

**Invitation for Bid  
AEPA #022-F  
EVENT SEATING AND STAGING SOLUTIONS**

**This IFB Requires A \$25,000 Bid Security**

**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 29) which include different types of educational, governmental, and public institutions seeking Event Seating and Staging Solutions. Qualified Respondents shall provide, but not limited to:

- a. **Event Seating:** Telescopic bleachers, bleachers (wood, other), outdoor, portable, tip n’ roll, indoor/outdoor stadium seating, grandstands, auditorium seating.
- b. **Staging Solutions:** Performing arts (theater, choir, orchestra pits, band shells), production and rental options (camera platforms, media risers, concert platforms, pool covers, portable staging, risers), sporting event options (ADA infills, platforms and media risers, field stairs, lift gate, portable staging), worship options (pulpit areas, risers, stage extensions, riser), and customizable staging options.

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

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of the category, Member Agencies may consider multiple awards, if the lowest, best-value bids come from Respondents whose business concentrates on subset of quality solutions, products, and services.

## 2. Type of Bid

AEPA requests Respondents 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		<b>CATALOG:</b> 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 Respondent 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 Respondent. See Pricing section for detailed information on Catalog Pricing.
X		<b>LINE ITEM:</b> 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?	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Undecided	
Connecticut	Yes	ME, NH, NY, RI, VT
Florida	yes	AL
Georgia	Yes	
Illinois	No	
Indiana	Yes	
Iowa	Yes	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	Yes	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	Yes	
New Mexico	Undecided	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Undecided	DE, HA, MD, NY
South Carolina	Yes	NC
Texas	Yes	
Virginia	Yes	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD,UT

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**

Event Seating and Staging Solutions is a newcategory for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$10 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 Respondents 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 for any interested Respondents or potential Respondents. 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) – August 12, 2021**

Solicitations	Eastern	Central	Mountain	Pacific
022-A Furniture	11:00 AM	10:00 AM	9:00 AM	8:00 AM
022-B Health & Wellness	11:30 AM	10:30 AM	9:30 AM	8:30 AM
022-C Institutional Kitchen Equipment	12:00 PM	11:00 AM	10:00 AM	9:00 AM
022-E LED Lighting	1:00 PM	12:00 PM	11:00 AM	10:00 AM
022-F Event Seating & Staging Solutions	1:30 PM	12:30 PM	11:30 AM	10:30 AM
022-G Technology	2:00 PM	1:00 PM	12:00 PM	11:00 AM

**Conference Call Number/Online Connection:**

<https://us02web.zoom.us/j/89655631428?pwd=Qno1L1cxcDhwNjZvZzErMzZmYWtyQT09>

**Conference Call Code:** g1QWHk

**Dial In Information:**

+1 312 626 6799

**Meeting ID:** 896 5563 1428

**Passcode:** 691841

**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. American Architectural Manufacturers Association (AAMA).
- b. Americans with Disability Act (ADA).
- c. American Society for Testing and Materials (ASTM).
- d. American Welding Society (AWS).

- e. Architectural Barriers Act - Accessibility Guidelines for Building and Facilities (ABA)
- f. City Cost Index (CCI) - is a percentage ration of specific city's costs to the national average cost of the same item at a stated period of time.
- g. Coefficient - means the job order contractor's competitively bid numerical factor applied to the public body's prices as published in the unit price book (UPB). The coefficient is not a "mark-up" of costs. The coefficient is an adjustment that is applied to the UPB. The coefficient represents the Vendor's costs (indirect and direct), overhead, and profit. Coefficients shall not exceed two (2) decimal places.
- h. Consumer Product Safety Commission (CPSC) standards
- i. Indefinite Delivery Indefinite Quantity (IDIQ) - is a method of delivery of an indefinite quantity of specific supplies and services during a fixed period.
- j. International Building Code (IBC).
- k. International Code Council (ICC). Standard for bleachers, folding and telescopic seating, and grandstands. American National Standard.
- l. Job Order Contracting (JOC) - means a contract in which the contractor agrees to a fixed period, indefinite quantity delivery order contract which provides for the use of work orders for public works.
- m. Kips per square inch (KSI).
- n. National Electric Code (NEC).
- o. National Fire Protection Agency (NFPA).
- p. Non-Pre-Priced - means a necessary, but incidental, part of a job or project under a job Order Contract that is not susceptible to the unit pricing using the pre-priced tasks in the UPB.
- q. Normal Working Hours - means Monday through Friday, 7am - 6pm local time to the location of the project.
- r. Other Than Normal Working Hours - means any hours outside of Monday through Friday, 7am - 6pm local time to the location of the project, including holidays. These hours are to be approved by the purchasing agency for each delivery and noted in the order proposal as a line item.
- s. Unit Price Book (UPB) - means a book containing specific prices, based on generally accepted industry standards and information, where available, for various items of work to be performed by the job order contractor. Vendors will use the Gordian RS Means Price Book and Gordian Construction Task Catalog (CTC).
- t. Work Order - means an order issued for a definite scope of work to be performed pursuant to a job order contract.

## 7. Special Terms and Conditions

Item	Description
7.1.1.	Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.
7.1.2.	Vendor Partner will endeavor to supply products that are made in the United States of America.

## 8. Standard Specifications

Item	Description
8.1.1.	The Vendor Partner will have access to a full inventory of the awarded product line.
8.1.2.	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.
8.1.3.	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.
8.1.4.	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.
8.1.5.	Optional services must be identified separately, and must include clear descriptions of proposed services.

Item	Description
8.1.6.	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.
8.1.7.	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.
8.1.8.	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.
8.1.9.	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.

## 9. Product | Category Specific Specifications

### Event Seating - General

Item	Description
9.1.1.	Ability to furnish all required labor, materials, equipment, implements, parts and supplies necessary for the installation of the proposed seating systems.
9.1.2.	<p>Ability to develop a proposed solution to conform to meet Member expectations while considering:</p> <ul style="list-style-type: none"> <li>▪ Adequate floor leveling and strength of existing conditions for operation of seating systems.</li> <li>▪ Adequate strength for wall-attached seating systems.</li> <li>▪ Electrical wiring within the building as required for power-operated seating systems, when applicable.</li> </ul> <p>The seating solution proposed is adequate and functional within the existing site conditions and will comply with all federal, state, local building codes, and safety compliance.</p>
9.1.3.	Where applicable and required, all welders must be AWS certified, following all applicable code requirements.
9.1.4.	Manufacturing. Manufacturer shall be a nationally recognized company regularly engaged in the design and manufacturing of event seating for not less than fifteen (15) years and can demonstrate a proven record of customer satisfaction. Equipment provided shall incorporate manufacturer's design improvements and materials current at time of shipment, provided that such improvements and materials are consistent with the intent of these specifications.
9.1.5.	Engineering. Where required, it shall be mandatory that each Respondent submit with their bid an affidavit signed by a Registered Professional Engineer stating that the product to be supplied has been tested by an independent testing facility and meets all applicable code and safety requirements.
9.1.6.	Materials. All event seating shall be manufactured by a nationally recognized company. All components and materials shall meet or exceed local building codes, industry standards, OSHA, and CPSC standards.
9.1.7.	ADA Compliance. All solutions must comply with ADA rules and regulations.
9.1.8.	Vendor must verify that all proposed products comply with all safety codes; OSHA, UL, etc.
9.1.9.	Numbering. Where applicable, provide seat numbers and row letters for sculpture seat modules. Sequence to be determined by owner.
9.1.10.	Provide manufacturer's full warranty that guarantees the bleachers shall be free from defects in material and workmanship under normal user for a period of five (5) years. The warranty coverage shall not be prorated nor limited to the amount of usage.
9.1.11.	Submit manufacturer's full warranty with all of the forms that were completed and submitted in owner's name and registered with the manufacturer. Within this documentation, product manufacturer must verify that its factory representative has inspected the installation of the completed project and that all work conforms to the manufacturer's specifications and requirements.
9.1.12.	Vendor Partner shall provide full warranty to the owner that covers defects in the pre-work, installation, and workmanship, and further warrants that the installation was done in accordance with both the manufacturer's recommendations and any written directives of the manufacturer.

### Event Seating - Telescopic

Item	Description
9.2.1.	Provide bleacher systems that are composed of multiple tiered, closed deck seating rows operating in a telescopic manner, incorporating the most economical quantity or sections while still complying with all loading requirements. The first moving row, on manual sections, shall be secured with release lever. All other rows shall be mechanically locked, operable only upon unlocking and cycling of first row. Power sections shall be secured with mechanical locks, as well as the power system, operable upon activating the pendant control. Each bleacher row shall be composed of risers, seat and deck components, and a complete set of supportive columns and braces. The telescopic bleacher shall incorporate a locking system permitting the use of one, several, or all rows, each locked in the extended position.
9.2.2.	Provide access to multiple telescopic systems, including but not limited to: <ul style="list-style-type: none"> <li>▪ Wall-Attached (forward fold). Either available in manual or power operation where the bleachers open in a forward motion.</li> <li>▪ Free-Standing (floor attached). Attached permanently to the floor, available in manual or power operation opening in a forward motion. A 10-1/4" rise is required for 20 rows, a 11-1/2" rise for 17 rows, and a rise of 16" is required on 12 rows.</li> <li>▪ Reverse Fold. Used in balcony applications to recover floor space for multi-purpose areas. The first row is fixed and the entire unit moves in a reverse direction until fully extended.</li> <li>▪ Recessed. Used under a balcony overhang utilizing an extra row of understructure linkage mechanism in order for the bleachers to stack under the balcony.</li> <li>▪ Mobile (Portable) Units. Ability to move seating from one location to another location on the same floor level. Units must be independent and self-supporting that do not require anchoring to the floor or wall. Hydraulic lifts/trucks will be required to move the mobile units.</li> </ul>
9.2.3.	Dimensions. <ul style="list-style-type: none"> <li>▪ Rise per row. The vertical dimension from seat to top can either be 10-1/4" or 11-1/2".</li> <li>▪ Row span. The horizontal dimension from front seat to front seat can either be 22", 24", 26", 30", 32", or 33".</li> </ul>
9.2.4.	Design. All telescopic bleacher design and fabrication shall conform to IBC 2009 and ADA requirements. Telescopic gymnasium seating shall be designed to support and resist, in addition to its own weight, the following: <ul style="list-style-type: none"> <li>• A vertical live load of 100 lbs. per square foot. Foot and seat boards shall be designed for a 120 lbs. per linear foot live load and, as a separate load case, a 300 lbs. concentrated load.</li> <li>• Seating shall also be designed to carry a horizontal sway force of 24 lbs. per linear foot parallel to the seating and 10 lbs. per linear foot perpendicular to the seating.</li> <li>• Steel components shall be cold-formed from appropriate width coil conforming to A1011 SS Grade 30, ASTM A653 - Grades 33, 40 and 50, ASTM A500 - Grade B 46 KSI (killipounds per square inch) as applicable.</li> <li>• Railings and guard rails shall be designed for 200 lbs. concentrated load applied at any point and any direction and a uniform load of 50 lbs. per foot applied in any direction. Guard rails shall be designed to hold a simultaneous uniform load of 100 lbs. per foot applied downward in any direction. Guard rails shall be designed to meet or exceed all requirements of the IBC, ICC 300 Standard on Bleachers, NFPA 101 Life Safety Code, NFPA Standard for Grandstands, and the UBC.</li> </ul>
9.2.5.	Understructure. <ul style="list-style-type: none"> <li>▪ Wheels shall be not less than 3-1/2" diameter x 1" non-marring soft rubber face to protect wood or synthetic floor surfaces. Wheels shall have molded-in sintered iron oil impregnated bushings to fit a minimum 3/8" diameter axle secured with E-type snap rings.</li> <li>▪ Lower track shall interlock with adjacent lower track with an internal anti-drift bearing at the front of track to prevent separation and misalignment. Each lower track shall contain a tier catch to lock each row in open position and allow unlocking automatically.</li> <li>▪ Upper track shall provide a captive guide and an adjustable stop to vary row spacing to site conditions.</li> <li>▪ Vertical column shall be high tensile steel, of boxed channel or tube shape, finished inside and out and meet design criteria.</li> <li>▪ Diagonal knee bracing shall be formed of high tensile steel angle members through-bolted to decking. Deck stiffeners shall be located at all plywood connections and shall be spaced not to exceed 4'-0" on center.</li> </ul>

Item	Description
9.2.6.	<p>Deck System.</p> <ul style="list-style-type: none"> <li>▪ Nosing and rear riser shall be continuous formed galvanized steel members. Rear riser shall be a slant-away design to provide adequate foot room.</li> <li>▪ Lumber component must be kiln dried, finger jointed, edge glued southern pine grade “B &amp; B Finish” manufactured to the current SPIB glued-laminated standards for southern pine.</li> <li>▪ Decking shall be fabricated from Douglas Fir Premium Underlayment with exterior glue, 5- ply, all plies Southern Pine with solid cross bands, produced in accordance with National Bureau of Standards PS-1-95. Decking to match wood seats and fascia; mixed lumber species unacceptable. Decking shall be through-bolted fore/aft to deck stiffeners, doublers and frame cantilevers with locking hardware. Attachment by the use of self-tapping fasteners or retained by friction is unacceptable. Deck end overhang shall not exceed vertical column location by more than 4'.</li> </ul>
9.2.7.	<p>Seat Systems.</p> <ul style="list-style-type: none"> <li>▪ A full range of outer backs shall be offered, including upholstered, hardwood veneer, laminated, and plastic; available with either exposed or hidden fasteners; back height may vary from 29” to 39.5”, according to chair design.</li> <li>▪ Seats shall be standard or fully enveloped.</li> <li>▪ Special seats designed with a 12° reward slope to fit the occupants’ spine should be offered as an option.</li> <li>▪ End panels shall be veneered, upholstered, laminated, or custom ordered; aisle lights may be conventional (on the side of an end panel), teardrop or strip (under the armrest).</li> <li>▪ Seats and front risers shall be 4/4" nominal thickness, kiln dried, end finger jointed only and/or solid Grade "C and Better". Mixed lumber species or edge glued strips are unacceptable.</li> <li>▪ Plastic seats. Polyethylene shall each be 18" long unitized interlocking engineered high density polyethylene modules providing scuff resistant textured 10"x12" wide anatomically contoured seat surface.</li> <li>▪ Horizontal distance measured back-to-back shall not be less than 22” for seats without backs, and the following shall apply: (1) There shall be a space of not less than 12” between backs of seat and the front of the seat immediately behind it and (2) If chair type seat, 12” measured from the front edge of rear seat in the normal unoccupied position.</li> <li>▪ The depth of footboards, footrests or seat boards shall not be less than 9”.</li> <li>▪ Opening between seat boards and footboard located more than 30” above grade shall provide that a 4” diameter sphere cannot pass through the opening.</li> </ul>
9.2.8.	<p>Finish. For rust resistance, steel understructure shall be finished on all surfaces with (Federal Specification TT-E-508) semi-gloss enamel. Tubular steel, which cannot be painted inside, is unacceptable. All surfaces subject to normal wear by spectators shall have a finish that does not wear to show a different color underneath.</p>
9.2.9.	<p>Propulsion System.</p> <ul style="list-style-type: none"> <li>▪ Manual Operation. Ability to furnish one pair of operating handles to attach under the first row kick board.</li> <li>▪ Integral Friction Power. Provide a friction powered, integral electromechanical propulsion system to open and close telescopic seating system. Operation shall assure full visual control of the seating bank. All electrical parts and wiring shall be installed in compliance with NEC. The entire system shall be UL Recognized.</li> <li>▪ Pendant control. Provide pendant control style operation for bleacher system. Pendant, by use of the pendant control plugged into a single receptacle shall extend and retract the bleacher system.</li> </ul>
9.2.10.	<p>Vinyl-End Curtains. Provide standard vinyl end curtains to close off under the bleacher units in the extended position. Curtain color is to be selected from manufacturer’s standard offering, chosen by the owner.</p>

## Event Seating - Auditorium

Item	Description
9.3.1.	Deliver and install fixed chairs (upholstered, wood, veneer, plastic) with seat and back, meeting all aisle and center standards. Seating shall be floor mounted, with self lifting seat which raises automatically to a uniform $\frac{3}{4}$ fold position. Seats shall be certified through routine testing during manufacturing to pass seat cycle oscillation, ASTM Designation F851-87 Test Method for Self-Rising Seat Mechanism, and 600 lb. static load to front of seat.
9.3.2.	Provide varying lateral sizes of seat backs, with standards in each row spaced laterally so that the end standards shall be in alignment from the first row to the last row whether aisles are of constant or converging width.
9.3.3.	Shop Drawings. <ul style="list-style-type: none"> <li>• Provide a complete seating plan and drawing, showing all chairs, sizes, and aisle widths.</li> <li>• Assume responsibility for the accuracy of chair measurements shown on the seating plan.</li> </ul>
9.3.4.	Examine all work and space in which seating work is dependent. Defects that may influence satisfactory completion and performance shall be corrected.
9.3.5.	Provide field measurements to verify dimensions and work to be completed. Be responsible for accurate fit of work.
9.3.6.	Fire Performance Characteristics [Upholstered Seating]. <ul style="list-style-type: none"> <li>• All upholstered seating shall be certified as meeting the flammability requirements of California Technical Bulletin No. 117-2013, Flammability Test Procedure for Seating Furniture for Use in Public Occupancies, effective June 2021.</li> <li>• TB 117 is designated as a consumer product safety standard under the federal Flammable Fabrics Act, subject to administration and enforcement by the U.S. Consumer Product Safety Commission (CPSC).</li> <li>• Product manufactured after June 25, 2021, shall bear a permanent label on upholstered furniture with the statement "Complies with U.S. CPSC requirement for upholstered furniture flammability."</li> </ul>
9.3.7.	Materials. <ul style="list-style-type: none"> <li>• <b>Cast Iron.</b> Shall conform to ASTM A48/A48M-03 Class 25 (25,000 PSI) minimum strength, and shall be free of blow holes and hot checks with parting lines ground smooth and shall be free of inordinately rough surfaces. Provide notarized certification that cast iron is 25,000 PSI tensile strength.</li> <li>• <b>Steel.</b> Shall have smooth surfaces and be of sufficient gauge thickness and designed to withstand strains of normal use.</li> <li>• <b>Wood.</b> All plywood shall be hardwood, hot press laminated using high frequency processes. Interior plies shall be Class 3 or better. All exposed, solid northern grown maple shall be clear and selected by color. Medium Density Fiberboard shall be resin bonded of wood particles, 5/8" minimum thickness, 45 lb./cu. ft. density.</li> <li>• <b>Plastic Components.</b> <ul style="list-style-type: none"> <li>• Injection molded structural plastic shall be one-piece, high impact resistant, 25% glass-filled polypropylene with built-in ultra-violet light inhibitors to retard fading.</li> <li>• Injection molded decorative plastic shall be one-piece, high impact, linear polyethylene with built-in ultra-violet light inhibitors to retard fading.</li> <li>• Plastic laminate shall be minimum 0.030 inch thickness, composed of a core of - 3 - kraft papers impregnated with phenolic resins, a decorative surface sheet, and overlay sheet containing melamine. Layers are fused together under pressures in excess of 1000 PSI, and temperatures over 275 degrees. Plastic laminate shall meet or exceed performance standards as established by N.E.M.A.</li> <li>• Plastic shall have a maximum burn rate of 1" per minute when tested in accordance with ASTM D635, or Department of Transportation Motor Vehicle Safety Standard No. 302.</li> </ul> </li> <li>• <b>Padding Material.</b> Seat and back padding material shall be of new (prime manufacture) polyurethane foam. Padding material shall comply with the flammability requirements outlined in the California Technical Information Bulletin #117, Resilient Cellular Materials, Section A &amp; D, dated February 1975, when tested in accordance with Federal Test Method Standard 191, Method 5903.2.</li> <li>• <b>Fabric.</b> A specification for upholstered chairs is expected to contain a description of</li> </ul>



Item	Description
	<p>upholstery fabric required; otherwise the seating contractor must base a bid on their own choice. A wide variety of upholstery materials are available from a multitude of sources. Designer has great discretion in the fabric to be used. It is recommended that auditorium chair upholstery fabrics offer resistance to abrasion, stretch, seam failure when sewn, crocking, and allow finished chairs to have a reasonable cost. Further, it is required that fabric shall meet Class 1 flammability requirements of the U.S. Department of Commerce Commercial Standard 191-53 per Bulletin #117 (California Code).</p> <ul style="list-style-type: none"> <li>• <b>Finish.</b> <ul style="list-style-type: none"> <li>• Metal Parts: All exposed metal parts shall be powder coated with a hybrid thermosetting powder coat finish. The powder coat finish shall be applied by electrostatic means to a thickness of 2 - 5 mils, and shall provide a durable coating having a 2H Pencil hardness. Prior to powder coating, metal parts shall be treated with a three-stage bonderization process for superior finish adhesion, and after coating shall be oven baked to cause proper flow of the epoxy powder to result in a smooth, durable finish. Manufacturer's standard color range shall be used.</li> <li>• Wood Parts: All exposed surfaces shall be stained to color selected and coated with lacquer of sufficient film depth to afford wear resistance of institutional quality and oven baked.</li> <li>• Plastic Parts: Color of plastic shall be selected from manufacturer's standard color range.</li> <li>• Hardware: All assembly hardware shall be rust resistant, black plated.</li> </ul> </li> </ul>
9.3.8.	<p>Aisle and Center Standards. Aisle and center standards shall be modern pedestal-design, Class 25 cast gray iron, one-piece standards. Standards shall be cast to maintain proper seat and back height and angle. Standards shall be cast with front and rear flanges for extra strength. Mounting points for seats shall be designed with a reinforced area to assure a solid fit, and shall be furnished with a cored bolt-hole to facilitate solid mounting through use of hex bolts. Back attachment shall be arranged via two (2) holes cast in the standard. Standards shall have integral cast lugs for mounting armrests.</p> <ul style="list-style-type: none"> <li>• Aisle standards shall be fitted with decorator panels constructed of medium density fiberboard (MDF), surfaced with plastic laminate specified. The decorator panels shall be tapered-shape, and shall be securely attached to the structural iron castings.</li> <li>• Floor Mounting. Standards shall be cast to be compatible with the floor incline to maintain proper seat and back height and angle. Cast standards shall be provided with mounting feet featuring four (4) anchoring holes allowing a choice of two (2) alternative 2-hole anchoring schemes.</li> </ul>
9.3.9.	<p>Armrests. Armrests shall be solid hardwood with all edges well rounded. Armrests shall be furnished with two (2) keyhole slots in the bottom and shall lock securely to dovetail lugs provided on aisle and center standards.</p>

## Event Seating - Grandstands & Stadium Seating

Item	Description
9.4.1.	<p>Grandstand and stadium seating is a bleacher system(s) that shall be composed of a permanent structure made up of multiple tiered, open or closed deck seating rows incorporating the most economical quantity or sections while complying with all loading requirements.</p>
9.4.2.	<p>Ability to furnish all required labor, materials, equipment, implements, parts and supplies necessary for the installation of the proposed seating systems. Grandstand/Stadium Bleachers (outdoor) – must include site preparation, concrete foundation work, steel substructure, seat and decking system. Press box base and press box can be included with bid proposal, but not required.</p>
9.4.3.	<p>Manufacturing. Manufacturer shall be a nationally recognized company regularly engaged in the design and manufacturing of grandstand and stadium seating for not less than ten (10) years and can demonstrate a proven record of customer satisfaction. Equipment provided shall incorporate manufacturer's design improvements and materials current at time of shipment, provided that such improvements and materials are consistent with the intent of these specifications.</p>
9.4.4.	<p>Materials.</p> <ul style="list-style-type: none"> <li>▪ Steel. Meeting or exceeding ASTM A 572-50. Shop connections are seal welds. After fabrication, all steel is hot-dipped galvanized to ASTM A 123.</li> </ul>

Item	Description
	<ul style="list-style-type: none"> <li>▪ Aluminum. Meeting or exceeding ASTM B 209.</li> <li>▪ Concrete. Meeting or exceeding the requirements of ASTM C 873, compressive strength of 3000 psi or local building codes, whichever is sterner.</li> <li>▪ Seat planks, back rests, stanchions, riser planks and railing are to be extruded aluminum alloy, 6063-T6. Tread planks are to mill finished.</li> <li>▪ Hardware. Bolts and nuts are hot-dipped galvanized or mechanically galvanized. Hold-down clips must be aluminum allow 6005A-T6, mill finish.</li> <li>▪ Structural hardware. Shall be equal to or greater than hot-dipped galvanized ASTM-A307.</li> </ul>
9.4.5.	<p>A grandstand shall be designed and assembled so that the maximum expansion, contraction, settlement, or misalignment likely to occur will not cause stresses in excess of those permissible nor jeopardize the structure or its occupants. It shall be designed to remain stable so as not to be overturned either by wind or unequal distribution of live load.</p> <ul style="list-style-type: none"> <li>• Field site. Owner to make site accessible and to verify site locations to Partner Vendor.</li> <li>• Owner to mark all underground utilities and obstructions; owner to relocate all that conflict with grandstand.</li> <li>• Soil test to be furnished by the owner.</li> <li>• Meet or exceed all state and local applicable codes in compliance with the IBC. Barrier Free Sub code.</li> </ul>
9.4.6.	<p>Permanent Steel Grandstand.</p> <ul style="list-style-type: none"> <li>▪ Horizontal Beam Design – Vertical columns are placed 18’ on center laterally and up to 20’ front-to-back. All horizontal beams shall be wide flange. All columns shall be ASTM A-500- B structural square tube with a minimum of a 3/4" base plate.</li> <li>▪ Rise and Depth Dimensions: vertical rise per row – 10", horizontal depth per row – 26" and front walkway – minimum 54" in clear width, elevated 42" above grade with each set 17" above its respective tread.</li> </ul>
9.4.7.	<p>Concrete Foundation.</p> <ul style="list-style-type: none"> <li>▪ Foundations for permanent grandstands shall be designed to sustain a total load equal to the dead load plus 60 percent of the total of the live load and the transmitted wind or sway load.</li> <li>▪ Footing shall extend not less than 42" below grade, unless solid rock is encountered at a lesser depth, and shall provide sufficient bearing area at bottom to support all design loads.</li> <li>▪ Footings and piers shall be poured with reinforced steel as required, including four 7/8" anchor bolts per pier. Concrete shall attain working strength of 3,000 psi.</li> </ul>
9.4.8.	<p>Design Loads.</p> <ul style="list-style-type: none"> <li>▪ In addition to their own weight and the weight of added accessories, must have a uniformly distributed live load of not less than 100 lbs. per square foot of gross horizontal projection.</li> <li>▪ All seat boards and footboards shall be designed for a live load of not less than 120 lbs. per linear foot. To resist a horizontal swaying force applied to the seats, in a direction parallel to the length of the seats, of 24 lbs. per linear foot of seats and, in a direction perpendicular to the length of the seats, of 10 lbs. per linear foot of seats.</li> <li>▪ Handrails must be designed to hold a concentrated load of 200 lb. applied to any point and any direction and a uniform load of 50 lb. per foot applied in any direction.</li> <li>▪ Guardrails must be designed to hold a concentrated load of 200 lb. applied to any point and any direction along the top railing. Guardrails shall hold a uniform load of 50 lb. per foot applied horizontally at the required guardrail height and a simultaneous uniform load of 100 lb. per foot applied vertically downward at the top of the guardrail.</li> <li>▪ Snow, wind and seismic loads are to be addressed per state adopted code.</li> </ul>
9.4.9.	<p>Decking.</p> <ul style="list-style-type: none"> <li>▪ Provide options of various mill aluminum decking to include interlock aluminum decking, tongue-and-groove system closed deck aluminum, and full-plank arrangement.</li> <li>▪ Closed deck. Must provide the standard 10" ride by 26" tread depth and must be maintenance free, corrosion resistant. No deck penetrations are allowed via the attachment of the seat brackets, step brackets, mid-aisle rails and all other components</li> </ul>

Item	Description
	<p>that attach at the tread-rise. No bolting or drilling of the tread riser shall be permitted, except for the areas where there are no noses or heel channels where bolting is necessary. Decking must provide a non-slip, anti-skid surface.</p> <ul style="list-style-type: none"> <li>▪ Full plank. Must be maintenance free, corrosion resistant and provide a non-slip, anti-skid surface. Should footboards be more than 30 inches above grade, openings between the seat and footboards shall not allow the passage of a sphere greater than four (4) inches.</li> </ul>
9.4.10.	<p>Railing and Guardrails.</p> <ul style="list-style-type: none"> <li>▪ Railings and guards shall not be less than 42" high above the aisle surface or footrest, or 42" vertically above the seatboard surface where seats are more than 4 feet above the ground. Where the front footrest of the grandstand is more than 2' above the ground, railings or guards shall not be less than 26" high above the front footrest.</li> <li>▪ To be at all sides of bleacher, entry stairs and ramps, portals, and landings. Railing to be anodized aluminum with end plugs at ends of straight runs and/or elbows at corner. All guardrails shall be secured to angle rail risers by galvanized fasteners. Railing shall be at heights as required by code. Guardrail shall include intermediate railing, or galvanized chain link fencing fastened in place with galvanized fasteners and aluminum ties.</li> </ul>
9.4.11.	<p>Aisles.</p> <ul style="list-style-type: none"> <li>▪ Aisles with seating on both sides to have discontinuous mid-aisle handrails and should break into intervals no more than five (5) rows apart. Each cross-aisle located shall be a minimum of 22" high not to exceed 36" high based on location of the handrail.</li> <li>▪ Anodized aluminum handrails must have rounded ends to be provided with an intermediate handrail below the main handrail.</li> <li>▪ Half steps shall be provided for riser heights above 8" and shall provide equal rise and run throughout the aisle.</li> <li>▪ Each shall provide aisle nosing with non-skid black coated finish or other paint sealing system meeting AAMA 603.8-92 specifications.</li> <li>▪ Aisles with riser height of non-uniformity shall be indicated with distinctive markings as required by code.</li> </ul>
9.4.14.	<p>Seating and Footboards. Footboards and seat boards shall not be less than 9". Any opening located more than 30" above grade shall provide an intermediate structure that a 4" diameter sphere cannot pass through.</p>

## Staging Solutions

Item	Description
9.5.1.	<p>All product and work under the resulting contract will be done in strict accordance with all applicable federal, state, and local fire regulations, standards, and codes with regard to occupancy, egress, etc.</p>
9.5.2.	<p>Minimum load capacity for staging is 125 pounds per square foot. Respondent must have the capabilities and experience to determine proper staging based on agency needs. Respondent will consider standard uniform load, point load, and dynamic live load for intended use before proposing a staging solution.</p>
9.5.3.	<p>All stage decking must be at least ¾" plywood or comparable material, uniformly painted black, gray, light gray or neutral color, and in good repair.</p>
9.5.4.	<p>Respondent will obtain any local permits, if applicable and as required by law prior to stage construction.</p>
9.5.5.	<p>All staging must be ADA compliant (ramps and railings) and provide a safety guard rail at the back of the stage.</p>
9.5.6.	<p>Project Submittals.</p> <ul style="list-style-type: none"> <li>• Product Data sheets on each product being used including rated capacities, construction and material details, dimensions, etc.</li> <li>• Delivery, storage and handling requirements shall be included as well as maintenance instructions and recommendations.</li> <li>• LEED Submittals from the manufacturer verifying that no components contain no urea</li> </ul>

Item	Description
	formaldehyde.
9.5.7.	Shop Drawings will fully explain design features, appearance, function, fabrication, installation, use of system components in all phases of operation. Shop drawing will receive approval before installation or erection. <ul style="list-style-type: none"> <li>• A copy of the Bill of Materials, needing approval.</li> <li>• Include plans, elevations, sections, attachments and work by other trades.</li> <li>• Include wiring diagrams when applicable.</li> <li>• Indicate bracing and fastening requirements, as applicable.</li> </ul>
9.5.8.	Product Schedule. <ul style="list-style-type: none"> <li>• Use designations indicated in shop drawings.</li> <li>• Include room locations, venue, dimensions, accessories, finishes, and project specific notes.</li> </ul>
9.5.9.	Exposed Finished and Finished Materials. <ul style="list-style-type: none"> <li>• Provide samples of not less than 4 by 4 inches for each type, color, pattern, surface and material selected.</li> </ul>
9.5.10.	Closeout/Punch List Submittals. <ul style="list-style-type: none"> <li>• Provide operation and maintenance data for adjusting, repairing and replacing components and accessories.</li> <li>• Provide manufacturer's warranty</li> </ul>
9.5.11.	Quality Assurance <ul style="list-style-type: none"> <li>• Products proposed must be from a manufacturer who has a minimum of five (5) years' experience in the manufacture of similar product in use in similar environments with the capacity to meet the construction and installation schedule.</li> <li>• Vendor must provide installers that are experienced in this work and meet manufacturer installation requirements.</li> <li>• All electrical components, if applicable, will be labeled per NFPA 70.</li> <li>• Where components are indicated to comply with accessibility requirements, comply with the U.S. Architectural &amp; Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities".</li> </ul>
9.5.12.	Pricing must be product only. Separate delivery, storage, and installation costs will be required.
9.5.13.	Respondent shall provide training, inspection, and maintenance services for all solutions proposed.
9.5.14.	Venues. <ul style="list-style-type: none"> <li>• When requested, Respondent shall set up all solutions, equipment, and supplies per venue diagrams and manufacturer specifications.</li> <li>• Respondent shall provide labor to break down all solutions, equipment, and supplies. Times shall be determined between the Respondent and the participating agency.</li> <li>• Changes to set and breakdown schedules shall be made upon mutual agreement between the Respondent and the participating agency.</li> </ul>
9.5.15.	Participating agencies reserve the right to modify any event/venue, at any given time, based on CDC guidelines (local/national) for indoor/outdoor gatherings, weather, and any other unforeseeable event that would require changes to be made.

## Services, Installation, Maintenance & Repair

Item	Description
9.6.1.	Provide the participating agency with blueprint/layout documentation, as requested.
9.6.2.	Site evaluation/inspection. Verify that areas to receive event seating or staging solutions are free from impediments interfering with installation. Work will not commence until building conditions are satisfactory.
9.6.3.	All installations must be installed by licensed factory-certified installers.
9.6.4.	All products must be installed according to manufacturer's instructions. All equipment will be adjusted by installers for smooth and proper operation.
9.6.5.	Installation crews must clean all work areas and remove debris from installation site.
9.6.6.	Provide after-the-sale, ongoing inspection and maintenance services to ensure proper maintenance and upkeep of seating system.

Item	Description
9.6.7.	Training. Provide the staff with technical assistance, training and additional resources to safely maintain and operate the installed bleacher system. The Vendor must submit manufacturer's installation instructions and descriptive literature to each purchasing agency along with the manufacturer's operating, maintenance manuals and warranty information. Provide additional training necessary for them to develop a complete knowledge and understanding of the supplies, materials and equipment required to maintain and keep the installed system in good working condition through its lifecycle. All project drawings, manuals, training materials, maintenance and operational manuals, equipment bill of materials, warranties and written documents shall be presented to the owner on CD-R, DVD-R or flash drive ("AutoCad", MS Word, Excel, PowerPoint, Access, Project, Adobe Acrobat, etc.).

## Job Order Contracting - RS Means

Item	Description
9.7.1.	Wages. When applicable to prevailing wage laws, prevailing wages for all work performed pursuant to each work order must be the rates in effect at the time the individual work order is issued. If the work to be performed is in whole or in part using federal funding, then the Davis Bacon wages for that area will apply.
9.7.2.	<p>Coefficient/Adjustment Factors. The Vendor will submit five (5) coefficient/adjustment factors to be applied to every task in the RS Means Price Book.</p> <ul style="list-style-type: none"> <li>• Factors must include costs (direct and indirect), overhead, and profit.</li> <li>• Factors include (evaluation weight): <ul style="list-style-type: none"> <li>• Normal Working Hours - Prevailing Wage (.60)</li> <li>• Other Than Normal Working Hours - Prevailing Wage (.10)</li> <li>• Normal Working Hours - Non-Prevailing Wage (.10)</li> <li>• Other Than Normal Working House - Non-Prevailling Wage (.10)</li> <li>• Non-Pre-Priced Items in the UPB (.10)</li> </ul> </li> </ul> <p><b>Factors shall not exceed two (2) decimal places (i.e. 1.23, 0.98)</b></p>
9.7.3	Non-Pre-Priced Items. Vendor will obtain three (3) quotes to support the development of the non-pre-priced line item. The non-pre-priced coefficient (see pricing workbook) will be applied to those developed line items. A copy of the three (3) quotes will be provided to the purchasing agency for their records.
9.7.4.	The Vendor will furnish the management, labor, materials, equipment, and incidental design support needed to perform the work.
9.7.5	Scope of Services. The specific scope of work for each job shall be determined in advance and in writing between the purchasing agency and the Vendor. Once the scope of work/job is agreed to, the purchasing agency will issue a purchase order (PO) or an Agreement to Contract with the job order contract proposal referenced or attached along with the bond and any other special provisions agreed by the purchasing agency. If special terms and conditions other than those covered within this solicitation and awarded Agreements are required, they will be attached to the PO and/or Agreement or Contract and shall take precedence over those in this resulting contract.
9.7.6.	Scheduling of Projects. Scheduling of projects (if applicable) will be accomplished when the purchasing agency issues the PO and/or Agreement or Contract that will serves as the "notice to proceed" as agreed upon by the purchasing agency and Vendor. The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for the delays as a result of these items. When the tasks have been completed the Vendor shall notify the client and have the purchasing agency inspect the work for acceptance under the scope and terms as agreed upon. The purchasing agency will issue in writing any corrective actions that are required. Upon completion of these items, the purchasing agency will issue a completion notice and final payment will be issued per the contractual requirements of the project.
9.7.7.	Support Requirements. AEPA, or its representatives, reserve the right to inspect any project and audit the Vendor project files, documentation, and correspondence.
9.7.8.	Cost Pass Through. Bonding costs, taxes, and permit fees paid by the Vendor for JOC shall pass through the cost at no markup to the purchasing agency.

## 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 Respondent must provide their pricing as requested utilizing the various pricing methodologies specified. **The Respondent/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 Respondents 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. Respondents 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 Respondent 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 Respondent.
    - 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. Respondents shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Respondent 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. **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.
2. **Secondary Pricing Methods (Catalog Bids only, see Part B for category designation):** Respondents 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:** Respondents are required to offer customized price lists to Participating Entities for items within the Respondent'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 providing 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. **Short Term Pricing Reductions/Incentives and Regional Promotions:** Respondents are invited, at their option, to offer a selection of products/services at greater discounts than those listed in the standard catalog or core list discounts. Special time-limited reductions are permissible under the following conditions:
- i. The price reduction is for a specific period, no less than thirty (30) days.
  - ii. The reduction/incentive may be used to discount and liquidate close-out and discounted products/services if those items are clearly labeled as such.
  - iii. The original price for products/services is not exceeded after the time limit.
  - iv. The AEPA Category Committee and any affected AEPA Member state shall be notified of any special or time-limited price reduction.
  - v. New prices must be on record fifteen (15) days prior to any offer of the new priced being proposed or offered to AEPA Member Agencies and Participating Entities.
  - vi. Pricing for all items must be submitted to all affected AEPA Member Agencies in an electronic format so that specials can be posted to websites, emailed, and shared with Participating Entities/Buyers.
- c. **Volume Price Discounts:** Respondents 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 Respondent 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. **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, such as when construction is required. The Respondent 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.
- a. **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.
  - b. **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.
  - c. **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.

- d. **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.
4. **Automated System for Pricing (ASP):** The method consisting of an ASP and/or software application (RS Means, 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 Respondent 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.
5. **RS Means (Public Work Construction Related Bids only):** It is important for Vendor Partners to breakout all costs (quantity and price) of all items listed under RS Means or an Alternative Pricing method. This includes all quoted items not on the approved AEPA bid submittal. The following are minimum requirements for using RS Means for quoting projects to AEPA Member Agencies:
- a. The Contractors must use the current year and standard cost data. Only the following cost data titles will be accepted:
    - i. Building Construction Cost Data Book
    - ii. Facilities Construction Cost Data
    - iii. Facilities Maintenance & Repair Cost Data
    - iv. Site Work & Landscape Cost Data Book
  - b. All work proposed under RS Means must use RS Means format, even if subcontractors are used.
  - c. An RS Means spreadsheet must be submitted to substantiate the quote given to the AEPA Member Agency. The spreadsheet columns must reveal the full RS Means number and a sufficient amount of the description. This also applies to change orders.
  - d. Pricing must be done by Location codes. National Average will not be allowed. In order to choose the “closest” location code, the first three (3) numbers of the zip code will be used to determine the city location index in the AEPA Member Agency State.
  - e. The AEPA contract holder factor, bonding cost, AEPA discount and taxes if applicable must be shown as separate line items at the bottom of the RS Means spreadsheet. This information can be shown on a separate summary sheet. The summary sheet must start with the RS Means spreadsheet total and show the detail for each of the items stated above. This detail will be provided to that AEPA State Agency and the AEPA Buyer as required.
  - f. All change orders which list items covered by RS Means must be supported by an RS Means spreadsheet

## 6. Part F - Pricing Workbook

This solicitation has two (2) pricing workbooks, all of which apply to certain product/category offerings. Vendor must complete the workbook(s) that best fit their product offering. The Vendor must complete all required worksheets as indicated within the workbook. Price workbooks include the following:

- a. **Event Seating (Required, if offering seating solutions)**
  - i. F.1 – Catalog Discount (Required)
  - ii. F.2 – Price Schedule (Required)
  - iii. F.3 – RS Means by State (Required, if conducting work considered public construction)
  - iv. F.4 – Volume Discounts (Optional)
- a. **Staging (Required, if offering staging solutions)**
  - i. F.1 – Catalog Discount (Required)
  - ii. F.2 – Price Schedule (Required)



- iii. F.3 – RS Means by State (Required, if conducting work considered public construction)
- iv. F.4 – Volume Discounts (Optional)
- c. Bid pricing will be evaluated based on the separate pricing schedules/workbooks. 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 Respondents based on differentiation of product or service between Respondents. 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:

<b>Evaluation Criteria</b>
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
Financial Viability
Demonstrated Track Record of Performance in the Public Marketplace
Value Added attributes