



**INVITATION FOR BID NUMBER  
AEPA IFB #010-C-TECHNOLOGY CATALOG**

**TECHNOLOGY CATALOG**

**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 copies 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 ensure 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. For any submittals too large to secure in a single binder, the Offeror must utilize multiple binders and clearly label with the name of the bidder and the volume number (Binder #).
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. Please verify CD that it contains all files from another computer. Any CD that contains only links to files on a computer shall be considered a non-responsive bid.

### 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>	_____ Questionnaire for Company's Qualifications	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>C &amp; D</b>	_____ Substantiating documentation and additional information as required in response to Forms C and D	<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>	_____ Questionnaire specific to Technology Catalog Bid, including list of deviations		<b>X</b>		<b>X</b>
<b>4</b>	<b>G</b>	_____ Discount and Indefinite Unit Price Schedule for Selected Items (This will be a printout of the electronic Excel pricing.)		<b>X</b>		<b>X</b>
<b>4</b>		_____ Appendix with MDS Sheets, 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>	

\_\_\_\_\_ Place your initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause for bid response 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 whatsoever, 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 the County of _____, State of _____	
My commission expires: _____ Signature: _____	

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

**AEPA IFB #010-C-TECHNOLOGY CATALOG**

**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, supplies, and service 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 Offeror, 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 Offeror, you are hereby cautioned not to commence any billable work or provide any material or service under this contract until Offeror receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and Offeror, 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 29, 2012, February 28, 2013 and February 28, 2014.

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**
  - (If no, a plan and timeline for providing these services is to be attached.)
3. Is your pricing guaranteed for the term of the contract?     **YES**     **NO**
4. For products on your price list, is shipping/handling included in the price?     **YES**     **NO**

If No, Provide a detailed explanation on how S/H or freight will be calculated and applied.

\_\_\_\_\_

5. Describe your return policy. What is your restocking fee, if any? (Restock fee must not exceed 15%)
- \_\_\_\_\_

Describe any exclusions or limitations applicable to your return policy. \_\_\_\_\_

\_\_\_\_\_

6. Will you offer AEPA Member Agencies/Clients a quick pay discount?     **YES**     **NO**
  - If YES, what is the discount (indicate %/number of days)?    \_\_\_\_\_
  - How many line items are you offering under this bid category?    \_\_\_\_\_
7. 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**
8. Delivery of stocked items is promised within    \_\_\_\_\_ **days**
9. What is your average time from receipt of order to shipping stocked items?    \_\_\_\_\_ **days**
10. Delivery of non-stocked items is promised within    \_\_\_\_\_ **days**
11. Do you offer an electronic ordering system?     **YES**     **NO**
12. Do you have minimum order requirements?     **YES**     **NO**

If yes, please describe. \_\_\_\_\_

\_\_\_\_\_

13. Do you offer training at the installation site?     **YES**     **NO**
14. Will regular upgrades be performed automatically?     **YES**     **NO**
  - Is there an additional charge for this service?     **YES**     **NO**
15. Do you offer training at the installation site?     **YES**     **NO**
16. Do you offer phone support?     **YES**     **NO**
17. Do you offer email support?     **YES**     **NO**
  - What hours is your support department available? \_\_\_\_\_

18. 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 \_\_\_\_\_.

14. 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: Due to the products and services covered by this IFB, AEPA has developed Form D as a Word document that will need to be completed and provided as an electronic file and printed and placed behind Tab 2.*

### **Form D: Company Information (Tab 2)**

**Please provide your responses on this form, and submit with this form any substantiating and/or requested documents with your bid.**

Provide documentation and information as requested relating to the history of your company that includes its philosophy of doing business, its background, expertise, experience, past performance and ability to provide the interactive classroom technology products and services proposed herein. Generally, AEPA will not accept an offer from a business less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the Offeror has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification. AEPA reserves the right to accept or reject newly formed companies solely based on information provided in this response and from its own investigation of the company.

1. Organization
  - a. How many years has your organization been in business as a provider of technology products?
  - b. How many years has your organization been in business under its present business name?
  - c. Under what other or former names has your organization operated?
  - d. If your organization is a corporation, answer the following:
    - 1) Date of incorporation
    - 2) State of incorporation
    - 3) President's name
    - 4) Vice-President's name(s)
    - 5) Secretary's name
    - 6) Treasurer's name
  - e. If your organization is a partnership, answer the following:
    - 1) Date of organization
    - 2) Type of partnership (if applicable)
    - 3) Name(s) of general partner(s)
  - f. If your organization is individually owned, answer the following:
    - 1) Date of organization
    - 2) Name of owner
  - g. If the form of your organization is other than those listed above, describe it and the name of the principals.
  - h. Where is the headquarters of the organization physically located? Provide address, city, state and zip code. Provide same information on any branch offices located in any of the other states. How long has your organization resided at these locations? Any other questions deemed necessary for a complete picture of company.
  - i. In your response, provide a listing and the qualifications of the key individuals who will be marketing, consulting, estimating, coordinating, supervising and managing before, during and after-sales services, warranty, maintenance, and support services offered in response to this solicitation to AEPA from a national perspective. Provide the name, title, qualifications and experience in the area(s) that they will be providing services.

- j. Describe your organization's current in-house workforce, equipment and facilities available to perform under this solicitation.
- k. The Offeror responding to this solicitation will either utilize their own staff/distributors /installers or independent subcontractors/installers. The Offeror must identify how and who they will utilize to provide the products and services proposed in response to this solicitation. Provide a complete list including the name of the installer/dealer /subcontractor, address, telephone (voice and fax), the state(s) where the individual/firm will be providing services and, if applicable, contractor's license held with the number.
- l. Describe and explain the processes your firm uses to select, certify and approve distributors, installers and subcontractors.

X

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



**F. QUESTIONNAIRE SPECIFIC TO THE TECHNOLOGY CATALOG BID**

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

The following are in addition to the applicable standard terms and conditions. Please review these and indicate your acceptance.

Requirement		Agree
1.1	Vendor shall provide a broad based line of at least 100,000 line items in available inventory in at least the majority of the commodity categories listed in the Scope of Bid.	
1.2	Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features must include: product lookup showing contract price; ability to set purchasing authorization limits; ability to download order and invoice history reports; ability to view quotes and convert to orders; view past orders; tracking packages from the site as well as invoices; request returns online; ability of purchasing agents to monitor all purchasing performed by the schools.	
1.3	Orders shall be shipped within 48 hours after receipt of order 90% of the time. The participating entity shall be notified by the vendor if product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.	
1.4	Price changes, if required, will be allowed only if public verified price list is superseded, revised or changed after the contract award. The vendor may pass on the applicable price increase or decrease to the agency, provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to the agency for review and written approval, prior to implementation of the price changes. The awarded discount structure must remain firm.	
1.5	All products sold by the bidder must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if requested. Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and at the web site.	
1.6	The vendor agrees 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, and Christmas break), the thirty (30) days will be extended for a reasonable period of time.	
1.7	Due to the nature of direct mail-order business, Agency will require a single contact for problem solving. The bidder agrees to assign a dedicated senior-level contract manager (one authorized to make decisions) to the Agency member account. This employee will have a complete copy and must have working knowledge of the contract.	

1.8	If there are shipping charges, they must be clearly identified in the bid.		
1.9	Bidder must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician. A 24-hour toll-free order fax line is required.		
1.10	If vendor makes 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.		
1.11	Pricing must be a percentage discount from manufacturers' suggested list price or percentage up from cost, whichever provides lower pricing for the Agency.		

**Bidders will respond to each numbered item by checking the appropriate "Comply" or "Deviate" box. List details for deviations by item number for Sections 2.1; 3.2; 4.3; 5.4 of this document on the form at the end this section.**

## 2.1 Hardware

	<b>Requirement</b>	<b>Comply</b>	<b>Deviate*</b>
2.1.1	Brand name items shall be bid from computer hardware manufacturers including, but not limited to; Apple, Dell, Digital, Canon, NEC, Toshiba, Texas Instruments, HP, Microsoft and other Intel based computers and systems.		
2.1.2	Computer peripherals, accessories, and related equipment bid shall include all manufacturers "optional" products and extended warranties.		
2.1.3	Complete bar-coding solutions shall be bid from major manufacturers..		
2.1.4	Video and audio, graphics processors and digital converters shall be bid.		
2.1.5	Digital cameras and related peripherals, software and accessories shall be bid. Flash card storage should also be offered in sizes ranging from 2GB and above.		
2.1.6	Network hardware bid shall include, but not be limited to: wireless base stations, NIC cards, switches, hubs and other related devices.		
2.1.7	Memory upgrades shall be bid in various sizes, configurations. RAM shall be available in the most acceptable industry standards possible.		
2.1.8	OEM and After Market Toner and inkjet cartridges shall be bid for industry standard printers.		
2.1.9	DVD drives shall be bid and other large format backup devices. These shall be available in either internal or external configurations.		

2.1.10	Storage shall include, but not be limited to: CD-/+R, CD-RW, DVD-/+R, DVD-RAM, Optical disks, Data tape systems, portable and network back-up drives, and USB Flash drives.		
2.1.11	A variety of cables shall include, but not be limited to: USB, VGA, Network cables and adapters, terminators, patch cables, video, audio, and power cables.		

### 3.2 Software

	Requirement	Comply	Deviate*
3.2.1	Major software publisher programs shall include licensing media and full packaged products. Academic discounts must be applied when available. Major software publishers including but not limited to: Microsoft, Adobe, Filemaker, Inspiration, Symantac. Pricing shall include licenses, media and full package products.		
3.2.2	Software packages shall include, but not be limited to the following: desktop publishing, image processing, 3D graphics, CAD, clip art, graphics, multimedia, Internet site development, database, utilities, security, anti-virus, encyclopedia and educational titles.		

**4.3 Presentation Equipment:** Includes classroom, lab/boardroom, large room, portable, WXGA, wireless, network manageable, close-focus, DLP and LCD projectors, accessories and extended warranties.

	Requirement	Comply	Deviate*
4.3.1	Presentation equipment shall allow for front, rear, desktop or ceiling projection.		
4.3.2	Presentation equipment shall use current technologies		
4.3.3	Presentation equipment must be available with a 3-year, non-prorated, warranty for parts and labor, or better.		
4.3.4	Presentation equipment shall offer, at minimum, the following accessories: remote control, carrying bags (straps or wheeled), external audio systems, portable screens, and mounting brackets.		
4.3.5	Presentation equipment shall offer a large variety of lamps used for audio visual machines and projectors.		

### 5.4 Furniture

	Requirement	Comply	Deviate*
5.4.1	Technology related furniture including but not limited to computer tables, multi media carts, laptop carts and presentation carts.		

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List details for deviations by item number on the Sections 2.1; 3.2; 4.3; 5.4 of this document

Outline Number	Term, Condition or Specification	Exception

X

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**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 product, supply, and equipment price schedule. Also see special pricing requirements below.

The preferred product, supply, and equipment price schedule will include manufacturer's name and price list date and number and list price, Minimum Advertised Price (MAP), and percent of discount offered to AEPA Member Agencies. The price schedule must be complete and include all product, supply, and 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.

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

Provide a price schedule for any and all extended warranties, additional or incidental services, products equipment and/or supplies. The preferred additional or incidental price schedule will include price list date and number, your standard or list price, Minimum Advertised Price (MAP), and percent of discount offered to AEPA Member Agencies

### **Special Pricing Requirements for Technology Catalog**

Bidders shall provide a discount and price schedule for Category F. All price schedules shall follow the format, and provide the information listed below. Additional pricing concessions and/or discounts, i.e. creative offers, are encouraged for volume purchasing.

Electronic price lists (must be submitted on a CD) must clearly be identified/labeled by including the vendor name, name of the bid and date. These 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. All pricing data must be clearly dated, for audit purposes.

- Manufacturer
- Manufacturer part number
- Vendor Part number (if different from manufacturer part number)
- Product description
- Dated Standard Catalog price
- Discount from list price
- Final agency price
- Extended Warranty: Bidders must be able to provide extended warranty plans in addition to the standard warranty.
- Shipping Charges: Shipping charges must be clearly identified, or identified as included in the bid price.

### **Additional Discounts**

If additional discounts/bonuses are given based on dollar volume, sizes of order, or other criteria, state your formula for arriving at these discounts:

---

X

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

## **H. Evaluation Criteria of IFB**

The criteria used to evaluate and recommend a single or multiple awards will be based on but not limited to the following:

- Completeness of documents presented
- Ability of vendor to agree to and comply with all items listed in terms and conditions, requirements, product specifications of this IFB
- The most reasonable and responsive submittal(s)
- References
- A market basket of 50-75 identical high volume items will be selected by the evaluation committee for comparison to determine the best and most reasonable pricing for the AEPA Agencies and their members.

(End of Part C)