



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

### MAILING EQUIPMENT

#### Part C – Bid Forms

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#### Bid Submittal Organization and Check List

1. Bid Submission instructions are found in Section E of Part A of the bid documents.
2. The Part C Bid Forms shall be submitted in both printed and electronic copy. Bidders shall include an exact paper copy of the electronic submission, paper copy(ies) of items that cannot be made a part of the electronic submission, and the electronic forms in the sealed bid package. In case of discrepancies, the printed responses will prevail over electronic submissions.
3. In order to insure that every bid receives a fair evaluation and comparison, it is required that each bid be organized in 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 2007 or less and shall allow for sorting on any of the fields listed below. Other documents may be submitted as Word or PDF files.

**Bid Submittal Checklist & Organization of Your Binder**

<b>Divider</b>	<b>Form</b>	<b>Description</b>	<b>Signature Required</b>	<b>Hard Copy</b>	<b>Word or PDF File on CD</b>	<b>Excel File</b>
1	A	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	<b>X</b>	<b>X</b>	<b>X</b>	
1	B	_____ Acceptance of Bid and Contract Award	<b>X</b>	<b>X</b>		
2	C	_____ Proposal Description (Seven Pages/Questions; signature on last page)	<b>X</b>	<b>X</b>	<b>X</b>	
2	D	_____ Questionnaire for Bidders	<b>X</b>	<b>X</b>	<b>X</b>	
3	E	_____ Company Information	<b>X</b>	<b>X</b>	<b>X</b>	
4	F	_____ Exceptions to Terms, Conditions and Specifications	<b>X</b>	<b>X</b>	<b>X</b>	
5	G	_____ Bid Pricing (This will be a printout of the electronic pricing.)		<b>X</b>	<b>X (Excel)</b>	<b>X</b>
6		_____ Appendix with Catalogs, Slicks, Other Information, etc.		<b>X</b>		
Left Pocket		_____ Bid Security Bond for \$25,000		<b>X</b>		
Left Pocket		_____ Electronic Media CD (all required pages above)		<b>X</b>		

\_\_\_\_\_ Please **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 009-E MAILING 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, 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. If space provided is inadequate, indicate, "see attached" and label the attachment with the question number.*

Question	Check Yes or No (or remove word for electronic copy)		For Evaluators Use Only
	___Yes	___No	
1. Can your company serve all AEPA states with the best service offered?	___Yes	___No	
Comments:			
2. Do you currently have representatives for all AEPA states? (If no, a plan and timeline for providing these services is to be attached.)	___Yes	___No	
Comments:			
3. Is your pricing guaranteed as per language of the terms and conditions?	___Yes	___No	
Comments:			
4. Is your proposed software a hosted, web-based solution?	___Yes	___No	
Comments:			
5. Indicate the level of support you are offering in this bid. <b>(A bid will be determined nonresponsive if this question is unanswered.)</b> Fees bid in this proposal 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.  <i>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.</i>			
Two percent (2%)	___ Three percent (3%)	___ Four percent (4%)	
Five percent (5%)	___ Six percent (6%)	___ Other _____%	

X \_\_\_\_\_

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

#### D. BIDDERS 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.

X

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

