



INVITATION FOR BID NUMBER AEPA IFB #007-A

CUSTODIAL SUPPLY CATALOG

PART C – BID FORMS

TABLE OF CONTENTS

A.	Bid Affidavit Signature Page.....	2
B.	Bid, Acceptance of Bid and Contract Award	4
C.	Questionnaire for Bidders	5
D.	Bidder’s Company Information.....	6
E.	Exceptions to Terms, Conditions and Specifications.....	7
F.	Questionnaire Specific to the Custodial Supply Bid.....	8
G.	Pricing	11

Bid Submittal Organization and Check List

1. Bid Submission instructions are found in Section E of Part A of the bid documents.
2. The Part C Bid Forms shall be submitted in both printed and electronic copy. Bidders shall include an exact paper copy of the electronic submission, paper copy(ies) of items that cannot be made a part of the electronic submission, and the electronic forms in the sealed bid package. In case of discrepancies, the printed responses will prevail over electronic submissions.
3. In order to insure that every bid receives a fair evaluation and comparison, it is required that each bid be organized in the following manner. A three-ring binder with an inside pocket and a set of dividers is required.
4. It is suggested that the bidder preparing a response check off each required item as it is completed. The same list will be used by AEPA evaluators to ascertain that the bid is complete.
5. Any submittals too large to secure in the binder must be clearly labeled with the name of the bidder.
6. One original copy of the bid shall be submitted.
7. All documents with signatures, shall have original ink signatures.
8. Electronic data must be provided on CD. Electronic media shall be clearly identified and labeled by including the vendor name, name of the bid and date. Electronic media 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. Other documents may be submitted as Word or PDF files.

Divider	Form	Description	Signature Required	Hard Copy	Word or PDF File	Excel File
1	A	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	X	X	X	
1	B	_____ Acceptance of Bid and Contract Award	X	X		
2	C	_____ Questionnaire for Bidders	X	X	X	
2	D	_____ Company Information	X	X	X	
3	E	_____ Exceptions to Terms, Conditions and Specifications	X	X	X	
4	F	_____ Category Questionnaire	X	X	X	
4		_____ Substantiating Documentation		X	X	
5	G	_____ Discount & Price Schedule (This will be a printout of the electronic pricing.)	X	X		X
6		_____ Market Basket file for bid evaluation		X		X
7		_____ Appendix with Catalogs, Slicks, Model Information, etc.		X		
Left Pocket		_____ Bid Security Bond for \$25,000		X		
Left Pocket		_____ Electronic Media				

_____ Check or initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause bid to be rejected.)

A. BID AFFIDAVIT SIGNATURE PAGE

AFFIDAVIT

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency, Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

Authorized Representative (Please print or type)

Mailing Address

Title (Please print or type)

City, State, Zip

Signature of Authorized Representative

Date Phone Fax

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for County of, State of _____

My commission expires: Signature: _____

B. ACCEPTANCE OF BID AND CONTRACT AWARD

AEPA IFB 007-A CUSTODIAL SUPPLY CATALOG

**ACCEPTANCE OF BID
and
CONTRACT AWARD**

TO BE COMPLETED BY BIDDER

In compliance with the Invitation to Bid, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the INVITATION TO BID and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section will be a consideration in making the award.

Company Name _____ Date _____

Company Address _____ City _____ State _____ Zip _____

Contact Person _____ Title _____

Authorized Signature (ink only) _____ Title _____

ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY AGENCY

Your bid for contracting services is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Invitation for Bid. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28, 2008 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2009, February 29, 2010 and February 28, 2011.

Awarding Agency: _____

Agency Executive _____

Awarded this _____ day of _____

Contract Number _____

C. QUESTIONNAIRE FOR BIDDERS

Company Name _____

Please check Yes/No answers. "Days" requested are calendar days. If room provided is inadequate indicate, "see attached" and label the attachment with the question number.

- 1. Can your company serve all AEPA states with the best service offered? _____ **YES** _____ **NO**
- 2. Do you currently have representatives for all AEPA states? _____ **YES** _____ **NO**
 - (If no, a plan and timeline for providing these services is to be attached.)
- 3. Is your pricing guaranteed for the term of the contract? _____ **YES** _____ **NO**
- 4. For products on your price list, is shipping/handling included in the price? _____ **YES** _____ **NO**
If No, estimate S/H on purchases (% of purchase price, UPS, etc.) _____
- 5. Describe your return policy. What is your restock fee, if any? (Restock fee must not exceed 15%)

Describe any exclusions or limitations applicable to your return policy. _____

- 6. Will you offer Member Agencies a quick pay discount? _____ **YES** _____ **NO**
 - If YES, what is the discount (indicate %/number of days)? _____
 - How many line items are you offering under this bid category? _____
- 7. If some of the line items that you sell are not covered under this bid, do you have a way to block orders for those items? _____ **YES** _____ **NO**
 - Delivery of stocked items is promised within _____ **days**
 - What is your average time from receipt of order to shipping stocked items? _____ **days**
 - Delivery of non-stocked items is promised within _____ **days**
- 8. Do you offer an electronic ordering system? _____ **YES** _____ **NO**
- 9. Do you have minimum order requirements? _____ **YES** _____ **NO**
If yes, please describe. _____

• Indicate the level of support you are offering in this bid. **A bid will be determined nonresponsive if this question is unanswered.**

Prices offered in this bid are:

- _____ a. The same as we offer on single school district bids.
- _____ b. The same as we offer to cooperatives and state purchasing departments.
- _____ c. Better than we offer to cooperatives or state purchasing departments.

If line b or c is checked, indicate the percent lower (on single items) than the best price offered to educational institutions, cooperatives, or state purchasing departments.

- _____ Two percent (2%) _____ Three percent (3%) _____ Four percent (4%)
- _____ Five percent (5%) _____ Six percent (6%) _____ Other _____

- 10. Additional quantity or volume discounts are identified on the pricing page _____ **YES** _____ **NO**

D. COMPANY INFORMATION

Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.

Proper evaluation of bidders requires information about their companies.

- 1a. Public Companies must provide their most recent yearly report to stockholders.
- 1b. *Private Companies must answer the questions below.*
 - a. Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business, or has proof of prior success in this business, or a closely related business, please provide written verification.
 - b. Indicate the location of the headquarters of the company. List any branch offices in the state of any AEPA member. Provide the name, title, qualifications and experience of the your employee, that will coordinate the work and be the general contact for this contract.
 - c. For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, "credit in the low six figures" or "a credit line exceeding five figures").
2. Gaps sometimes exist between management (those who respond to IFB's) and sales staff (those who contact the public educational institutions) that results in problems. Provide the Names your key sales people, phone numbers and states for which they are responsible.

F. CATEGORY QUESTIONNAIRE

Describe your company's ability to meet the following general specifications. Bidders will respond to each numbered item by checking the appropriate "Comply" or "Deviate" box. "No Bid" items shall be marked as such in the appropriate "Deviate" box. Details for deviations will be listed by item number on the Exceptions to Terms, Conditions and Specifications Form above.

	<i>Requirement</i>	<i>Comply</i>	<i>Deviate</i>
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.		
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.		

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.		

G. DISCOUNT & PRICE SCHEDULE

Bidder shall provide a price and discount schedule. Bidders may prepare their own schedules. However, all price schedules shall follow the format, and provide the information listed below. Additional pricing and/or discounts may be included.

Material/Equipment Price Schedule

Provide a material/equipment price schedule. Also see special pricing requirements below.

The preferred material/equipment price schedule will include manufacturer's name and price list date and number, publisher's list price, percent of discount offered to AEPA Member Agencies. The price schedule must be complete and include all material/equipment offered as part of this solicitation.

If multiple manufacturers and/or product lines are offered, provide a price schedule for each manufacturer and/or product line offered.

Services Price Schedule

Provide a price schedule for any services offered.

The preferred services price schedule will include price list date and number, your standard or list price, percent of discount offered to AEPA Member Agencies.

Warranties, Additional Services or Incidental Price Schedule

Provide a price schedule for any and all extended warranties, additional or incidental services, equipment and/or materials. The preferred additional or incidental price schedule will include price list date and number, your standard list price, percent discount offered to AEPA Member Agencies.

Special Pricing Requirements for Custodial Supply Catalog

Bidders shall provide a discount price schedule for Category G. 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.

Custodial Supply 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. Custodial Supply 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 starting on page 11
- Extended Warranty: Bidders must be able to provide extended warranty plans in addition to the standard warranty when applicable.

Shipping Charges: Shipping charges must be clearly defined and identified.

Additional Discounts: If additional discounts are given based on dollar volume, size of order, or other criteria, state your formula for arriving at these discounts:

Contracting AEPA Member Agency Admin Fee

As specified elsewhere in the solicitation documents, each AEPA Member Agency charges an admin fee for use of its contracts. The members pay the admin fee. For this contract, the fee will be collected by the contractor and rebated back to the contracting AEPA Member Agency.

Describe your plan for collecting and rebating the admin fee.

- ◆ Will the fee be deducted from or added to the bidders discounted price bid?
- ◆ What is the timeline for paying the admin fee (after each auction, monthly, etc.)?

Market Basket as of September 15, 2006 MSRP

	Mfg	Brand	Product Description	UOM	Mfg Item No.	Bidder Item No.	MSRP as of 9/15/06	AEPA Discount Price
1	3M	Trouble Shooter	Troubleshooter Cleaner (12 x 21 oz. Aerosol Cans)	Case				
2	3M	Scotchguard	Carpet Spot Remover & Upholstery Cleaner. No-Rinse formula removes most common dirt and water-based spots. 17 oz. Aerosol can. 12 cans per carton.	Carton				
3	3M	3M	Safety-Walk Cushion Mat, 48" x 72", Each	Each				
4	3M	3M Enzyme Digester	Enzyme Digester, 8 oz. Bottles, 6 bottles per carton	Carton				
5	3M	3M	Heavy Duty All-Purpose Cleaner and Degreaser, 32 oz. Bottles, 12 bottles per carton.	Carton				
6	3M	3M	Desk and Office Cleaner, 15 oz. Aerosol Cans, 12 cans per carton.	Carton				
7	3M	3M	Citrus-Based Adhesive Remover Spray, 6 1/4 oz. Aerosol Cans, 6 cans per carton	Carton				
8	3M	3M Super 77	Super 77 Spray Adhesive, 24 oz. Aerosol Can, 12 cans per carton	Carton				
9	3M	Scotch-Brite	Scotch-Brite Commercial Scouring Pads, 6" x 9" x 1/4", 10 Pak, 6 paks per carton	Carton				
10	Clorox	Clorox	Toilet Bowl Cleaner with Bleach. 24 oz. Bottles, 12 bottles per carton	Carton				
11	Clorox	Formula 409	All Purpose Cleaner-Degreaser (4 ax 1 gallon Bottles)	Case				
12	Clorox	Pine Sol	Cleaner Disinfectant Deodorizer, 144 oz. Bottle	Bottle				
13	Clorox	Glad	Glad Drawstring 13-Gal Tall Kitchen Bags, 24" x 48", .95 Mil, 100 Cnt	Carton				
14	Clorox	S.O.S.	S.O.S. Heavy Duty Scrubber Pads, 3" x 5 1/4" x 1", 3 Pak, 8 paks per carton	Carton				
15	Colgate-Palmolive	Ajax	Oxygen Bleach Powder Cleanser, 21 oz. Container, 24 per carton	Carton				
16	Colgate-Palmolive	Softsoap	Softsoap Antibacterial Moisturizing Soap, gallon bottle, 4 bottles per carton	Carton				

17	Georgia Pacific	Preference	Ultra C-Fold paper Towels, White, high quality, embossed, two-ply, 13 1/4" x 10 1/4". 120 towels per pack, 12 packs per carton	Carton				
18	GoJo	Purell	Hand Sanitizer, Original Formula, 2 liter bottle, 4 bottles per carton	Carton				
19	Johnson & Johnson	Band-Aid	Band-Aid Brand Sheer/Wet Flex Variety Pack, 280 bandages, 4 sizes per box	Box				
20	Johnson Diversey	Drano	Drano Liquid Drain Opener, Extra Strength Institutional formula, 32 oz. Bottle with Safety Cap	Bottle				
21	Johnson Diversey	Drackett	Easy Packs Bowl Cleaner in Water Soluble Packet 90 packets per tub(2 tubs/Carton)	Carton				
22	Johnson Diversey	Windex	Glass and Surface Cleaner, 4 x 1 gallon Ready to use refill.	Carton				
23	Johnson Diversey	Pledge	Furniture Polish, 18 oz. Aerosol cans, 6 cans per carton	Carton				
24	Johnson Diversey	Pledge Wipes	18 wipes per pack, 12 packs per carton	Carton				
25	Kimberly-Clark	Kimberly-Clark Professional	Kleenex Perforated Roll Towels, 90 sheets per roll, 20 rolls per carton	Carton				
26	Kimberly-Clark	Kimberly-Clark	Pink Lotion Soap, Gallon Bottle, 4 bottles per carton	Carton				
27	Kimberly-Clark	Shop Pro	Shop Pro X-80, Heavy Duty Rags on a Roll, Jumbo Roll 475 wipes per roll	Roll				
28	Orange Glo	Orange Glow Pro	Orange Glo Pro Wood Cleaner and Polish, 32 oz. Bottles, 12 bottles plus two spray nozzles per carton	Carton				
29	Proctor and Gamble	Comet	Comet Disinfecting Cleanser with Chlorine, Powder (24 x 21 oz. Containers)	Carton				
30	Proctor and Gamble (Professional)	Spic and Span	All Purpose Cleaner 27 oz. Box, 12 boxes per carton	Carton				
31	Reckitt Benckiser	Lysol	Ready to Use Disinfectant Cleaner (4 x 1 gallon bottles)	Case				
32	Rubbermaid	Brute	Round Brute 55 gallon Gray Receptacle with lid.	Ea				
33	Rubbermaid	Rubbermaid	44-Quart Bucket/Downward Pressure Wringer Combo, Yellow	Each				
34	SC Johnson	Pro Strip	Pro Strip Heavy Duty Stripper, 5 gallon enviro box	Box				

35	SC Johnson	Red Juice Stain Remover	RED JUICE STAIN REMOVER Works on tough food and beverage stains; fruit punch, red wine, fruit juice and red soft drinks. Can be used for cold or hot transfer stain removal. 32 oz. Bottles, 6 bottles per carton	Carton				
36	Spartan	Spartan	Spartan SD-20, All Purpose Cleaner/Degreaser (12 x 20 zo. Cans per case) 18 oz. Net	Carton				
37	Sweetheart	Trophy	Trophy XL Foam Cubs, 12 oz., 100 Cups per bag, 10 bags per carton.	Carton				

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.

(End of Part C)