



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 C – BID FORMS

TABLE OF CONTENTS

A.	Bid Affidavit Signature Page.....	3
B.	Bid, Acceptance of Bid and Contract Award	4
C.	Questionnaire for Bidders	5
D.	Bidder’s Company Information.....	6
E.	Exceptions to Terms, Conditions and Specifications.....	7
F.	Specifications and Athletic Equipment Questionnaire	8
G.	Pricing	12
H.	Evaluation and Response Criteria.....	14

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 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	H	_____ Evaluation and Response Criteria		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.)**

B. ACCEPTANCE OF BID AND CONTRACT AWARD

AEPA IFB 008-B – ATHLETIC EQUIPMENT

**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, 2009 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2010, February 29, 2011 and February 28, 2012.

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) which results in problems. Provide the names your key sales people, phone numbers and states for which they are responsible.

F. SPECIFICATIONS AND ATHLETIC EQUIPMENT QUESTIONNAIRE

General

Athletic Equipment is for the purposes of this solicitation is defined as specially designed equipment, materials and accessories that are manufactured for a specific athletic/sports event/activity within the all levels of public educational institutions and for all levels of competition.

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..

Specifications are intended to define the type, kind and level of the equipment, materials and accessories being requested herein and not to be restrictive or limit the equipment offered in response to this solicitation. In the event these specifications reference a “brand name” or specific model number is referenced, the Vendor may provide an “or equal” submission. All variations from the specified items shall be fully explained and included with the bid. Manufacturer names and manufacturer product numbers shall be used in all cases. All prices quoted shall be on a unit basis. The determination of the Bid Evaluation Committee as to what alternates are equal shall be final and conclusive.

The following questionnaire is to be completed by the offeror and is intended to have the offeror acknowledge and indicate its understanding of what is being requested; its qualifications, resources and ability to meet and comply with the solicitations special terms, conditions, stipulations and requirements as stated with Part B of this solicitation.. Bidders will respond to each numbered item below by checking the appropriate “Yes” or “No” box. “No Bid” items shall be marked as such in the appropriate “No” box. For those items in which the offeror takes exception to or deviating form or wishes to communicate an alternative. On a separate sheet of paper provide the item number and a detailed explanation and description of the cause, reasoning and justification behind your exception or deviation. Also the item number should be listed on the Exceptions to Terms, Conditions and Specifications Form listed in Part E of this solicitation.

5.1			Athletic Equipment	Yes	No
	5.1.1		Catalog Offerings_– Vendor shall offer a sports /athletic equipment catalog.		
		5.1.1a	Broad range of type, kind and level of equipment		
		5.1.1b	Provide a paper and or an electronic on-line catalog, for order entry use by, and suitable for, the member's needs.		
		5.1.1c	Catalogs provided at no charge and in a timely manner.		
		5.1.1d	Sample catalog submitted.		
		5.1.1e	If new products are added to the contract after the catalog is published, will pricing be equivalent to the percentage discount for each brand or class of equipment originally offered.		

	5.1.2		Quality Assurance and Control		
		5.1.2a	All items conform to solicitation requirements and applicable federal and state safety requirements and meet 2007 IAAF, NCAA and NFSHS requirements as appropriate.		
		5.1.2b	All equipment, materials and accessories offered are of the highest quality.. Quality of products offered by the Vendor is equal to or exceeds those offered by nationally recognized manufacturers. Categories of equipment shall be as follows: Aerobic Training Baseball/Softball Basketball Exercise Programs Football Gymnastics Hockey (Roller, Floor, Field, and Ice) Sports Medicine treatment and rehabilitation Soccer Strength Building Swimming Tennis Track Volleyball Weight Training Wrestling		
		5.1.2c	Private label equipment is being offered.		
		5.1.2d	Have available and offer maintenance, repair and replacement parts for equipment offered.		
		5.1.2e	Have available and offer after warranty period on site maintenance and repair services of equipment offered.		
		5.1.2f	The offeror is an manufacturer's authorized and approved equipment dealer, distributor and installer.		
		5.1.2g	Have provided, installed and if required serviced the same equipment products lines offered in response to this solicitation in all twenty-two AEPA states.		
		5.1.2h	Have a sales rep identified for each of the twenty-two AEPA states who will visit and work with and support the individual educational institutions located in each AEPA state.		
	5.1.3		<u>Pricing</u>		
		5.1.3a	Contract pricing is in the form of discount(s) off catalog prices.		
		5.1.3b	A standard discount off of the entire catalog is being offered,		
		5.1.3c	Discounts vary by category/product line		
		5.1.3d	Discounts vary by individual line items		
		5.1.3e	Discounts are offered for large individual orders (Volume discounts)		
			A standard discounts is offered off maintenance, repair and replacements parts published price lists.		

	5.1.3e	Pricing remains firm for each separate contract year.		
	5.1.3f	Price adjustments will be made at other times throughout the duration of this contract.		
	5.1.3g	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.		
	5.1.3h	offeror did 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		
	5.1.4	Support_.		
	5.1.4a	A toll free technical support line, open until 5 p.m. - Eastern Time.		
	5.1.4b	A 24-hour toll-free order fax line is available.		
	5.1.4c	A single contact person for problem solving is available.		
	5.1.4d	A senior-level employee is assigned to this account.		
	5.1.4e	Provide maintenance, repair and replace parts for the equipment offered		
	5.1.4f	Have available and provide on-site maintenance and repair services		
	5.1.4g	Offers extended warranties and/or maintenance agreements for equipment offered.		
	5.1.4h	Enables users to request and receive before, during and after the sale consulting services and quotes for equipment the meet the needs fo a specific athletic/sports program(s)		
	5.1.5	Order Processing and Delivery_.		
	5.1.5a	If requested, Will meet with, discuss and assist the end-user in assessing and determining the equipment to be ordered in order to meet site and program conditions and requirements.		
	5.1.5b	Vendor can maintain a minimum monthly overall average response to and fill rate of 95%.		
	5.1.5c	Compliance with the specified fill rate figures will be reported to the participating agency on a quarterly basis.		
	5.15d	As part of the ordering process provide the end-user with the appropriate equipment descriptions, configuration, operating and performance specifications, available options and accessories and manufacturer's warranty.		
	5.1.5e	Delivery tickets or packing slips will accompany all deliveries.		
	5.1.5f	Possess the capacity to work with, track, summarize and report the transactions processed under this solicitation at and by the AEPA group level, individual state level and individual institution.		

Form G: UNIT PRICE SCHEDULE FOR SELECTED ITEMS

Bid Submission For: Provider of Specilized Athletic Equipment, Materials and Accessories Utilized to Conduct Sporting Events, Exercise, Weight Training, Strength Building and Physical Conditioning Programs

Instructions to Bidders

Each RFB specification identified in Section II: The Scope of Work and Specifications refer to the type and quality of products and services being bid. In the form below, enter your bid prices for those items indicated, the prices and/or discounts offered for providing all equipment, goods, services, supplies and related items. The prices you offer on these pages affirm that you have accepted the specifications to obtain, deliver and provide those goods and services requested. Each bidder is encouraged to offer its complete product line and provide the lowest and best prices for the complete product line(s) offered. Please provide price lists and/or catalogs that state a list/retail/regular price, AEPA discount and the AEPA price.

Duplicate the individual forms to submit your bid. If additional clarification, price sheet(s) and/or catalog(s) pertaining to the bid being submitted are needed, include them behind Tab 4. Clearly indicate and identify the items involved and what you wish to communicate in your response.

Description of Cost Factors for all Areas	Cost Eval Points	Unit of Measure	Offeror's Base Bid
Discounts Provided on Price Lists and Catalogs			
Aerobic Training, Exercise Programs and Strength Building	150	Percent	_____ %
Baseball and softball	80	Percent	_____ %
basketball	40	Percent	_____ %
Football	40	Percent	_____ %
Gymnastics	80	Percent	_____ %
Hockey (Roller, Floor, Field, and Ice)	80	Percent	_____ %
Sorts Medicine treatment and rehabilitation	40	Percent	_____ %
Soccer	40	Percent	_____ %
Swimming	40	Percent	_____ %
Tennis	40	Percent	_____ %
Track	40	Percent	_____ %
Volleyball	40	Percent	_____ %
Weight Training	40	Percent	_____ %
Wrestling	40	Percent	_____ %
Alternative methods of costing - percent of overhead/markup to cost	40	Percent	_____ %

Form G: UNIT PRICE SCHEDULE FOR SELECTED ITEMS (Continued)

Description of Cost Factors for all Areas	Cost Eval Points	Unit of Measure	Offeror's Base Bid	
Discounts offered of alternative costing methods (cost + profit & overhead) Rate of discount.	40	Percent	_____ %	
Offeror's Support for AEPA Pricing, Percent off the Offeror's Support for AEPA pricing Page	30	Percent	_____ %	
Scoring for Randomly Selected Items by the Oversight Committee for evaluation Purposes	Cost Eval Points	Unit of Measure	Brand/Model #	Offeror's Bid
Freight, Shipping and Handling	20	Calculated		\$ _____
Item # 1	20			\$ _____
Item # 2	20			\$ _____
Item # 3	20			\$ _____
Item # 4	20			\$ _____

H. Evaluation and Response Criteria

Category Response and Cost Evaluation:

All responses to this solicitation will undergo an evaluation process consisting of 2 steps. The first step, the Bid Response Evaluation, will determine if the bid response has been submitted on time, materially satisfies all mandatory general requirements identified by the general terms and conditions of this RFB, and if it reasonably and substantially conforms to all of the specifications and requirements as identified and described within this solicitation. The second step, the Bid Price Evaluation, will be a cost evaluation based on the selected cost factors identified below.

AEPA, Inc., at their sole discretion, shall determine whether particular Vendors have the basic qualifications to provide the equipment being solicited and perform the desired service necessary to comply with and meet the scope of work as defined herein. In determining whether a Vendor possesses the basic qualifications to operate, AEPA may consider, but not be limited to, the following: (a) Vendor's general reputation for performance and service; (b) Vendor's longevity of service (number of years) and previous experience in operation of public assembly facilities; (c) Years of continuous business; (d) Vendor's financial condition.

Award shall be made based on price and the above related factors.

Multiple awards may be made, at the discretion of AEPA.

Proposals will first be examined to eliminate those that are clearly non-responsive to stated requirements.

Award shall be made to the most responsible Vendor whose proposal is determined to be the most advantageous to the membership of AEPA taking into consideration the terms and conditions set forth in this RFP.

Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.

The AEPA reserves the right to accept or reject in part or in whole any or all proposals submitted.

The AEPA reserve the right to request in writing, clarifications or corrections to proposals. Clarifications or corrections shall not alter the Vendor's price contained in the cost proposal.

The AEPA reserves the right to negotiate further with the successful vendor. The content of the RFP and the successful Vendor's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.

By submission of proposals pursuant to this RFP, Vendors acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.

Vendors must submit proposals that are complete, thorough and accurate. Brochures and other similar material may be attached to the proposal.

Proposals received after the specified date and time for proposal submission shall be rejected and remain unopened.

Terms of this RFB that any vendor considers particularly unwarranted, and to which that vendor would have to take significant exception in its response, should be stated in the proposal clearly and concisely as exceptions and/or deviations. Otherwise, it will be considered that proposals are in strict compliance with all requirements, and any successful vendor will be held responsible to those requirements.

Vendors are forewarned that AEPA reserves the right to assign any penalties it considers warranted regarding deviations or exceptions stipulated in vendor responses containing exceptions, exclusions or limitations of liabilities.

Bid Response Evaluation

To be completed by bid oversight committee:

	Yes	No
Did respondent; based on the firm's history, background and stated qualifications; demonstrate they possess the expertise, national recognition, ability and necessary human and financial resources to offer, deliver, implement and service the proposed solutions as required by this solicitation.		
Based on the documentation and information provided within the response, do the products, supplies, and equipment being offered , comply with, and meet or exceed the minimum specifications and requirements of all 22 AEPA states?		
Has the vendor and its' solutions demonstrated the capacity and ability to meet the needs of the individual AEPA member's agencies' current and on-going needs based on the documentation and information provided and research conducted by the evaluation committee relating to the vendor and the proposed products, supplies, and equipment as well as past experience and performance within the 22 AEPA States.		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated the proposed solutions utilize and comply with the most current accepted industry standards.		
Based on the vendor's response and the research conducted by the evaluation committee, has the offer demonstrated they have in place a technical support and service organization that possess qualified staff and support systems to meet the needs of all potential users within the 22 AEPA states.		
Did the vendor provide appropriate proof and justification why and how their products and services are the most advantageous and cost effective solutions to AEPA and its members?		
Did the offer note, specify and/or stipulate any exceptions, deviations and/or limitations relating to the categorical terms, conditions, specifications and requirements that would not be reasonable and/or acceptable to AEPA member agencies.		
Based on the review of the vendor's total response, did the vendor provide a complete, comprehensive, clearly stated and organized response containing all of the required documents, responses and other information as requested by the solicitation?		