



DIRECT BUY LEVEL 3 WORKSHEET EXAMPLE – SAMPLE ONLY

Product Name:	Term of Agreement:
Product Specifications:	
Estimated Quantity:	
Delivery Requirements:	
Payment Terms:	
<p><i>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.</i></p>	

Vendor #1:	Date Contacted:
Small Business	<input type="checkbox"/>
Veteran-owned Business	<input type="checkbox"/>
Contact Person:	Written Quote Rec'd? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone # /Email:	Duration of price quote:
Price / Quantity:	Contract awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Vendor #2:	Date Contacted:
Small Business	<input type="checkbox"/>
Veteran-owned Business	<input type="checkbox"/>
Contact Person:	Written Quote Rec'd? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone # /Email:	Duration of price quote:
Price / Quantity:	Contract awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Vendor #3:	Date Contacted:
Small Business	<input type="checkbox"/>
Veteran-owned Business	<input type="checkbox"/>
Contact Person:	Written Quote Rec'd? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone # /Email:	Duration of price quote:
Price / Quantity:	Contract awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Signature of Person Completing this form:	Date:
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Product Name:	MacBook Air 13/M3	Term of Agreement:	DES XX-XXX 204
<ol style="list-style-type: none"> 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		
<p><i>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.</i></p>			

Vendor #1:	Mr. Apple	Date Contacted:	12/11/24
Contact Person:	Arthur	Written Quote Rec'd?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Comments: Will provide supplier 50 MacBook Air 13/M3 at a lower price of \$60,000, agree to deliver within two week, and offer better warranty.</p>			

Most responsive and responsible bidder at the lowest price

$\$1,200 * 50 = \$60,000$

Decision and Justification:

Vendor #2: Orchard and Son, LLC. Date Contacted: 12/10/24

Contact Person: Mr. Benson (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 is not responsive

Decision and Justification:

- Vendor not responsive.

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.

Signature of Person Completing this form: *Smithgavin*

Date: 12/15/2024