



INVITATION FOR BID NUMBER AEPA IFB #007-C

CLASSROOM SUPPLIES & RELATED SERVICES

PART B – SPECIFICATIONS

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1. SCOPE OF BID

AEPA member agencies are seeking a contract for one or more full house catalog suppliers of classroom supplies and related services. Since AEPA members support public educational institutions that serve students from early childhood to adult, the products and materials solicited include but are not limited to early childhood curriculum materials and manipulatives; k-12 instructional/supplemental materials, exploratory and simulation kits; math and science materials, arts and crafts equipment, supplies and materials; vocational and industrial arts equipment, supplies and materials; science and health laboratory equipment, supplies and materials; library and media center equipment, supplies and resource materials; teacher and instructor tools and testing supplies and materials.

AEPA is seeking vendors that can provide high quality, educationally sound and cost effective equipment, supplies and materials. The vendor can submit a proposal for product lines (catalogs) in one or all of the curriculum areas. The purpose of this solicitation is to establish a contract with one or more vendors that will offer the best service and fair market prices based on multiple states participation for purchases of their products in a non-exclusive arrangement.

The diversity of participating public agencies requires a broad choice of options. Vendors are requested to offer their entire catalog of available products including all forms of media at a discount from the current published schedule for public agencies.

The goals for the classroom supplies and related services bid program are:

- ◆ Provide a comprehensive competitively bid offering of products and services to members of AEPA Agencies.
- ◆ Achieve cost savings for suppliers and agencies through a single bid process.
- ◆ Combine the volumes of agencies covering 23 states to achieve cost effective pricing.
- ◆ Reduce the administrative and overhead costs of suppliers and member agencies through state of the art ordering and delivery systems.

2. ANTICIPATED MEMBER AGENCY PARTICIPATION

State	Participate (Yes/No)	Estimated First Year Purchase Volume	State	Participate (Yes/No)	Estimated First Year Purchase Volume
Arizona	Yes	\$950,000	Arkansas		
California			Colorado	Yes	\$100,000
Connecticut			Indiana	Yes	Unknown
Iowa	Yes	\$1,500,000	Kansas	Yes	\$200,000
Kentucky			Michigan		
Minnesota			Missouri		
Montana	Yes	\$300,000	Nebraska		
New Mexico	Yes	\$1,000,000	North Dakota	Yes	\$200,000
Ohio	Yes	\$3,900,000	Oregon		
Pennsylvania	Yes	\$2,000,000	Texas	Yes	\$2,500,000
Virginia			Washington	Yes	\$5,000,000
Wyoming	Yes	Unknown	Total		\$17,650,000

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.

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

Classroom Supplies: The complete catalog of classroom supplies, products, accessories and services available from the supplier.

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.

Vendor: Individual or entity providing goods and services to AEPA members based on the specifications of this solicitation.

3. GLOSSARY OF TERMS (CONTINUED)

ASTM – American Society for Testing and Materials

CP/AP – Cal Poly Academic Program

ESCP – Earth Science Curriculum Project

ISBN – International Standard Book Number

MSDS – Material Safety Data Sheets

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

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 E, Bid Forms.

4.1 General concerns of Catalogs

4.1.1 Contractor shall provide paper and/or electronic catalogs with all products awarded to the contractor to members of all AEPA agencies entering into a contract with the contractor. Catalogs shall be provided at no charge to members.

4.1.2 Full color catalogs shall provide photographs, descriptions and catalog prices for all products. One photograph may be used for common products (i.e., various sizes of the same manufacturer's copy paper or printer cartridges).

4.1.3 Bidder must submit one sample catalog with the bid for evaluation. The sample catalog shall be the same catalog that bidder is offering to members.

4.1.4 A participating agency may limit or exclude product types or categories, as deemed appropriate by that agency.

4.2 Successful contractor(s) shall distribute catalogs to all members in participating states. The catalog shall have a cover label indicating that the catalog's contents are available through contract with the participating agency. The label shall identify the agency's contract number, any special ordering procedures, and discount level(s). [For example, catalogs sent to New Mexico schools will identify CES of New Mexico, the contract number and discount level, and instructions to send purchase orders to CES.]

4.3 All catalogs shall be provided at no cost to members. In the event there is a new catalog printed during the term of the contract, contractor(s) must provide copies in a timely fashion.

4.4 Contract pricing shall be in the form of discount(s) off catalog price. Discounts may vary by category type, but shall remain consistent for all products within a category. All discounts must be clearly stated on the pricing pages.

4.5 Catalog discounts shall be firm for at least the first six months from date of AEPA approval. AEPA and member agencies may review price adjustment requests on an annual basis, after the contract has been in effect for six months.

4.6 Price adjustment requests will be reviewed annually by means of submission of a new full color catalog. A fully documented request shall include the new full color published catalog and a proposed exclusion list. The request must be submitted 45 days prior to its effective date. AEPA and member agencies shall review each request and determine if the new catalog or an alternative solution is in the best interests of the buying members.

- 4.7 Approved new catalogs shall be made available to buying members within 5 days of the effective date.
- 4.8 Price reductions may be offered by means of a higher discount off catalog price at any time during the contract term, but must be offered uniformly to all members. Member agencies may at their own discretion accept a higher discount as a price reduction.
- 4.9 Contractor shall maintain a reasonable stock on hand for prompt delivery to the buying member. Failure to maintain such a stock, resulting in complaints filed by schools to the Agency, may result in contract cancellation.
- 4.10 Prices shall be F.O.B. destination to any delivery location in a participating state. F.O.B. destination freight prepaid pricing shall be provided for all supplies items. F.O.B. destination freight prepaid and added pricing may be provided for larger equipment items.
- 4.11 Delivery of stocked products shall be made to metropolitan areas within 2 days after receipt of order and to rural areas within 5 days after receipt of order. All deliveries shall be made to the location specified in the purchase order.
- 4.12 Delivery of non-stock or special order items shall be within the time specified to member by contractor.
- 4.13 Failure to deliver an order within the time frame specified in the proposal may result in purchase order cancellation.
- 4.14 No “restocking” fees may be collected on items cancelled for failure to be delivered within the specified time frame.
- 4.15 New products may be added to the contract after the catalog is published. Additions shall be for new products announced by manufacturers on contract with the catalog company.
- 4.16 New product additions may be submitted by the contractor for add-on to the existing contract. Pricing shall be equivalent to the percentage discount for each brand or class of product originally offered. New product additions shall be in the form of a catalog amendment, additional product listing or addition to contractor’s electronic catalog.
- 4.17 Products sold under the contract must be guaranteed by the contractor for a minimum of one year. This guarantee includes the shelf life of perishable products such as paint. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.
- 4.18 Exchange or return due to contractor error shall be at no cost to the member. Return of ordered and delivered materials due solely to a management decision by the member shall entitle the contractor to payment of a restocking fee not to exceed 15% of the invoiced cost of the returned materials, plus transportation costs from contractor to member. Transportation cost shall not exceed the least expensive rate available for the returned materials.
- 4.19 Products returned by member must be shipped back to contractor not later than 30 days after receipt from contractor, and must be returned unused in the original packaging.[Exceptions may be made to the 30-day time frame during a school’s summer or other vacation.]
- 4.20 It is anticipated that the contract will consist of thousands of small orders for a variety of items. The minimum dollar value of an order delivered to a single location shall be \$50.00, unless a different amount is required by a member agency. There shall be no maximum dollar limitation.
- 4.21 All products shall be properly labeled in accordance with applicable rules, regulations, laws and statutes.
- Material Safety Data Sheets (MSDS) and/or secondary labels shall be provided, where applicable.
- 4.22 Art materials sold to schools shall be CP/AP certified non-toxic or HL “No Health Label Required” products that conform to ASTM D 4236 standards. Shipments of products that do not meet this requirement (i.e., rubber cement, solvent-based correction fluid, etc.) shall be accompanied by applicable MSDS.
- 4.23 At the request of participating agencies, the contractor shall have the ability to block non-contract (excluded) items from being ordered. Contractor shall be notified by the agencies of contract exclusions. Failure to administer the resultant contract in this manner may result in contract cancellation.

- 4.24 Some agencies may wish to use electronic ordering. Use of such systems shall be at the agency's option.
- 4.25 Electronic ordering shall be available to the member at no additional cost.
- 4.26 Electronic ordering system shall have the ability to provide historical data to assist agencies with annual audits.
- 4.27 The successful vendor must give AEPA members the benefit of all general price reductions extended to its other customers at any time during the period of this contract or any extension thereof. Written notice will be made to AEPA members in the event of a decrease in the prevailing contract price and will become effective immediately.
- 4.28 The successful vendor must abide by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any service is rendered and must have all required permits, licenses, agreements, tariffs, bonding and insurance required by same. No claims for additional payment will be approved for changes required to comply with any such requirements.
- 4.29 Responses must clearly identify all charges and components necessary for performance of the contract even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
- 4.30 Optional services must be identified separately, and must include clear descriptions of proposed services.
- 4.31 Vendors must provide a product or mix of products in a manner that will allow contract participants 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.

5.0 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.

Requirement		Comply	Deviate
5.1 Art supplies for art production, art criticism, art history and aesthetics			
5.1.01 Paints used in art instruction shall include the following: watercolor, gouache, tempera, acrylic, oil.			
5.1.02 Paints used in art instruction shall include the following: watercolor, gouache, tempera, acrylic, oil.			
5.1.03 Supplies for painting include painting knives, palettes, color wheels, canvas items, and mixing cups and buckets.			
5.1.04 Brushes for art will include the finest sable, ox hair, sabeline, camel hair (made from squirrel, goat, or pony), and wild boar bristle brushes in round, oval, flat and fan shapes.			
5.1.05 For the more modern artist, sponge and foam brushes will be provided.			
5.1.06 Brush accessories will include brush cleaners, washers, tubs, and stands. Hand cleaner without harsh solvents are requested.			

5.0 SPECIFICATIONS (CONTINUED)

5.1.07	Artist papers and boards used in drawing, painting, and construction will be offered in a variety of fibers, qualities, and quality.		
5.1.08	For the creative teacher, papermaking kits and materials for making paper pulp, including drying felts, molds, vats and blenders will be provided.		
5.1.09	Basic and exotic papers, including imported printmaking papers from France, Germany, England, and Japan; drawing papers in various sizes and weights; newsprint; tracing paper; sketchbooks; decorative natural and bark papers; watercolor and charcoal papers and pads.		
5.1.10	Construction paper of many colors and shades in sheets and pads should include recycled papers and neon fluorescent colors.		
5.1.11	Art paper rolls, vertical and horizontal roll racks, wall racks and table racks should be offered. Poster board, tagboard, railroad board, crepe paper, illustration board, bristol board, mat boards and similar paper products are requested.		
5.1.12	Drawing supplies and materials should include soft pastels, oil pastels, water color pastels, and school wax crayons; water color, pastel, grease, colored, wax, and charcoal pencils; mechanical pencils, writing pencils, erasers, charcoal pencils, stumps and fixative.		
5.1.13	Other drawing supplies requested include art chalk, permanent markers, water base markers, paint markers, art storage tubes and mailers, utility art boxes, and portfolios.		
5.1.14	For art drawing instruction, wooden mannequin and anatomical casts are requested.		
5.1.15	For ceramics instruction various kinds of clay, glazes, brushes, potter's wheels, wedging boards, slab rollers, extruders, carts, cabinets, kilns, sponges and ceramic tools are needed.		
5.1.16	Sculpture instruction will need plaster, plastilina, papier mache, wax, balsa wood, tools for stone and wood carving, alabaster and armature wire and sculptor's stands.		
5.1.17	Airbrush art requires both single action and double action controls permitting either external mix or internal mix of air and color.		
5.1.18	High quality, industrial standard brushes are requested for professional results. Air compressors offered should include at least one quiet model.		
5.1.19	Airbrush accessories should include special papers, templates, stencils and drawing pads.		
5.1.20	Calligraphy pens, points, inks, markers, papers and pads are needed.		
5.1.21	Drafting workstations, inks, pens, french curves, protractors, templates, compasses, rulers, T-squares, drawing board, pencil sharpeners, and lots of supplies or a computer program, large screen, and quality printer.		

5.0 SPECIFICATIONS (CONTINUED)

5.1.22	Duplicating art (without a copy machine) requires printmaking materials, presses, linoleum and linoleum cutters, blocks, etching inks and supplies, and zinc plates and etching tools.		
5.1.23	Silk screening supplies should include fabric, frames, clamps, hinges, squeegees, spatulas, inks and similar supplies.		
5.1.24	Supplies for printing on T-shirts and hats will be provided.		
5.1.25	Furniture and unique equipment for art classrooms are requested: easels, drawing tables, drafting tables, CAD workstations, folding and adjustable top desks, art racks, blueprint and flat files, supply cabinets, art display systems, light tables, adjustable desk and floor lamps, drafting chairs, and swivel chair/stools.		
5.1.26	Art paper rolls, vertical and horizontal roll racks, wall racks and table racks should be offered. Poster board, tagboard, railroad board, crepe paper, illustration board, Bristol board, mat boards and similar paper products are requested.		
5.1.27	Often vocational arts are taught and materials and supplies are needed for the following projects and techniques: badge making, metal enameling, metal tooling, jewelry making, glass etching, stain glass, foam craft, candle making, leather crafts, fiber arts, marbling, origami, scratch board, wood crafts, bead work, and various other arts and crafts.		
5.1.28	Photography is fast changing from chemicals and film to digits on a computer disk. Meanwhile, schools need cameras, camera bags, Polaroid equipment, darkroom kits and supplies, lighting stands and lights, copy stands, and tripods.		
5.1.29	To display paintings, drawings, and photographs, framing and print supplies are requested, to include frames, mats, mat cutters, mounting supplies, lamination equipment, and picture-hanging supplies.		
5.1.30	For classroom display and art history purposes, prints from famous artists should be available mounted and /or laminated, or unmounted and laminated, or just plain.		
5.1.31	To teach art appreciation, games, ceramics, sculptures, stained glass samples, books, and videos should be offered.		
5.1.32	Artist tools requested and needed include torches, goggles, gloves, smocks, aprons, utility knives, saws, hammers, pliers, screw drivers, drills, shop vacs and moto-tools. Along with this kind of equipment schools need hearing and vision protection, first aid kits, and respirators.		
5.1.32	Such items as scissors, glue, rubber cement, super glue, tape, calculators, dictionaries, paper punches, staplers, correction fluid, markers and chalkboard supplies should be available.		
5.2	Biology instructional materials and supplies		
5.2.01	Science-related applied academics, multi-grade level student and teacher developed course materials products are requested.		

5.0 SPECIFICATIONS (CONTINUED)

5.2.02 A commercial source for the equipment and materials needed to implement all or parts of the CORD Communications curriculum in Biology, Chemistry and Applied Mathematics.		
5.2.03 Materials, equipment and supplies for Biology instruction.		
5.2.04 Live botany specimens must be guaranteed to be live upon arrival. Live specimens should include, but not be limited to, the following: algae, including anabaena, diatoms, euglena, peridinium, chlamydomonas; slime mold cultures; fungi; lichens including crustose, foliose, and fruticose; mosses; liverworts, ferns, classroom plants such as aloe vera, cacti, elodea tips, geraniums, mimosa; insectivorous plants including bladderwort, butterwort, pitcher plant, sundew plant, and venus fly trap; plant sets for bogs, desert, woodland and aquarium settings.		
5.2.05 Live zoology specimens must be guaranteed to be live upon arrival. Live specimens should include, but not be limited to, the following: protozoan cultures such as amoeba, paramecium, euglena, stentor, blepharisma, volvox; invertebrates such as green and mixed hydra, planaria, vinegar eels, rotifers, mussels, land and pond snails, water fleas, copepods, brine shrimp, crayfish, hermit crabs, segmented worms; fish such as guppies, goldfish; insects including crickets, silkworms and meal worms; reptiles and amphibians such as grassfrogs, bullfrogs, xenopus frogs.		
5.2.06 Equipment to maintain animal and plant life should include cages, covered habitats, aquarium/terrariums, bird cages, environmental chambers, stands, environmental maintenance equipment.		
5.2.07 Teaching and instructional aides include periodic charts and tables, posters, transparencies, demonstration kits, botany and zoology models, display kits, gardening tools, soil testing instruments, BSCS books and equipment, books, videos, CD-ROMs and DVDs.		
5.2.08 All preserved biological specimens must be 100% formaldehyde free, have no harsh fumes or odors, and be nontoxic. Arteries should be injected with red colored latex; veins with blue latex; hepatic portal system with yellow latex. Specimens available should include protozoa, sponges, scorpions, tarantulas, dog tick, centipede, millipede; insects such as grasshoppers, dragonfly, springtail, cricket, earwig, termites, lice, giant water bugs, stink bug, squash bug, may beetle, butterflies, house fly, wasps, bees, ants; echinodermata including starfish, sea urchin, sand dollar, sea cucumber, lamprey; vertebrata like the dogfish shark, sharks of various sizes (large, medium, and small), perch, bony fish, ; amphibia like the grassfrog and bullfrog; reptilia including chameleons, water snakes, turtles, ; birds like the pigeon; mammals such as rabbits, white rates and mice, fetal pigs, minks, cats (regular and skinned); animal organs such as sheep, pig and beef eyes, brains, hearts, kidneys, pluck, larynx, spinal cord, ovaries, testicles and uterus.		
2.2.09 Dissection kits and equipment are requested.		

5.0 SPECIFICATIONS (CONTINUED)

5.2.10	Microbiology materials and supplies, including staining solutions and powders, cleaning agents, immersion oils, indicator powders and solutions, study kits (antibiotic, bacteria, fungi, nematode, microorganism, mitochondria).		
5.2.11	Biology study equipment such as magnifiers and microscopes. Only quality educational and research microscopes will be offered from such manufacturers as Leica, Bausch & Lomb, Swift, Brock, and Frey. Teaching microscopes and the equipment to project views will be included.		
5.2.12	Prepared slides for microscope study will be available as will biology books, computer programs, videos, laser discs, and CD-ROMs.		
5.2.13	Curriculum materials for lower-level elementary and advanced study high school level instruction will be identified in the catalog. Human anatomy and physiology models, learning kits, charts and displays are requested. Materials for teaching drug abuse, reproduction, environmental science (as related to life).		
5.3	Mathematics instruction		
5.3.01	Math instructional aids for data, statistics, algebra, geometry, trigonometry, metrics, and scientific measurements.		
5.3.02	Solar and battery powered calculators of many sizes and abilities, including light powered economy 8-digit models to solar/battery combination scientific models that show 10 digits.		
5.3.03	Programmable calculator models are requested.		
5.4	Chemistry materials, equipment, and supplies		
5.4.01	Catalog should provide a variety of chemistry transparencies, videos, laser discs, computer programs, and multimedia offerings. Standard periodic table wall charts, notebook charts, inorganic and organic chemistry study aids and fundamental particles and nuclides charts.		
5.4.02	Plastic mounted chemical specimens that illustrate various chemistry-related concepts such as classification of matter, elements, and atomic size should be available. Organic and atomic modeling kits are requested.		
5.4.03	Forensic chemistry materials should be offered, including kits for toxicology, detection of art forgery, fingerprints, drugs and poisons, soil analysis, hair analysis. Consumer chemistry kits to study and evaluate shampoo, dishwashing liquid, hand lotion, toothpaste, and stain removal.		
5.4.04	Chromatography study materials are requested.		
5.4.05	Electro chemistry and microchemistry materials; pH measurement supplies, various gauges and meters to check temperature, pH, conductivity, dissolved solids, and oxygen; chemicals. class equipment and miscellaneous supplies.		

5.0 SPECIFICATIONS (CONTINUED)

5.4.06 All chemicals must be labeled with precise first aid data. MSDA sheets will be provided free. Catalog will provide chemical spill kits, corrosives storage kits that meet all OSHA / NFPA codes and regulations, flammable storage cabinets that meet the same codes and have vents, fire baffle and cap and doors that automatically close at 160°F, safety goggles, gloves, face shields, eyewash stations, fume hoods, fire extinguishers, first aid kits, and bloodborne pathogen protection kits.			
5.5 Earth science materials			
5.5.01 Multimedia materials, CD-ROMs, laser discs, VHS, microslides, stereograms, slides, transparencies, charts, fossil kits, fossil specimens and reproductions, dinosaur kits, and computer programs that provide instruction in weather, climate, space, geology, erosion, volcanoes, earthquakes, acid rain, oceanography, etc., are needed.			
5.5.02 Map reading skills will be enhanced by raised relief and environmental maps, compasses, range finder optical measuring equipment, globes (student models, table models, inflatable models, hydrographic relief and physiographic relief), and landform models.			
5.5.03 Hydro-geology studies need stream tables. To study the earth, mineral specimens should be offered. To get your own, picks, chipping hammers, chisels, pick head hammers, crack hammers, rock chisels, back packs, and other specimen gathering tools are requested.			
5.5.04 Astronomy study materials include moon globes, solar system models, astrogoggles, high quality binoculars, refracting and reflecting telescopes (Meade, Celestron, Tasco).			
5.5.05 Weather and climate study aids include wind meters, weather study centers, hygrometers and psychometers, recording barometers, weather balloons, rain gauges, and electronic weather forecasting monitors.			
5.5.06 ESCP (Earth Science Curriculum Project) materials should be available in the catalog.			
5.6 Physics science teaching aids			
5.6.01 Chromatography study materials are requested.			
5.6.02 Multimedia materials, CD-ROMs, DVDs, VHS tapes, technology innovation charts, transparencies, computer software, physical science investigation kits, mechanics of solids models and kits, rocketry sets and kits, motion study apparatus, air study equipment, mechanics of liquids goodies, and mechanics of gases kits are all needed.			
5.6.03 Physics equipment such as pumps, steam engines, sound recording record players, spectrosopes, laser light emitting diodes, safe laser light demonstration kits, solar power kits, and alternate energy study kits, books, and charts.			
5.6.04 For instruction about electricity, AC-DC demos kits, lampboards, induction coils, magneto generators, VandeGraaff generators, wimshurst generators and similar tools are needed.			

5.0 SPECIFICATIONS (CONTINUED)

5.6.05	Equipment and materials to study superconductivity, electromagnetism, magnetism, nuclear physics and the equipment to measure and assist in these studies such as VOM meters, multimeters, oscillo-scopes, amplifiers, sine and square wave generators, power supply units, battery chargers and testers.		
5.6.06	Electrical supplies should include jumper cords, alligator clips, wire terminals, cable, test clips, lamp sockets, lamps, switches, resistors, circuit testers, aluminum, copper, and platinum wire, soldering kits, repair kits, cutting pliers, and other hand tools.		
5.6.07	For schools using any of the following curriculum, materials should be identified in the catalog that support each: ISCS (Intermediate Science Curriculum Study); Project Physics (Harvard Project Physics); PSSC 5th and early editions; IPS (Introductory Physical Science).		
5.7	General science, technology education, and scientific lab equipment		
5.7.01	General science curriculum materials should include consumer education materials, elementary and junior high school lab apparatus sets, multimedia materials, career education studies, and similar educational materials.		
5.7.02	Technology education materials include robotics and Lego technic kits.		
5.7.03	Millwork for laboratory furniture must be solid maple on all exposed surfaces. Unexposed surfaces must be manufactured from kiln-dried hardwood. The catalog must provide basic specifications for tops and drawers. All lab tables, cabinets, work stations, demonstration benches, multi-student laboratory stations, storage cabinets, stools, chairs, etc. If installation is not included in the prices in the catalog, vendor must place installation costs after tab 6.		
5.8	Physics science teaching aids		
5.8.01	Regular classroom audiovisual equipment used in science, art, and vocational instruction must be discounted.		
5.8.02	Lab apparatus and supplies should include the following: laboratory sterilizer autoclave; spring balances, metric weighing scale; linear, arm, bucket pan, and electronic balances; waterbaths; various beakers, bottles, burets, crucibles, cylinders, dishes, beakers, flasks, test tubes, funnels, glass tubing, stirring rods, medicine droppers; alcohol and gas burners, bunsen and propane burners and torches; centrifuges; clamps and pulleys; lab coats, sponges, wall clocks, digital hot plates, and hazardous location, explosion proof Class 1 UL listed refrigerators; miscellaneous lab tools including shears, snips, utility knife, hammer, long nose locking pliers, crescent wrench; hand punch, electric drill, hex wrench, steel files, nut drivers, and bench vise.		
5.9	Vocational education classroom equipment, materials, and supplies		

5.0 SPECIFICATIONS (CONTINUED)

5.9.01	Introductory life skills learning materials for life and physical science instruction are requested.		
5.9.02	Career and guidance materials, both for the student and the teacher, should include materials for career exploration, job search, personal development, and job success. Also, study skills materials may be offered.		
5.9.03	For careers in communications, learning materials and equipment that related to fiber optics, drafting, CAD, photography, desktop publishing, and computer science are needed.		
5.9.04	Construction skills often taught in public schools include carpentry, heating, cooling, and plumbing, electrical, masonry, drywall installation (including taping), carpet installation, and surveying equipment.		
5.9.05	Materials to teach these construction skills are sought: awning, canopies, carports and patio covers; boilers, steamfitting and process piping; swimming pool service and repair; fence installation; plastering, painting and wall paper hanging; insulation and roofing; sheet metal, ceramic, plastic, and metal tile; solar plumbing.		
5.9.06	Engineering construction instructional materials related to drilling, excavating, grading, oil surfacing, asphalt paving and sealing, waterworks, electrical and transmission lines, and irrigation systems may be provided.		
5.9.07	Materials to instruct students in transportation, power and energy should include rocket kits, dragster kits, wind tunnels, radio controlled kits, hydraulics, pneumatics, small engines, valve equipment, steam engines, electrical motors, AM/FM radio kits, bench meters, breadboards, power supplies, lasers, and solar energy kits.		
5.9.08	For automotive labs engine analyzers, work tools, auto body repair equipment, and a host of related materials and supplies are requested.		
5.9.09	To teach manufacturing skills, welding, lathes, injection molds, benders, and similar equipment is needed.		
5.9.10	Catalog may identify vocational tools, equipment, supplies, and fixtures often needed in any vocational classroom.		
5.10	Basic school supplies and equipment		
5.10.01	Basic adhesives are needed, including glue sticks, school white glue, instant glue, spray mount adhesive, and velcro strips.		
5.10.02	Laser pointers, for classroom use, are requested.		
5.10.03	Audio visual supplies are requested such as film, batteries, mounting frames, and transparency markers.		

5.0 SPECIFICATIONS (CONTINUED)

5.10.04	Badges, binders, filler pages, boards, thumb tacks, markers, bulletin boards, dictionaries, calculators, card filing systems, carrying cases, cash boxes, ticket rolls (single and double), office cleaning supplies, clocks, clip boards, paper clips, binder clips and magnetic clips are needed.		
5.10.05	Computer cleaning supplies, desk accessories, keyboard drawers, media storage boxes, antiglare screens, monitor holders and stands, wrist rests, ergonomic input mouse, and document holders are needed.		
5.10.06	Paper related products such as correction fluids, scissors, staplers, cover reports, correction tape and envelopes are needed.		
5.10.07	Files, file folders, file boxes, and paper storage files are requested.		
5.10.08	Forms and labels, mailing and shipping supplies, lamps, light bulbs, pencils, pens, erasers, and markers are needed.		
5.10.09	Office equipment that may be offered includes paper shredders and electric pencil sharpeners.		
5.10.10	Basic instructional support items for early childhood education 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 non-responsive. Include your printed and electronic responses in Part C, Bid Forms.

6.1	Indicate the number of years the company has been in business.
6.2	Provide resumes and information on key personnel, including the contract manager.
6.3	Provide a list of 5 public agencies who are current clients. For each client, provide a contact person and contact information.
6.4	What size is your inventory? Where is it located?
6.5	How many items are currently in your catalog?
6.6	What is your current average monthly fill rate for catalog items?
6.7	What is your current delivery time for stocked items?
6.8	Describe the capabilities and functionality of your on-line catalog/ordering web-site. Also describe your "Punchout" capabilities with e-commerce and financial software. List all software that provide "Punchout" integrations with your catalog. List references and contact information.
6.9	Describe how you propose to market the program to members. Provide samples of marketing efforts that have worked effectively in the past.
6.10	Do you have outside salespeople in any or all of the AEPA states? If yes, how will you involve the outside salespeople in marketing the AEPA contract?
6.11	Describe your customer service system. How many employees do you have in customer service? Do you have on-line support?
6.12	Describe other related services (e.g. printing services, etc) you may have available.