



**Bid Tab Summary**  
**Office Supplies, Related Products and Services**  
**RFP # 19-03**

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Description	Total Weighted Value	<i>EPIC Business Essentials</i>	<i>Gonzalez Solutions for Business</i>	<i>Lamrite West, Inc. - Michael's Company</i>	<i>Office Depot, Inc</i>
Products/Pricing	40	35	35	23	36
Performance Capability	30	27	26	23	29
Qualification & Experience	20	16	18	13	19
Value Add	10	5	3	2	8
<b>Total</b>	<b>100</b>	<b>83</b>	<b>82</b>	<b>61</b>	<b>92</b>

It is recommended that the following contract award be made:

**Contract**

*Office Supplies, Related Products and Services*

**Award**

*EPIC Business Essentials*

*Gonzalez Solutions for Business*

*Office Depot, Inc*

*Quill LLC*

The Cooperative Purchasing Network  
Evaluation Criteria

**RFP # 19-03**

Description	Total Weighted Value	Quill LLC	Rapp Productions <i>Non-Responsive</i>	Teacher Direct	WaterLogic <i>Non-Responsive</i>
Products/Pricing	40	33	0	20	0
Performance Capability	30	28	0	15	0
Qualification & Experience	20	18	0	10	0
Value Add	10	4	0	0	0
<b>Total</b>	<b>100</b>	<b>83</b>	<b>0</b>	<b>45</b>	<b>0</b>

It is recommended that the following contract award be made:

Contract

*Office Supplies, Related Products and Services*

Award

*EPIC Business Essentials*

*Gonzalez Solutions for Business*

*Office Depot, Inc*

*Quill LLC*

## EVALUATION COMMITTEE MEMBER STATEMENT

Solicitation No. RFP # 19-03 Office Supplies, Related Products & Services

Dear Committee Member:

You have been selected to participate in the evaluation of proposals that have been received as the result of the above referenced solicitation. Your selection was based upon your qualifications in this area and your ability to develop an objective analysis of each proposal.


It is essential that the integrity of the evaluation process be maintained to insure that each offeror is given fair and equal consideration. Familiarity with particular companies and/or individuals may tend to influence an evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.



You are required to report to the Purchasing Cooperative Coordinator any actual or potential conflict of interest. In addition, you must report to the Purchasing Cooperative Coordinator the existence of any personal relationship with any other offeror or subcontractor of the offeror which could affect or give the appearance of affecting your objectivity.

An additional consideration is the need to maintain strict security regarding the content of any proposal and the proceedings of the Evaluation Committee meetings during the evaluation process. Once the evaluation process has started, it is essential that any contact with the offerors be through, and by, the Purchasing Cooperative Coordinator. In addition, the Evaluation Committee Member shall not communicate, except during formal Committee meetings, with any offeror or sub-contractor of the offeror prior to award. This requirement is mandatory.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understand the above and agree to be bound by the rules and principles represented. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the evaluation committee in strict confidence during the evaluation process. My recommendations shall be based upon an objective/subjective review of the offeror's proposal(s) and the appropriate award criteria.

  
Signature (followed by printed name) 3/19/19  
Date

  
Evaluator   
Phone Number

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[Redacted Signature]

Signature (followed by printed name)

3/11/19

Date

[Redacted Name]

Business Operations Specialist

[Redacted Phone Number]

Phone Number



## EVALUATION COMMITTEE MEMBER STATEMENT

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[Redacted Signature]

Signature (followed by printed name)

3/19/19

Date

[Redacted Name]

Chief Financial Officer

[Redacted Phone Number]

Phone Number

**RFP # 19-03**

**Office Supplies, Related Products & Services**

**COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART**

Each committee member will independently score each vendor listed as specified in the bid documents. Email to: cwallace@esc4.net when complete.

**VENDOR NAME** \_\_\_\_\_ Epic \_\_\_\_\_

	<b>Rating Factors</b>	<b>Score %</b>	<b>Rationale for Score</b>
1	Products/Pricing (40%)	34%	Offering fixed pricing on 12,000 + items and 10% discount on all others; pricing set semi-annually; provides copy and print services; no min. orders or fees; free delivery; manufact. warranty; returns within 30 days free;
2	Performance Capability (30%)	27%	98% fill rate; 97% on-time delivery; e-commerce ready w/ the cos. we listed; robust website offering on-line ordering and customized pricing; verify pricing through global pricing plan, updated quarterly; cust. Svc. M-F, 8-5 CST
3	Qualification and Experience (20%)	18%	20 Yrs. exper.; offers e-commerce daily electronic invoicing; strong financially; net 30; well known in the market place; good gov't and coop experience; incumbent supplier
4	Value Add (10%)	5%	nat'l reach w/local touch; offers rebate program
	Totals = 100%	84%	Notes:

\_\_\_\_\_  
Evaluator's Name

3/4/2019  
Date

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**Office Supplies, Related Products & Services**

**COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART**

Each committee member will independently score each vendor listed as specified in the bid documents.  
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**VENDOR NAME** \_\_\_\_\_ Epic \_\_\_\_\_

	<b>Rating Factors</b>	<b>Score %</b>	<b>Rationale for Score</b>
1	Products/Pricing (40%)	36%	Strong discounts, complete marker basket of product
2	Performance Capability (30%)	28%	
3	Qualification and Experience (20%)	16%	
4	Value Add (10%)	2%	
	Totals = 100%	82%	Notes:

\_\_\_\_\_  
Evaluator's Name

3/19/2019  
Date



RFP # 19-03

Office Supplies, Related Products & Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

Each committee member will independently score each vendor listed as specified in the bid documents. Email to: cwallace@esc4.net when complete.

VENDOR NAME Epic

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	35%	States no discounts offered but has discounts listed as 8% - 90% off unit list price. Free next day shipping. No minimum order quantities or fees.
2	Performance Capability (30%)	25%	Terms net 30
3	Qualification and Experience (20%)	15%	20+ years experience, multiple coop experience
4	Value Add (10%)	7%	Customized web platform, rebate program
	Totals = 100%	82%	Notes: no exceptions



Evaluator's Name

3/11/2019

Date