## UNIT PRICE BID COMPARISON FORM

PC Number: Site Name:

Region: Date:

Scope of Work Number: Scope of Work:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Company Providing Bid | Unit Price  A | Estimated Number of Units  B | Extended Price  A x B | Shipping/Handling + Sales Tax (If applicable)  C | Total Amount of Bid  A x B + C | Bid Selected |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |
|  |  |  |  |  |  | YES  NO |

I certify that the bids for the scope of work identified above were obtained and evaluated in a fair and impartial manner in accordance with generally accepted business practices.

Responsable Person: Signature: Date:

Consultant: Signature: Date:

DEQ Authorization: Signature: Date:

Effective Date: 03/01/07

Instructions for Completing the Unit Price Bid Comparison Form

Background

The Unit Price Bid Comparison Form provides a summary of all unit price bids received. Copies of all bids received for a scope of work must be attached to the completed Bid Comparison Form and submitted to the regional office along with a copy of the approved Bid Summary Form. The Regional Case Officer will verify that bids were obtained for the scope of work and that the bid that is deemed to be successful is the lowest bid which met the bid specification.

Instructions

**One Bid Comparison Form must be submitted for each scope of work number.**

*Scope of Work Number*: In this space, list the reference number for the scope of work. **This scope of work number must match the scope of work number listed on the Bid Summary Form.**

*Scope of Work*: In this space, provide a brief description or name of the scope of work for which bids were solicited.

*Name of Company Providing Bid*: Indicate the name of the company, individual, etc. that provided the quotation.

*Unit Price:* Cost for a single unit or service, indicate units. For example: Dollars per hour or dollars per foot.

*Estimated Number of Units:* Enter the number of units needed for scope of the bid.

*Extended Price:* Multiply the Unit Price times the Estimated Number of Units

*Shipping/Handling + Sales Tax:* In this space enter the total amount for shipping, handling, and sales tax.

*Total Amount of Bid*: Indicate the total dollar amount including shipping and sales tax.

*Bid Selected*: Indicate if the bid was selected by placing an "x" in the appropriate box.

**Attach bids to the Bid Comparison Form in the order in which they are listed on the form.**