



Invitation for Bid AEPA #024-B ELECTRIC VEHICLE CHARGING

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) in the category of Electric Vehicle (EV) Charging Station products and services.

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking Electric Vehicle (EV) Charging Station products and services.
- b. These parts and supplies will include but are not limited to: Electric Vehicle (EV) Charging stations and associated infrastructure as required by the local and state regulations. The vendor shall furnish the EV charger equipment in order to provide a complete system. The committee will accept bids on EV Charging Stations and associated products/equipment only without requiring bidders to bid on the installation services detailed below in (c.)
- c. Types of services may include, but are not limited to,: the installation of electrical conduits and electric connection to supply power for the complete operation and installation of the EV chargers. The vendor shall post any required signage and/or pavement markings, and provide restoration of existing conditions, as well as the testing and commission of the EV charger stations, providing timely maintenance services and 24/7 customer support. For installation services, vendors must be certified electrical installers for the brands they are bidding. Further installation requirements and specifications can be found in the **Sub-Category: Installation**.

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

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products and installation services to offer a turn-key solution for Electric Vehicle Charging Stations. However, because of the unique nature of Electric Vehicle Charging Station products and the requirements in the Member states regarding installation, Member Agencies may consider multiple awards, if the lowest, best-value

bids come from Bidders whose business concentrates on subset of supplying the product only without installation. Such bidders shall be awarded for the sale of the products only. In these cases, installation will be handled separately by the AEPA Member in accordance with the Member's state and local laws.

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?	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Yes	
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	No	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, 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
South Carolina	Yes	NC
Texas	Yes	
Virginia	Undecided	
Washington	Yes	AK, ID
West Virginia	Undecided	

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

Electric Vehicle Charging is a new category for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate a beginning sales volume of between \$3 million and \$5 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. 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 – August 17, 2023

AEPA will host a voluntary pre-bid conference call, 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) – August 17, 2023

Category	Eastern	Central	Mountain	Pacific
024-B Electric Vehicle Charging	10:00 AM	9:00 AM	8:00 AM	7:00 AM
024-C Digital Resources & Instructional Materials	10:30 AM	9:30 AM	8:30 AM	7:30 AM
024-D Computerized Maintenance Management System	11:00 AM	10:00 AM	9:00 AM	8:00 AM
024-E Lawn & Groundskeeping Equipment, Supplies, & Services	11:30 AM	10:30 AM	9:30 AM	8:30 AM
024-F Digital Display Solutions	12:00 PM	11:00 AM	10:00 AM	9:00 AM
024-H Audio Visual Integration, Equipment, & Installation	1:00 PM	12:00 PM	11:00 AM	10:00 AM
024-G Vehicles – Cars, SUVs, Light Duty Trucks/Vans, Emergency, Fuel, Hybrid, Electric	1:30 PM	12:30 PM	11:30 AM	10:30 AM
024-A Natural & Synthetic Surfaces for Sports Fields, Tracks, Courts, Playground & Landscaping Applications	2:00 PM	1:00 PM	12:00 PM	11:00 AM

Conference Call Number/Online Connection:

<https://us02web.zoom.us/j/85105482270?pwd=VElaSG15WVAyelQyWFgxZEpWM2UyQT09>

Meeting ID: 851 0548 2270

Passcode: B3C5yU

Dial In Information: 1 305 224 1968

Meeting ID: 851 0548 2270

Passcode: 548099

6. Glossary of Terms and Abbreviations

Level 2 Charging Stations: These charging stations provide charging through 240V or 208V AC dedicated circuits of 20 to 100 amps. These stations result in ten (10) to twenty (20) miles of travel range per each hour of charging.

Level 3 Charging Stations: These charging stations (also referred to as DC Fast Charging (DCFC) stations) provide charging through a 480V or higher three phase dedicated circuit. These stations result in sixty (60) to eighty (80) miles of travel range for every twenty (20) minutes of charging time.

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. OSHA- Occupational Safety and Health Administration- www.osha.gov
- b. SAE J1772 standard- global standards development and professional association with over 128000 engineers and technical experts in mobility engineering - <https://www.sae.org/>
- c. NEC- National Electrical Code- <https://neca-neis.org/safety-and-the-nec>
- d. OCPD- Overcurrent Protective Device
- e. FLC- full load current
- f. ADA- Americans with Disabilities Act- <https://www.ada.gov/>
- g. NEVI- National Electric Vehicle Infrastructure- federal program to fund projects for the construction of publicly accessible electric vehicle (EV) chargers under certain statutory authorities including any EV charging infrastructure project funded with Federal funds. The minimum standards and regulations can be found here:
<https://www.federalregister.gov/documents/2023/02/28/2023-03500/national-electric-vehicle-infrastructure-standards-and-requirements>

7. General Specifications

Item	Description
7.1.1.	The Vendor Partner will have access to a full inventory of the awarded product line.
7.1.2.	The Vendor Partner will maintain a minimum monthly overall average fill rate of 95% or above for non-custom items. Items that are reordered, backordered, or partially filled are not considered filled items when calculating this service level. Exceptions will be approved with notification of supply disruptions.
7.1.3.	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.
7.1.4.	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
7.1.5.	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
7.1.6.	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or

Item	Description
	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.
7.1.7.	Optional services must be identified separately and must include clear descriptions of proposed services.
7.1.8.	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.
7.1.9.	Vendor partners will be required to provide their complete product offerings in an electronic catalog upon request.
7.1.10.	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.
7.1.11.	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.
7.1.12.	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
7.1.13.	Vendor is responsible for checking that the charger is in perfect condition and that all components are working properly upon delivery but prior to installation of any charging station.
7.1.14.	Products that have a money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
7.1.15.	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.
7.1.16.	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
7.1.17	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.

8. Product | Category Specific Specifications

Item	Description
8.1.1.	All charging stations shall include all necessary cables, cords, conductors, connectors, couplers, enclosures, attachment plugs, power outlets, power electronics, transformer, switchgear, switches and controls, network interfaces, point of sale equipment, and associated apparatus designed and used for the purpose of transferring energy from the electric supply system to a plug-in electric vehicle.
8.1.2.	All charging stations and related equipment shall be compliant with OSHA's Nationally Recognized Testing Laboratory UL 2594- Standard for Electric Vehicle Supply Equipment.
8.1.3.	The charging stations shall have the capability to be installed and used indoors or outdoors. Charging Stations must be operational in temperatures ranging from -22° F (-30° C) to 122° F (50° C) and in relative humidity up to 85% (non-condensing).
8.1.4.	The vehicle to charger connector for the Charging Station shall meet the SAE J1772 standard.
8.1.5.	The charging stations shall have LED or LCD screens that shall indicate power level, vehicle charging status, charge complete status, system status, faults and service.
8.1.6.	The charging stations shall have a cord management system or method to minimize the potential for cable entanglement, user injury, or connector damage. Cords shall be retractable or have a place to hang the connector and cord that is a safe and sufficient distance above the ground or pavement surface. Any cords connecting the charger to a vehicle shall be configured so that they do not cross a driveway, sidewalk, or passenger unloading area.
8.1.7.	The charging station shall clearly indicate the toll-free number to call for technical support.
8.1.8.	The charging station shall have capability to communicate via network services provided.
8.1.9.	The charging station shall be networked on a platform that allows for data to be shared with the

Item	Description
	AEPA member's organization.
8.1.10.	Servers for the stations shall be located within the United States.

9. Sub-Category: Installation – Specifications below pertain to those vendors wishing to bid and provide installation services on this bid:

Item	Description
9.1.1	The installation work shall include all labor, materials and services required for installation.
9.1.2	Vendor must follow manufacturer's installation procedure and provide necessary components to complete the entire charging station system.
9.1.3	Vendor shall be able to meet all established minimum standards and requirements of the NEVI Formula Program if AEPA Members wish to utilize federal funding for the installation of the chargers.
9.1.4	Installation shall include a site inspection and verification. This will be an on-site assessment of the AEPA Member's facility to determine the potential location for the charging stations and the extent of construction that will be required to complete the installation.
9.1.5	The vendor shall determine that existing electrical system has the capacity for the requested EV loads via visual inspection, load study or utility bill analysis.
9.1.6	The vendor shall confirm that the electrical raceway is sized per NEC requirements. All electrical work shall be installed in accordance with the applicable sections of the current NEC.
9.1.7	The vendor shall confirm that the conductors are of the correct size based on OCPD (Overcurrent Protective Devices) size/Name Plate FLC (full-load current).
9.1.8	The vendor shall confirm that disconnecting means are in place, readily accessible, and lockable.
9.1.9	The vendor shall confirm electrical terminations are torqued per manufacturer's specifications and NEC requirements.
9.1.10	Vendor shall confirm that the site complies with relevant usability standards of the ADA, including curb heights and required reach to charger.
9.1.11	The equipment grounding conductor that is required for the EV Charger connection must be run with circuit conductors and connected to the equipment grounding bar or lead on the EV Charging Station.
9.1.12	Grounding shall be provided in accordance with the requirements of the NEC, the utility company, and all authorities having jurisdiction.
9.1.13	The vendor shall draft a proposal for the Member based on the findings of the site inspection and review this proposal with the client.
9.1.14	Upon agreement from client to proceed with the installation, the vendor shall prepare any required permit applications and appropriate drawings based on the client's State and local requirements and regulations.
9.1.15	If applicable, the vendor shall prepare Grant Funding Application for the client.
9.1.16	All installation components must follow those set by the EV Charging Station's manufacturer's requirements and specifications.
9.1.17	The vendor shall check for proper charging station protective ground connection point, which should be interconnected with the low voltage switchboard ground connection during installation.
9.1.18	Concrete foundation shall be made, with the base height no less than 8 inches above grade.
9.1.19	Preparation of concrete foundation shall include digging the foundation hole, a form pad, installing rebar and pouring the concrete.
9.1.20	Vendor shall mark required installation holes on the concrete foundation and drill holes in accordance with manufacturer's requirements perpendicular to the ground at the above-marked hole position.
9.1.21	The expansion bolts shall be equipped with any attached accessories, slightly tightened and vertically inserted into the drilled holes. These bolts shall be knocked in with a rubber hammer until the entire pipe is inserted within the installation hole.
9.1.22	All bolts and pipes shall be screwed into place properly.
9.1.23	Wiring methods shall include schedule 40 PVC and/or HDPE (high density polyethylene) below grade. Electrical metallic tubing (EMT) and/or metal-clad cable indoors shall be sized per the NEC.
9.1.24	All underground wiring must meet NEC Table 300-5.

Item	Description
9.1.25	New underground conduit shall be installed with horizontal direction drill and/or open trench. Conduit installed in open trench shall comply with NEC. Warning tape shall be installed where conduit is installed with open trench.
9.1.26	Voltage drop shall not exceed that outlined in NEC #210.19(A).
9.1.27	Vendor shall furnish and install pull boxes, hand holes, junction boxes, and any other items that are required to properly access all connections.
9.1.28	Vendor shall make all necessary arrangements to maintain the building electrical service at all times. Periods of electrical shut down shall be coordinated with owner at least 48 hours in advance.
9.1.29	Vendor shall check that the AC bolts and protective ground cables of the station are correctly tightened to the charger's specified torque.
9.1.30	The vendor shall check the resistance between the charging station protective ground and the low voltage switchboard ground connection. The value must be in accordance with local codes.
9.1.31	Vendor shall check resistance on the Grid AC between phases and ensure that there are no dead shorts.
9.1.32	Vendor shall check power modules panel to ensure the setting is correct.
9.1.33	Vendor must check the supply voltage between lines prior to switching all fuses and circuit breakers on.
9.1.34	Vendor shall be responsible for removing construction debris from premises at the end of each workday. Upon completion of all installation work, the vendor shall sweep the area clean. Any damaged surfaces, including walls, ceilings, and floors, shall be repaired, refinished, and painted to match adjacent surfaces at the end of the construction/installation period.
9.1.35	Required inspections shall be coordinated with the local construction office and utility company as necessary.
9.1.36	If required, the vendor must validate each site for the manufacturer labor/equipment warranty.

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.
2. **Secondary Pricing Methods:** 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 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. **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 Discounts (Required)
 - ii. F.2 - Price Schedule (Required)
 - iii. F.3 – Services Price Schedule (Optional)
 - iv. F.4 – Volume Discounts (Optional)
 - v. F.5 – State Multiplier (Required if responding with installation)
- c. Pricing evaluation may include considerations, other than product cost, 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.

As a part of the process of determining responsible respondents, the category committee may request reports that describe the financial soundness of your organization. You may be asked to include a third-party report or reports that demonstrate your firm’s strength. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies).

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