Price List Agreement:

This agreement is an ISD purchase agreement where prices are based wholly or partially on a manufacturer's published price list. The price list agreement usually includes a discount from the listed prices. The terms of a price list agreement usually allow for revision of prices when superseded by a new manufacturer's published price list.

Bid and Evaluation Procedures

When preparing a bid for a price list agreement, the Purchasing Agent will identify the price list and the pricing column upon which the bidders are to base their offer, if the information is available. This simplifies the evaluation process as the bidder offering the highest discount is the lowest bidder when all other factors (payment terms, shipping charges, etc.) are equal.

When bids are based on different price lists or pricing columns, the low bidder cannot be readily determined. An evaluation using valid consumption figures totaling 50% or more of the annual bid consumption value must be used. Evaluations using a quantity of 1 EACH per line item would not be an appropriate evaluation unless the actual usage is in fact 1 EACH per line item.

The Purchasing Agent will maintain a copy of the current manufacturer's price list with the agreement for reference and copies will be forwarded to all departments.

Whenever a new price list is published, the agreement vendor must submit the new listing in accordance with price guarantee provisions of the agreement.

The Purchasing Agent will substantiate the reasonableness of proposed price increase by comparing:

- Pricing of "old" vs. "new" price list
- Pricing with Federal, State, and local city purchasing agencies
- Percentage increase against the Consumer Price Index (CPI)
- Prices on competitive brands

A new price list cover page will be processed by the Purchasing Agent and copies of the new price list forwarded to departments.