



INVITATION FOR BID NUMBER AEPA IFB #010-B-SPORTS/HEALTH SUPPLIES

SPORTS / HEALTH EQUIPMENT AND SUPPLIES CATALOG

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 agencies to provide clients with one or more catalog suppliers of sports/health equipment and supplies. Likewise, 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 sports/health equipment and supplies.

2. IFB Intent

2.1 The intent of this solicitation is to award a contract to interested catalog providers of sports/health equipment and supplies 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 product 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 organizations.

- 2.2 It is further the intent of the AEPA to award a contract and/or multiple contracts 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 reserves the right to advertise for a new IFB in which 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 herein 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 agencies' clients geographically located in all twenty-two states as defined.
 - 2.3.4 Completeness of information provided in response to this IFB.
 - 2.3.5 Financial standing, capacity and bond rating 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 twenty-two states.
 - 2.3.9 Ability, past performance, track record and commitment to the research and development of new products and support services to better meet clients' needs.
 - 2.3.10 Offeror's ability to demonstrate a proven track record and past performance relating to its quality and variety of products, delivery timelines, warranty work, performance over time, customer service history and satisfaction, industry awards and acknowledgments.
 - 2.3.11 General reputation and experience of the Offeror and its delivery network from a national perspective.
 - 2.3.12 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the Agencies and individual members 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.
 - 2.3.13 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.
 - 2.3.14 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 service and specifications contained and referenced in this bid. The awarded Offeror(s) will be required to deliver products 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, 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(s) based on the 1,000 point evaluation system, or rejecting all bids.

3. SCOPE OF BID

- 3.1 AEPA agencies are seeking a contract for the purchase of Sports / Health Equipment & Supplies. This contract will be for a catalog discount from published catalog prices in a commercially available catalog or catalogs. The diversity of participating public agencies requires a broad choice of options. Bidders are requested to offer their entire catalog of available product at a discount from the current published schedule for public agencies.
- 3.2. In particular, AEPA agencies desire catalogs for:
 - 3.2.1. A comprehensive array of competitive-level products and equipment suitable for use in accredited and league sanctioned sporting events.
 - 3.2.2. A comprehensive array of instructional-level products and equipment suitable for use in elementary, middle school and high school physical education programs.
 - 3.2.3. Specialty catalogs focusing on unique products for individual sports, such as track and field, weightlifting, or soccer, for example.
 - 3.2.4. Specialty catalogs focusing on uniforms and customized apparel for physical education and competitive sport teams.
 - 3.2.4. A comprehensive array of health and medical supplies plus physical therapy products targeted for the general education and special education environment, as opposed to the hospital and clinical environment.
- 3.3. AEPA agencies reserve the right to make multiple awards under this solicitation, where there is a lowest priced bidder for each unique category of supplies or where there is a 50 percent difference in product offerings for catalogs in a common category.

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

State	Participate (Yes/No)	Estimated First Year Purchase Volume	State	Participate (Yes/No)	Estimated First Year Purchase Volume
California	Yes	\$250,000	Montana	Yes	\$10,000
Colorado	Yes	Unknown	Nebraska	Yes	\$6,000
Connecticut	Yes	\$50,000	New Jersey	Yes	\$1,000,000
Florida	Yes	\$150,000	New Mexico	Yes	\$65,000
Indiana	Yes	\$10,000	North Dakota	Yes	\$20,000
Iowa	Yes	\$10,000	Ohio	Yes	\$65,000
Kansas	Yes	\$1,000	Oregon	Yes	\$10,000
Kentucky	Yes	Unknown	Pennsylvania	Yes	\$100,000
Minnesota	Yes	\$40,000	Virginia	Undecided	
Mississippi	Yes	Unknown	Washington	Yes	\$500,000
Missouri	No	\$75,000	Wyoming	Undecided	
			Total estimated known first year purchase volume		\$2,362,000

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

5.2. 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. No volume is guaranteed. The successful bidder(s)' discount and pricing schedule shall apply regardless of the volume of business under the contract.

6. Glossary of Terms

No additional terms are defined.

7. Special Terms & Conditions

No additional special terms or conditions are defined.

8. Specifications

The following section provides a description of the technical requirements for the products being solicited and the requirements of the catalog contract.

8.1. Catalog Offerings

8.1.1. Offeror shall offer a sports / health equipment and supplies catalog with a broad range of products in the specified categories.

8.1.2. Offeror may offer a catalog in more than one category as listed in Part B, Section 3.2, lines 3.2.1. through 3.2.4. Offeror shall provide paper and or an electronic on-line catalog for order entry use by and suitable for the member's needs. Catalogs shall be provided at no charge to the member. In the event a new catalog is issued during the contract period, catalogs must be provided in a timely manner.

- 8.1.3. The catalog shall have a cover label indicating that the catalog's contents are available through the participating agency. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
- 8.1.4. Offeror must submit one sample catalog or catalogs with the bid for evaluation. The sample catalog or catalogs shall be the same catalog or catalogs that the bidder is offering to members.
- 8.1.5. New products may be added to the contract after the catalog is published. Additions shall be for new products announced by manufacturers on contract with the catalog company. Pricing shall be equivalent to the percentage discount for each brand or class of product originally offered.

8.2. Quality

- 8.2.1. All items shall conform to applicable federal and state safety requirements and shall meet current IAAF, NCAA and NFSHS requirements as appropriate.
- 8.2.2. All products shall be of number one quality within their respective category. Where applicable, the quality of products offered by the Offeror should be equal to or better than those offered by Bison, Brine, Diamond, Dudley, Easton, Gared, Jaypro, Mikasa, Rawlings, Spalding, Tachikara, Wilson, Worth, and similar quality manufacturers.
- 8.2.3. Private label products may be offered. Offeror shall maintain the same manufacturer for private label products throughout the term of contract. Any change of manufacturers of a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.

8.3. Support

- 8.3.1. Bidder must maintain a toll free technical support line open until 5 p.m., local time at the agency site, Monday through Friday. A 24-hour toll-free order fax line is required.
- 8.3.2. Due to the nature of direct mail-order business, Agency will require a single contact person for problem solving. The Offeror agrees to assign a senior-level employee (one authorized to make decisions) to the Agency member account. This employee will have a complete copy of the contract and must have working knowledge of the contract.

8.4. Order Processing and Delivery

- 8.4.1. Offeror shall maintain a minimum monthly overall average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
- 8.4.2. Orders not filled and partials shall be indicated on the packing list. Offeror shall inform member of anticipated availability date for unfilled and partial orders.
- 8.4.3. Offeror shall indicate compliance with the specified fill rate by submitting such figures to the participating agency on a quarterly basis.
- 8.4.4. Delivery tickets or packing slips will accompany all deliveries. Ticket or slip shall contain member's purchase order number, Offeror name and name of article. Cartons shall be identified by purchase order number and Offeror name.
- 8.4.5. The ordering Agency Member shall be notified by the Offeror if product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.

9. Pricing

- 9.1. Contract pricing will be in the form of discount(s) off catalog prices. Discounts may be offered using any of the following methods:
 - 9.1.1. A standard discount off of the entire catalog,
 - 9.1.2. Discounts that vary by category, or

- 9.1.3. Discounts that vary by individual line items.
- 9.2. During the evaluation process it may become necessary to create a “Market Basket Study” to compare overall pricing between bidders. AEPA evaluators will create a list of items typically purchased by members that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators.
- 9.3. When applied to the identified catalog, the discount formula shall create an effective price, which is the price to be paid by Agency and all participating local education agencies. Contract prices will always be the list price minus the discount, rounded to the nearest whole cent. Effective prices will be used in the determination of who is the low Bidder. Offerors will be bound to the fixed discount(s) for the term of the contract and all extensions, but the published prices contained within the specified catalog may change at the time the Offeror’s commercially available catalog changes. Discounts levels identified by the bid will be fixed for the term of the contract.

(End of Part B)