



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2015-08
PROJECT NAME ESTABLISHING A PRIME FURNITURE VENDOR
BID DUE DATE: NOVEMBER 13, 2014 – 12:00 NOON
DEPARTMENT PURCHASING DIVISION

	HENRICKSEN MADISON WI	OFFICE PRO JANESVILLE WI	EMMONS STEVENS POINT WI	AFFORDABLE INTERIORS BROOKFIELD WI
RATER 1	98	82	60	47
RATER 2	99	86	57	44
RATER 3	94	70	51	43
TOTAL SCORE	291	238	168	134
DISCOUNT OFF LIST PRICE	54.5% 58% SYSTEM FURNITURE	55.1%	52.8%	56.11%

Proposals were evaluated based on the following criteria – Maximum 100 Points:

Mandatory Requirements (5 points)

- Will provide list pricer
- Meets insurance requirements
- Complaint resolution procedure
- Disaster recovery procedure
- Catalogs
- Itemized invoices
- On-line or fax ordering options
- Storage
- Returns

Service (10 points)

- Single point of contact
- 8-5 M-F
- 800 or local phone number
- Design Services

Delivery Information (15 points)

- Inside delivery to all County facilities
- Assembly
- Removal of packaging
- Freight included
- Advance delivery notice

Warranty repairs (20 points)

- Must provide warranty repairs on all items even if not purchased from them.

Discount off list price (50 points)

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond. One vendor submitted a "No Bid".

PREPARED BY: JODI L MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION HENRICKSEN, MADISON WI

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____