



Invitation for Bid AEPA #024-E LAWN & GROUNDSKEEPING EQUIPMENT, SUPPLIES & SERVICES

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 services to all participating member states (up to 29) in the category of **Lawn & Groundskeeping Equipment, Supplies & Services**. This invitation seeks bids for equipment, supplies, parts, and services for procurement by different types of educational, governmental, and public-benefit institutions as follows:

- a. **Category 1 for Turf and Landscape Equipment:** Equipment and accessories, including but not limited to zero-turn mowers; ride-on mowers; wide-area mowers; stand-on mowers; walk-behind mowers; attachable devices for cutting, aeration, and dethatching; string edgers and trimmers; chain saws; leaf and debris blowers; California compliant mowers; small tractors, and utility vehicles — all of which are to be offered, described, and priced in a Commercially Available Catalog.

Category 2 for Electric Tractor Equipment: Electric tractors and accessories — all of which are to be offered, described, and priced in a Commercially Available Catalog in print or online.

Category 3 for Heavy Equipment: New and used gas- and diesel-powered tractors, compact tractors, cranes, earth-moving equipment, and other heavy equipment with optional accessories that feature the necessary wheeled or tracked transport and hydraulic mechanisms for boom lifting, cold milling, compacting, conveying, crushing, dumping, excavating, grading, scraping, jetting, lifting, paving, recycling, rolling, scaling, screeding, slip forming, spreading, surfacing pining, or vacuuming for landscape, construction, or industrial purposes — all of which are to be offered, described, and priced in a Commercially Available Catalog.

- b. Parts and supplies, including, but not limited to replacement parts, parts for customizable options and add-ons, accessories, repair parts, engine and transmission parts, tires, blades, tines, cosmetic enhancement parts, sprinkler and irrigation parts, electronic control devices, and system parts.
- c. Types of services may include, but are not limited to, repair services, extended maintenance contracts, landscaping and turf management software, consulting, assessments, turf management, environmental services, leasing, equipment rentals, training and professional development, and customer service.

All products offered to be sold or leased must be considered new, unused, of the latest design and technology and from the most current and popular turf, groundskeeping, or heavy equipment product lines available -- except for that equipment specifically identified as used and offered with a commercially available price and bid discount. Bid pricing for new equipment must be for the latest available year's model. Rental equipment need not be new.

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of lawn, groundskeeping, and heavy equipment products and services, Member Agencies may consider multiple awards, if the lowest, best-value bids come from Bidders whose business concentrates on a subset of equipment or provides a better pricing value in the categories of 1) Turf and Landscaping Equipment, 2) Electric Tractors, or 3) Heavy equipment. In addition, AEPA and Member Agencies reserve the right to make multiple awards in cases where more than one vendor is necessary to meet the scope of equipment needed within the three categories, to serve the geographic needs of Member Agencies, or where the majority of offerings within bidders' Commercially Available Catalog is unique from one to another.

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 categories of products as determined by the Bidder. See the 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	No	
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	No	SD,UT

Please note the fact 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 ultimately 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

The IFB for **Lawn & Groundskeeping Equipment, Supplies & Services** is a currently held category for AEPA. Any new resulting bid awards will be for an Indefinite Delivery, Indefinite Quantity (IDIQ) contract. 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 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

Category	Eastern	Central	Mountain	Pacific
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

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. **Commercial Mower:** In specifying the standard for “Commercial Mowers,” AEPA, distinguishes commercial mowers from consumer mowers. Commercial Mowers include cutting decks made of higher gauge steel, alloy spindles, greater horsepower engines, more durable belts, and, often, hydrostatic controls. The lifespan of these machines is longer and can be measured in hours, and often machines will include an hours meter.
- b. **Reel Mower:** A “Reel Mower” is a mower in which the blades spin vertically (north to south) and use a scissor-style action to cut the blades of grass. A reel mower usually has between three and seven blades.
- c. **Rotary Mower:** A “Rotary Mower” is a mower in which the blade spins horizontally (east to west) and often uses a sucking and tearing action to cut blades of grass.
- d. **Sit-On Mower:** A “Sit-On Mower” is a ride-on lawnmower or a tractor mower on which the operator is seated, unlike mowers that are pushed or towed. Most often the cutting deck for a Sit-On Mower is engineered with a front-end placement to make the machines more maneuverable, as opposed to a consumer lawn tractor with a mid-mounted deck. Some Sit-On Mowers have zero-turn capability, but not exclusively, so some mowing models can fit into multiple category types.
- e. **Walk-Behind Mower:** A “Walk-Behind Mower” is a self-propelled machine powered by a transmission. It features hand controls for control and navigation and lends itself to efficient maneuverability.

- f. **Stand-On Mower:** A “Stand-On Mower” includes a platform for the operator to stand upright, enabling a more ergonomic operating experience. The machine usually includes a bail-out function that allows the operator to step off, thereby forcing the motor to stop for greater safety, especially on slopes and around obstacles. Weight shifting in the standing position provides more mower maneuverability.
- g. **Zero-Turn Mower:** The term “Zero-Turn” describes the capability of a mower to make 360-degree turns with a turning radius of zero inches. This enables a mower to better reverse course saving fuel and labor, trim more efficiently, and negotiate obstacles. Multiple types of mowers can have zero-turn capability, so some Zero-Turn machines can fit into multiple category types.
- h. **California Compliant:** The California Air Resources Board (CARB) has established emissions regulations that apply to any type of lawn mower sold in the state. In addition, the existing regulations also seek to reduce fume leakage. Be aware, as of January 2023, additional, stricter rules apply to small engines. If adopted by CARB, any new rules will, by default, apply to lawnmowers sold under this contract and all machines sold in California must conform to the new and most restrictive standards. Monitor bulletins and regulations at this website: <https://ww2.arb.ca.gov/small-road-engine-or-equipment-regulatory-and-certification-documents>.
- i. **Compact Tractor:** The term “Compact Tractor” refers to a versatile, smaller-sized tractor that offers a combination of power, maneuverability, and functionality for light to medium-duty tasks.
- j. **Heavy Equipment:** The term “Heavy Equipment” refers to specialized machinery used for construction, landscaping, and industrial tasks that require significant power, strength, and durability and often making use of specialized attachments and are typified by products sold under brands such as Cat, John Deere, Kubota, Case IH, Mahindra, and many others.
- k. **Used:** The term “used” in relation to the heavy equipment category refers to products previously deployed in active work, having more than a one-hour’s usage on its meter, but maintained, repaired, or upgraded sufficiently to entitle a new owner to have a minimum one-year warranty on its engine, powertrain, electronics, and hydraulics.

7. Special Terms and Conditions

Item	Description
7.1	Bid pricing for equipment shall be for those of a brand’s most recently available model year.
7.2	Bidder’s Commercially Available Catalog must include mowers or heavy equipment that is California compliant.
7.3	Older-model-year equipment in stock may be advertised and sold under the discount formula bid against the listed price in the Commercially Available Catalog. See 10. Pricing. 2.B relating to “Hot List Pricing.”
7.4	Used heavy equipment must include a one-year warranty on its engine, powertrain, electronics, and hydraulics. Each “used” machine offered have a sale price established under a bid-discount formula applied against a commercially available price on a website targeted to a broad audience.
7.5	Awarded Vendor must comply with all governmental and environmental regulations and fees imposed by a Buyer’s state, including any regulations relating to, but not limited to, tires, tire disposal, recycle fees, air quality emissions, vehicle registration, licensing, and sales tax.

8. Standard Specifications

Item	Description
8.1	The Vendor Partner must have access and legal authority to sell all items listed in its Commercially Available Catalog.
8.2	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. When and if supply chain disruptions occur, a Vendor Partner shall alert the appropriate AEPA Oversight Committee, justifying any delays in delivery with documentation and describing potential delays to eligible buyers.

8.3	Orders must be shipped timely in accordance with the due date stipulated on a buying agency's purchase order. The Vendor Partner will notify the Buyer if the product ordered cannot be shipped within the identified time period, whereupon Buyer will have the option to cancel its order or agree to a mutually acceptable delivery date
8.4	Vendor Partners must be a manufacturer or a manufacturer's authorized sales and service dealer for all proposed equipment, parts, and 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.
8.5	All charges and components necessary for the 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.
8.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs to the buyer with these providers.
8.7	Vendor Partners must provide a product or mix of products and equipment 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.
8.8	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons, crates, or equipment shall be identified by purchase order number and vendor name.
8.9	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.
8.10	All products sold by the Vendor Partner must be new, unless authorized by the definition of "used" machinery. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned. Rental equipment need not be new.
8.11	Products that have a 30-/60-/90-day money-back guarantee will be clearly identified in the catalog and on the web site (if applicable).
8.12	Vendor Partner has the option to offer equipment from multiple product lines, brands, and manufacturers if a proper pricing discount formula has been bid and established and the items are published in its Commercially Available Catalog.
8.13	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.
8.14	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.
8.15	Orders for supplies and parts that are \$100 (one hundred) or more shall include shipping in the total price. Vendor Partners may pass on their actual and true truck, trailer, or rail delivery costs for mowers and heavy equipment. Title may pass to the buyer at the initial point of shipping provided the Vendor Partner insures the equipment to the benefit of the buyer from all damage or loss in transit.

9. Product | Category Specific Specifications

Item	Description
9.1	To be responsive in Category 1 , a bidder must respond with a Commercially Available Catalog that contains one or more products in the following categories: <ul style="list-style-type: none"> • Zero-Turn Mowers • Ride-On Mowers • Wide-Area Mowers • Stand-On Mowers • Walk-Behind Mowers • Small Mowers and Power Grounds Tools • Utility Vehicles and Turf Tractors • Attachable Devices for Cutting, Aeration, and Dethatching • California Compliant Mowers

	<ul style="list-style-type: none"> • Turf, Irrigation, and Equipment Parts and Supplies • Optional Accessories <p>To Be Responsive in Category 2, a bidder must respond with a Commercially Available Catalog that contains one or more products in the following categories:</p> <ul style="list-style-type: none"> • Electric Tractor • Optional Accessories <p>To Be Responsive in Category 3, a bidder must respond with a Commercially Available Catalog that contains one or more products in the following categories:</p> <ul style="list-style-type: none"> • Loaders • Skip Loaders • Backhoe Loaders • Graders • Compact Tractors • Optional Accessories
9.2	<p>It is desired but is not mandatory that a Bidder's Commercially Available Catalog contain products in the following categories:</p> <ul style="list-style-type: none"> • Compact Utility Loaders • Hover Trimmers • Lawn Striping Kits • Non-Commercial-Grade Lawn Tractors • Robotic Mowers • Snow Blowers • Sprayers • Sweepers • Tillers • Tractors • Trailers • Trenchers • Water Pumps • Other Turf or Groundskeeping • Electric Tractor • Heavy Equipment as Described in Scope of Bid 1.a Category 3. • Heavy Equipment Accessories
9.3	<p>Equipment in the categories listed in 9.1 must be Commercial Grade machines, with the exception of the category for "Small Mowers and Power Grounds Tools," wherein consumer quality mowers and grounds tools may be included in the category with an appropriate and distinguishing bid discount.</p>
9.4	<p>To be responsive, items on the core list must be priced with an applicable formula discount and meet the minimum specifications for the piece of equipment specified.</p>
9.5	<p>The identification of a branded product on the core list is a for-like specification and a representation of the equipment to be evaluated for price and offered for sale. For any product specified with a brand name, a Vendor may bid an equivalent piece of equipment.</p>
9.6	<p>Evaluation of core items related to equivalency shall be for function, not form, while giving priority to the minimization of labor costs related to speed and work-path width. Evaluations for equivalence will not consider features such as seat comfort, audio-jacks, the presence of hour meters, or machine color. AEPA and Members Agencies shall decide equivalency based on a standard that is commonly applied to all Bidders, and its determination of equivalency shall be final.</p>
9.7	<p>For all items in the rest of the Bidder's Commercially Available Catalog, the Bidder must self-identify categories for the items to be sold, whether by brand, type, function, model series, model year, size, etc.</p>
9.8	<p>Each self-identified category must have a corresponding pricing discount formula that will translate into the bid price for evaluation and the maximum sell price to Buying Agencies.</p>
9.9	<p>Awarded Vendor Partner(s) must be able to provide a network of repair facilities reasonably accessible to Buying Agencies or provide on-site repair service.</p>

9.10	Awarded Vendor Partner(s) is responsible for delivering equipment to the ground at a site specified on the Purchase Order. Buying Agencies will not be responsible for offloading equipment from trucks, trailers, or train cars.
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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 the 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 the manufacturer's price changes, newly 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 are published during the contract term, the original discounts shall be applied to the newly 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:** This ITB is categorized as a request for catalog bids; therefore bidders are required to offer Customized Price Lists and encouraged to offer Hot Lists and Volume Discounts as follows:
 - a. **Customized Price List:** Bidders are required to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:
 - i. Items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list provided they are not already on the Core Item list.

- ii. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
 - iii. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
 - iv. Items may not include special orders 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.
- d. **Rebate Pricing to Facilitate Dealer Participation**
If a bidder receives an award, a Vendor Partner may petition the assigned APEA Oversight Committee to establish in writing a mutually agreeable rebate program wherein an eligible buyer may purchase from a Vendor Partner's local dealer at a local store or retail price and receive a rebate within 30 days from the Vendor Partner equal to the difference between the store price and the official bid price for all items listed on a purchase order.

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.2A – Core List Price Schedule. You may also upload separate spreadsheets as long as they contain the minimum information as described on F.2A. Additional products offerings may not be added to this form. (Required)
 - iii. F.2B – Non-Core Price Schedule. You may also upload separate spreadsheets as long as they contain the minimum information as described on F.2B (Required)
 - iv. F.3 – Services Price Schedule (Optional)
 - v. F.4 – Volume Discounts (Optional)
- c. The Catalog Category Discount and the Core Items award will not be split.
- d. Bid pricing will be evaluated on a combination of items from both the Core List and Non-Core List Price Schedules.

- e. Pricing evaluation may include considerations, including the cost of most-often-purchased attachments, cost of operation, and other-than-product costs, 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