



INVITATION FOR BID NUMBER AEPA IFB #008-B

PROVIDER OF SPECIALIZED ATHLETIC, EQUIPMENT, MATERIALS AND ACCESSORIES UTILIZED TO CONDUCT SPORTING EVENTS, EXERCISE, WEIGHT TRAINING, STRENGTH BUILDING AND PHYSICAL CONDITIONING PROGRAMS.

PART B – SPECIFICATIONS

TABLE OF CONTENTS

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

1. Scope of Bid

AEPA is seeking qualified and experienced provider(s) to manufacturer, acquire and deliver the required, equipment, materials and accessories necessary to equip a facility to conduct sporting events, exercise, weight training, strength building and physical conditioning programs for athletes a all levels of athletic competition found within public educational institutions in all 22 AEPA member states. Products and services offered may include but are not limited to:

- 1.1 Consult and work with individual educational institution’s athletic departments to design, assess and evaluate their existing exercise, weight training, strength building and physical conditioning facilities and programs requirements utilized to train and develop their athletes for the various sports programs they operate within their institution. Based on this assessment and discussions assist the athletic department in determine the type, kind and level of equipment needed to be acquired to establish and implement and maintain a high quality program to meet their individual needs.
- 1.2 Consult and work with individual educational institution’s athletic departments to assess existing exercise, weight training, strength building and physical conditioning equipment and accessories to develop a plan of action/solution to maintenance, repair, recondition, and/or replace those individual peaces of equipment and/or accessories in

order to bring into good working condition so that they meet or exceed the original manufacturer's specifications and industry standards.

- 1.3 Assist and work with individual educational institution's athletic departments who are starting to or intend to establish and implement a new exercise, weight training, strength building and physical conditioning program determine the type, kind and level of equipment need to outfit and configure a facility to meet their individual program's and athletes' needs and requirements. Assist the athletic department in determining and developing a possible solution(s) and a cost estimate for budget development.
- 1.4 Based on the products/solutions proposed, provide and perform the required and necessary delivery, setup, installation and configuration of the equipment and accessories to complete the project and it to a point where it is ready to be utilized. Please take note that this solicitation is not a request for or does not allow construction products and services to be offered or performed under any project covered by an award based on this solicitation. If any type of construction products and/or services are required to complete a project, they must be either provided by the institution's own staff or acquired through another procurement vehicle.
- 1.5 Manufacturer, acquire and provide the various type, kinds and levels of specialty sporting events, exercise, weight training, strength building and physical conditioning equipment, materials and accessories that may make-up, be utilized by and/or needed to conduct the following types of athletic programs.
 - 1.5.1 Aerobic Training
 - 1.5.2 Baseball/Softball
 - 1.5.3 Basketball
 - 1.5.4 Exercise
 - 1.5.5 Football
 - 1.5.6 Gymnastics
 - 1.5.7 Hockey (Roller, Floor, Field, and Ice)
 - 1.5.8 Soccer
 - 1.5.9. Sports Medicine treatment and rehabilitation
 - 1.5.10 Strength Building
 - 1.5.11 Swimming
 - 1.5.12 Tennis
 - 1.5.13 Track
 - 1.5.14 Volleyball
 - 1.5.15 Weight Training
 - 1.5.16 Wrestling
- 1.6 This Solicitation **DOES NOT** cover and/or allow awarded contractors to offer or provide athletic, recreational, physical education, medical/training and general sporting goods supplies, materials, sports ware, uniforms, safety/protective gear, balls, bats, table games and miscellaneous items. This restriction is because AEPA has solicited for and has awarded contracts for these types of items.

- 1.7 Perform and complete any warranty work required in accordance with this solicitation's requirements; manufacturer's instructions and specifications; and industry standards.
- 1.8 Offer and make available, upon request, replacement parts, materials, accessories and services for the owner/end user to make minor repairs and maintain the provided equipment in good condition throughout its intended life cycle.
- 1.9 Offer and provide the institution's staff with the training, technical support, maintenance instructions, supplies and equipment for them to properly operate, maintain and protect their investment throughout its life cycle.

The offeror should note that AEPA member states prefer providers/contractors that can perform the scope of work as indicated in items one through nine above as a turn-key solution. However, it is also recognized that there are providers/contractors that specialize in only furnishing and installing specialized equipment that is designed and utilized for one or more of the areas indicated above. Responses can be made for a specific type of equipment however for what ever equipment that is offered the offeror must be able to offer all aspects of items one through eight above in regards to that equipment. Under the terms of this solicitation, AEPA reserves the right to accept or reject offeror responses that do not offer a turn-key solution that is for the complete scope of work as indicated above.

2. Anticipated AEPA Member Agency Participation

State	Participate (Yes/No/Undecided)	Estimated First year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First year Purchase Volume
Arkansas	Yes	Unknown	Nebraska	Yes	Unknown
California	Yes	\$300,000	New Mexico	Yes	\$200,000
Colorado	Yes	Unknown	North Dakota	Yes	Unknown
Connecticut	Yes	\$100,000	Ohio	Yes	Unknown
Indiana	Yes	Unknown	Oregon	Yes	\$5,000
Iowa	Yes	\$100,000	Pennsylvania	Yes	\$100,000
Kansas	Yes	\$25,000	Texas	Yes	\$50,000
Kentucky	Yes	Unknown	Virginia	Yes	\$20,000
Michigan	Yes	Unknown	Washington	Yes	\$5,300
Minnesota	Yes	Unknown	Wyoming	Yes	Unknown
Missouri	Yes	\$25,000			
Montana	Yes	\$50,000	Total		\$980,300

Please take note the AEPA state agencies that have indicated they would like to participate in any contract awarded under this solicitation. This does not guarantee or mean that an individual AEPA agency will enter into a contract with any AEPA approved contractor. Each AEPA member agency will make that determination after reviewing contractor responses and AEPA's recommendation for acceptance and bid award. The AEPA member agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year volume for this solicitation is provided above based on submittals from its members. AEPA member agencies anticipate that purchase volume will increase in contract years two through four (2-4). This information is provided as an aid to offerors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful offeror's discount and pricing schedule shall apply, regardless of the volume of business under the contract.

3. Glossary of Terms

AA: Aluminum Association, Inc. (The) (703) 358-2960 www.aluminum.org

AAU: Amateur Athletic Union

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

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

AISI: American Iron and Steel Institute (202) 452-7100 www.steel.org

Alternative Costing: If a project requires goods and services that are not covered by R.S. Means or a nationally published price list, the offeror will be required to obtain three (3) written cost proposals from local providers. Use the most advantageous cost proposal and add their normal and customary markup and overhead provided as part of their response to obtain the normal/retail cost. The stated AEPA discount will then be taken to arrive at the AEPA price. All products and services falling under this category must be submitted in advance and approved by the AEPA member's agency prior to being included in any quote or proposal from the contractor.

If a product or service is required that must be custom designed and manufactured to meet an individual project site's conditions and/or provide for a unique application or project, the contractor must utilize the alternative costing method described above.

AEPA members and/or their institutions reserve the right to accept or reject any third party cost proposals or quotes provided by the offeror.

If a product or services is required as part of the performance under this solicitation that can only be obtained and/or manufactured from a single source and falls under the sole source provision of some state's procurement codes, the contractor must provide the AEPA Member's Agency with the necessary documentation to substantiate the purchasing method.

ANSI: American National Standards Institute (202) 293-8020, www.ansi.org

Approved: Is defended as conveying authorization or action on the contractor's submittals, applications and/or requests. The owner shall identify and establish within the contract documents who its' designated representative is and the parameters of the individual's duties, responsibilities and authority.

ASBA: American Sport Builder Association, formerly the U.S. Tennis Court & Track Builders Association (USTC&TBA) (866) 501-2722, www.sportsbuilders.org

ASTM: American Society for Testing and Materials International (610) 832-9585, www.astm.org

CCC: Carpet Cushion Council (203) 637-1312 www.carpetcushion.org

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

CSA: CSA International is accredited in the United States by the Occupational Safety and Health Administration (OSHA) as a Nationally Recognized Testing Laboratory (NRTL), and in

Canada by the Standards Council of Canada (SCC). CSA marks are accepted by regulatory authorities in the occupational health and safety, of products and many other areas in the United States and Canada (866) 797.4272 or (416) 747-2661, www.csa-international.org

Drawings and Specifications: Term for proposal and contract documents.

EIA: Electronic Industries Alliance (703) 907-7500 www.eia.org

Evaluation Factors: To qualify as a responsive offeror, the response must be responsive and materially satisfy all mandatory requirements identified throughout the solicitation. To be considered responsive, a response must reasonably and substantially conform to all of the specified requirements within each section of the solicitation in the judgment of the AEPA evaluation committee. Therefore the offeror should take note that AEPA reserves the right to assign any penalties it considers warranted due to the offeror's failure to comply. Terms, conditions or specifications contained herein, that the offeror considers particularly unwarranted, unreasonable or unacceptable should be clearly identified, and to which that offeror would take significant exception in its response, should be clearly stated in the bid response as exceptions or deviations. Offeror's required responses for evaluation purposes are "yes" responsive or "no" non-responsive.

Cost evaluation will be based on a point system with points being awarded for being low to high bidder for each cost evaluation item, that is, offeror's discount off manufacturer's, suppliers, and/or distributor's published price list and/or catalog. If an offeror leaves out an item that is required, AEPA will allot zero (0) points to that item, and if awarded a contract, cannot be used in providing products or services. The low bidder will receive the full point value and all other bidders will receive points calculated as follows:

$$\text{(Lowest Bid / Other Bid)} \times \text{point value}$$

Furnish: Supply and deliver to project site, ready for unloading, unpacking, assembly, installation, and similar operations.

HI: Hydraulic Institute (888) 786-7744 www.pumps.org

HMMA: Hollow Metal Manufacturers Association (Part of NAAMM)

IEEE: Institute of Electrical and Electronics Engineers, Inc. (The) (212) 419-7900 www.ieee.org

Individual Project Contract Documents: Should consist of the educational institution/agency's purchase order and the contractor's cost proposal with all associated drawings and specifications as defined in the project's scope of work, product specification, delivery timelines, etc. These should be issued identified and agreed to prior to the issuance of the entities purchase order.

Install: Operations at project site including delivery, unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, configuring, protecting, cleaning and other similar operations.

IEEE: Institute of Electrical and Electronics Engineers, Inc. (The) (212) 419-7900, www.ieee.org

ISO: International Organization for Standardization, www.iso.ch available from ANSI (202) 293-8020, www.ansi.org

Manufacturer's Representative: Dealers, distributors or installers submitting a response to this solicitation for products requested herein or as a manufacturer's representative must include with

their response documented evidence from or between them and the manufacturer certifying that the offeror is a bona fide manufacturer's agent for the specific products or services proposed. The offeror is qualified and experienced to assess existing conditions, develop and submit manufacturer acceptable solutions for the product lines offered. The manufacturer will support, review and issue their guarantee on the work performed and products provided. The offeror has a good track record with their product. If the offeror fails to satisfactorily fulfill any obligations established as a result of completing a project using their products/system under contract as a result of this solicitation, the manufacturer will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide representatives for the balance of the obligations.

Material Costs: Costs for materials, including taxes, delivery, handling, storage and waste.

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

MSS: Manufacturers Standardization Society of The Valve and Fittings Industry Inc. (703) 281-6613 www.msshq.com

NAAMM: National Association of Architectural Metal Manufacturers (312) 332-0405 www.naamm.org

NACE: National Association of Corrosion Engineers International) (281) 228-6200 www.nace.org

NAGWS: National Association for Girls and Women in Sport (800) 213-7193, ext. 453, www.aahperd.org/nagws/

NCAA: National Collegiate Athletic Association (The) (317) 917-6222, www.ncaa.org

NEC: National Electric Code

NECA/IESNA 502-2006 Standard for Installing Industrial Lighting Systems: This standard describes installation procedures for installing industrial lighting systems. NECA/IESNA 502 is approved as an American National Standard (ANS).

NEIS: National Electrical Installation Standards developed and published by the National Electrical Contractors Association (NECA), under consensus procedures accredited by the American National Standards Institute (ANSI) (301) 657-3110, www.neca-neis.org

NEMA: National Electrical Manufactures Association (703) 841-3200, www.nema.org

NFHS: National Federation of State High School Associations (317) 972-6900, www.nfhs.org

NFPA: National Fire Protection Association (617) 770-3000, www.nfpa.org

Offeror's Price List: For the purpose of this solicitation, the offeror's price lists shall consist of the cost evaluation submittal form; manufacturer's/distributor's published price lists that clearly state and identify all products and services offered with the offeror's discount to be applied to each to determine the AEPA price. Because the scope of work covered by this solicitation may require site preparation or other construction related products and services be provided as part of completing the proposed project, the AEPA members have selected "R.S. Means", a nationally accepted costing method, to be used to determine the cost of those items not covered by a published price list and/or the alternative method of costing.

Owner's Representative: An individual identified by the member as contact person for individual project. Member's representative has authority to make decisions and to authorize any actions as defined for the project.

Performance Specification: Specifies the subsequent performance of completed construction work rather than prescribing how the work shall be constructed and installed.

Prime Contractor : Any firm, business and/or individual(s) who submits a response to this IFB and is awarded a contract. The contractor will be considered a prime contractor to AEPA and AEPA will not enter into any agreements with a subcontractor. Any contractor paid directly by AEPA is a prime contractor. Any subcontractor performing under this IFB is contracted and paid by the prime contractor. Prime contractors using subcontractors shall be responsible for any subcontractors required to perform and/or provide products and services offered herein.

Project Site: Space available for performing construction activities. The extent of project site is shown on drawings and may or may not be identical with the description of the land on which project is to be built.

Provide: Furnish and install, complete and have ready for the intended use.

Qualifications: Includes any and all skills, knowledge, capacities, capabilities, experience, financial stability, available human and physical resources, historical background, past and present performance, properly licensed to perform and provide products within the 22 AEPA member states. The proposed products/services meet or exceed specifications specified herein and proposed pricing complies with state and local requirements. The evaluation of a respondent's qualifications shall be done in accordance with the criteria set forth herein, and the most recent edition of any relevant regulation, standard, document or code that shall be in effect. Where conflict among the requirements or with these specifications exists, the most stringent requirement shall be utilized.

Shop Drawings: Drawings made for production purposes by persons other than a designer.

Specifications: Written descriptions of work, materials, or equipment that complements the construction drawings.

SSI NA - Specialty Steel Industry of North America (800) 982-0355 www.ssina.com

UL: Underwriters Laboratories Inc. (877) 854-3577, www.ul.com

Unit Cost: An average cost per unit calculated by dividing total costs of the item by the measured quantity of units. Unit costs may include material costs, labor costs, plant and equipment costs, overhead costs, job and operating and profit. The content of the unit costs must be made clear. An item may have separate unit costs for materials and labor.

Unit Price: Similar to a unit cost but usually consisting of all direct costs and some or all indirect costs.

Value Engineering: Comparison and economic evaluation of alternate construction methods for a given project.

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

Waste Construction Material: That is extra to the actual net quantity required by the work, but that is nevertheless required by or used in performing the work, or is some how lost as a result of doing the work, and therefore contributes to the material cost.

4. Special Terms and Conditions

4.1 General:

- 4.1.1 By responding to this solicitation, the offeror agrees to and will be solely responsible for doing the research to ascertain that its' solutions offered meet or exceed all federal, state, local and industry regulations, rules, standards and/or requirements.
- 4.1.2 The successful offeror must abide by and ensure that any subcontractor, Supplier, distributor, and installer abides by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any products and/or services covered by this solicitation are rendered.
- 4.1.3 The successful offeror must provide 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. Likewise, the contractor may, during the term of the contract and/or during the annual contract renewal process, submit to AEPA any additional products or services covered by their award and may request price adjustments be approved on published price lists. Any request must be in writing and submitted to the oversight committee chairman who has been designated by AEPA for that solicitation/category. The chairman will process the request and submit it to the AEPA board of directors for their approval/disapproval if required. If approved, each AEPA state agency will be responsible for notifying its participating members. In the event of a decrease in the prevailing contract price, the oversight committee may approve the change and it will become effective immediately upon notification.
- 4.1.4 If the offeror intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the offeror must ensure that prices from these parties are in accordance with the terms, conditions and pricing submitted and approved by AEPA.
- 4.1.5 Responses must clearly identify and describe costs associated with the manufacturing of, obtaining, delivery of and installation of the athletic equipment offered in response to this solicitation, even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this solicitation.
- 4.1.6 Additional and optional products and accessories relating to the equipment covered by this solicitation must be identified separately and must include clear descriptions and specifications of these proposed items with their associated costs..
- 4.1.7 The contractor must have the resources to provide a comprehensive training, maintenance and support program to any individual educational institution within the 22 AEPA states, which will allow it to utilize and maintain the installed equipment throughout its stated life cycle. The programs offered must be appropriate for the entity's staff that will be responsible for and using the equipment. The contractor must provide documentation that proves these

resources and programs do exist and can be successfully delivered on a national basis. If there are associated cost terms, conditions and stipulations relating to the programs offered, they must be clearly identified and stated in the offeror's response.

4.1.8 Applicability of industry standards, unless the individual project contract documents include more stringent requirements, applicable industry standards have the same force and effect as if bound or copied directly into the project's contract documents to the extent referenced. Such standards are made a part of this solicitation by reference provided under No. 3, Glossary of Terms, referenced above.

4.1.8.1 Publication Dates: Comply with standards in effect as of date of the individual project's contract documents unless otherwise indicated.

4.1.8.2 The contractor and any subcontractors engaged in the designing of , manufacturing of and the installation of the athletic equipment covered by this solicitation should be familiar with industry standards applicable to the equipment being installed. Copies of applicable standards are not provided as part of this solicitation. When copies of standards are needed to perform a required to properly install and configure a piece of equipment, they may be directly obtained from publication source as identified herein.

4.1.8.3 Where abbreviations and acronyms for standards and regulations are used within this solicitation, individual project's specifications or other contract documents shall indicate the recognized name of the organizations/agency responsible for the standards and regulations utilized.

4.1.9 The offeror must demonstrate and provide documentation in its response to communicate its' knowledge, background, experience, willingness and ability to adhere to, utilize and ensure the following:

4.1.9.1 The contractor will ensure that all individuals, firms or subcontractors being used to perform or supervise work performed, equipment and accessories and materials installed under any contract awarded as a result of this solicitation must be clearly identified and a list submitted with the name, address and their responsibility to the project and the type of work they will be performing.

4.1.9.2 Upon request by an AEPA member agency's local member, the contractor shall schedule a meeting with the purchasing agency to ascertain and develop a comprehensive and complete understanding of the type of equipment being requested; by whom is it going be utilized and for what purpose and what are the expected outcomes. The contractor shall ask all of the pertinent questions and if necessary conduct a site visit to learn and be aware of any existing site conditions and limitations that may impact the use of the equipment or require the equipment to be modified and/or require additional products and/or services to address identified site conditions and to properly complete

the project in accordance with the institution's expectations, specifications and requirements..

- 4.1.9.3 Prior to any purchase order being issued for the proposed equipment/solution. The contractor's cost proposal must consist of a detailed scope of work (a description of the work to be performed and the equipment, materials and accessories to be provided, installed and configured by the contractor), include all specifications, drawings, contractor's detailed and itemized cost proposal and other project related documents. All applicable industry standards, manufacturer's instructions and requirements, technical specifications and general conditions, federal, state and local codes around which the contract is made shall be included, as if they were physically part of the proposal documents. The timelines for delivery, installation and completion of the proposed project must also be stated in writing and agreed to by both parties.
- 4.1.9.4 Clearly communicate, advise and ensure that the purchasing entity is knowledgeable and aware of any/all special operating and safety requirements and actions that must be taken before, during and after the individual piece of equipment is used by individual athletes.
- 4.1.9.5 Terms for what constitutes project completion and acceptance by the purchasing entity and taking title to equipment installed and the work completed must be clearly identified, described and agreed upon and made a part of any proposal offered under this solicitation.. If any part of the project requires the purchasing entity to perform any site preparation prior to the installation being performed or requires the entity to assume control before the completion, this needs to be defined with all of the agreed to terms, conditions and stipulations. Both parties must agree on the definition of what constitutes total acceptance of the project and must be obtained before final payment is made to the contractor. Upon completion of the project, the worksite will be left in a condition equal to or better than before the project.
- 4.1.9.6 Upon completion of the work, the contractor will present the purchasing entity with all documents necessary to close out the project, including but not limited to instruction/operator manuals, training materials, safety guidelines, maintenance manuals with the available replacement parts and how they may be acquired and from whom and executed warranties on installed equipment who needs to be contacted to obtain warranty service. Also, if available any maintenance or service or extended warranty agreements that may apply.
- 4.1.9.7 As part of the close-out process or upon request, no-cost training must be offered by the prime contractor for the institution's staff on the proper use, maintenance and storage of the equipment provided. This must be included as part of the purchase price..
- 4.1.10 The AEPA awarded contractor must warrant the work performed, materials, equipment installed for a period of not less than one (1) years against defects

and poor workmanship. Even if final payment is made, if the purchasing institution discovers an unfinished and/or improperly installed component, defect or poor workmanship that should have been identified noted during final inspection, the contractor will complete the work in a timely fashion at no additional cost to the entity.

4.1.11 If available, the offeror may propose and make available extended warranties or maintenance agreements at an additional cost to the purchasing entity. The maintenance contract must be offered as a separate line item.

4.1.12 If the offeror submitting a response to this solicitation is not a manufacturer, then the offeror must provide written documentation between it and the manufacturer indicating that the product manufacturer(s), is aware of the offeror's intent to offer the manufacturer's product line(s) and both parties are jointly committed, aware of and agree to support each other throughout the procurement process, warranty period and agrees to stand behind the offeror's performance under this IFB. Failure of non-manufacturers to submit sufficient documentation to meet this requirement can result in a non-responsive bid.

4.1.13 When providing custom designed, configured and ordered equipment, the contractor must clearly identify all costs associated with the measuring, ordering, manufacturing, obtaining, delivering, installing and configuring of the equipment being purchased. In these cases the retail cost is usually stated as the contractor's cost, plus overhead and profit in which the identified AEPA discount can be taken.

4.1.13 All shipping and handling charges must be clearly identified and stated with all of their parameters, conditioning and stipulations in the offeror's response to this solicitation..

4.1.14 In its response the offeror must include its return policy to deal with the return of damaged or items ordered in error. The policy must address restocking fees and shipping charges.

4.15 Quality Control Issues

4.15.1 During the course of the contract, the owner or designee may request and/or secure samples, according to construction industry standards, guidelines or ASBA standards, of materials being applied, used from containers at the job site. The owner may then submit the samples to an independent industry qualified/certified consultant to test and evaluate the samples to determine that the materials being installed meet or exceed project's specifications. The cost for these tests and services will be paid for by the owner.

4.15.2 Should test results prove that a material used and/or applied is not equal to or better than specified, or the end product does not meet minimum requirements, the vendor will reimburse the owner for the cost of the tests and/or services acquired. The vendor will also pay for all costs incurred and associated to replace, remove and dispose of non-compliant materials and bring the end product up to project specifications and requirements.

4.15.3 Should test results and services prove that the materials tested were equal to specified materials and the work performed meets the project's specifications and requirements, the contractor will be notified of the results and the owner will pay all associated costs.

- 4.15.4 The offeror must provide in its response proof of documentation and evidence to demonstrate that it has delivered and installed indoor or outdoor lighting system for athletic and recreation fields; theaters, auditoriums, gymnasiums or other multi-use facilities; parks or tennis courts; etc. in the United States during the past five (5) years.

5. Specifications

5.1 General

- 5.1.1 The offeror must demonstrate its' knowledge, understanding and experience with design, site planning and analysis, working with drawings, specifications, a general provisions and safety requirements for the specialized sporting events, exercise, weight training, strength building and physical conditioning equipment, materials and accessories covered by this solicitation and listed under item 1.5 above. This includes but is not limited to the design, manufacturing, type of materials, installation requirements, operating conditions and performance specifications, safety requirements and a complete and comprehensive understanding of how and by what level of athlete the equipment is intended for.
- 5.1.2 The offeror must provide all labor, materials, equipment and, if required, consulting and site inspection services required for equipment being requested to be properly and safely installed and utilized by the identified athletic program and its athletes.. These services may be provided by the offeror's own crews and staff or by subcontractors contracted and supervised by the AEPA contractor. It should be noted that the level of the AEPA contractor's involvement will depend on the individual institution's requirements.
- 5.1.3 Offeror must include in their response any/all terms, conditions and limitations pertaining to determining the institutions needs, the measuring and sizing of the site receiving the equipment and the type and quantity of equipment, materials and accessories to be order in order to meet the identified need. 5.1.3 The offeror is responsible for ensuring that the proposed project's scope of work, facility layout and equipment requested is design and manufactured for the athletic program in which it is going to utilized and the level of athlete that will be participating in the activity. The end user is aware of and understands how the equipment is to be installed, setup, configured so that it meets and complies with the manufacturer's specifications and requirements, the applicable athletic/sporting event governing body and/or organization such as the ASBA, AAU, NCAA, NFHSA, etc..
- 5.1.4 If the offeror intends to offeror and provide only the equipment, materials and accessories and NO installation services, the contractor must provide the purchasing agency with all of the necessary manufacturer's site requirements, setup and configuration operation instructions, guidelines, requirements and recommendations for the proper use of the equipment within the athletic program it is intended to be utilized. However, it should be noted that AEPA and its members are seeking and prefer offerors who can provide a turn-key solution and reserves the right to accept or reject such offer.

5.1.5 By accepting and processing the institution's purchase order the contractor acknowledges that it has performed and completed the required due diligence required under this solicitation and acknowledges the awareness of the site conditions and program in which the equipment is to be placed and utilized and understands the scope of work as defined in the institution and that the equipment is appropriate for and will meet the institution's specific and particular program needs and requirements.

5.2 Quality Assurance

5.2.1 Offeror must demonstrate through documentation that it has necessary background, experience and capacity to manufacture, obtain, deliver, install, configure, train and provide technical support and replacement parts for the products lines being offered in response to this solicitation, to all twenty-two AEPA states. Such documentation shall include the institution's/agency's name contact information; the sport/athletic program; date of sale and type of athletic equipment provided and the total cost of the project for two (2) institutions/agencies within each AEPA state.

5.2.2 The offeror will utilize only qualified, trained, experienced and manufacturer approved installers to perform all work done under this IFB.

5.2.3 The offeror will be held responsible for asking the appropriate questions and obtaining the necessary information and if required make its' own site visit to fully acquaint itself with the existing facilities, program requirements and expectations, how and by whom and under what conditions the requested equipment will be utilized. The offeror shall advise, consult with and provide the purchasing entities representative, in writing, of any concerns, problems and/or issues it may discover or have with the site and/or program conditions, limitations and/or expectations that in the Offeror's opinion may require adjustments, modifications and/or additions to the equipment being requested. Once notification has been made the offeror shall not proceed with the procurement and installation process until the purchasing entities representative as acknowledged the receipt of the information and the offeror has received its' acceptance of any restrictions, project alterations and/or anticipated difficulties, risks and/or liability that may exist prior to accepting the purchase order or continuing with the installation..

5.2.4 All equipment, materials and accessories offered under this solicitation must be of the highest quality; engineered and designed specifically for the type, kind and level of athletic program/activity for which its going to be utilized; has been tested and has a proven track record of suitable for and performing under the special conditions and safety requirements of the athletic activity/event.

5.2.5 All seating systems and materials offered shall be warranted/guaranteed to the extent that it:

5.2.5.1 Has been manufactured, shipped, stored and installed in accordance with industry standards, manufacturer's specifications and instructions.

5.2.5.2 Will maintain its structure, functionality and operational condition within the facility it is installed and as designed and intended.

- 5.5.5.3 Will perform as specified in these specifications, the specifications of the product manufacturer and as identified and indicated in the current product information, literature and specification sheets made available to the end user..
 - 5.2.5.4 Will not warp, crack or wear excessively during the required guarantee period as indicted herein and under normal use and intended purpose as communicated by the end-user during the development of the project's scope of work.
 - 5.2.6 Due to the individual AEPA member agency's requirements, any offeror responding to this solicitation, who fails to provide the information required and the responses required by this solicitation and/or who has failed to perform/complete past projects, or is in default of warranty work or has failed to be responsive to a request for assistance; as judged by previous clients or the AEPA evaluation team, then AEPA reserves the right to consider or not consider the offeror's response as being responsive based on its on investigations and findings.
- 5.3 Athletic Equipment, Materials and Accessories Specifications: AEPA has broken down the requested athletic equipment by athletic sport/program. AEPA is seeking vendor(s) who possess the knowledge, background, experience and capabilities to access, design, manufacture, obtain, deliver, install, repair, maintenance all of the specialized equipment found within the educational institutions' athletic/sports programs and proposed under this solicitation. The offeror may respond to any one of the individual areas or to all of the areas noted below.
- 5.3.1 Aerobics Equipment - treadmills, elliptical, recumbent bikes, upright bikes, star climbers, rowing machines, multi-station exercise machines.
 - 5.3.2 Baseball/Softball – batting cages, pitching machines, backstops, scoreboards and other training equipment.
 - 5.3.3 Basketball – training equipment, protective padding, scoreboards.
 - 5.3.4 Exercise Equipment - upper & lower body ergometers, AB Core Machines, stationary bikes, upright cycles multi-station exercise machines, mats.
 - 5.3.5 Football – blocking sleds, goal post, scoreboards other training equipment.
 - 5.3.6 Gymnastics – balance beam, uneven bars, vaulting horse, trampolines, safety mats, floor mats, protective padding, parallel bars, rings, scoreboards and other training equipment
 - 5.3.7 Hockey (Roller, Floor, Field, and Ice) – goals, training equipment, scoreboards.
 - 5.3.8 Soccer – goals, training equipment, protective padding, scoreboards,
 - 5.3.9 Sports Medicine/treatment and rehabilitation – training room equipment, whirl pools and other related equipment.
 - 5.3.10 Strength Building Chin up bars, peg boards, climbing walls, multi-station resistant machines, mats.
 - 5.3.11 Swimming – fixtures for water polo, training equipment, scoreboards.
 - 5.3.12 Track – high jump and pole vault poles, pits, standards and bars, stipple chase fixtures, timing stands, scoreboards.
 - 5.3.13 Tennis – standards, nets, wind screens, training equipment, scoreboards

- 5.3.14 Volleyball – fixtures, standards, nets, official stands, protective padding training equipment, scoreboards.
- 5.3.15 Weight Training dead weights, bars, benches, racks, circuit weight machines, stand-a-loan weight fixtures, multi-station weight machines. protective padding.
- 5.3.16 Wrestling – mats, training equipment, scoreboards.
- 5.4 Quality Assurance
 - 5.4.1 Manufacturer – Proposed athletic equipment must be from nationally recognized with a minimum of 10 years of experience in the designing and manufacturing those products offered under this solicitation. Has demonstrated and proven track record of utilizing the most durable, highest quality materials available and the past performance of the solutions during its life cycle has meet or exceed the stated specifications and expectations.
 - 5.4.2 Must certify that all tradesmen utilized within the manufacturing and installation process are highly trained, qualified, certified and if required licensed for the type of work being performed.
 - 5.4.3 The manufacturing and construction methods and processes utilized to create the equipment meet or exceed the guidelines and standards established by the various trade associations' and organizations.
 - 5.4.4 Engineer Qualifications – Manufacturer to employ a registered, licensed professional engineer who has the necessary background experience, knowledge of and/or access to the resources necessary to be aware of the numerous standards, codes and requirements that may exist for the various types of athletic equipment being provided. To insure that each piece of equipment and/or individual project for which the equipment is being provided meets or exceeds the design criteria and specifications for the equipment being offered..
 - 5.4.5 Installer Qualifications – The installer(s) utilized for any of the individual projects performed under this solicitation are to be highly trained, qualified; and experienced with proper installation of the equipment being provide and has been submitted to and approved by the product manufacturer
 - 5.4.6 Source Quality Control – Have and maintain on file design specifications, any testing and/or performance criteria for the individual components that make-up the piece of equipment and the final piece of equipment as it is provided. This data must be made available if requested.
 - 5.4.7 Project Submittals
 - 5.4.7.1 Design Drawings and specifications that are complete and show all components that piece of equipment and how they go together and function.
 - 5.4.7.2 Samples of materials and color finishes as required by the end-user in order for them to be aware of and understand what is being oververed prior to it being ordered..
 - 5.4.7.3 Detailed Instructions on how to inspect, maintain and determine if the provided/installed equipment is in good condition and ready to be utilized by the program's athletes.
 - 5.4.7.4 Listing of all the accessories, supplies and replacement parts that are available for the equipment and where they can be obtained..

5.4.7.5 Written warranty that clearly identifies and indicates all of the terms, conditions, stipulations, timelines and procedures that must be followed to have warranty work completed. The warranty(ies) must be executed and provided as part of the project close-out process

5.4.7.5 Cost Proposal that includes all costs associated in manufacturing, obtaining, delivering, installing, setting-up/configuring the equipment and training the end-user(s) on how to inspect, utilize, maintain and store the equipment provided. Any costs associated if offered extended warranty and/or maintenance agreement.

6. Substantiating Documentation as required by the solicitation.

6.1 Required Responses – Please Note: AEPA reserves the right to deem an offeror's response or non-responsive if offeror fails to provide the necessary information and/or documentation requested below.

6.1.1 Provide a detailed narrative of how and why your company has chosen the manufacturer(s) and product line(s) you are offering and what advantages do they offer the end-user over other manufacturer's product lines?

6.1.2 Provide a general description of how the manufacturer intends to support your company's efforts in providing AEPA the product and services offered. Its marketing, distribution and servicing of your AEPA educational customers if you are given an award.

6.1.3 Did you and the manufacturer(s) whose product lines you are proposing to offer, work with you to develop your response to this RFB? What added value do you propose to offer members besides volume price discounts?

6.1.4 Provide a written response containing the following:

6.1.4.1 The type of marketing and ordering process that you will use if awarded a contract under this solicitation.

6.1.4.2 Describe the available resources you intend to commit to perform under an AEPA contract.

6.1.4.3 Why do you feel that it is advantageous for an AEPA educational institution to consider purchase desired equipment from your company? What added value do you feel you bring to AEPA's cooperative purchasing program.

6.1.5 Provide a narrative of your firm's policies, procedures and strategies to ensure quality control and assurances are maintained and that educational institution's needs and concerns before, during and after the sale are met and addressed in a timely manner. Indicate what follow-up, review and oversight process your management team has in place to ensure end-user and AEPA member agency's satisfaction.

6.1.5 Offeror must, through written narrative, clearly identify the products and services it is proposing to provide AEPA members under this IFB. The narrative shall include:

6.1.5.1 The manufacturer's name(s).

6.1.5.2 The various type, kind and levels of equipment offered from each in response to this solicitation.

6.1.5.3 How information relating to the equipment's design, construction and performance specifications and available options and accessories can be obtained for each piece of equipment offered by an interested end-user.

- 6.1.5.4 Indicate what maintenance, repair and replacement parts they are going to be made available and from who and where.
- 6.1.5.5 The type and level of warranties are available on the equipment offered.
- 6.1.6 For each manufacturer, provide the required documentation to demonstrate its willingness and ability to assist and support your efforts as a party to this solicitation.
- 6.1.7 Complete information on any dealer, distributor, supplier and installer/subcontractor that will be utilized by you to provide and install the athletic/ sports equipment offered and perform the scope of work as defined herein.
- 6.1.8 Offeror must, through written documentation, demonstrate its ability to provide the equipment and perform the scope of work as defined herein to all 22 AEPA member agencies by providing prior experience with educational institutions. The documentation shall include:
 - 6.1.8.1 List two (2) previous educational institutions/agencies in 10 of the 22 states which you have provided and/or installed equipment that has been utilized by the end-user for one (1) or more years.
 - 6.1.8.1.1 The general scope of work for each project and the type, kind and level of equipment provided and/or installed.
 - 6.1.8.1.2 The manufacturer's product used for each project listed.
 - 6.1.8.1.3 The total cost of each project.
 - 6.1.8.1.4 The institution's name, address, phone number, contact person's name and title for each project.
 - 6.1.8.1.5 Provide the time line for each project listed and provide a brief narrative of the pre-sale and follow-up consulting services offered to ensure institution's satisfaction.
 - 6.1.8.2 Provide a brief narrative for three (3) projects that you have done for educational institutions but after the project was completed and signed off on; you have had to go back and perform warranty work. Please include the following:
 - 6.1.8.2.1 Through your evaluation of the problem, what did you find as the cause of the problem?
 - 6.1.8.2.2 What products and/or services did you have to provide to resolve the problem?
 - 6.1.8.2.3 Was the customer satisfied with your solution and would they be willing to give you a letter of reference if requested?
 - 6.1.8.2.4 List the names of institutions, contact people and phone numbers. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, response to concerns before, during and after the project. Indicate what follow-up, review and oversight process your management team has in place to ensure member satisfaction.

6.1.9 Provide as part of your response any published list and catalogs for the equipment you are offering. Provide and describe how your company intends to calculate shipping, handling and installation for all twenty-two states. Provide copies of warranties with their associated cost if applicable. Describe and provide associated costs for maintenance/ service agreements if offered

6.2 Cost Considerations

6.2.1 The offeror must provide a complete listing of all equipment, materials and accessories and services that it is proposing to offer under this solicitation. All products and services pricing must be determined by one of the pricing methods defined herein.

6.2.1.1 Price sheets and/or catalogs – For those products and services that are priced using a manufacturer's published price list or product catalog, provide a complete price list and/or catalogs that includes product number, product description, unit of measure for which the product is available, the item's price and what that price includes (delivery, installation, etc.). The offeror will indicate in its response the amount of discount to be applied to each item to arrive at the individual AEPA state agency price. Within the terms of this IFB, different manufacturers/products can have different discounts as long as the discounts are clearly stated in the offeror's response. If a price list or MSRP is not available, then the offeror must utilize the alternative pricing method as defined herein that the AEPA discount can be taken. Example: If the published price on the price is \$1,000 and the AEPA discount is twenty (20%), the AEPA price would be $(\$1,000 \times .20 = \$200)$ amount of AEPA discount and $\$1,000 - \$200 =$ an AEPA price of \$800)..

6.2.1.2 AEPA understands the basic cost of the products/services listed on a published price list indicates the cost of obtaining, manufacturing, and preparing the products/services to ship to the project site. It is also understood that the cost incurred by the AEPA contractor to deliver, store, and install the products/services to an individual project site will differ depending on the AEPA state that the project site is located, the distance from the shipping point, the type, size and weight of the equipment. Therefore, for each of the AEPA states listed herein clearly identify and state the process/method to be utilized to determine the shipping and installation cost if applicable to the equipment being ordered.

6.2.1.3 Any costs associated with state gross receipts, sales and tribal taxes and other applicable reimbursable cost approved in advance by the educational institution will appear as separate line items on the contractor's quote/cost proposal.

6.2.1.4 Alternative costing methodology: Any items not covered by a published price lists/catalogs, the price will be obtained by

6.2.1.4.1 Issuing, receiving and evaluating three (3) written quotes, which shall be submitted in advance and approved by the owner prior to being included into any final contract documents. AEPA and its members reserve the right to accept or reject any quote or proposal, including such items and may obtain these items through other

procurement means (other existing contracts). The AEPA price will be determined by utilizing two percentages.

6.2.1.4.1.1 Based on the most advantageous and cost effective quote received by the contractor, the contractor will apply its normal and customary overhead and profit percentage to the total cost submitted by the subcontractor and add that amount to obtain the normal and customary retail price. Item cost multiplied by percent for overhead/profit equals amount of profit and overhead to be added to item cost equal retail price.

6.2.1.4.1.2 Taking the normal and customary retail price as established in No. 1 above, the contractor will apply the AEPA discount percentage and subtract this amount from the normal and customary retail price to obtain the AEPA price. The item retail price multiplied by the percent of the AEPA discount equals amount of discount to be subtracted to obtain the AEPA price.

6.2.1.5 If the product is manufactured in-house by the offeror than the normal/retail price will be determined by taking the manufacturing cost and adding normal mark-up and overhead so that the AEPA discount may be taken.

6.2.2 If products or services are required as part of the performance under this contract that can only be obtained and/or manufactured from a single source and fall under the sole source provision that is found within most states procurement codes, the contractor must provide the owner with the necessary documentation to substantiate the purchasing method as sole source.

6.3 Cost evaluation will be based on a point system with points being awarded for being low to high bidder for each cost evaluation item. That is, offeror's discount off published price list(s) and catalog(s); per cent of overhead, markup and profit; percent of discount offered on the alternative pricing method; shipping/freight costs; and five (5) selected market basket items to be randomly selected by the oversight committee from categories of equipment offered. If an offeror leaves out an item that is required, AEPA will allot zero (0) points to that item, and if awarded a contract, cannot be used in providing equipment or installation services. The low bidder will receive the full point value and all other bidders will receive points calculated as follows:

(Lowest Bid / Other bid) x point value

6.4 Cost Evaluation Information (Form G) – The following factors will be used to evaluate and award this solicitation. Please note that these are only a few items selected to do the cost evaluation. The offeror must provide all of the necessary pricing information required herein.

6.4.1 Discounts Provided on Price Lists and Catalogs – This represents the average discount provided by the offeror on stated equipment prices for the athletic/sports programs offered herein.. Note different product lines and/or category of products on published price sheets may be offered at different discount percentages. If

different discount percentages are offered, AEPA will calculate an average percentage for evaluation purposes.

- 6.4.2 Alternative Method of Costing – Percentage of overhead and profit. This method includes custom manufactured items, items not covered by price lists and/or catalogs.. Offeror is to indicate the percent of overhead and/or markup to be applied to these costs to obtain the retail cost. Example: Item cost is \$1,000 and is multiplied by percent of profit/overhead 20% equals \$200 for overhead and profit. Item cost \$1,000 plus overhead and profit of \$200 equals a retail price of \$1,000. Note that this percentage has no relationship to other costing method indicated above.
- 6.4.3 Alternative Method of Costing – Percentage of AEPA discount to obtain AEPA price. Item retail price multiplied by percent of AEPA discount, equals amount of discount to be subtracted from retail price to obtain AEPA price. Example: Item retail cost \$1,200 multiplied by percent of 10% AEPA discount equals discount of \$120. Retail cost \$1,200 less the AEPA discount of \$120 equals the AEPA price of \$1,080. Note that this percentage has no relationship to the percentage of discount offered on other costing methods indicated above.
- 6.4.4 Offeror's Support for AEPA Pricing – This is the percent of difference between what the offeror's price to AEPA and the price that the offeror would offer the same products directly to any public educational institution in the 22 states. The offeror's AEPA price is \$100, the offeror's direct price to AEPA members is \$103. The difference is 3% percent.
- 6.4.5 A number of individual items will be randomly selected by the AEPA oversight committee for cost evaluation purposes.