



**INVITATION FOR BID NUMBER  
AEPA IFB #010-E-INDUSTRIAL SUPPLY CATALOG**

**INDUSTRIAL SUPPLY 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>	_____ Company Information	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</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>	_____ Indefinite Unit Price Schedule for Selected Items (This will be a printout of the electronic-Excel Spreadsheet)		<b>X</b>		<b>X</b>
<b>4</b>	<b>F1 et seq</b>	_____ Unit Price Schedule(s) for all products and services offered – published price lists, catalogs, etc. (This will be a printout of the electronic pricing)		<b>X</b>		<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**

**AEPA BID #010E-INDUSTRIAL SUPPLY CATALOG**

**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-E-INDUSTRIAL SUPPLY 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 phone support?     **YES**     **NO**

14. Do you offer email support?     **YES**     **NO**
  - What hours is your support department available? \_\_\_\_\_

15. 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 _____       |

16. 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 industrial supply 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)

**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. Discount & Price Schedule**

Bidder shall provide the necessary price and discount schedules to clearly identify any/all costs associated with the products and services being offered. AEPA has established and stipulated requirements and pricing formats to be utilized by Offerors to submit their bids. Offerors are forewarned - failure to provide and submit the requested information may cause their response to be deemed non-responsive. A market basket Excel Spreadsheet is part of the submission.

## **FORM F: Discount and Price Schedule**

***Form F and any additional pricing lists below are the print out of an Excel spreadsheet containing line item information. Please see FORM F – Market Basket- Excel file.***

### **F.1. Additional Supplies, Materials, Equipment and Services Price Schedule**

Bidders may prepare their own price schedules for products and services not covered under Form F. However, all price schedules shall follow the format, and contain the following:

1. Manufacturer
2. Manufacturer's Part Number
3. Contractor's Part Number (if different from manufacturers)
4. Product Description
5. Unit of Measure
6. Unit Price
7. Unit of Discount
8. AEPA Price

### **F.2. Material/Equipment (Only) Price Schedule**

AEPA requests that the Offeror provide materials/equipment (Only) for AEPA member clients who have their own crews and will perform their own installation, service, and related work. The material/equipment (Only) price schedule will include manufacturer's name, published price list with an effective and termination date, and percent of discount offered to AEPA Member Agencies. If multiple manufacturers and/or product lines are offered, provide a price schedule for each manufacturer and/or product line offered.

Shipping Charges: Shipping charges must be clearly defined and identified.

### **F.3. Services Price Schedule**

Provide a price schedule for any services to be offered on an as-needed basis. The services price schedule will include type of service, description, unit of measure, your standard unit or list price, percent of discount offered to AEPA Member Agencies and AEPA price.

### **F.4. Warranties, Additional Services or Incidental Price Schedule**

Provide a price schedule for any and all extended warranties, maintenance, inspection and asset management and asset management programs with your standard unit or list price, percent of discount offered to AEPA Member Agencies and AEPA price.

**F.5. Additional Discounts**

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

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X

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

(End of Part C)