

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

Supplier Name:		Elliott Food Equipment			Stafford Smith Inc.			HPS		
<u>Items to be Purchased:</u> • Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (school will state time period)	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (✓)
1. Product name & specification: CVAP Thermalizer Oven Cabinet model RTV5-05UV-ST	3 ea	\$13,617	\$40851.00	<input checked="" type="checkbox"/>	\$13432.99	\$40298.97	<input type="checkbox"/>	\$14091.96	\$42275.88	<input type="checkbox"/>
2. Product name & specification: Shipping and Installation	1 ea	\$525.00	\$525.00	<input checked="" type="checkbox"/>	\$2304.98	\$2304.98	<input type="checkbox"/>	\$3630.00	\$3630.00	<input type="checkbox"/>
3. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
4. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
5. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
6. Product name & specification:				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
Total:		\$41376.00			\$42603.95			\$45905.88		
*Bidder Selected (BS)		X			<input type="checkbox"/>			<input type="checkbox"/>		
*Bidder Selected (BS); school can award all items to one bidder (lowest total price) or award purchase on a line-item basis (lowest line-item price). School needs to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Schools can state that either option may be used by the school to award the purchase.										
Method of contact: Email/Fax/Mail/In person/Phone		Email			Email			Email		
Name of person quoting pricing:		Rob Bennett			Bradley Throop			Tammy Wilcox		
Date contacted:		11/10/23			11/10/23			11/10/23		
Additional Notes:										
Signature of person completing this form:								Date:		