



RFP Opening: RFP Item #25-301 Copier Lease Service

for Augusta, GA- Various Departments

RFP Date:Wednesday, November 12, 2025 @ 11:00 p.m. via ZOOM

Evaluation Date: Friday, November 14, 2025 2:00 p.m. via ZOOM

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Vendors			Herald Office Supply, Inc. 110 E. Roosevelt St. Dillon, SC 29536	The Pollock Company 1711 Central Avenue Augusta, GA 30901	Herald Office Supply, Inc. 110 E. Roosevelt St. Dillon, SC 29536	The Pollock Company 1711 Central Avenue Augusta, GA 30901
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)		Weighted Scores	
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)			
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested information as required per this solicitation) • Attachment B is complete, signed and notarized	N/A	Pass/Fail	PASS	PASS	PASS	PASS
2. Qualifications & Experience	(0-5)	15	4.3	5.0	64.3	75.0
3. Organization & Approach	(0-5)	15	4.0	4.8	60.0	71.8
4. Scope of Services: Scope of Services: Ability of the vendor to supply the services as listed in SECTION II SCOPE OF SERVICES and responses to Exhibit 1 - Questionnaire	(0-5)	20	3.7	5.0	74.3	100.0
5. Schedule of Work	(0-5)	10	3.6	5.0	36.4	50.0
6. References	(0-5)	5	4.1	4.9	20.7	24.6
7. Proximity to Area - enter the point value for the one line only)					Cost/Fee Proposal Consideration	
Within Richmond County	5	10		5.0	0.0	50.0
Within CSRA	5	6			0.0	0.0
Within Georgia	5	4			0.0	0.0
Within SE	5	2	5.0		10.0	0.0
All Others	5	1			0.0	0.0
Phase 1 Total - (Total Maximum Ranking 35 - Maximum Weighted Total Possible 375)			24.8	29.7	265.7	371.4
Phase 2 (Option - Numbers 8-9) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)						
8. Presentation by Team	(0-5)	10			0.0	0.0
9. Q&A Response to Panel Questions	(0-5)	5			0.0	0.0
10. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)						
Lowest Fees	5	10		5.0	0.0	50.0
Second	5	6	5.0		30.0	0.0
Third	5	4			0.0	0.0
Forth	5	2			0.0	0.0
Fifth	5	1			0.0	0.0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	30.0	50.0
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)						
Total Cumulative Score (Maximum point is 500)			29.8	34.7	295.7	421.4

Evaluator: Cumulative Date: Phase I - 11/22/25

Procurement Department Representative: _____ Nancy Williams

Procurement Department Completion Date: Phase I - 11/22/25