



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

June 25, 1996

Suite 335

MEMORANDUM NO.: 22 (95-96)

TO: All Executive Agency and University Purchasing Offices Addressed

FROM: George C. Banks, CPPO
Director, Division of Purchasing

SUBJECT: Market Basket Survey

Gwen Baker
for George C. Banks

As discussed in the Purchasing Directors' Meeting on May 29, the Division is requesting your assistance in obtaining written competitive quotes for commodities that are normally purchased from state contract. Your quotes will be used to determine the percent of savings realized from using state term contracts compared to what an agency could reasonably expect to pay for the same commodity if bought on the open market.

The three highest volume commodities have been identified from the 25 highest volume state contracts. Of the 75 commodities that will be surveyed, we are requesting that you obtain quotes on the three commodities listed on the attachment.

Go through the exercise just as though you were doing business for your agency: make sure you ask for the same terms and conditions as the state contracts, e.g. warranty, installation, delivery, shipping (anywhere in the State); use the same units as the state contract (or a quantity your agency might order); and be sure you are asking for quotes for the identical commodity (no substitutions).

We sincerely appreciate your assistance in our first effort to reliably determine the cost savings we enjoy through state contract usage.

Please fax your quotes to Gwen Baker, by July 22, 1996, at 921-5979, or call her at 488-0018 if you need additional information.

GCB:gsb

Attachment(s)

