

EVALUATION CRITERIA

RFP NUMBER #6734 Z1

HVAC Preventative Maintenance Services for 500 & 550 S 16th St. Lincoln Opening Date: December 14, 2022 10am CST

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal For Contractual Services form, signed using an indelible method;
2. Clarity and responsiveness of the proposal;
3. Completed Sections II thru IV;
4. Cost Proposal (Attachment 1);
5. Reference List of 3 Contacts

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Cost Proposal Points	100
Total Points without Oral Interviews	100
Oral Interviews, (if required)	20
Total Points with Oral Interviews	120

Cost Proposal Points

Cost points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:

**Lowest Cost Submitted ÷ Cost Submitted x Maximum Possible Cost Points =
Cost Points to Award (see samples below)**

Formula	Sample	Sample	Sample
Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
÷ Cost Submitted	\$100,000	\$200,000	\$150,000
x Maximum Possible Cost Points	40	40	40
= Points To Award	40	20	26.7