

Invitation for Bid

AEPA IFB #020-F

DIGITAL DISPLAY SOLUTIONS

Part B – Technical Specifications

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1. Scope of Bid

AEPA is seeking 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 member states (up to 28) in the category of digital display solutions.

- a. Respond to requests from a number of different types of educational, governmental and public institutions seeking goods/equipment/installation for interior and exterior digital display solutions and related services.
- b. These parts and supplies will include but are not limited to: scoreboards, message displays, video displays, digital billboards, digital street furniture, intelligent transportation systems (ITS), dynamic message signs, sound systems, digit and price displays, space availability displays, indoor LCD signage, and LED video walls.
- c. Types of services may include, but are not limited to installation, associated professional services, project management, software licensing, implementation, training, technical support, and marketing services that aid in fundraising for the project.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular digital display product lines available.

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of digital display solutions, Member Agencies may consider multiple awards, if the lowest, best-value bids come from Bidders whose business concentrates on subset of digital display solutions, such as 1) indoor/outdoor scoreboards, 2) marquis signage, 3) dynamic message signs for intelligent transportation systems, or 4) any combination of subsets thereof.

2. Type of Bid

AEPA requests Bidders to submit primary pricing in the form of either “catalog pricing,” or “line-item pricing.” This category is constructed in the form checked below. An explanation of each can be found in the table below. Additional information on permissible pricing strategies can be found in Part A – General Terms and Conditions under “Pricing.”

This bid is considered a:

| YES | NO | TYPE OF BID |
|-----|----|--|
| X | | 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 |
|---------------|-----------------------------------|--------------------------------|
| California | Yes | AZ, NV |
| Colorado | Yes | |
| Connecticut | Yes | MA, ME, NH, NY, RI, VT |
| Florida | Yes | AL, GA |
| Georgia | Yes | |
| Illinois | Yes | |
| Indiana | Yes | |
| Iowa | Yes | IL, SD |
| Kansas | Yes | OK |
| Kentucky | Yes | AL, GA, LA, MS, NC, SC, TN, WV |
| Massachusetts | No | |
| Michigan | Yes | |
| Minnesota | Yes | SD |
| Missouri | Yes | AR, IL, LA, SD |
| Montana | Yes | ID |
| Nebraska | Yes | |
| New Jersey | Yes | |
| New Mexico | Yes | |
| North Dakota | Yes | |
| Ohio | Yes | |
| Oregon | Yes | |
| Pennsylvania | Yes | DE, HI, MD, NY |
| Texas | Yes | |
| Virginia | Yes | |
| Washington | Yes | AK, ID |
| West Virginia | No | |
| Wisconsin | Yes | |

| | | |
|---------|-----|--------|
| Wyoming | Yes | SD, UT |
| Total | 26 | |

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.

4. Anticipated Volume

Scoreboards and Marquis Signage is a currently held category for AEPA, and this request expands the scope to include a wide array of Digital Display Solutions. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$14.1 million in sales in the first contract term. AEPA Member Agencies anticipate that purchase volumes will increase over the course of 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.

5. Voluntary Pre-Bid Conference Call

AEPA will host a voluntary pre-bid conference call on Wednesday, August 14, 2019, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule (All Categories)

| IFB | Eastern | Central | Mountain | Pacific |
|--|----------|----------|----------|----------|
| 020-A Natural and Synthetic Surfaces for Sport Fields, Tracks, Courts, Playground and Landscaping Applications | 11:00 AM | 10:00 AM | 9:00 AM | 8:00 AM |
| 020-B Carpet & Resilient Flooring | 11:30 AM | 10:30 AM | 9:30 AM | 8:30 AM |
| 020-C Digital Resources & Instructional Materials | 12:00 PM | 11:00 AM | 10:00 AM | 9:00 AM |
| 020-D Facility Management Software | 12:30 PM | 11:30 AM | 10:30 AM | 9:30 AM |
| 020-E Lawn & Groundskeeping Equipment, Supplies & Services | 1:00 PM | 12:00 PM | 11:00 AM | 10:00 AM |
| 020-F Digital Display Solutions | 1:30 PM | 12:30 PM | 11:30 AM | 10:30 AM |
| 020-G Vehicles – Cars, SUVs, Crossovers, Light Duty Trucks, Vans, Police and Public Safety | 2:00 PM | 1:00 PM | 12:00 PM | 11:00 AM |

Join Zoom Meeting: <https://zoom.us/j/770090798>

Conference Call Number: +1 929 436 2866

Meeting ID: 770 090 798

6. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. **ETL**-Intertek Testing Services
- b. **IP-67-IP Ratings**: (Ingress Protection or International Protection)-The Ingress Protection rating system is a classification system showing the degrees of protection from solid objects and liquids.
- c. **IPAWS**-Integrated Public Alert and Warning System
- d. **LCD**-Liquid Crystal Display
- e. **LED**-Light Emitting Diode-a semiconductor diode that emits light when conducting current and is used in electronic equipment, especially for displaying readings on digital watches, calculators, etc. Consumes low wattage and has a rated life of greater than 80 years.
- f. **UL**-Underwriters Laboratories-An independent organization whose responsibilities include rigorous testing of electrical products. When products pass these tests, they can be labeled (and advertised) as "UL listed". UL tests for product safety only.
- g. **Vandal Resistant**-Fixtures with rugged housings, break-resistant type shielding, and tamper-proof screws.

7. Standard Specifications

| Item | Description |
|------|---|
| 7.1 | The Vendor Partner will have access to a full inventory of the awarded product line. |
| 7.2 | 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. |
| 7.3 | 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. |
| 7.4 | 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. |
| 7.5 | 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. |
| 7.6 | Optional services must be identified separately, and must include clear descriptions of proposed services. |
| 7.7 | Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract. |
| 7.8 | 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. |
| 7.9 | 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. |
| 7.10 | 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. |
| 7.11 | 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 |

| Item | Description |
|------|---|
| | being reconditioned. |
| 7.12 | 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). |
| 7.13 | 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. |
| 7.14 | 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. |
| 7.15 | 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. |
| 7.16 | Orders that are \$50.00 or more shall include shipping in the total price. 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. |

8. Product | Category Specific Specifications

| Item | Description |
|------|---|
| 8.1 | A variety of digital display solutions must be offered and equipped with the necessary control systems, displays and indicators required for its intended purpose. |
| 8.2 | The Offeror must be willing to provide a complete line of digital display solutions that possess the capabilities and captions required to meet individual AEPA member needs and requirements. |
| 8.3 | Product lines of digital display solutions with variable uses for education, sporting, municipalities, transportation and other audiences, must include all related accessories normally associated with such solution such as ad/sponsor panels, scorer tables, truss or other decorative accents, sound systems, identification panels, and marketing services. |
| 8.4 | Offeror will detail all products being offered in the following categories along with manufacturer specs for each product provided: <ul style="list-style-type: none"> a. Advertising Displays b. Digit and Price Displays c. Digital Billboards d. Intelligent Transportation Systems (ITS) e. Message Signs f. Scoreboards g. Sound Systems h. Video Displays i. Control Software j. Message Display Software |
| 8.5 | All materials and equipment offered shall be from manufacturers regularly engaged in the manufacture of indoor and outdoor digital display solutions and shall be the latest standard designs at the time of delivery. |
| 8.6 | All product lines must meet and/or exceed governmental codes and industry performance and operational standards related to their designated purpose and applications within the end user's site conditions and environment. |
| 8.7 | All materials shall be guaranteed to be installed and perform in accordance with the manufacturer's specifications. |
| 8.8 | Products shall be available in a variety of standard colors, with customization offered. |
| 8.9 | Product lines shall include a variety of shapes, sizes, and configurations to meet the diverse needs of the end user. |
| 8.10 | Digital display solutions that are shipped will be ready for installation or clearly state the assembly required. |
| 8.11 | A variety of numeral, alpha character, and object sizes must be available. |
| 8.12 | Multi-purpose solutions that can be used for varied activities and events are requested, including multi-sided options. |
| 8.13 | Products offered shall be UL or ETL listed. |
| 8.14 | Offeror will indicate a product's ability to integrate with IPAWS-Integrated Public Alert and Warning |

| Item | Description |
|------|---|
| | System. |
| 8.15 | Products will be constructed with vandal-resistant features. |
| 8.16 | Displays shall be designed with service features that minimize potential bodily harm. |
| 8.17 | Products offered for both indoor and outdoor use shall have built-in damage protection from lightning. |
| 8.18 | Display modules shall be constructed for good readability, long life, and ease of service. |
| 8.19 | Products will be constructed from materials such as all aluminum or Alco aluminum alloy 5052 or equivalent to sustain environmental exposure and provide excellent corrosion resistance. |
| 8.20 | Display cabinets will withstand high-velocity impact from items such as air-filled sports balls without the need for protective screens. |
| 8.21 | Display housings shall provide safe and convenient service access for all modular assemblies, components, wiring, and other materials located within the housing. |
| 8.22 | Equipment to be solid-state electronic technology. |
| 8.23 | Internal components shall be removable and replaceable by a single technician with basic hand tools. |
| 8.24 | Service access shall be easily obtained by removal of one or more modules of the associated internal component. |
| 8.25 | Products that incorporate advertising space are desired. |
| 8.26 | Products with both conventional wire and remote access or radio control are desired. |
| 8.27 | To meet the outdoor display readability requirements, the front face must be constructed in such a manner that it provides high contrast, low sunlight reflection and durability in all weather and site conditions. |
| 8.28 | All digits and indicators for outdoor scoreboards sealed front and back with weather-tight silicone gel. |
| 8.29 | All power supplies shall be regulated, auto-ranging AC to DC power, with protection for the LED pixel, LED display and driver circuitry in the event of power spikes or surges. |
| 8.30 | Each power supply and their connectors shall be fully sealed to protect from corrosive environmental factors meeting IP-67 standards. |
| 8.31 | All wiring shall conform to the National Electric Code. |
| 8.32 | Offeror must be willing and able to warrant products and installation against defects in materials and/or workmanship for a minimum period of five (5) years from date of acceptance. |
| 8.33 | CONTROL SOFTWARE <ul style="list-style-type: none"> a. Display content and scheduling shall include a cloud-based solution. Web browser access to the solution to support iOS Safari, Android Chrome, Internet Explorer v11+, Microsoft Edge, Google Chrome and Mozilla Firefox. b. Basic content creation to include option to be performed via browser-based online editor. c. Expanded content creation tools available via a PC-compatible download. d. Supports import of images (PNG, BMP, GIF, JPG, PSD) and video files (AVI, MPG, MP4, MOV) in both browser-based and downloadable content utilities. |
| 8.34 | Support structure design depends on the mounting methods, display size, and weight. The structure design is critical and should be done only by a qualified individual. It is the designer's responsibility to ensure that the structure and mounting hardware are adequate. |
| 8.35 | Must provide installation of displays in location detailed on plans and in accordance with manufacturer's instructions. |
| 8.36 | It is the installer's responsibility to ensure that the installation meet local standards. The mounting hardware must be capable of supporting all components to be mounted. |
| 8.37 | All mounted displays must be inspected by a qualified structural engineer. |
| 8.38 | Displays must be grounded according to manufacturer's installation instructions and the provisions outlined in Article 250 of the National Electrical Code. The display must be connected to earth-ground. Proper grounding is necessary for reliable equipment operation and protects the equipment from damaging electrical disturbances and lightning. |
| 8.39 | SERVICES The following services are requested and the offeror will describe as part of their proposal, their capabilities related to each: <ul style="list-style-type: none"> • Project Management • Structural Review and Analysis |

| Item | Description |
|------|---|
| | <ul style="list-style-type: none"> • Engineering and Design • Installation • Warranty • Repairs, including escalation of repairs and/or equipment replacement after natural disasters • Marketing to Fundraise for Project • Creative Content • Training • Technical Support • Other Value Added Service |

9. Product | Installation

| Item | Description |
|------|--|
| 9.1 | Pricing for design layout and/or installation is either by hourly rate or percentage of project cost. The bidder must outline the option that applies to their response in Form F – Discount & Pricing Schedule Workbook. If the bidder charges for installation by a method other than hourly or percentage, a complete explanation and breakdown of how charges are calculated must be included with the proposal. |
| 9.2 | Possession of and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance, design, delivery and installation of any and all products and services in response to this solicitation. A bidder must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested. |
| 9.3 | Installation times must be coordinated with the purchasing agency. All areas will be kept clean and free of debris. All packing materials and debris must be removed from the premises and properly disposed of at vendor's expense. The bidder shall also be responsible for the cost of repairing any damage to existing work that is caused by them during the installation of their equipment. The bidder must provide the purchasing agency with a list of participating agency required responsibilities for installation, prior to the start of installation. |
| 9.4 | All personnel that are working in participating agencies' must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors. |
| 9.5 | Use of Subcontractors. The bidder is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract. A participating agency reserves the right to require that a subcontractor be removed from the contract. Any damage done to the purchasing agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the purchasing agency. |
| 9.6 | All services must be 100% guaranteed. Any service provided, which does not meet the end users' expectations must either be redone until the end users' expectations are met, or the charges for the services are refunded to the end user. |

10. Pricing

AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. **The Bidder/Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.** Please note the following that relate to pricing:

- 1. Primary Pricing Strategies:** All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in Part B, bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".

- a. **Catalog Pricing:** Catalog pricing 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, catalog price, published price or list price. 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.
 - i. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.
 - ii. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Category Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid shall remain firm for the duration of the contract.
 - iii. **Core List:** In a Catalog Priced bid, a category (i.e. office supplies) may include a "core list" which contains a selection of the most commonly used products/services with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discounts shall be applied to the new published prices to establish the AEPA price for these core items.
 - iv. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.
- b. **Line-Item Pricing:** Line-item pricing is utilized when products and/or services that are broken down in detail by element, component, product categories, product type and each product and/or service is presented as an individual item which needs to be combined with other items to make up a final project or solution. The Bidder offers firm pricing for specific line items in response to this bid; a project's cost is derived by the Vendor Partner preparing and providing a quote based on the project's terms, conditions and requirements based on the line item pricing provided in the bid. The information provided in this bid for each item includes: Product Category, Product Description, Manufacturer, Manufacturer SKU, Vendor SKU, Unit of Measure, Item List Price, AEPA Bid Price.
 - i. **Fixed prices:** Prices bid shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. Fixed price offers shall include prices for any and all items.
 - ii. **Routine Price Adjustments (Without Economic Price Adjustment):** Vendors may request adjustments to the prices twice a year at the time of renewal at the AEPA Spring and Winter meetings. Vendor Partner's must submit a fully documented written request to the AEPA Category Committee Chairperson thirty (30) days prior to the AEPA meeting. The request must specifically detail and document the cause and/or reason for price changes and include any supporting documentation (manufacturer's letter, indexes, etc.). All price changes require approval by the AEPA Member Agencies.
 - iii. **Unpredictable Economic Price Adjustment:** If economic price adjustment contingencies occur, Vendor Partner may submit a fully documented request (manufacturer's letter, indexes, etc.) for price adjustment to AEPA Contract Oversight Committee for review and approval by the committee and the AEPA Member Agencies. The documentation must substantiate the cause and/or reason for the requested price increase and demonstrate that it was unpredictable at the time of bid submittal and/or contract renewal and out of the Vendor Partner's control.

Pricing will take effect thirty (30) days after approval and acceptance.

- iv. **New Products/Services:** Vendor Partner may submit new products or technologies that are within the original scope of work for the bid, to be added to the contract pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership. Requests should be submitted to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter or Spring meeting.
- c. **Automated System for Pricing (ASP):** The method consisting of an ASP and/or software application (RSMeans, Gordian) that is self-contained and consists of a turn-key solution that includes a complete line-item listing of all of the products, supplies, materials, equipment, services, accessories and options with their description, specifications, terms, conditions and associated pricing for each item, sub- assemblies and/or assemblies. The Bidder provides a percent of discount or fixed multiplier/factor to be applied to total project cost to allow for individual state conditions and requirements and to arrive at the AEPA price.
- d. **Alternative Method of Costing:** This method covers any product and/or service not covered by catalog pricing, published price list, line-item price list, automated system for pricing, or is a product and/or service due to the projects or applications specifications, conditions and /or requirements that need to be custom designed, developed, manufactured and/or produced to meet the requirements of an individual, project or sole source. The alternative pricing is calculated as follows:
 - i. The Bidder must prepare, issue and receive three written quotes from available suppliers and select the supplier that offers the products and services that meet the stipulated requirements and specifications and the most cost effective solution. All quotes must be made available upon request.
 - ii. The Bidder must indicate the percent of overhead and /or markup as part of their response to be added to these costs to obtain the normal and customary retail price.
 - iii. The AEPA price is calculated by taking the product and services to cost to the Contractor plus the indicated percent of profit/overhead to equal the normal and customary retail price. The Contractor will then subtract the approved AEPA discount to obtain the AEPA price. Example: item cost \$1,000; percent of profit/overhead of 20% equals retail price of \$1,200; less the AEPA discount of 10% or \$120 equals the AEPA price of \$1,080.

2. **Secondary Pricing Strategies (Catalog Bids only, see Part B for category designation):** Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

- a. **Customized Price List:** Bidders are required to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:
 - i. Items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list provided they are not already on the Core Item list.
 - ii. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
 - iii. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount).
 - iv. Items may not include special order or customized service products unless agreed to by the Vendor Partner.
- b. **Hot List Pricing:** Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions: The price reduction is available to all AEPA Member Agencies equally. The price reduction is for a

specific time period, no less than thirty (30) days. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such. The original price for products/services is not exceeded after the time limit. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.

c. **Volume Price Discounts:** Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one-time purchase, or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions: Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

3. Part F - Pricing Workbook

- a. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:
 - i. F.1 – Catalog Discount (Required)
 - ii. F.2 –Price Schedule (Required)
 - iii. F.3 – Services Price Schedule (Required)
 - iv. F.4 – Volume Discounts
- b. Bid pricing will be evaluated on the Price Schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. See Evaluation, Approval and Award in Part A – Terms and Conditions for additional information.

11. Evaluation

The AEPA Committee for this category will evaluate bid responses based on the entire response, and according to the criteria detailed in Part A for AEPA's definition of Responsive and Responsible bids. A recommendation may be made to recommend a single response, or to recommend multiple bidders based on differentiation of product or service between bidders. AEPA will vote as a whole to accept or not accept a committee's recommendation. Once accepted, each recommended bid response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members' needs.

Below is a summary taken from the Evaluation section in Part A, F. Bid Evaluation, Approval and Award:

| Evaluation Criteria |
|---|
| Cost Evaluation |
| Complete Response to Bid |
| Conformance to Bid Terms and Conditions |
| Pricing Equal to or Better Than That Offered to Individual Entities or Cooperatives With Equal or Lesser Volume |
| Quality and Suitability of Products Offered |
| Marketing Plan |

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| Financial Viability |
| Demonstrated Track Record of Performance in the Public Marketplace |
| Value Added Attributes |