



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

**FURNITURE**

**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 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. 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. Electronic copies shall be scanned with original 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**

<b>Divider</b>	<b>Form</b>	<b>Description</b>	<b>Signature Required</b>	<b>Hard Copy</b>	<b>Word or PDF File</b>	<b>Excel File</b>
<b>1</b>	<b>A</b>	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	<b>X</b>	<b>X</b>	<b>X</b>	
<b>1</b>	<b>B</b>	_____ Acceptance of Bid and Contract Award	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>C</b>	_____ Questionnaire for Bidders	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>D</b>	_____ Company Information	<b>X</b>	<b>X</b>	<b>X</b>	
<b>3</b>	<b>E</b>	_____ Exceptions to Terms, Conditions and Specifications	<b>X</b>	<b>X</b>	<b>X</b>	
<b>4</b>	<b>F</b>	_____ Category Questionnaire	<b>X</b>	<b>X</b>	<b>X</b>	
<b>5</b>	<b>G</b>	_____ Discount & Price Schedule (This will be a printout of the electronic pricing.)	<b>X</b>	<b>X</b>		<b>X</b>
<b>6</b>		_____ Appendix with Catalogs, Slicks, Model Information, etc.		<b>X</b>		
<b>Left Pocket</b>		_____ Electronic Media				
<b>Left Pocket</b>		_____ Copy of page 2 of Part C, Bid Submittal Checklist		<b>X</b>	<b>X</b>	

\_\_\_\_\_ **Check or initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause bids to be rejected.)**

**A. BID AFFIDAVIT SIGNATURE PAGE**

**AFFIDAVIT**

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency**, **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

\_\_\_\_\_  
Authorized Representative (Please print or type)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title (Please print or type)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date                      Phone                      Fax

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public in and for County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: Signature: \_\_\_\_\_

**B. ACCEPTANCE OF BID AND CONTRACT AWARD**

**AEPA BID #010-A-FURNITURE**

**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 FOR 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, 2011 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**
- 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**

X \_\_\_\_\_

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

**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.*

D. 1 Public Companies must provide their most recent yearly report to stockholders.

D. 2. 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 your 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").

D.3. Gaps sometimes exist between management (those who respond to IFBs) and sales staff (those who contact the public educational institutions) that result in problems. Provide the names of 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)

**E. EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS**

Company Name \_\_\_\_\_

*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.*

Any exceptions to the Terms, Conditions, Specifications or Bid Forms contained herein shall be noted in writing and included with the bid submittal.

<b>IFB Page Number</b>	<b>Outline Number</b>	<b>Term, Condition or Specification</b>	<b>Exception</b>

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

**F. CATEGORY QUESTIONNAIRE**

Describe your company's ability to meet the following general specifications.

**Furniture Specification Compliance Chart**

Bidders will respond to each numbered item by checking the appropriate "Comply" or "Deviate" box.

	<b>Requirement</b>	<b>Comply</b>	<b>Deviate</b>
A.3.1	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.		
A.3.2	American Society for Testing Materials (ASTM) standards must be met or exceeded, as appropriate, for Sound Absorption, Surface Burning, and Sound Transmission.		
A.3.3	Furniture must meet or exceed Underwriter Laboratories Inc (UL) Standards for Office Furnishings (UL 1286).		
A.3.4.	Furniture must meet or exceed the published manufacturer specifications of the products name in each of the cells to be considered "or equal".		
A.3.5.	Bidder will provide a complete set of manufacturer specifications for each line of furniture offered and priced in the bid.		

X

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

## **G. DISCOUNT & PRICE SCHEDULE**

Bidder shall provide a price and discount schedule. Bidders may prepare their own schedules. However, all price schedules shall follow the format, and provide the information listed below. Additional pricing and/or discounts may be included.

### **Material/Equipment Price Schedule**

Provide a material/equipment price schedule.

The preferred material/equipment price schedule will include manufacturer's name and price list date and number, publisher's list price, percent of discount offered to AEPA Member Agencies. The price schedule must be complete and include all material/equipment offered as part of this solicitation.

If multiple manufacturers and/or product lines are offered, provide a price schedule for each manufacturer and/or product line offered.

### **Services Price Schedule**

Provide a price schedule for any services offered.

The preferred services price schedule will include price list date and number, your standard or list price, percent of discount offered to AEPA Member Agencies.

### **Warranties, Additional Services or Incidental Price Schedule**

Provide a price schedule for any and all extended warranties, additional or incidental services, equipment and/or materials. The preferred additional or incidental price schedule will include price list date and number, your standard or list price, percent of discount offered to AEPA Member Agencies.

### **Special Pricing Requirements for Furniture Bid**

Bidders shall provide a discount and price schedule for all categories that they are bidding. A percentage off manufacturers price list is preferred. Catalog must be the regular, common available catalog distributed to schools. Include a copy of the catalog from which discount is calculated. 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.

(End of Part C)