



INVITATION FOR BID NUMBER AEPA IFB #009-A

SOURCE OF ROOFING AND PROTECTIVE COATING PRODUCTS 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 copies 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 ensure 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. For any submittals too large to secure in a single binder, the Offeror must utilize multiple binders and clearly label with the name of the bidder and the volume number (Binder #).
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	_____ Questionnaire for Contractor's Qualifications	X	X	X	
2		_____ Substantiating Documentation and additional information as required in response to Forms C and D	X	X	X	
3	E	_____ Exceptions to Terms, Conditions and Specifications	X	X	X	
4	F	_____ Indefinite Unit Price Schedule for Selected Items (This will be a printout of the electronic-Excel Spreadsheet)		X		X
5	F-1	_____ Individual State Multiplier /Factor (This will be a printout of the electronic-Excel Spreadsheet)		X		X
4		_____ Unit Price Schedule(s) for all products and services offered – published price lists, catalogs, etc. (This will be a printout of the electronic pricing)		X		X
4		_____ Appendix with MDS Sheets, Slicks, Model Information, etc.		X		
Left Pocket		_____ Bid Security Bond for \$25,000		X		
Left Pocket		_____ Electronic Media				
Left Pocket		_____ Copy of Page 2 of Part C, Bid Submission Check Off List		X	X	

_____ **Place your initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause for bid response to be rejected.)**

B. ACCEPTANCE OF BID AND CONTRACT AWARD

**AEPA IFB #009 SOURCE OF ROOFING AND PROTECTIVE COATING
PRODUCTS 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, 2010 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2011, February 29, 2012 and February 28, 2013.

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**
 - (If no, a plan and timeline for providing these services is to be attached.)
- 3. Is your pricing guaranteed for the term of the contract? **YES** **NO**
- 4. For products on your price list, is shipping/handling included in the price? **YES** **NO**

If No, Provide a detailed explanation on how S/H or freight will be calculated and applied. _____

- 5. Describe your return policy. What is your restocking fee, if any? (Restock fee must not exceed 15%)

Describe any exclusions or limitations applicable to your return policy. _____

- 6. Will you offer AEPA Member Agencies/Clients a quick pay discount? **YES** **NO**
 - If YES, what is the discount (indicate %/number of days)? _____
 - How many line items are you offering under this bid category? _____

- 7. Do you offer an electronic ordering system? **YES** **NO**

- 8. Do you have minimum order requirements? **YES** **NO**

If yes, please describe. _____

- 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 _____.

- 9. Additional quantity or volume discounts are identified on the pricing page **YES** **NO**

Signature (Same signature as on Bid Affidavit Signature and Acceptance Form)

D. COMPANY INFORMATION

Note: Due to the products and services covered by this IFB, AEPA has developed Form D as a Word document that will need to be completed and provided as an electronic file and printed and placed behind Tab 2.

Form D: Contractor's Qualifications (Tab 2)

Please provide your responses on this form, and submit with this form any substantiating and/or requested documents with your bid.

Provide documentation and information as requested relating to the history of your company that includes its philosophy of doing business, its background, expertise, experience, past performance and ability to provide the construction products and services proposed herein. Generally, AEPA will not accept an offer from a business less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the offeror has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification. AEPA reserves the right to accept or reject newly formed companies solely based on information provided in this response and from its own investigation of the company.

1. Organization

- a. How many years has your organization been in business as a provider of roofing and/or protective coatings, as a licensed contractor?
- b. How many years has your organization been in business under its present business name?
- c. Under what other or former names has your organization operated?
- d. If your organization is a corporation, answer the following:
 - 1) Date of incorporation
 - 2) State of incorporation
 - 3) President's name
 - 4) Vice-President's name(s)
 - 5) Secretary's name
 - 6) Treasurer's name
- e. If your organization is a partnership, answer the following:
 - 1) Date of organization
 - 2) Type of partnership (if applicable)
 - 3) Name(s) of general partner(s)
- f. If your organization is individually owned, answer the following:
 - 1) Date of organization
 - 2) Name of owner
- g. If the form of your organization is other than those listed above, describe it and the name of the principals.
- h. Where is the headquarters of the organization physically located? Provide address, city, state and zip code. Provide same information on any branch offices located in any of the other states. How long has your organization resided at these locations? For what period of time and in what parts of the U.S. has your organization provided roofing and/or protective coating products? How long has your organization provided construction/installation services of the products proposed in response to this solicitation?
- i. In your response, provide a listing and the qualifications of the key individuals who will be marketing, consulting, estimating, coordinating, supervising and managing before,

during and after-sales services, warranty, maintenance, and support services offered in response to this solicitation to AEPA from a national perspective. Provide the name, title, qualifications and experience in the area(s) that they will be providing services.

- j. Describe your organization's current in-house workforce, equipment and facilities available to perform under this solicitation.
 - k. The Offeror responding to this solicitation will either utilize their own staff/distributors /installers or independent subcontractors/installers. The Offeror must identify how and who they will utilize to provide the products and services proposed in response to this solicitation. Provide a complete list including the name of the installer/dealer /subcontractor, address, telephone (voice and fax), the state(s) where the individual/firm will be providing services and, if applicable, contractor's license held with the number.
 - l. Describe and explain the processes your firm uses to select, certify and approve distributors, installers and subcontractors.
2. Licensing
- a. List the year in which your organization was first licensed as a contractor in each of the AEPA states.
 - b. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable, for each state.
 - c. List jurisdictions in which your organization's partnership or trade name is filed.
 - d. Provide copies of all current applicable state licenses and other registration information required by any of the individual AEPA states.
 - e. Has your organization or any of the qualifying parties named above ever conducted business, past or present, as a contractor under a different business name? If yes, what name(s), what state(s) and when?
3. Experience and Past Performance
- a. List the categories of work that your organization normally performs with its own workforces.
 - b. Offeror must, through written documentation, demonstrate its ability to perform those services offered herein by providing prior experience with educational institutions and other public agencies. The documentation shall include:
 - 1) For each type of roofing system/product line offered, list one (1) previous project completed in ten (10) of the twenty-two (22) states which were completed one or more years ago.
 - 2) The general scope of work required for each project and the size and type of roof installed.
 - 3) The manufacturer's product used for each project listed.
 - 4) The total cost of each project.
 - 5) The institution's name, address, phone number, contact person's name and title for each project.
 - c. Provide a listing of one (1) educational institution and/or public agency in ten (10) of the twenty-two (22) states to which your firm is currently providing preventive maintenance and facility envelope assets management-related services. For each, provide a brief narrative describing the type and level of services being provided.
 - d. List all projects within the last year that your company has completed beyond the scheduled date of substantial completion and the number of days past the scheduled substantial completion date on which substantial completion was certified as indicated by owner and architect signature.

- e. List all projects within the last year that your company failed to complete the project, including all punch list items identified by the owner and/or owner's representative by the date agreed to by all parties.
 - f. Any vendor that has served the public for more than ten (10) years will have had problem projects. List five (5) projects in five (5) different AEPA states that have had problems, describe the problem, and identify how the problem was solved (what steps were taken to satisfy the customer). Provide the name of the public agency, type of roof repair or replacements, contract amount, contact name and telephone number.
4. Insurance, Claims, Suits and Disputes
- a. Provide with this IFB a copy of an existing Certificate of Insurance listing the minimum and maximum coverage for liability, vehicle and property damage. AEPA is not asking you to acquire additional or special insurance for the response. AEPA needs proof that you are ensured. Before any work can commence, you must provide a certificate that names the owner as a certificate holder. Normally, this is a free service provided by an insurance company. Provide documentation verifying warranty protection covering installation, details, flashing, materials, workmanship, inspection and preventive maintenance.
 - b. Provide written documentation and evidence relating to the surety company that will be providing payment and performance bonds for projects performed under this solicitation. Please address the following:
 - 1) Name, address, phone number and agent's name.
 - 2) Letter from the surety company stating your firm's current bonding rate and your organization's total bonding capacity.
 - 3) Has your company used this surety company for more than two (2) years? If no, please provide the names, addresses, phone numbers, contact names and dates under agreement with any other surety company used in the past three (3) years.
 - c. Are there any judgments, claims, arbitration proceedings, suits or disputes pending or outstanding against your company or its officers in any of the twenty-two (22) AEPA states?
 - d. Has your company filed any lawsuits or requested arbitration with regard to construction contracts within the last three (3) years?
 - e. If the answer to items c. or d. above is yes, please provide complete details, including, but not limited to:
 - 1) Name and location of project owner
 - 2) Name and location of project architect
 - 3) Name and location of project
 - 4) Nature of and amount in dispute
 - 5) Forum in which dispute was presented, that is AAA arbitration; mediation; district court (state, file name, and number)
 - 6) Manner in which dispute was resolved
 - f. For the last three (3) years, list any projects where your surety has been given notice of default of your company's performance under either its performance bond or labor and material men's payment bond. For each project, state the nature of the claim against your company and the outcome of each such claim.
 - g. Within the last three (3) years, has any surety on any project you have worked on paid or settled work that your company had contracted to complete? If yes, give complete details.
 - h. Within the last (3) years, has your company been a party in civil litigation or administrative proceedings which have alleged a violation of any of the following: environmental law or regulation; law banning workplace discrimination; law governing

wages, hours, labor or employment standards; conduct of occupations; law governing professions or regulated industries; or any other law which would reflect, if convicted, a lack of business integrity or honesty? If yes, give complete details.

- i. Within the last three (3) years, has your company had a tax lien filed against it by any taxing authority? If yes, provide the following: when, by what tax authority and has the lien been released? If no, describe action your company has taken with respect to the lien.
 - j. Within the last three (3) years, has your company been debarred from bidding on or performing work for any public agency (federal, state or local public body) as a contractor or subcontractor? If yes, provide complete details, including actions your company has taken to prevent such debarment in the future.
 - k. Miscellaneous items
 - 1) Is the workers' compensation experience modifier for the company as reported by your insurer less than 2.0? If no, what is your reported E-Mod?
 - 2) Is the incident/injury rate for your company as reported by your insurer less than the Bureau of Labor Standards published rate for any AEPA state?
5. Financial Resources and Banking Information
- a. A major problem often facing companies awarded an AEPA contract is rapid growth, followed by cash flow difficulties. For purposes of determining a bidder's capacity and ability to perform financially, the Offeror is asked to provide a financial statement, preferably audited, including your company's latest balance sheet and income statement, showing the following items:
 - 1) Current assets (e.g. cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses)
 - 2) Net fixed assets
 - 3) Other assets
 - 4) Current liabilities (e.g. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
 - 5) Other liabilities (e.g. capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)
 - 6) Name and address of firm preparing attached financial statement, and date thereof
 - 7) Is the attached financial statement for the identical company named on page one?
 - 8) If not, explain the relationship and financial responsibility of the company whose financial statement is provided (e.g. parent-subsidiary).
 - 9) Provide written evidence or other documentation relating to your banking and/or lending institution. Include the following:
 - a) Names, addresses, phone numbers and contact names
 - b) Letter from listed financial/lending institution that indicates the amount of time your company has had a relationship with them.
 - c) Your line of credit available to you and evidence of financial stability over the past five (5) years. This letter does not need to identify a dollar amount. Instead, a credit range should be indicated, that is, "Credit in the low six figures" or "a credit line exceeding five figures".
 - 10) Will it be necessary for your firm to assign payments to a financial institution in order to perform under this contract? If so, please name any financial institutions that you may use for assignments or for factoring. If you enter into any assignment agreements, will you sign a notarized power of attorney that grants the company receiving the assignment the right to endorse payments from CES? Please attach a sample assignment or factoring agreement with your bid if you intend to use these financial services. The fact that a company uses these services will not reflect on the

credit stature of the AEPA vendor. Since AEPA requires a 45-day term rather than the more traditional 30 days, such payment arrangements may be necessary.

- 11) Within the last seven (7) years, has your company been the subject of any voluntary or involuntary bankruptcy, insolvency or receivership proceeding? If so, please state the case name(s) and court file number of each proceeding, the nature of the proceeding, whether such proceeding is ongoing and the resolution of each completed proceeding.
6. Describe your company's policies and procedures in regards to complying with various AEPA state mandates regarding security and background checks for individuals working and/or providing services within public school buildings. Please describe or provide a sample of the type of background check that you are willing and able to perform on your providers in order to comply with this requirement.
7. Has and does your company incorporate formal quality assurance and control processes on public works projects? If yes, describe the processes with their expected results and the benefits received by the owners by implementing such a program.
8. One of the AEPA Agency's functions is to act as an Educational Cooperative, and its members are the public educational institutions in the various states. The sole purpose of AEPA is to support these agencies in their day-to-day procurement. Describe in writing your company's ability, willingness and means to sell, deliver, provide and support the proposed products/services to AEPA Agencies under the most advantageous conditions, including price. Do you currently have or plan to have national, state or other contracts which AEPA members might utilize and be in direct competition with the AEPA contract? If so, why do you wish to secure an AEPA contract, and how would the AEPA contract be more advantageous to its members compared to other cooperative contracts?
9. This is an IFB and, while AEPA is required to base an award strictly on the lowest price, any time a vendor charges more than another for a product or service, justification is needed. Every AEPA contract must be for the public good, not for the benefit of a vendor. However, having said that, AEPA is totally committed to two basics in the American way of business – profit and competition. Products and services offered herein must be of good sound quality, have good durability/performance life and stand up to public use. Please provide in writing reasons why your products and services meet or exceed the minimum specifications and are worth the prices or fees you are charging. Is there “added value” received by the customer when purchasing through you rather than a competitor, or is your major benefit price alone?
10. In comparing previous projects your organization has completed, do you see any areas where your organization possesses experience, production or service facilities, personnel or other service reputation that should be considered with your ability to provide on-time, quality construction projects for AEPA member agency's clients? If yes, fully describe these attributes, resources and how they are utilized to benefit the owner's projects.
11. Indicate and illustrate your firm's ability to provide full time onsite project management on every project in each AEPA state by providing a list of project managers and the states for which they will be responsible.
12. To assure that the systems' manufacturer(s) can consistently deliver quality materials, the prime contractor must provide written evidence of twenty (20) quarters of continuous plant inspections of roofing manufacturer sites over the past five (5) years by an independent Nationally Recognized Testing Laboratory (NRTL) as defined in 29 CFR, Part 1910, “Products Requiring NRTL Approval” dated December 14, 1998, from the Occupational Safety and Health Administration (OSHA).
13. The Offeror must provide destructive and nondestructive roof analysis including infrared and electronic analysis, asbestos testing, tensile testing, and core and bitumen analysis.

Describe how and by whom these services will be provided and, if provided by the Offeror's own staff, list available equipment and the labs to be utilized.

14. As part of this solicitation, the Offeror/contractor is required to provide a two-year turnkey, all inclusive warranty and 15- or 20-year manufacturer's warranty for the roofing systems provided. Describe how and by whom the individual project start-to-finish monitoring and final/warranty inspections will be performed to ensure that the quality of the work being performed and provided meets or exceeds the manufacturer's specifications and requirements. Provide the names and qualifications of each inspector with the AEPA states in which they will be performing inspections.
 - a. Provide documentation verifying warranty protection covering installation, details, flashing, materials, workmanship, inspection and preventive maintenance.
 - b. Please include a sample of your 2-, 15- and 20-year warranty. Also, list your limited facility life solution 5-7 years warranty and explain how they differ.
15. Briefly describe the variety of manufactured products and services you are offering to the AEPA member clients.
 - a. Are you able to provide multiple manufactured materials? Describe the number and variety of roofing applications and manufactured materials you are able to offer through licensed installers.
 - b. What type and level of research and development program do you have in place, and what ability do you have to offer advanced technology and methods of installation with regard to services and products?
 - c. Describe the various types and levels of service and other asset management programs you are proposing to offer in response to this solicitation.
 - d. What value added options do you offer not defined or addressed in the IFB format? If they are best described in the line item format, please add to designated area at the end of the line item list.
16. Describe your marketing program strategy to actively promote the products and services to all AEPA qualified clients. Provide marketing plan that includes:
 - a. How and by whom the marketing function will be carried out.
 - b. Describe your marketing material promoting this type of partnership and contract opportunity.
 - c. Explain your marketing role and how you see the marketing role of the AEPA agency in this type of agreement and partnership.

F. DISCOUNT & PRICE SCHEDULE

Bidder shall provide the necessary price and discount schedules to clearly identify any/all costs associated with the products and services being offered. AEPA has established and stipulated requirements and pricing formats to be utilized by Offerors to submit their bids. Offerors are forewarned - failure to provide and submit the requested information may cause their response to be deemed non-responsive.

Form F: Indefinite Quantity Unit Price Schedule (Cost Evaluation Information-Excel Spreadsheet)

For cost evaluation purposes, AEPA has prepared an Excel spreadsheet that contains a selected number of items that will be utilized to compare and determine the respondent who is the low bidder. The Offeror must provide all of the necessary pricing information required herein. If the owner is not to be charged for an item, then please note "No Charge" for that item. Any item left blank will be considered a NO Bid.

Prime contractor must provide written response to specifications by responding to the "Indefinite Quantity Unit Price Schedule." You are agreeing to the specifications as written for each item to which you provide a price. If the specification asks for some supporting document, describe where it can be found in your submission. If you meet the specification in an alternative fashion, describe how your solution is equal or better. You must respond to all items, either by pricing or by reference. If you will not or are not able to accomplish a given specification, indicate a NO BID for that specification on the pricing page. Only items priced can be invoiced to an agency member.

Individual State Multiplier/Factor (Cost Evaluation Information-Excel Spreadsheet)

As specified within part B of this solicitation, the unit price stipulated on Form F-1 will be the base bid for each line item and to adjust these costs to allow for additional costs incurred by the contractor to deliver and perform the services to each of the individual states. For each of the states listed on Form F-1, provide the multiplier/factor to be applied to obtain the final AEPA individual state project price.

Additional Supplies, Materials, Equipment and Services Price Schedule

Bidders may prepare their own price schedules for products and services not covered under Form F. However, all price schedules shall follow the format, and contain the following:

1. Manufacturer
2. Manufacturer's Part Number
3. Contractor's Part Number (if different from manufacturers)
4. Product Description
5. Unit of Measure
6. Unit Price
7. Unit of Discount
8. AEPA Price

Material/Equipment (Only) Price Schedule

AEPA requests that the Offeror provide materials/equipment (Only) for AEPA member clients who have their own crews and will perform their own installation and repair work. The

material/equipment (Only) price schedule will include manufacturer's name, published price list with an effective and termination date, and percent of discount offered to AEPA Member Agencies. If multiple manufacturers and/or product lines are offered, provide a price schedule for each manufacturer and/or product line offered.

Shipping Charges: Shipping charges must be clearly defined and identified.

Services Price Schedule

Provide a price schedule for any services to be offered on an as-needed basis. The services price schedule will include type of service, description, unit of measure, your standard unit or list price, percent of discount offered to AEPA Member Agencies and AEPA price.

Warranties, Additional Services or Incidental Price Schedule

Provide a price schedule for any and all extended warranties, maintenance, inspection and asset management and asset management programs with your standard unit or list price, percent of discount offered to AEPA Member Agencies and AEPA price.

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:

(End of Part C)