



INVITATION FOR BID NUMBER AEPA IFB #007-B

GENERAL OFFICE SUPPLIES AND RELATED SERVICES

PART B – SPECIFICATIONS

TABLE OF CONTENTS

1. Scope of Bid	1
2. Anticipated Member Agency Participation	2
3. Glossary of Terms.....	2
4. Special Terms & Conditions.....	3
5. Specifications	3
6. Substantiating Documentation.....	4

1. Scope of Bid

AEPA is soliciting bids from qualified companies for a comprehensive line of general office supplies and related services (herein “Products”). All products offered must be new, unused, of the latest design and technology and the most current product lines available. The desired products will meet a variety of office requirements.

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. Examples of products and services included in this solicitation include, but are not limited to, general office supplies, paper products, writing instruments, cutting instruments, calculators, binding products, laminating products, adhesives, filing products, office equipment and printing services. Contract users would be members of AEPA Member Agencies.

The goals for the general office supplies and related services 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 AEPA Member Agency Participation

State	Participate (Yes/No)	Estimated First Year Purchase Volume	State	Participate (Yes/No)	Estimated First Year Purchase Volume
Arizona	Yes	\$50,000	Arkansas	No	N/A
California	Unknown		Colorado	Unknown	
Connecticut	Unknown		Indiana	Yes	Unknown
Iowa	Yes	\$1,000,000	Kansas	Yes	\$50,000
Kentucky	Unknown		Michigan	Unknown	
Minnesota	No	N/A	Missouri	Unknown	
Montana	Yes	\$100,000	Nebraska	Yes	\$250,000
New Mexico	Yes	\$100,000	North Dakota	Yes	
Ohio	Unknown		Oregon	Unknown	
Pennsylvania	Yes	\$5,000,000	Texas	No	N/A
Virginia	Unknown		Washington	Yes	\$6,000,000
Wyoming	Unknown		Total		\$12,500,000

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

General Office Supplies: The complete catalog of Office 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.

Agency 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.

4. Special Terms & 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	The vendor shall provide paper and/or electronic catalogs with all products awarded to the vendor to members of all AEPA agencies entering into a contract with the vendor. Catalogs shall be provided at no charge to members.
4.2	A contracting AEPA agency may limit or exclude product types or categories, as deemed appropriate by that agency.
4.3	Contract pricing shall be in the form of discount(s) off catalog price. Discounts may vary by category type.

4.4	Vendors must maintain a reasonable stock in inventory for prompt delivery to the buying member. Failure to maintain such inventory, resulting in complaints filed by members to the participating agency, may result in contract cancellation.
4.5	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.

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.

	Requirement
5.1	Vendor shall provide a broad based line of office products of at least 10,000 items in available inventory.
5.2	All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.
5.3	The vendor’s catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.
5.4	The catalog shall contain a minimum of 10,000 items.
5.5	Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
5.6	Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.
5.7	Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.
5.8	Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
5.9	No “restocking” fees may be collected on items cancelled for failure to be delivered within the specified time frame.
5.10	Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.
5.11	The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.
5.12	Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.
5.13	All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member’s purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
5.14	General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.

5.15	Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.
5.16	Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.
5.17	Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.
5.18	Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.

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.