



Price Analysis*

CONTRACT/PO NUMBER:

GOOD/SERVICE:

The evidence compiled by a price analysis includes:

- Developing and examining data from multiple sources whenever possible that prove or strongly suggest the proposed price is fair.
- Determining when multiple data consistently indicate that a given price represents a good value for the money.
- Documenting data sufficiently to convince a third party that the analyst's conclusions are valid.

The pricing quoted on the attached sheet(s) is deemed to be fair and reasonable based on the following type of analysis:

☐

Comparison with competing suppliers' prices or catalog pricing for the same item. *(Complete comparison matrix and attach supporting quotes or catalog pages.)*

☐

Comparison of proposed pricing with in-house estimate for the same item. *(Attach signed in-house estimate and explain factors influencing any differences found. Complete summary matrix.)*

☐

Comparison of proposed pricing with historical pricing from previous purchases of the same item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period. *(Attach data and historical price record.)*

☐

Analysis of price components against current published standards, such as labor rates, dollars per pound etc. to justify the price reasonableness of the whole. *(Attach analysis to support conclusions drawn.)*

Cost of Services, Repairs, or Non-Standard Items

Item	Proposed Pricing	Average Market Price	Competitor A	Competitor B	In-House Estimate	Other

The price analysis or prepared by: _____.

Signature of Preparer:

Date:

**Attach all documentation. For complex items/tasks, include a detailed spreadsheet explaining rationale.*

City currently has two forklifts from same manufacturer and equipment is recommended by Fleet director due to performance and familiarity.

Ocala Feb-2020