI

✓ Allowed Percentage (+) Increase or (-) Decrease in referenced index : (+) _____% (-) _____%

✓ Date of referenced index and Industry Category used: _____

If **NO**, are there any justification factors for El Paso County to consider in accepting the submitted bid outside of index allowance?

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3. Are there recent (within 12 months) bids from other public agencies in Texas that show comparable pricing to what was received in El Paso County? ☒ YES ☐ NO

If YES, which agency: El Paso Police Department Price Expiration: 2024

Current pricing for that County \$ 750.00 (per unit) \$ 9000.00 (total)

How much (+) more or (-) less is the El Paso County received pricing: (+) \$ 149.00 (-) \$

If the pricing received by El Paso County is higher than other Counties compared by 10% or more, are there any justification factors for El Paso County to consider in accepting the submitted bid outside if CPI allowance?

Bid received for El Paso Police Department was back in March 2021, there is a slight increase of \$149.00 per vehicle per month. Their current rate for similar vehicles is at 750.00 and our proposed is 899.00. Same company (Acme auto leasing)

NOTE: Department may only contact other public agencies. If vendor info is required-- contact the Purchasing Department.

4. Department Notes: (If necessary, use this portion to explain any additional factors that make the single response pricing reasonable and acceptable. Use additional page, if necessary.)

Current vehicle rental rates in place set by current vendor (Enterprise) are higher than proposed single bidder. Current pricing is \$1,210 per vehicle, new vendor price will be \$899.00 which will still give us a savings of approximately \$311.00 per vehicle.

The Department Contact signing this form confirms that the above information is true and accurate to the best of their knowledge and further confirms that they have coordinated with the Purchasing Department to obtain CPI/PPI information and other data as needed to make the justification.

Lt. Emmanuel Soria EPCSO

Department Head (or Designee) Printed Name

Lt. Emmanuel Soria 3610

Department Head (or Designee) Signature

06-29-2021

Date

Purchasing Department Notes: (If any) _____

The Purchasing Department has reviewed the justification form and confirms the information as true and accurate to the best of their knowledge.

JOSE LOPEZ, JR

Purchasing Agent (or Designee) Printed Name

[Signature]

Purchasing Agent (or Designee) Signature

7-1-2021

Date