



DEPARTMENT OF MANAGEMENT  
**SERVICES**

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LAWTON CHILES, GOVERNOR


WILLIAM H. LINDNER, SECRETARY

September 22, 1997

Suite 335

**MEMORANDUM NO.** 7 (97/98)

**TO:** All Executive Agency and University Purchasing Offices Addressed

**FROM:**  George C. Banks, CPPO  
Director, State Purchasing

**SUBJECT:** 1997/98 Market Basket Survey

Once again we ask for your assistance. It is time for our second Market Basket Survey. Last year's survey results confirmed that agencies paid an average of 24% less for commodities from state contract than they would have from the open market.

Through your cooperation and efforts, the survey has become an important tool to help us measure and quantify the value of our state term contracts. Of course, if the results from the survey indicate a product can consistently be purchased on the open market more economically, we must question the value of the state contract for that particular commodity.

Please send each request for quote to three vendors. We ask that you go through the process as though you are actually purchasing for your agency; you decide the quantity based upon your agency requirements. In our survey we will use the lowest responsive quote received from each agency.

Please fax your results to Gwen Baker, at 921-5979, by November 3<sup>rd</sup>. and, once again, thank you for your participation in this important survey.

GCB:gsb

Attachment

