

May 30, 2019

**OFFICE SUPPLIES**  
Committee Evaluation Totals

**RFP 19-12R**

Proposer's Name:	Office Depot	The Office Cart
No Conflict of Interest	X	X
Adhered to the Instructions	X	
Cost (Price)	Core: \$23,996,412.27 Total: \$49,831,791.75	Core: \$44,644,182.38 Total: \$72,506,965.61
		Items not complete. Did not provide Category Discounts
<b>RANKING</b>		
Purchasing Agent, City of Coral Springs	1	2
Procurement Manager, City of Margate	1	2
Contracts Manager, City of Sunrise	1	2
Procurement Coordinator, City of Tamarac	1	2
<b>TOTAL POINTS</b>		
	4	8
<b>TOTAL RANKING</b>		
	1	2



REQUEST FOR PROPOSAL # 19-12R

OFFICE SUPPLIES FOR THE OMNIA PARTNERS / SE FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE

EVALUATOR WORKSHEET

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



City/Position: SUNRISE / CONTRACTS ADMIN.

Vendor Name	Rank (1-5)*
<i>Office Depot</i>	<i>1</i>
<i>The Office Cart</i>	<i>2</i>

\*A ranking of:

1=best qualified firm

2=next best qualified firm, etc.

Additional Comments:

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The evaluation will be based on an overall ranking of proposal responses from "1" (i.e. first ranked) to the total number of proposal submittals. The Core Items, the Market Basket and the overall discount for non-high use items will be used to evaluate pricing, and the responses to the questionnaire, and service documentation provided as a part of the response will be used to evaluate the quality and availability of services under the Agreement. The Pricing component and the quality and availability of services component will be equally ranked during the evaluation process. The Evaluation Committee shall review all pricing submittals for Core, Market Basket and Non-Core item discounts to determine the most advantageous overall pricing structure. Breakdown of Criteria:

- Pricing (Core, Market Basket and Non-Core Discounted Items) -- 50%
- Quality and Availability of Services (responses to questionnaire & Service documentation) – 50%

REQUEST FOR PROPOSAL # 19-12R

OFFICE SUPPLIES FOR THE OMNIA PARTNERS / SE FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE

EVALUATOR WORKSHEET

Evaluator's Name:



City/Position:

COT / Procurement Coordinator

Vendor Name	Rank (1-5)*
Office Depot	1
Office Cart	2

\*A ranking of:

1=best qualified firm

2=next best qualified firm, etc.

Additional Comments:

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REQUEST FOR PROPOSAL # 19-12R

OFFICE SUPPLIES FOR THE OMNIA PARTNERS / SE FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE

EVALUATOR WORKSHEET

City of Coral Springs

Evaluator's Name: [Redacted]

City/Position:

Senior Purchasing Agent

Vendor Name	Rank (1-5)*
office depot	1
the office cart	2

\*A ranking of:

1=best qualified firm

2=next best qualified firm, etc.

Additional Comments:

office depot has provided excellent services for over 15 years, staff are familiar with their system. The pricing is considerably lower than the office cart.

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REQUEST FOR PROPOSAL # 19-12R

OFFICE SUPPLIES FOR THE OMNIA PARTNERS / SE FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE

EVALUATOR WORKSHEET

Evaluator's Name



City/Position: CITY OF MARGATE / PURCHASING MANAGER

Vendor Name	Rank (1-5)*
OFFICE DEPOT	1
OFFICE CART	2

\*A ranking of:

- 1=best qualified firm
- 2=next best qualified firm, etc.

Additional Comments:

RECOMMEND: LOCK MEN. ORDER FEE FOR FIRST CONTRACT PERIOD.

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