



INVITATION FOR BID NUMBER AEPA IFB #007-A

CUSTODIAL SUPPLY CATALOG

PART B – SPECIFICATIONS

TABLE OF CONTENTS

1. Scope of Bid1
2. Anticipated Member Agency Participation2
3. Glossary of Terms.....2
4. Special Terms & Conditions.....3
5. Specifications3
6. Substantiating Documentation.....4

1. Scope of Bid

AEPA agencies are seeking a contract for one or more full house catalog suppliers of custodial products to provide direct shipments to Agencies and their members. The successful supplier will provide discount pricing on all products provided by said supplier. The supplier selected must have a wide variety of name brand, generic, and environmentally friendly product options. The diversity of the participating public agencies requires a broad choice of options. Suppliers are encouraged to offer their entire catalog of available products at a discount from the current published schedule for public agencies. Superior telephone assistance and ordering services and options are required. The vendor must provide Agencies and their members with catalogs and/or a web page that lists products and prices for quick ordering.

Any contract resulting from this solicitation will be used on an as-needed, if-needed basis by members of the contracting AEPA Member Agency(ies). This is a non-exclusive contract, and contracting AEPA Member Agencies shall reserve the right of items by any method deemed necessary and appropriate in accordance with applicable local, state and federal law.

Goals of the AEPA Custodial Supply contract include but are not limited to:

- ◆ Provide a comprehensive and competitively solicited Custodial Supply Product Offering to AEPA Member Agencies and their affiliates
- ◆ Achieve Cost Savings for participating members and suppliers via the central bid process and the grouping of multiple state volumes.
- ◆ Provide opportunities for members and affiliates to procure custodial supplies that meet individual goals for environmentally friendly, recycled, and EPA compliant products.
- ◆ Easy access to all affiliates and members for custodial related products through state of the art servicing, ordering and delivery systems.

2. Anticipated AEPA Member Agency Participation

| State | Participate (Yes/No) | Estimated First Year Purchase Volume | State | Participate (Yes/No) | Estimated First Year Purchase Volume |
|--------------|----------------------|--------------------------------------|--------------|----------------------|--------------------------------------|
| Arizona | NO | N/A | Arkansas | YES | N/A |
| California | YES | N/A | Colorado | YES | N/A |
| Connecticut | YES | N/A | Indiana | YES | N/A |
| Iowa | NO | N/A | Kansas | YES | N/A |
| Kentucky | YES | N/A | Michigan | YES | N/A |
| Minnesota | NO | N/A | Missouri | YES | \$50,000 |
| Montana | YES | \$150,000 | Nebraska | YES | \$250,000 |
| New Mexico | YES | N/A | North Dakota | YES | \$50,000 |
| Ohio | YES | \$500,000 | Oregon | YES | \$100,000 |
| Pennsylvania | YES | \$10,000,000 | Texas | YES | N/A |
| Virginia | YES | N/A | Washington | YES | N/A |
| Wyoming | YES | N/A | Total | | \$11,100,000 |

Participating in the solicitation does not guarantee that an AEPA Member Agency will enter into a contract with any vendor. Each AEPA Member Agency will make that determination after reviewing AEPA recommended bids. The AEPA Member Agency's contracting decision shall be final.

This is a new contract category for AEPA. Estimated first year volume for this solicitation is provided above where available. AEPA Member Agencies anticipate that purchase volume will increase in contract years 2-4. This information is provided as an aid to vendors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful bidder(s)' discount and pricing schedule shall apply regardless of the volume of business under the contract.

3. Glossary of Terms

AEPA Member Agency: A state cooperative purchasing agency recognized by AEPA to represent a specified state in contracting activities associated with this solicitation.

Contracting AEPA Member Agency: An AEPA Member Agency that enters into a contract as a result of this solicitation.

Member: A public school district or other qualifying agency authorized to use the contracts of an AEPA Member Agency.

ASTM: American Society for Testing and Materials

EPA: Environmental Protection Agency

FIFRA: Federal Insecticide, Fungicide and Rodenticide Act

SARA: EPA's Superfund Amendments and Reauthorization Action, Title III, Section 313

UL: Underwriter Laboratories

4. Special Terms and Conditions

The following special terms and conditions are in addition to the applicable general terms and conditions that appear in part A. Please review them and complete the Exceptions to Terms, Conditions and Specifications Form in Part C, Bid Forms.

- 4.1 Bidder must demonstrate it possesses the necessary resources to provide a comprehensive implementation, training and support program on the operation and use of the custodial supply program. The services offered must be appropriate and adequate to ensure a successful custodial supply program.
- 4.2 Bidder will be solely responsible for doing the necessary research to ascertain that its solution meets or exceeds all federal, state and local regulations, rules, standards and requirements relating to providing custodial supplies. Contractor shall provide easily accessible and highly responsive technical support and customer service. Problems identified by sellers or buyers shall be responded to in writing within forty-eight (48) hours of notification. The applicable contracting AEPA Member Agency shall be notified of all problems and resolutions.
- 4.3 For products offered on this contract, descriptive product literature must be provided. Literature in electronic format is preferred. Product literature shall provide information sufficient to determine compliance with the specifications. In addition, vendor must agree to provide to each buyer printed Material Safety Data Sheet (MSDS) information. This literature must be delivered to the buyer with each shipment of such goods.
- 4.4 All product labels shall be in full compliance with applicable OSHA laws. In addition, for products that are purchased in large drums or containers for use in smaller container, sufficient secondary product labels for each item sold must be provided to the buyer at no additional cost. Secondary labels must be suitable for application and use on member's gallon bottles, spray bottles, or other bottles that are commonly used by custodians. The labels must be resistant to deterioration by contact with water or chemicals. All secondary labels shall have the information necessary for full compliance with applicable OSHA Hazard Communication Standards.
- 4.5 The following products must be approved by Underwriters Laboratories for slip resistance and be so labeled: non-buffing type seal-finish water emulsion floor sealer; waterborne epoxy wood floor finish; dust mop treatment; detergent, germicidal, and quaternary ammonium floor cleaners; all purpose cleaners; all purpose neutral cleaner; high gloss restorer; water emulsion type floor finish; detergent resistant water emulsion type floor finish; 100% no. 1 prime carnauba water emulsion type floor wax.
- 4.6 The following products must be able to be used without dilution: non-buffing type seal-finish water emulsion floor sealer for terrazzo, ceramic tile, concrete and marble; waterborne epoxy wood floor finish; dust mop treatment mineral oils; detergent resistant water emulsion type floor finish; 100% no. 1 prime carnauba water emulsion type floor wax.
- 4.7 All containers of chemicals sold must have a firmly secured label with instructions for use. On containers over one gallon in size, a batch sticker must be attached.
- 4.8 All floor care products must be supplied in new, factory-sealed containers.
- 4.9 Offeror must provide proof that the products offered have been in use at educational, municipal, state or other governmental agencies for at least two years. List the names, telephone numbers, and contact persons of three or more agencies that have successfully used the floor care chemicals you offer on this contract per state or nationally.
- 4.10 Chemicals offered through this contract must meet applicable federal and state Clean Air Requirements, have a lead content below .06%, be stable when stored at room temperatures, and be registered with the proper state and federal agencies, and carry such registration numbers as required by law.
- 4.11 Just-in-time (JIT) delivery services shall be made available to interested members. The JIT method should assist the members with existing inventory analysis and classifications, material usages and forecasting, inventory control, valuation and count. Please provide detailed information as to how the JIT delivery system will function within this contract, exactly what these services would cover and what the average JIT delivery time would be after the receipt of an order.
- 4.12 Contractor shall effectively market the program to potential sellers and bidders.

5. Specifications

The following Specifications apply to this category. Bidders will respond to each numbered item by checking the appropriate “Comply” or “Deviate” box in Part C, Section F. Category Questionnaire. Details for deviations will be listed by item number on the Exceptions to Terms, Conditions and Specifications Form in Part C, Section E.

| | <i>Requirement</i> |
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| 5.1 | Floor Care Products (Industrial Use) Non-buffing type seal-finish water emulsion floor sealer shall be of one grade and uniform concentration. The nonvolatile matter shall be measured between 22 and 23% when tested by applicable ASTM standards; pH value shall range between 8.5 and 9.5 when tested in accordance with applicable ASTM standards. |
| 5.2 | Floor Care Products (Industrial Use) Two-part water-based epoxy wood floor finish must be compatible over a wide variety of conventional solvent-based epoxies and oil-modified urethanes. Product must be dry to the touch within 2 hours and be tack free within 24 hours. Product shall be certified that it is resistant to water, oil, gasoline, isopropyl alcohol, turpentine, and soda. |
| 5.3 | Floor Care Products (Industrial Use) One-part clear epoxy surface-type finish for wood gymnasium floors shall be of one type and uniform concentration. When used, the product must produce a glossy, hard, abrasive and water-resistant finish that readily bonds to suitable substrates without blistering or peeling. The nonvolatile matter shall be 38% minimum. The product must be dry to the touch within 3 hours and be tack-free in 24 hours. Product shall be certified that it is resistant to water, oil, gasoline, isopropyl alcohol, turpentine, soda and alcoholic beverages. |
| 5.4 | Floor Care Products (Industrial Use) Dust mop treatment shall be one grade of mineral oil and contain no banned hydrocarbons or other banned chemicals. If retained in the original container, the treatment must not show separation, creaming, or gelling when stored at room temperature. The mixture shall contain no water or wax nor shall it discolor white vinyl tile. |
| 5.5 | Floor Care Products (Industrial Use) Detergent, germicidal, and quaternary ammonium floor cleaners shall contain synthetic detergents suitable for use on all surfaces normally cleaned with water. Products offered must not contain any peroxides, mercury, iodine, phenol compounds or materials which will release such compounds when diluted in accordance with instructions. Product shall provide bacteriological and germicidal activity against, but not limited to, the following: Pseudomonas aeruginosa, salmonella, e. coli, staphylococci, bacteria and other infectious diseases. |
| 5.6 | Floor Care Products (Industrial Use) Extraction carpet cleaners shall be of one grade and uniform concentration and suitable for use in all types of hot water extraction equipment. The nonvolatile content should be between 10 and 12%; the pH value should be between 6.5 and 7.5. |
| 5.7 | Floor Care Products (Industrial Use) Cleaner-degreasers for the removal of industrial oil, grease and wax buildup on floors shall be a uniform homogeneous product containing synthetic detergents and biodegradable surfactants, with no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids. |
| 5.8 | Floor Care Products (Industrial Use) Non-ammoniated, low-foaming remover for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives, soap, butyl cellosolve or other glycol ethers, and can be used in either hard or soft water when diluted according to instructions. The product shall be able to remove aged and/or heavy buildup of water-based wax, polymer and detergent-resistant floor finishes. |
| 5.9 | Floor Care Products (Industrial Use) Mop-on stripper for detergent-resistant, water emulsion floor finishes shall be free from objectionable odors, contain biodegradable surfactants, have no abrasives or soap and be suitable for application to the standard grades of vinyl, vinyl composition, and mineral floorings. The pH value of the products should range between 11.0 and 12.0. |
| 5.10 | Floor Care Products (Industrial Use) General-purpose cleaners shall contain synthetic detergents and biodegradable surfactants, and have no abrasives, soaps, glycol ethers, toxic solvents, phosphates, or free acids. General-purpose cleaners must be suitable for use in automatic scrubbers. |
| 5.11 | Floor Care Products (Industrial Use) All purpose cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 6.0 and 8.0), and be suitable for use on washable, non-porous floors. |
| 5.12 | Floor Care Products (Industrial Use) All-purpose neutral cleaner shall contain no ammonia, not be corrosive to the skin (pH value between 9.0 and 9.5), and be suitable for use on all washable floors. |
| 5.13 | Floor Care Products (Industrial Use) Extra-strength phosphoric acid cleaner shall be able to remove hard water encrustations, rust deposits and oily residue. The extra-strength phosphoric acid cleaner shall be 16% minimum phosphoric acid, shall emit no hydrochloric acid vapors, be low foaming, free rinsing, and contain no abrasive matter. |

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| 5.14 | Floor Care Products (Industrial Use) Soapless, organic, non-ionic detergents and components in a water base shall not cause bleeding or fading of colors on normal, color-fast carpets. The detergents shall remove oily soil, dry soil, lints, grit, dust, food spills, and water-based inks. |
| 5.15 | Floor Care Products (Industrial Use) High gloss water emulsion restorer shall be appropriate for use in regular and high-speed floor machines and for use on sealed resilient and hard flooring. The nonvolatile content shall be approximately 7.5% when tested by heating for two hours at 105°C following the instructions in applicable ASTM standards. The pH value of the concentrate shall not be less than 6.0 nor greater than 9.0. One gallon shall be sufficient to cover 10,000 square feet when spray applied. |
| 5.16 | Floor Care Products (Industrial Use) Metal interlock modified with a urethane lattice water emulsion floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 22%; pH value shall range between 8.5 and 9.5. |
| 5.17 | Floor Care Products (Industrial Use) Water emulsion type detergent resistant floor finish shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 16%; pH value shall range between 8.5 and 9.5. |
| 5.18 | Floor Care Products (Industrial Use) Water emulsion type 100% no. 1 prime carnauba floor wax shall be for use on all types of flooring surfaces. The nonvolatile content should be approximately 12%; pH value shall range between 9.0 and 10.0. |
| 5.19 | Brooms and brushes shall include, but not be limited to; upright brooms (natural or plastic fiber), dust pans, push brooms, street brooms, floor sweeps, deck scrub brushes, utility brushes, counter brushes, toilet bowl brushes, vehicle wash brushes, specialty brushes, dusters, feather dusters, lambswool dusters, antimicrobial overhead dusters, and broom handles in a variety of sizes, diameters and bristle types. |
| 5.20 | Can Liners shall be available in a variety of sizes, grades (light-duty to super-duty), dispenser types (roll, boxes, cases), colors, materials (linear low-density polyethylene, high-density blended resin polyethylene) and with drawstring or ties. |
| 5.21 | Cleaning chemicals shall include, but not be limited to: general purpose cleaners, disinfectants, germicides, bathroom cleaners, mildew & stain remover, tub & tile cleaner, bowl cleaner, drain opener, cleansers, stainless steel cleaner & polish, metal cleaner, wood cleaner, furniture polish, glass cleaner, laundry products, paint remover, graffiti remover, gum remover, lubricants, protectants, specialty chemicals, insecticides, insect control, insect repellent, tank sprayers, handheld sprayers, fogger sprayer, bottles & sprayers, drum pumps. |
| 5.22 | A system to be used at the user site to proportion chemicals prior to actual use. This system should allow for installation into small areas. |
| 5.23 | The proportioning system shall include a back-flow prevention device that will prevent the contamination of the systems water supply. |
| 5.24 | The system shall allow for a metered flow of chemical through the system and will also provide the user with an adjustable flow rate. |
| 5.25 | The system shall include labels for all sizes and types of containers to be used by the member. |
| 5.26 | A complete, laminated, easy-to-understand manual shall be included with the system. |
| 5.27 | Facility maintenance products shall include, but not be limited to; key control products, surge protectors, extension cords, light bulb changers, doorstops, fans, heaters, clipboards, ladders (wood, fiberglass, aluminum) tool storage boxes. |
| 5.28 | Floor & carpet care products shall include, but not be limited to; floor strippers, floor finishes, floor waxes, floor sealers, floor cleaners, floor maintainers, sweeping compounds, dust mop treatment, carpet shampoo & extractors, carpet spotters, carpet stain protector, carpet cleaners, carpet stain remover, carpet cleaner defoamer, carpet spotter towels, enzyme digestant, odor eliminator, rug & room deodorant, liquid spills absorbent. |
| 5.29 | Floor maintenance equipment shall include, but not be limited to; upright vacuums (bag, dirt/dust, clean-air), canister vacuums, cordless rechargeable vacuums, sweepers, steam cleaners, wet/dry vacuums, carpet extractors, burnishers, floor machines, accessories, belts, bags and related parts for listed equipment. |
| 5.30 | Floor pads, sponges & abrasives shall include, but not be limited to; polishing, buffing, scrubbing and stripping floor pads, high-speed floor pads, sand screen floor pads, steel wool floor pads, carpet bonnets, utility pads & holders, baseboard pads, cellulose sponges, scouring pads & sponges, steel wool pads, steel wool reels, pumice scouring stones, metal sponges, griddle/grill cleaners. |
| 5.31 | Material handling products shall include, but not be limited to; tilt trucks, utility trucks, platform trucks, folding trucks, drum dolly, hand trucks, hand carts, mobile work-centers, utility carts, tool organizers/holders, utility cabinets, utility shelving, storage boxes, tote boxes, outdoor storage, stretch film, utility knives. |
| 5.32 | Matting shall include, but not be limited to; wiper mats, absorbent mats, scraper entrance mats, grease proof mats, grease resistant mats, antifatigue mats, vinyl runner mats, chair mats, bath mats, plunger & bowl mops |
| 5.33 | Mopping products shall include, but not be limited to; wet mop heads (standard, saddleback head), loop web mop heads, tailband mop heads, super-loop mop head, mop head with scrub pad, antimicrobial wet mops, lieflat mop heads, finish mops, mop head laundry bag, swivel grip mop handles, antimicrobial wet mop handles, metal head mop handles, plastic head mop handles, safety signs, mop wringers, mop strainer, mop buckets, plastic bucket/wringer combos, bowl & handle mops, dust mop frames & handles, floor finish applicators, dusters, dust heads. |

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| 5.34 | Odor control products shall include, but not be limited to; metered aerosol dispensers, metered aerosol air sanitizers, metered aerosol air fresheners, metered non-aerosol air fresheners, liquid dispensed deodorants, solid dispensed deodorants, liquid deodorants, disinfectant-deodorant aerosols, dry deodorants, solid air fresheners, fabric refreshers, deodorant blocks, bowl deodorants & cleaners, urinal screens. |
| 5.35 | Paper product shall include, but not be limited to; kitchen towels & dispensers, pull-type water cups & dispensers, facial tissue, bathroom tissue, roll tissue dispensers (standard, dual-roll and jumbo roll dispensers), automatic hand dryers, toilet seat covers & dispensers, roll towels, single-fold hand towels. Multi-fold hand towels, c-fold hand towels, and towels dispensers. |
| 5.36 | Personal care & safety products shall include, but not be limited to; First aid kits, first aid refill components, adhesive bandages, blood cleanup kits, disposable gloves & dispensers, personal cleansing wipes, baby changing tables, feminine hygiene products, sanitary napkin disposal receptacles, eye care & protection products, dust masks, ear plugs, back supports, safety cones, safety tape. |
| 5.37 | Skin care products shall include, but not be limited to; soap dispenser system, skin conditioning system, health-care soap system, instant hand sanitizer products, moisturizing lotions, antibacterial lotion soaps, hair & body shampoos, heavy-duty soaps & dispensers, powdered soaps & dispenser, pumice bar soap, full-size bar soap, personal size bar soap, latex gloves, work gloves. |
| 5.38 | Waste receptacle products shall include, but not be limited to; round containers & lids, square & mobile containers, hooded top containers, dome-top containers, wall-mount containers, fire-safe containers, step-on cans (plastic & steel), recycle containers & systems (stationary, mobile, indoor and outdoor), aggregate containers, smoking urns. |
| 5.39 | Wiper products shall include, but not be limited to; reusable cleaning cloths, all-purpose wipers, wiper roll dispensers, utility scrim wipers, personal care wipers, center pull wipers. |
| 5.40 | Additional services shall include, but not be limited to; equipment repair and maintenance, M.S.D.S. materials management, hazard information programs, training programs (product, safety, process, regulatory compliance), technical support, efficiency and time management programs. |

6. Substantiating documentation

The information requested below will be used by AEPA and AEPA Member Agencies to substantiate compliance with the requirements of the solicitation. Bidders are strongly encouraged to provide complete and accurate information. Failure to provide complete information, as requested, may result in a determination of the bid being nonresponsive. Include your printed and electronic responses in Part C, Bid Forms

6.1 Experience

- 6.1.1 Indicate the number of years bidder has been in custodial supply business.
- 6.1.2 Provide resumes and information on key personnel, including an account manager. Will bidder commit to the availability of these individuals for work under this contract?
- 6.1.3 Bidders shall provide a list of a minimum of (3), three current larger state clients or national agencies. For each client, provide a contact person and contact information, the year the client began using the custodial supply program, and custodial supply annual dollar volume.
- 6.1.4 Bidders shall submit a with their proposal a written plan offering “environmentally-friendly” (remanufactured, non-toxic or recycled) products that may work in place of similarly priced items.

6.2 Pricing Information

- 6.2.1 Bidders shall provide a discount price schedule for Category B. All price schedules shall follow the format, and provide the information listed below. Additional pricing concessions and/or discounts, i.e. creative offers, are encouraged for volume purchasing.
- 6.2.2 Electronic price lists (must be submitted on a CD) must clearly be identified/labeled by including the vendor name, name of the bid and date. These must be placed in a protective pouch. Electronic price lists shall be in Microsoft Excel 2003 or less and shall allow for sorting on any of the fields listed below. All pricing data must be clearly dated, for audit purposes.
 - Manufacturer
 - Manufacturer Part Number
 - Vendor Part Number (If different from manufacturer part number)

- Product Description
 - Dated Standard Catalog price
 - Percentage discount from list price
 - Final Agency Price
 - Complete market basket pricing on page 7 of specifications
- 6.2.3 Extended Warranty: Bidders must be able to provide extended warranty plans in addition to the standard warranty.
- 6.2.4 Shipping Charges: Shipping charges must be clearly identified.
- 6.2.5 Order Size Discounts. Order Size Discounts must be clearly identified.
- 6.2.6 Market Basket Pricing

6.3 Services

- 6.3.1 Describe how bidder proposes to market the program to potential bidders. Provide samples of marketing efforts that have worked effectively in the past.
- 6.3.2 Indicate the average number of “hits” per day the proposed website receives.
- 6.3.3 Provide samples of instructional documentation that is available to sellers and buyers. Indicate any distribution restrictions that may apply and how often the materials are updated.
- 6.3.4 Describe bidder’s plan to minimize the number of buyers who renege on a purchase and the tools available to seller if this occurs.
- 6.3.5 Describe the types of items commonly sold on the proposed website and any exclusions.
- 6.3.6 Describe training services available to contracting AEPA Member Agencies, sellers and buyers.
- 6.3.7 Describe bidder’s system of technical support. What are the hours and days technical support is available? Do you provide upgrade packages? Distinguish between seller and buyer support.
- 6.3.8 Indicate payment options accepted by bidder (e.g., Visa, MasterCard, AMEX, personal check, cashier’s check, money order, etc.).
- 6.3.9 Describe your web-based ordering system, capabilities, reporting and e-commerce “punchout” capabilities and list the financial or e-commerce systems that you can punchout.