

OFFICE SUPPLY BID ANALYSIS
 BID #6102

		OFFICE DEPOT	BOISE	STAPLES	DETROIT PENCIL
ADDENDA A					
Qualifications					
Excellent Qualifications	5	5	5	5	
Adequate Qualifications	3				3
Inadequate Qualifications	1				
ADDENDA B					
References					
Complete	2	2	2	2	2
Incomplete	1				
ADDENDA C					
Location of Supplies					
Excellent	5	5	5		
Adequate	3			3	3
Inadequate	1				
ADDENDA D					
Delivery & Pick-up Procedures					
Excellent	5	5	5	5	
Adequate	3				3
Inadequate	1				
ADDENDA E					
Bank References					
Complete	2	2	2	2	2
Incomplete	1				
ADDENDA F					
Requirements					
Concur	2	2	2	2	2
Concur w/Conditions	1				

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		OFFICE DEPOT	BOISE	STAPLES	DETROIT PENCIL
REQUIREMENTS					
Web-Based Ordering System					
Excellent System	30	30		30	
Adequate System	20		20		
Inadequate System	15				15
Delivery & Returns					
Excellent	20			20	
Adequate	15	15	15		15
Inadequate	10				
Accounting Procedures					
Excellent	30				
Adequate	20		20	20	20
Inadequate	10	10			
Pricing					
Excellent	50	50			50
Adequate	30			30	
Inadequate	20		20		
Discounts					
Excellent	50			50	
Adequate	30		30		
Inadequate	20	20			20
Freight Costs					
Concur	2	2	2	2	2
Concur with Conditions	1				
Minimum Orders					
Not Required	2	2	2	2	
Not Required with Conditions	1				1
Implementation Plan					

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		OFFICE DEPOT	BOISE	STAPLES	DETROIT PENCIL
Excellent Plan	25	25			
Adequate Plan	15		15	15	15
Inadequate Plan	10				
Special Ordering & Delivery					
Concur	2	2	2	2	
Concur with Conditions	1				1
Rebates or Incentive Plans					
Excellent Plan	30	30		30	
Adequate Plan	20		20		
No Plan Offered	10				10
TOTAL POINTS AWARDED		<u>207</u>	<u>167</u>	<u>220</u>	<u>164</u>