



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
Total	100	83	82	61	92

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
Total	100	83	0	45	0

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.

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

 _____ 
Evaluator Phone Number

EVALUATION COMMITTEE MEMBER STATEMENT

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

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Signature (followed by printed name)

3/11/19

Date



Business Operations Specialist



Phone Number

EVALUATION COMMITTEE MEMBER STATEMENT

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

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


Chief Financial Officer _____ 
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 _____ Quill

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	34%	15% discount office and school supplies and others 10%; offers core list and most marketbasket list; no ship fees to lower 48, addn'l require. for large vol. orders; manufact. warranty; net 30; acceptsc and GSA SmartPay
2	Performance Capability (30%)	27%	99%in stock; 98% on-time del.; ship in 1-2 days ARO; emerg. orders next day; no return fees;
3	Qualification and Experience (20%)	17%	62 yrs. exper.; financially strong; has Region 4 contract and 40 coops; much gov't exper.
4	Value Add (10%)	5%	Future delivery option; tailgate deliveries;
	Totals = 100%	83%	Notes:

Evaluator's Name

3/4/2019
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 _____ Quill

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	30%	15% average discount on office supplies is a reasonable value to our customers
2	Performance Capability (30%)	30%	
3	Qualification and Experience (20%)	20%	
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 _____ Quill

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	35%	Discount 5% - 15%, free shipping, no restocking fees
2	Performance Capability (30%)	28%	Subsidiary of Staples, Inc., Invoicing net 30.
3	Qualification and Experience (20%)	18%	25 Regional Distribution Centers. 40 coop contracts, 60+ years experience
4	Value Add (10%)	5%	tailgate deliveries, future delivery option
	Totals = 100%	86%	Notes: 10 exceptions listed

Evaluator's Name

3/11/2019
Date