



INVITATION FOR BID NUMBER AEPA IFB #010-A-FURNITURE

FURNITURE

PART B – SPECIFICATIONS

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1. IFB Goal

- 1.1 The general goal of this IFB is to establish multi-state purchasing contracts for qualified agencies of the participating AEPA agencies located in twenty-two member states. AEPA state organizations serve all levels of public educational institutions, governmental agencies and non-profit organizations that have been authorized to utilize AEPA contracts accepted and awarded by the individual state agency to assist their clients in the individual states to gain affordable access to a school and office related furniture. Due to the limited financial resources available to these clients, they are asking the various AEPA state agencies to acquire and establish cooperative purchasing contracts with highly qualified and experienced providers who have a proven track record in providing high quality, cost effective furnishings in the categories of classroom and instructional furniture, filing and storage cabinets, furniture systems including workstations and partitions, executive and administrative wood furniture, tables and related accessories, fully upholstered furniture, and a special category incorporating library furniture, cafeteria furniture, science laboratory furniture, vocationally related furniture and computer furniture, with three brackets of quality in each category. It is anticipated that no single manufacturer can provide the total array of requirements and multiple awards are anticipated.

2. IFB Intent

- 2.1 The intent of this solicitation is to award a contract to provide for school and office furnishings required to meet the current and future needs of the qualified AEPA customers as understood and anticipated by the responding Offeror, as well as relating to the Manufacturer Terms, Conditions, Specifications and the line item material pricing requests outlined in this IFB. The contracted services are to meet or exceed all federal, state and industry standards and requirements as defined, established, set forth and adopted by individual governmental agencies and/or industry organizations.
- 2.2 It is further the intent of the specifications and expectations enumerated within this IFB to allow AEPA member agencies and their clients to have as an option the highest quality, most complete and comprehensive product line of school and office furnishings available to meet their individual facility's needs and requirements, at cooperative purchasing volume pricing.
- 2.3 It is further the intent of the AEPA to award a contract to the best responsible Offeror(s) meeting specifications and qualifications, provided the response to the IFB has been submitted in accordance with the requirements of these procurement documents. The AEPA shall have the right to waive any informality or irregularity in any response to the IFB received and to accept the IFB which, in the group's judgment, is in its own best interest. The AEPA also reserves the right to advertise for a new IFB where the acceptance, rejection, waiving, or re-award will be based on, but not necessarily limited to, the following:
 - 2.3.1 Adherence to all requirements of the IFB specifications as proposed and defined by industry standards.
 - 2.3.2 Knowledge of the Offeror in terms of past performance of the products and services to include market place success in the AEPA states.
 - 2.3.3 Ability to service and meet or exceed the current and future needs or requirements of the AEPA member agency's clients geographically located in the member twenty-two states as defined.
 - 2.3.4 Completeness of information provided in response to this IFB.
 - 2.3.5 Financial standing of the Offeror.
 - 2.3.6 Nature and extent of company data furnished upon request of AEPA.
 - 2.3.7 Evaluation of the quality of products and services offered and proven track record.
 - 2.3.8 Overall ability of products and services offered to meet, comply and fulfill the needs and requirements of individual clients within the 23 states.
 - 2.3.9 Value added programs and services beyond the traditional services offered that enhances and/or improves the client's ability to manage and maintain their facility envelopes throughout their life cycle.
 - 2.3.10 Ability, past performance, track record and commitment to the research and development of new technologies and products to better meet owners' needs.
 - 2.3.11 Offeror's ability to demonstrate a proven track record and past performance relating to product quality, delivery timelines, warranty work, performance over time, customer service history and satisfaction, industry awards and acknowledgements.
 - 2.3.12 General reputation and experience of the Offeror and its delivery network from a national perspective.
 - 2.3.13 Offeror's ability to demonstrate its new product development and testing, and the utilization of the latest technology to assess, evaluate, track and allow individual facility owners to establish and maintain adequate record keeping relating to their facility's envelopes and their operational status and conditions.
 - 2.3.14 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the individual facility owners within the twenty-two AEPA member states with the type and level of assistance and support required for AEPA

member agencies to offer their clients a complete and comprehensive cooperative procurement option.

- 2.3.15 Offeror's ability to communicate and demonstrate its distribution network understanding of the types, level and quality of products and services requested, the expectations and various current and future needs and requirements of the AEPA member agency's clients.
- 2.3.16 Offeror's willingness, ability, commitment and track record in developing and operating within a collaborative and cooperative market place and entering into an AEPA-type business relationship.
- 2.4 A response to this IFB is an offer and commitment to contract with participating AEPA agencies based upon the terms, conditions, scope of work and specifications contained and referenced in this bid. The awarded Offeror will be required to deliver supplies, materials and services proposed in its response and accepted by AEPA to all qualified AEPA member agency clients as applicable to the award and in accordance with the pricing established for each state and the specific terms, conditions, construction regulations and other applicable laws that are applicable to each state. In the event that the awarded Offeror and AEPA are not able to come to an agreement with regard to an executable contract, AEPA reserves the right to recommend rejecting the awarded Offeror and making the award to the second responsive Offeror based on the 1,000 point Evaluation system or rejecting all bids.

3. Scope of Bid

- 3.1 AEPA is seeking a contract for the entire line of school and office related furniture. Included in the request are a complete listing of classroom and instructional furniture; filing and storage cabinets; furniture systems including workstations and partitions; executive and administrative wood furniture; tables and related accessories; fully upholstered furniture; and a special category incorporating library furniture, cafeteria furniture, science laboratory furniture, vocationally related furniture and computer furniture. AEPA is seeking three brackets of quality in each category. It is anticipated that no single manufacturer can provide the total array of requirements, and multiple awards are possible.

4. Type of Bid

YES	NO	TYPE OF BID
√		CATALOG: A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer's price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. The AEPA Bid Oversight Committee should be aware of any changes as they are made.
	√	LINE ITEM: A line item bid shall be identified as specific line items that prices are requested for in the bid documents. Vendors may only request adjustments to the prices once a year at the time of renewal at the December AEPA meeting and must submit a written request to the AEPA Bid Oversight Committee in November for any changes in pricing. The request must document why the prices changes are warranted such as based on raw material cost, etc. Vendor may also submit new products or technologies to be added to the current bid at this time pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership.

5. Anticipated AEPA Member Agency Participation in Furniture Bid

Furniture

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$1,000,000	Montana	Yes	\$50,000
Colorado	Yes	Unknown	North Dakota	Yes	\$25,000
Connecticut	Yes	\$100,000	Nebraska	Yes	\$60,000
Florida	Yes	\$100,000	New Jersey	Yes	\$1,000,000
Iowa	Yes	\$25,000	New Mexico	Yes	\$1,100,000
Indiana	Yes	\$3,000,000	Ohio	Yes	\$15,000,000
Kansas	Yes	\$10,000	Oregon	Yes	\$50,000
Kentucky	Yes	Unknown	Pennsylvania	Yes	\$500,000
Michigan	Yes	Unknown	Virginia	Undecided	
Minnesota	Yes	\$200,000	Washington	Yes	\$3,000,000
Missouri	Yes	\$3,000,000	Wyoming	Yes	\$100,000
			Total estimated known first year purchasing volume		\$28,320,000

5.1 The indication by individual AEPA state agencies of interest in participation in any contract awarded under this solicitation does not guarantee or mean that the individual AEPA Agency will enter into a contract with any AEPA approved Offeror. Each AEPA Member Agency will

make that determination after reviewing Offeror responses and the AEPA's recommendation for acceptance and bid award.

5.2. The AEPA Member Agency's contracting decision shall be final.

5.3. The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes 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.

6. Glossary of Terms

No Terms are defined.

7. Special Terms and Conditions

No Special Terms and Conditions are defined.

8. Specifications

8.1 The AEPA has identified seven basic groups of furniture items. Items in the groups include, but are not limited to:

- 8.1.1. Classroom student desks, student chairs, stacking chairs and dollies or trucks to support stacking chairs, multiple and single use seating, beam and platform seating, including computer tables.
- 8.1.2. Filing and storage cabinets, shelves, mobile carts, dollies, racks and accessories, ADP cabinets and accessories, lateral files, storage racks, multimedia cabinets and accessories, wardrobes, overfiles and accessories, blueprint filing, storage cabinets for forms, high density movable filing systems and accessories.
- 8.1.3. Furniture systems and workstation clusters, demountable walls and partitions, freestanding acoustical panels and accessories, floor to ceiling partitions, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces, workstations, computer furniture and accessories, display and communication boards, wall stations and accessories.
- 8.1.4. Executive wood furniture including desks, freestanding credenzas, bookcases, computer support furniture such as printer stands and monitor tables, work tables and console tables, occasional tables, table and case pieces for conference rooms, single item accent and specialty pieces.
- 8.1.5. Tables and accessories such as non-folding conference tables, folding or flip-top tables, high pressure laminate tables, complementing tables including end lamp, corner, coffee and console items excluding computer tables.
- 8.1.6. Fully upholstered furniture, sofas, loveseats, chairs and reclines intended for office use, complementing benches and ottomans, dual purpose seating/sleeping units, upholstered recliners, replacement covers and cushions
- 8.1.7. Special furniture including cafeteria furniture (both folding and non-folding), science classroom and laboratory furniture including fume hoods, vocational furniture including shop and other vocational areas.

8.2. AEPA has identified three basic brackets of quality. The brackets include Premium/Higher Cost furniture, Mid-range furniture, and Economy/Lower Cost furniture. It should be noted that all brackets are appropriate at the correct place in the correct school.

8.3. AEPA has identified the following matrix with specific manufacturers in each cell. Manufacturers may place their product lines in additional cells, as needed. Manufacturers not

named but submitting a bid may place their name in the cell(s) in which their products are equal to the named brand.

	Premium/Higher Cost	Mid Quality	Economy/Lower Cost
1. Instructional Furniture (classroom)	Capital, or equal	Royal, or equal	Virco, or equal
2. Filing and Storage Cabinets	Holga, or equal	Smith Systems, or equal	Virco, or equal
3. Furniture Systems, workstations, partitions, walls	Steelcase, or equal	Hon, or equal	Budget Panel, or equal
4. Executive and Administrative Wood Office furniture	Kimball, or equal	National, or equal	Hon, or equal
5. Tables and Accessories	Herman Miller, or equal	Hon, or equal	Allied, or equal
6. Fully upholstered Furniture	Herman Miller, or equal	United, or equal	Office Star, or equal
7. Cafeteria, Library, Science Laboratory, Vocational furniture and furnishings	SICO, or equal	Palmer Hamilton, or equal	Midwest, or equal

- 8.4. Bidders will identify in which cell (group and bracket) their furniture line resides. A bidder may have multiple lines in different cells. A bidder may bid additional lines of furniture in the same bracket when the line offered meets or exceeds the specifications of the brand named. (For example, East-side Furniture Company by manufacturer, three lines of workstations. Each line corresponds to one of the brands named in bracket three.)
- 8.5. The AEPA may convene a committee of up to five Member Agencies and/or member procurement professionals to review classification to compare specifications of the furniture offered where the specifications are equal, the line in the cell, for that bidder will be defined responsive. The overall cost of similar furniture in the same cell will be compared during the evaluation process. Bidders are encouraged to offer escalating discounts based on quantity.
- 8.6. Bidders will select the bracket where the majority of their items fall.
- 8.7. Offerors must provide their product in all participating AEPA states.
- 8.8. Offerors shall maintain a broad based line of items in available inventory. No line for a manufacturer should be submitted unless the annual sales in that line exceed \$100,000.

- 8.9. It is not the intent of this contract to displace existing or future competitive bids and proposals for the Agency.
- 8.10 All furniture sold by the bidder must be new.
- 8.11 Offerors agree that full refund, credit, or exchange will be granted to any defective- on-arrival (DOA) merchandise, if reported within thirty (30) days of receipt of the order. If orders are received when school is not in session (spring break, summer vacation, Christmas break), the thirty (30) days may be extended for a reasonable period of time.
- 8.12 If Offerors make an error in pricing (typographical or photographic error, for example), Agency members reserve the right to return the product. The vendor agrees to pay for cost of any returned product due to a pricing error.
- 8.13 Offerors agree to work with local dealers that normally provide and install their products to members, as needed.
- 8.14 **Specification Compliance Chart.** Bidders will respond to each numbered item by checking the appropriate “Comply” or “Deviate” box. Details for deviations will be listed by item number on the Category A Special Terms and Conditions and Specifications Page.

Requirement		Comply	Deviate*
8.14.1. American National Standards Institute (ANSI/BIFMA) standards must be met or exceeded for general purpose chairs, lateral files, vertical files, lounge seating, desks and tables, and panel systems.			
8.14.2. American Society for Testing Materials (ASTM) standards must be met or exceeded, as appropriate, for Sound Absorption, Surface Burning, and Sound Transmission.			
8.14.3. Furniture must meet or exceed Underwriter Laboratories Inc (UL) Standards for Office Furnishings (UL 1286).			
8.14.4. Furniture must meet or exceed the published manufacturer specifications of the products name in each of the cells to be considered “or equal”.			
8.14.5. Bidder will provide a complete set of manufacturer specifications for each line of furniture offered and priced in the bid.			

9. Pricing

- 9.1. Bidders shall provide a discount and price schedule for Category A. A percentage of the manufacturer's price list is preferred. Catalog must be the regular, commonly available catalog distributed to schools. Include a copy of the catalog from which the discount is calculated. A multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. Installation cost, if any, may be itemized and priced per unit, or quantity. Installation cost includes removal and disposal of packing materials.
- 9.2. **Extended Warranty.** Offerors will be required to provide prices for all extended warranty plans.
- 9.3. **Shipping Charges.** Offerors must clearly identify shipping charges in the bid. Shipping costs may vary by distance from manufacturer or warehouse, and by method of shipping (truck or train load may be more economical on large orders). Shipping will be by the most economical system that meets installation time schedules.

(End of Part B)