

# ANNUAL DINNER SUPPLIES BID OPENING

TIME: \_\_\_\_\_ PRODUCT: \_\_\_\_\_

DATE: \_\_\_\_\_ EVALUATED BY: \_\_\_\_\_

## BID EVALUATION

CRITERIA	POINTS	BID 1 by:	BID 2 by:	BID 3 by:	BID 4 by:
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Meets bid requirements (Timely, sealed, properly directed, etc.)	20	_____	_____	_____	_____
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Meets bid specs (size, type, etc.)	20				
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Price	30				
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Previous performance/ service (quality, speed, responsiveness, etc.)	30				
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TOTAL SCORE	100 pts. possible				
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Bonus 5 points (state  
reason)

COMMENTS: