



**INVITATION FOR BID NUMBER AEPA IFB #009-E**

**MAILING EQUIPMENT**

**PART B – SPECIFICATIONS**

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**1. Scope of Bid**

AEPA agencies are seeking proposals and bid prices leading to contracts for Mailing Equipment that will enable constituent school districts and other eligible buying agencies to purchase mailing equipment from qualified vendor(s).

Proposals and bid prices are solicited for one or more providers capable of providing a complete solution of services and equipment that includes:

- 1. Purchase
- 2. leasing
- 3. Rental
- 4. Other services as offered

Each bidder’s response to this solicitation is required to reveal the breadth of the provider’s offerings and capabilities in each of seven areas enumerated 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
California	Yes	\$100,000	New Jersey	Yes	Unknown
Colorado	Yes	Unknown	New Mexico	Yes	\$50,000
Connecticut	Yes	\$50,000	North Dakota	Yes	\$5,000
Florida	Yes	\$30,000	Ohio	Yes	Unknown
Indiana	Yes	Unknown	Oregon	Yes	Unknown
Iowa	Yes	Unknown	Pennsylvania	Yes	\$100,000+
Kansas	Yes	Unknown	Texas	No	N/A
Kentucky	Yes	Unknown	Virginia	Yes	\$500,000
Michigan	Yes	Unknown	Washington	Yes	\$40,000
Minnesota	Yes	Unknown	Wyoming	Yes	Unknown
Missouri	Yes	Unknown			
Montana	Yes	\$20,000			
Nebraska	Yes	Unknown	Total		\$895,000

Participating in the solicitation does not guarantee that an AEPA Member Agency will enter into a contract with any vendor. Each AEPA Member Agency will make that determination after reviewing AEPA recommended bids. The AEPA Member Agency’s contracting decision shall be final.

Estimated first year volume for this solicitation is provided above where available. AEPA Member Agencies anticipate that purchase volume will increase in contract years 2-4. This information is provided as an aid to vendors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful vendor’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

**3. Glossary of Terms**

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

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

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

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

#### **4. Special Terms & Conditions**

**The following are in addition to the applicable standard terms and conditions. Please review these carefully. Any exceptions to these terms and conditions shall be clearly stated in writing and included with the bid response.**

##### **4.1 General**

- 4.1.1 The successful vendor must give 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. Written notice will be made to AEPA members in the event of a decrease in the prevailing contract price or fee and will become effective immediately.
- 4.1.2 The successful vendor must abide by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any service is rendered and must have all required permits, licenses, agreements, tariffs, bonding and insurance required by same. No claims for additional payment will be approved for changes required to comply with any such requirements.
- 4.1.3 If the vendor 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 vendor must clearly state and identify all associated costs with these providers.
- 4.1.4 Responses must clearly identify all charges and components necessary for performance of the contract even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
- 4.1.5 Optional services must be identified separately and must include clear descriptions of proposed services.
- 4.1.6 Any software required to implement the proposed solution(s) must utilize the latest desktop CPU, operating systems and networking technology. All equipment must meet or exceed all current industry standards.
- 4.1.7 The vendor must provide a technical support system that will facilitate the troubleshooting and resolution of problems and/or issues that may arise with AEPA member based Server and Workstation hardware or software, and application software components of the proposed solution(s).
- 4.1.8 Vendors must provide a product or mix of products in a manner that will allow contract participants to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
- 4.1.9 The transaction fees described in Section A, Section IV, Member Agency Specific Terms and Conditions are applicable to all services, licenses, commissions, fees and reimbursements billed to a member school district by the vendor for all its third-party billing services -- direct and indirect. The fee is not calculated on the member amount claimed or billed to Medicaid, but on the amount billed to the school district member by the vendor for all its services and products.

## **5. Specifications**

**See pricing sheets included**

## **6. Pricing**

### **6.1 Descriptions**

All manufacturers' pricing is listed for descriptive purposes only. Any bidder may list their own products. AEPA reserves the sole right to determine whether the product offered is compatible with the type and quality of the product described.

### **6.2 Fee Increases**

Bidders may annually request an increase in their enumerated fees for service as bid, not to exceed the percent increase in the national Consumer Price Index for the previous applicable 12-month period. The percentage Fee for Primary Services may not be changed during the term of the contract.

**(End of Part B)**