

EVALUATION COMMITTEE MEMBER STATEMENT

Solicitation No. RFP # 19-12 Performing Arts Apparel, Instruments, Furnishings, Storage, and Related 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)

03/19
Date


Evaluator


Phone Number

EVALUATION COMMITTEE MEMBER STATEMENT

Solicitation No. RFP # 19-12 Performing Arts Apparel, Instruments, Furnishings, Storage, and Related Services

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Signature (followed by printed name)

10-31-19
Date


Evaluator


Phone Number

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related 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 _____ Wenger _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	36%	Provides seating/furnishings and storage units only; given firm bid price for the term of contract; offers a 12% discount of list; price does not incl. shipping, handling, and installation; standard Wenger warranty;
2	Performance Capability (30%)	27%	Stock items shipped 24 - 72 hrs. ARO; has expedited delivery; on-time delivery 91.5%; 16,000 orders/yr.; 98% fill rate; customer svc.by phone M - F 8-5 EST; no returns w/out written approval & 20% restocking fee;
3	Qualification and Experience (20%)	16%	73 yrs. Exper.; 485 employees, 47 sales; sales of \$159.7 million in 2018; strong financially; located in MN; lots of school experience; 10 refer., 6 Tx. schools
4	Value Add (10%)	5%	Offers various product lines - 3; offers addn'l products - lighting integration, rigging, full stage shells
	Totals = 100%	84%	Notes:

Evaluator's Name

10/8/2019
Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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each vendor listed as specified in the bid documents.
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VENDOR NAME _____ Korg USA _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	25%	Although they offer a 45% discount of manufacturer's list pricing, they only offer digital pianos, syntheziers, guitars, and carrying cases. The offer is not sufficiently broad enough to cover the needs requested.
2	Performance Capability (30%)	23%	
3	Qualification and Experience (20%)	13%	
4	Value Add (10%)	3%	
	Totals = 100%	64%	Notes:

Evaluator's Name

10/8/2019
Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME _____ Music & Arts _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	36%	Offers discounts ranging from 20% - 60% on instruments; 10 - 40% on classroom instr.; provides repair svcs., print music, sound systems, and supplies 10 - 65% discount; shipping addn'l on rush orders; other disc. to educators avail.; 0% discount from on-line catalog (already disc. 60%)
2	Performance Capability (30%)	28%	Shipping free over \$25; returns free within 30 days, 20% restocking after 30 days; net 30; 3% svc. charge on cc orders; 85% - 95% fill rate; in-stock items shipped in 3 - 5 days; customer svc. M-F, 8:30 - 5:00 EST
3	Qualification and Experience (20%)	17%	67 yrs. Exper.; 200 retail stores, 120 + educ.reps.; \$322 million in sales in '18; 10 references - 7 Tx.; worked w/ Omnia before
4	Value Add (10%)	6%	Has rental, lesson, and repair programs
	Totals = 100%	87%	Notes:

Evaluator's Name

10/8/2019
Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME _____ Omega _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	25%	Although they have provided a 16% (approx.) discount off their price list, they only provide a slender portion of the requested products and services.
2	Performance Capability (30%)	24%	
3	Qualification and Experience (20%)	15%	
4	Value Add (10%)	3%	
	Totals = 100%	67%	Notes:

Evaluator's Name

10/8/2019
Date


Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME Stanbury Uniforms

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	34%	Offers 10% discount off Catalog pricing; numerous uniform product lines offered with 3 different kinds of fabrics; lifetime warranty on uniforms
2	Performance Capability (30%)	25%	Tx. Rep. w/ 7 + exper.; has 35,000 sq. ft. warehouse; officed in Brookfield, MO.
3	Qualification and Experience (20%)	16%	102 yrs. in exper.; over 200 employees; plenty of school exper.; 11 references - all TX.;
4	Value Add (10%)	5%	provides a hands-on experience for customers; outstanding quality uniform
	Totals = 100%	80%	Notes:


10/8/2019
 Evaluator's Name Date

RFP # 19-12**Performing Arts Apparel, Instruments, Furnishings, Storage and Related 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 _____ Washington Music _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	36%	Offers a wide range of products and manufact.; discounts vary by type of instruments from 40% to 55%; prices may increase in future yrs., but the discounts will remain constant; accepts POs issued by entity; accepts EFT payments; net 30; cc payments accepted but add 3% processing fee
2	Performance Capability (30%)	27%	Fill rate 98%; 30 day delivery; \$8 million inventory; has internal auditing sys. to monitor timely delivery; 20% restocking fee; cust. svc. in Wheaton, MD, M,W, Fri. 10-9 EST, T,Thur., Sat. 10-6 EST;
3	Qualification and Experience (20%)	17%	59 yrs.exper.; 50 yrs. in sales and svc. to gov't.; incumbent vendor; 272 employees; total assets in 2017 \$23.6 million
4	Value Add (10%)	5%	Provides a communications map to customers; accepts electronic orders
	Totals = 100%	85%	Notes:

 Evaluator's Name

10/10/2019
 Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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each vendor listed as specified in the bid documents.
Email to: cwallace@esc4.net when complete.

VENDOR NAME _____ Omega _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	25%	
2	Performance Capability (30%)	25%	
3	Qualification and Experience (20%)	15%	
4	Value Add (10%)	3%	
	Totals = 100%	68%	Notes:

Evaluator's Name Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related 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 _____ Korg USA _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	25%	
2	Performance Capability (30%)	26%	
3	Qualification and Experience (20%)	15%	
4	Value Add (10%)	3%	
	Totals = 100%	69%	Notes:

Evaluator's Name Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME _____ Music & Arts _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	35%	
2	Performance Capability (30%)	25%	
3	Qualification and Experience (20%)	15%	
4	Value Add (10%)	8%	
	Totals = 100%	83%	Notes:

Evaluator's Name Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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VENDOR NAME _____ Stanbury Uniforms _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	32%	
2	Performance Capability (30%)	28%	
3	Qualification and Experience (20%)	18%	
4	Value Add (10%)	3%	
	Totals = 100%	81%	Notes:

Evaluator's Name Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

Each committee member will independently score
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VENDOR NAME _____ Washington Music _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	36%	
2	Performance Capability (30%)	27%	
3	Qualification and Experience (20%)	18%	
4	Value Add (10%)	10%	
	Totals = 100%	91%	Notes:

Evaluator's Name Date

RFP # 19-12

Performing Arts Apparel, Instruments, Furnishings, Storage and Related Services

COMMITTEE MEMBER INDIVIDUAL VENDOR SCORING CHART

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each vendor listed as specified in the bid documents.
Email to: cwallace@esc4.net when complete.

VENDOR NAME _____ Wenger _____

	Rating Factors	Score %	Rationale for Score
1	Products/Pricing (40%)	35%	
2	Performance Capability (30%)	25%	
3	Qualification and Experience (20%)	18%	
4	Value Add (10%)	5%	
	Totals = 100%	83%	Notes:

Evaluator's Name Date