



Invitation for Bid

AEPA IFB #018.5-B Career and Technical Education

Part B – Specifications

NO BID SECURITY REQUIRED

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1. Scope of Bid

AEPA is seeking to partner with Manufacturers, Distributors and Dealers who are qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials, equipment and labor to all participating states necessary to:

- a. Provide a comprehensive catalog of career and technical education equipment and supplies.

Catalog items shall include, but not be limited to:

- | | |
|--|--|
| 1. STEM/STEAM supplies, equipment and curriculum | 10. Metal working equipment |
| 2. 3D printers; filament, parts and curriculum | 11. Safety products-personal & institutional |
| 3. Robotics equipment, supplies | 12. Small engine equipment, supplies |
| 4. Makerspace equipment, supplies | 13. Spray booth, gun and paint supplies |
| 5. Automotive | 14. Tools; electric, cordless, hand, specialty |
| 6. Drafting equipment, supplies | 15. Tool storage & work benches |
| 7. Furniture | 16. Welding |
| 8. Hardware and fasteners | |
| 9. Machine shop tools/equipment | |

- b. Provide AEPA membership with discounted pricing on all career and technical education equipment and supplies sold by Vendor.
- c. Respond to requests from a number of different types of educational, governmental and public institutions seeking career and technical education supplies.

Buyers may or may not request installation services. If installation services are included in the bid response, it must meet the specifications listed in this solicitation.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		CATALOG: A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	LINE ITEM: A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

3. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 st Year Purchase Volume	% Growth for Year 2-4
California	Yes	AZ,NV	\$100,000	3%
Colorado	Yes		\$20,000	2%
Connecticut	Yes	MA,ME,NH, NY, RI,VT	\$20,000	10%
Florida	Yes	AL,GA	\$5,000	10%
Indiana	Yes		\$100,000	2%
Iowa	Yes	IL,SD	\$5,000	5%
Kansas	Yes	OK	\$5,000	2%
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	\$50,000	5%
Massachusetts	Yes		\$5,000	2%
Michigan	Yes		\$25,000	2%
Minnesota	Yes	SD	\$50,000	5%
Missouri	Yes	AR,IL,LA,SD	\$250,000	5%
Montana	Yes	ID	\$5,000	5%
Nebraska	Yes		\$7,000	1%
New Jersey	Yes		\$150,000	5%
New Mexico	Yes		\$75,000	3%
North Dakota	Yes		\$25,000	3%
Ohio	Yes		\$200,000	2%
Oregon	Yes		\$100,000	20%
Pennsylvania	Yes	DE,HA, MD,NY,	\$50,000	10%
Texas	Yes		\$20,000	10%
Virginia	Yes		\$100,000	10%
Washington	Yes	AK,ID	\$5,000	5%
West Virginia	Yes		\$25,000	10%
Wisconsin	Yes		\$65,000	10%
Wyoming	Yes	SD,UT	\$5,000	5%
Total	24		\$1,467,000	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in

any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

No terms are defined.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications

Item	Description
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.
6.8	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
6.9	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
6.10	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.

6.11	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.12	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.13	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
6.14	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.
6.15	Vendor Partner must have a 24-hour toll-free order fax line.
6.16	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
6.17	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
6.18	Supply orders that are \$50.00 or more shall include free shipping, unless exceptions are noted in the bid. Vendor Partner shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.

7. Product | Category Specific Specifications

Quality

Item	Description
7.1.1	All items shall conform to applicable federal and state safety requirements.
7.1.2	Private label products may be offered. Bidder shall maintain the same manufacturer for private label products throughout the term of the contract. Any change of manufacturers of a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.

Support

Item	Description
7.2.1	Bidder shall provide Material Safety Data Sheets (MSDS) for all items sold, if required. This information is to be provided on an OSHA Form 20 Material Safety Data Sheet or a suitable equivalent. A separate sheet shall be provided for each individual item when a purchase is made.
7.2.2	Bidder must maintain a toll free technical support line open until 5 p.m., local time at the agency site, Monday through Friday.
7.2.3	Due to the nature of direct mail-order business, AEPA agencies will require a single contact person for problem solving. The Bidder shall assign a senior-level contract manager (one authorized to make decisions) to each Member Agency account. This employee will have the knowledge and understanding of the AEPA bid specifications, pricing, and the Vendor Partner responsibilities under the bid contract.

Order Processing and Delivery

Item	Description
7.3.1	Bidder shall maintain a monthly minimum overall average fill rate of 95%. Items that are reordered, backordered, or partially filled are not considered filled items when calculating this service level.
7.3.2	Bidder shall indicate compliance with the specified fill rate by submitting such figures to the bid chairperson on a quarterly basis.
7.3.3	Orders not filled and partials shall be indicated on the packing list. Bidder shall inform the Buyer of anticipated availability date for unfilled and partial orders.

7.3.4	Delivery tickets or packing slips must accompany all deliveries. The slip shall contain the Buyer's purchase order number, Vendor name and the list of items delivered. Cartons shall be identified by purchase order number and Vendor name.
7.3.5	Bidder shall notify the Buyer if the product ordered cannot be shipped within the time period to give the opportunity to secure product elsewhere.

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

8.1 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:

- a. F.1 – Catalog Discount (Required)
- b. F.2 – Price Schedule (Required)
- c. F.3 – Services Price Schedule (Optional)
- d. F.4 – Volume Discounts (Optional)

8.2 Bid pricing will be evaluated on a combination of items from the pricing schedule. See Evaluation, Approval and Award in Part A, II. Bid Procedures, G. Bid Evaluation, Approval and Award for all agencies for additional information.