



INVITATION FOR BID NUMBER AEPA IFB #007-C

CLASSROOM SUPPLIES AND RELATED SERVICES

PART C – BID FORMS

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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-C – CLASSROOM SUPPLIES AND RELATED SERVICES

**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**
- 3. (If no, a plan and timeline for providing these services is to be attached.)
- 4. Is your pricing guaranteed for the term of the contract? **YES** **NO**
- 5. 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.) _____
- 6. 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. _____

- 7. Will you offer Member Agencies a quick pay discount? **YES** **NO**
- 8. If YES, what is the discount (indicate %/number of days)? _____
- 9. How many line items are you offering under this bid category? _____
- 10. 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**
- 11. Delivery of stocked items is promised within _____ **days**
- 12. What is your average time from receipt of order to shipping stocked items? _____ **days**
- 13. Delivery of non-stocked items is promised within _____ **days**
- 14. Do you offer an electronic ordering system? **YES** **NO**
- 15. Do you have minimum order requirements? **YES** **NO**

If yes, please describe. _____

- 16. 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 _____

- 17. 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 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 result 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 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.

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.		
5.1.07 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.		

5.1.22	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.		

5.2.02	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.		
5.2.10	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.		
5.4.06	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, spectroscopes, 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.		
5.6.05	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		

5.9.01	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.		
5.10.04	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.		

6.0 Substantiating Documentation

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.

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.

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. All pricing data must be clearly dated for audit purposes. Electronic price lists shall be in Microsoft Excel 2003 or later and shall allow for sorting fields in the fields below:

- Manufacturer
- Manufacturer Part Number
- Vendor Part Number (if different)
- Product Description
- Dated List Price
- Percentage discount from List Price
- Final Agency Price

Pricing must be in the form of discount(s) off catalog prices. Pricing must be taken from the most current catalog distributed to schools. Discounts may be offered using any of the following methods:

- A. Standard discount off of the entire catalog
- B. Discounts that vary by well-defined categories

Any shipping charges or additional fees must be clearly 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:

In addition, the following market basket pricing based on September 15, 2006, MSRP must be completed:

AEPA Classroom Supplies Bid 2006 - Market Basket Items				
Based on September 15, 2006, MSRP				
<small>*Please specify any substitution/variation information</small>				
Description	Size/ Quantity	MSRP	Discount Price	Comments
BASKET BOTTOM; Round Bottom 3 inch Diameter Kurtz #42355 Bored for #4 or #5 Reed	1 EA EA			
BINDER, VINYL 3-RING; Black, 1 1/2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Black, 1 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			

BINDER, VINYL 3-RING; Black, 2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Blue, 1 1/2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Blue, 1 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Blue, 2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Red, 1 1/2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Red, 1 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BINDER, VINYL 3-RING; Red, 2 inch Lightweight stiff cover with exposed rivets, opening and closing boosters. Interior storage pocket, flat board back. Holds 8 1/2 inch X 11 inch paper	1 EA EA			
BOARD, MAT; White, 22 inch x28 inch 14-ply	1 EA SHEE			
BOARD, POSTER; Kurtz #40260, White, 8-Ply, 22x28 inch	1 EA SHEE			
BOARD, POSTER; White, 23x29 inch , 3-Ply	1 SHEE SHEE			
BOOK, STUDENT; Educator #95, Homework, 20LB Staple,80 9X6 inch - 40 Weeks of Plans & 7 Assignments/Day	1 EA EA			
BOOKS SKETCH/DRAWING; Kurtz #27442 White Ringline 9 inch x 12 inch , Bound short way, 80lb. Paper (Heavy Weight) Heavy Weight Front & Back Cover	1 EA EA			
BRUSHES, WATERCOLOR; Economy, Size 7, 3/4 inch Camel Hair	1 EA EA			
CALENDAR/PLANNER; Kurtz # 14488, Desk Pad 17 inch X 22 inch 16Month, Black Vinyl Corners	1 EA EA			
CLAY, MODELING; Crayola-4 #57-0300 Assorted colors, 1 lb. pk. Colors: Red, Blue, Green. Yellow	1 SET PKG			
CLAY, WHITE ART; AMACO #25M CONES 06-05	50 LB CART			
CLIP BOARD; Letter size, 9 inch x 12 1/2 inch Clip has extra strong spring, mounted on composition board	1 EA EA			
CLIPS, E-Z UP; E-Z #220, Wax Adhesive Back	20 EA BOX			
COMPOSITION BOOKS; Kurtz #01418,White, 16Lb. 10 1/2x8 inch48Pg. Skip ruled (Second). Heavy flexible cover with strip binding. All rulings have a 3/8 inch descender space	1 EA EA			
COMPOSITION BOOKS; White 16LB.Paper,10 1/2x8 inch,3/8 inchRule,96Pg The composition book shall contain a fine quality of writing paper. The leaves shall be bound in plain tan pressboard covers with a durably stitched binding	12 EA PKG			

COMPOSITION BOOKS; White 16LB.Paper,8 1/2 inch X 7 inch,3/8 inchRule,72Pg The composition book shall contain a fine quality of writing paper. The leaves shall be bound in plain tan pressboard covers with a durably stitched binding	12 EA PKG			
COMPOSITION BOOKS; White 16LB.Paper,8 1/2 inch X 7 inch,3/8Rule,96Pg The composition books shall contain a fine quality of writing paper. The leaves shall be bound in plain tan pressboard covers with a durably stitched binding	12 EA PKG			
COMPOSITION BOOKS; White,16LB Paper,8 1/2x7 inch,3/8 inchRule,48Pg. The composition book shall contain a fine quality of writing paper. The leaves shall be bound in a plain tan pressboard cover with a durably stitched binding	12 EA PKG			
CRAYONS, LARGE; Crayola #52-0038, 8 Crayons In a Tuck Box	1 BOX BOX			
CRAYONS, LARGE; Crayola #52-0080 Kindergarten Size 8 Colors, tuck box	1 BOX BOX			
CRAYONS, REGULAR; Crayola # 52-0024 24 Colors, tuck box	1 BOX BOX			
CRAYONS, REGULAR; Crayola #52-0012 12 Colors, tuck box	1 BOX BOX			
CRAYONS, REGULAR; Crayola #52-0241 24 Colors + Black/White tuck box	1 BOX BOX			
CRAYONS, SKIN TONE; Prang 38018, Regular, 8 Crayons	1 EA BOX			
DIVIDER, TAB; Avery #AVYC12138, Multicolor,8 1/2 inch x 11 inch Worksaver Big Tab Insertable Dividers. Buff Paper, Double Gold Reinforced Edge, Laser or Inkjet Printer	8 TAB SET			
DUO-TANG DOUBLE POCK; Duo-Tang #50125, or File-Ez, Assorted Pocket Portfolio, Leatherine stock for sheet size 8 1/2 inch x 11 inch, twin pockets (must be stapled at center of pocket)	25 EA BOX			
ERASE DRY, CLEANER; Expo #81803, Cleaner, 8oz. Bottle	1 EA BOT			
ERASER, DRY ERASE; Expo #81505 eraser for white board	1 EA PKG			
ERASER, PENCIL TIP; Sanford#73015,Arrow Head, Soft Red Rubber	144 EA BOX			
GF - GS0268; PAPER CLIPS; Giant 2 inch, Gem or Approved Equal, 100/Bx	10 BOX CART			
GLUE SCHOOL; Elmer's Glue All #375, 1 1/4 Oz	1 EA BOT			
GLUE STICKS; Avery/ Denssion #00-196 1.27 oz	12 EA BOX			
GLUE STICKS; Prang #15083, .28 Oz	12 EA BOX			
GLUE, SCHOOL; Elmer's Glue All #372, 4 Oz	1 BOTL BOTL			
GLUE, SCHOOL; Elmer's Glue All #379, 7 5/8 Oz	1 BOTL BOTL			
GLUE, STICK WASHABLE; Ross #95500 1.4oz. Acid Free	1 EA EA			
HOOKS, SUSPENDED; Ceiling, Kurtz #11479	1 EA EA			
INDEX CARDS RULED; Array #4896 3 inch X 5 inch 5 Colors Assorted Package (Pink, Orange, Yellow, Blue and Green)	100 EA PKG			
INDEX CARDS, RULED; White, 3x5 inch, Red Headline, 8PT. 100/PKG	10 PACK BOX			
MARKER, DRY ERASE; Dixon #92140 Wedge Tip 4Color/Set	4 EA SET			
MARKER, DRY ERASE; Expo #83074, Chisel Tip, 4-Color/Set	1 SET BOX			

MARKER, SHARPIES; Sanford #30001, Black, Fine Point	12 EA BOX			
MARKERS, BOLD; Crayola #58-7732, Conical Tip, 8 Colors in a Tuck Box	1 BOX BOX			
MARKERS, CLASSIC; Crayola #58-7708, Conical Tip, 8 Colors in a Tuck Box	1 BOX BOX			
MARKERS, CLASSIC; Crayola #58-7709, Fine Tip 8 Color Set in a Tuck Box	1 BOX BOX			
MARKERS, CRAYOLA BOLD; Conical #7732 8-Color Set	1 SET BOX			
MARKERS, SCENTED; Sanford Mr. Sketch #20672 Chisel Tip, Watercolor 12 Colors	1 SET BOX			
MARKERS, TROPICAL; Crayola #58-7716, Conical Tip, 8 Colors in a Tuck Box	1 BOX BOX			
MARKERS, WASHABLE; Mr. Doodler #3011, Bullet Point 10 Color Set. Non-Toxic	1 SET BOX			
Modern 802 #01603 Book printed in green, 8 1/2 inch X 11 inch page size, with large grade marking spaces. Cover to be Lexide and flexible Lino-Lock Wire Binding which permits book to lie flat when opened. Space for 40 pup	1 EA EA			
NOTEBOOK, SINGLE SUB; Wirebound Ruled w/Red Marg.Line 70Sheet Ruled standard 5/16 inch w/ Red Marginal Line, 3 Hole Punched. 10 1/2x8 inch, 16lb	1 EA EA			
NOTEBOOK, TWO SUBJECT; Spiral Bound Ruled w/Red Marg.Line 160Pg Flexible cover with Ringline Spiral binding. Ruled 3/8 inch with Red Margin. 5 Hole Punch with subject dividers	1 EA EA			
OAK TAG, MANILA; Manila, 9 inch x12 inch , 150 Lb	100 SHEE PACK			
OIL PASTEL STICKS; Pentel #PHN16, 16 Color Set	1 SET BOX			
PAPER, COMPOSITION; Kurtz #02403 White,#11,Ruled, 16LB, 8x10 1/2 inch No Punch	500 SHEE REAM			
PAPER, CONSTRUCTION; Modern, Assorted, 12 inch x18 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Assorted, 9 inch x12 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Black, 12 inch x18 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Black, 9 inch x 12 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Green, 9 inch x12 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Orange, 9 inch x12 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Red, 12 inch x18 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Red, 9 inch x12 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, White, 12 inch x18 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, White, 9 inch x12 inch	100 SHEE			

	PACK			
PAPER, CONSTRUCTION; Modern, Yellow, 12 inch x18 inch	100 SHEE PACK			
PAPER, CONSTRUCTION; Modern, Yellow, 9 inch x12 inch	100 SHEE PACK			
PAPER, DRAWING; Snow-White #501, 9 inch x12 inch , 60 Lb	500 SHEE REAM			
PEN, BALL POINT W/CAP; Papermate #PAP331-11 Medium Pt Stick, Blue	12 EA BOX			
PEN, HARD COPY; Liquimark #41207, Fine Plastic Pt, Red	1 EA EA			
PENCIL, DIXON; Dixon Oriole #12872, #2 Soft Lead	144 EA GROS			
PENCIL, DIXON; Ticonderoga #13882 #2 Soft	12 EA BOX			
PENCIL, DIXON; Ticonderoga #13885 2.5 Medium	12 EA BOX			
PENCIL, SCHOOL; Sanford Princess #1396, #2, Hexagon with rounded corners, Yellow Polish, gilt tip, rubber eraser	144 EA GROS			
PENCILS, COLORED; Crayola #68-4012E 12 Colors Full-Length, Brighter Colors, easel box	1 BOX BOX			
PENCILS, COLORED; Crayola #68-4024E, 3.3mm, 24 Color	1 SET BOX			
PENCILS, COLORED; Sargent #22-7212, Pre-Sharpended Bright Vibrant Colors 7 inch in length	12 EA BOX			
PENCILS, COLORED; Ticonderoga Erasable #11129, 12 Assort	1 SET BOX			
PENCILS, WATERCOLOR; Crayola #68-4302, 12 Color	1 SET BOX			
PIPE CLEANERS ASST; 12 inch Assorted Colors	100 EA PKG			
PLAN BOOK, TEACHER; Modern #5, 8 Class Period/Day Book printed in green, 8 1/2 inch X 11 inch page size, planning space for an eight- class period day, 40 weeks, wire binding which permits book to lie flat when opened	1 EA EA			
PORTFOLIOS, POCKET; File-Ez #80128 Assorted (5 Colors) Economy 2 Pocket, w/3 Fasteners,8 1/2 inch X 11 inch Paper punched 3 or 5 holes	25 EA BOX			
POST-IT-NOTES-YELLOW; 3M #654YW, 3x3 inch	12 PADS PKG			
RUBBER BANDS-ASSORT; Alliance #54 1/4LB/BX Strong, hygienically clean bands that resist oxidation and preserve tensile strength;	1 EA BOX			
SCISSORS, FISKARS; Fiskars #9430, Sharp Point, 5 inch, Kids	1 EA EA			
SCISSORS, KIDS-FISKA; Fiskars #9416, 5 inch Blunt Kids	1 EA EA			
SCISSORS, OFFICE; Fiskar #FKS-1300 7 inch All-Purpose	1 EA EA			
STAPLES, STANDARD; Bostitch #SBS1914CP 1/4 inch Standard Staple Chisel Point	5000 STAPLE BOX			
TAPE, TRANSPARENT; Scotch #600 3/4 inch X 1296 inch 1 inch Core	1 EA ROLL			
TAPE,3/4 inch INVISIBLE; 3M Highland Invisible #6200 1 inch core, packaged in individual container. Size: 3/4 inch x 1296 inch	12 ROLL BOX			

TRAY, STACKING DESK; Rubbermaid Quickstack Letter, Smoke Opaque stackable trays, snap together in a secure stacking system, high impact plastic, label holders on each side. 13 inch X 9 inch X 2 7/8 inch High	1 EA BOX			
WIGGLE EYES; 15mm. Black Kurtz #42100	50 EA PKG			

(End of Part C)