

**DIRECT BUY LEVEL 3 WORKSHEET EXAMPLE – SAMPLE ONLY**

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| **Product Name: Term of Agreement:** |
| **Product Specifications (description of good or service):** |
| **Estimated Quantity (if applicable):** |
| **Delivery Requirements:** |
| **Payment Terms:** |
| By submitting a quote, the bidder acknowledges and certifies that his/her company complies with the requirements and agrees to meet the product or service specifications outlined herein. |

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| **Vendor #1:** | **Date Contacted:** |  |
| **Vendor’s Name:** |  |  |
| **Small Business:** |  |  |
| **Veteran-owned Business:** |  |  |
| **Contact Person:** | **Quote Rec’d?** | * **Yes** * **No** |
| **Phone # /Email:** | **Duration of price quote:** |  |
| **Price / Quantity:** | **Did they receive award?** | * **Yes** * **No** |
| **Comments:** | | |

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| **Vendor #2:** | **Date Contacted:** |  |
| **Small Business** |  |  |
| **Veteran-owned Business** |  |  |
| **Contact Person:** | **Written Quote Rec’d?** | * **Yes** * **No** |
| **Phone # /Email:** | **Duration of price quote:** |  |
| **Price / Quantity:** | **Contract awarded?** | * **Yes** * **No** |
| **Comments:** | | |

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| **Vendor #3:** | **Date Contacted:** |  |
| **Small Business** |  |  |
| **Veteran-owned Business** |  |  |
| **Contact Person:** | **Written Quote Rec’d?** | * **Yes** * **No** |
| **Phone # /Email:** | **Duration of price quote:** |  |
| **Price / Quantity:** | **Contract awarded?** | * **Yes** * **No** |
| **Comments:** | | |

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| Signature of Person Completing this form: Date: |



**DIRECT BUY LEVEL 3 WORKSHEET EXAMPLE – SAMPLE ONLY**

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| **Product Name:** MacBook Air 13/M3 **Term of Agreement:** DES XX-XXX 204 |
| 1. **Specifications: Finish:** Silver 2. **Chip:** Apple M3 chip **(**8-core CPU with 4 performance cores and 4 efficiency cores; 8-core GPU, 10-core GPU; Hardware-accelerated ray tracing; 16-core Neural Engine; 100GB/s memory bandwidth). 3. **Media Engine:** Hardware-accelerated H.264, HEVC, ProRes, and ProRes RAW; Video decode engine; Video encode engine; ProRes encode and decode engine; AV1 decode engine 4. **Configurable to:** M3 with 8‑core CPU and 10‑core GPU 5. **Display: Liquid Retina display:** 13.6-inch (diagonal) LED-backlit display with IPS technology;12560-by-1664 native resolution at 224 pixels per inch; 500 nits brightness 6. **Color:** True Tone technology 7. **Memory:** 16GB unified memory 8. **Battery and Power:** Up to 18 hours Apple TV app movie playback; fast-charge capable with 70W USB-C Power Adapter 9. **Storage:** 1TB 10. **Charging and Expansion:** MagSafe 3 charging port 11. **Display Support: M3 (**Simultaneously supports full native resolution on the built-in display at 1 billion colors and: one external display with up to 6K resolution at 60Hz; close the MacBook Air lid to use a second external display with up to 5K resolution at 60Hz: 12. **Video Playback:** HDR with Dolby Vision, HDR10, and HLG 13. **Audio Playback:** Supported formats include AAC, MP3, Apple Lossless, FLAC,Dolby Digital, Dolby Digital Plus, and Dolby Atmos 14. **Wireless: M3 (**Wi-Fi 6E (802.11ax); Bluetooth 5.3 15. **Camera:** 1080p FaceTime HD camera (Advanced image signal processor with computational video) |
| **Estimated Quantity:** 50 |
| **Delivery Requirements:** Delivered within 2 weeks to 1500 Jefferson St. SE, Olympia, WA 98501 |
| **Payment Terms:** Payment will be made directly to vendor w/ 30 days of invoice given all requirements are met |
| By submitting a proposal/bid, the bidder acknowledges and certifies that his/her company complies with the solicitation requirements and agrees to meet the product or service specifications outlined herein. The vendor also agrees to the terms and conditions of the solicitation and provides product(s) that comply with Washington State environmental requirements. |

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|  | **Vendor #1:** | *Mr. Apple* | **Date Contacted:** | *12/11/24* |
| **Contact Person:** | | *Arthur* | **Written Quote Rec’d?** | □ **Yes**  � **No** |
| **Phone # /Email:** | | Arthur@Art’sApples.com *(visited store to obtain prices)* | **Duration of price quote:** | *30 days* |
| **Price / Quantity:** | | *$1,200 / MacBook Air 13/M3* | **Contract awarded?** | � **Yes**  □ **No** |
| **Comments:** *Will provide supplier 50 MacBook Air 13/M3 at a lower price of $60,000, agree to deliver within two weeks, and offer better warranty.*  Selected Vendor  *$1,200 \* 50 = $60,000* | | | | |
| **Decision and Justification:** | | | | |

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|  | **Vendor #2:** | *Orchard and Son, LLC.* | **Date Contacted:** | *12/10/24* |
| **Contact Person:** | | *Mr. Benson* [*(Benson.Orchard@gmail.com)*](mailto:(Benson.Orchard@gmail.com)) | **Written Quote Rec’d?** | □ **Yes**  � **No** |
| **Phone # /Email:** | | *Spoke to via phone – (518) 555.4698* | **Duration of price quote:** | *N/A* |
| **Price / Quantity:** | | *-----------* | **Contract awarded?** | □ **Yes**  � **No** |
| **Comments:** *Does not have MacBook Air 13/M3 available at this time to deliver. Recommends checking back in four weeks.*  Vendor did not meet the requirements | | | | |
| **Decision and Justification:**    Vendor not selected | | | | |

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|  | **Vendor #3:** | *Axiom Computer, Inc.* | **Date Contacted:** | *12/09/24* |
|  | **Contact Person:** | *Fred Stone* | **Written Quote Rec’d?** | � **Yes**  □ **No** |
|  | **Phone # /Email:** | *Contact both by email and telephone (518) 555.4156 / Stone.Fred@yahoo.com* | **Duration of price quote:** | *30 days* |
|  | **Price / Quantity:** | *$1,45037 / MacBook Air 13/M3* | **Contract awarded?** | □ **Yes**  � **No** |
| **Comments:** *Price quote per MacBook Air 13/M3 was high at $72,500, and bidder is unable to guarantee delivery within two weeks and could not offer better warranty*  *$1,4500 \* 50 = $72,500* | | | | |
| **Decision and Justification:**   * Vendor not responsive – does not meet specifications or delivery requirements. | | | | |

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| Signature of Person Completing this form: ***Smithgavin***Date: 12*/15/2024* |