



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

INDUSTRIAL SUPPLY CATALOG

PART B – SPECIFICATIONS

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1. IFB Goal

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 full house catalog suppliers of industrial supplies and related services. 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 full-house industrial supply catalogs.

2. IFB Intent

2.1 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 offer their clients full house catalogs of industrial supplies and related services. 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 effective industrial supply products.

- 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

AEPA agencies are seeking a contract for one or more full house catalog Offeror(s) of industrial supply products with the ability to provide a national coverage plan and to provide next-day shipments to Agencies and their members. The successful Offeror(s) will provide discount pricing on all products provided by said provider. The Offeror(s) selected will have a wide variety of industrial supplies. The diversity of the participating public agencies requires a broad choice of options. Offeror(s) are requested to offer their entire catalog of available products at a discount from the current published schedule for public agencies. Superior customer support and services are required. The Offeror(s) must provide Agencies and their members with catalogs and a web page that lists products and prices for quick ordering.

4. Type of Bid

YES	NO	TYPE OF BID
√		<p>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.</p>
	√	<p>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.</p>

5. Anticipated AEPA Member Agency participating

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$350,000	Montana	Yes	\$50,000
Colorado	Yes	Unknown	Nebraska	Yes	\$30,000
Connecticut	Yes	\$50,000	New Jersey	Yes	\$12,000
Florida	Yes	\$125,000	New Mexico	Yes	\$500,000
Indiana	Yes	\$20,000	North Dakota	Yes	\$100,000
Iowa	Yes	\$10,000	Ohio	Yes	\$500,000
Kansas	Yes	\$10,000	Oregon	Yes	\$25,000
Kentucky	Yes	Unknown	Pennsylvania	Yes	\$250,000
Michigan	Yes	Unknown	Virginia	Undecided	
Minnesota	Yes	\$75,000	Washington	Yes	\$750,000
Missouri	Yes	\$50,000	Wyoming	Undecided	
			Total estimated known first year purchase volume:		\$2,907,000

5.1. Please note that the above stated indication interest of indication 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 AEPA’s recommendation for acceptance and bid award. The AEPA Member Agency’s contracting decision shall be final.

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. Product Specifications

8.1. Catalog Offerings.

- 8.1.a. Offeror shall offer an industrial supplies catalog with a broad range of products in the specified categories. Catalog shall contain a minimum of 3,500 items with over 1,000 items available from inventory for immediate shipment. Catalog shall represent items from over 200 manufacturer's product lines.
- 8.1.b. Industrial supplies catalog shall include, but not limited to air conditioning equipment, abrasives, air dryers/filters, air hoses, couplings and accessories, air tools (pneumatic), auto body supplies-refinishing supplies, battery chargers/testers, body fillers, surface preps, compressors & accessories, creepers, diagnostic equipment-automotive, drill bits & sharpener, electric and cordless tools, frame equipment, spray gun cleaners, hand tools, sockets, wrenches etc., hose reels, hydraulic jacks/lifting equipment, leak detection, lighting, lubrication equipment, machine shop tools/equipment, masking tape, paint products-specialties, primers/sealers, papers towels, paint curing, parts washers, precision measuring instruments, pressure washers-steam cleaners, recyclers-solvent, antifreeze, refrigerants, rivets & riveters-hand & pneumatic, safety products-personal & institutional, sandblasters, spray paint equipment, spray booth filters, tire specialty tools, tool storage & work benches, torque wrenches, vacuum cleaners, ventilation, vises, welders & accessories
- 8.1.c. Offeror shall provide electronic on-line catalog for order entry use by and suitable for the members' needs. An electronic catalog with the capability of "punch out" or "round trip" integration with an existing e-procurement system is required in some states. Paper catalogs shall be provided at no charge to the member in some states. In the event a new catalog is issued during the contract period, paper catalogs must be provided in a timely manner with the same changes appearing in the electronic catalog.
- 8.1.d. The catalog shall have a cover label indicating that the catalog's contents are available through the participating agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
- 8.1.e. Offeror must submit one sample catalog with the bid for evaluation. The sample catalog shall be the same catalog that the bidder is offering to members.
- 8.1.f. 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.a. All items shall conform to applicable federal and state safety requirements.
- 8.2.b. Private label products may be offered. Offeror shall maintain the same manufacturer for private label products throughout the term of the 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.a. Offeror shall provide a Material Safety Data Sheet (MSDS) for all items sold, if required. This information is to be provided on an OSHA Form 20 Material Safety Data Sheet or a suitable equivalent. A separate sheet shall be provided for each individual item when purchase is made.
- 8.3.b. 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.c. Due to the nature of direct mail-order business, AEPA agencies 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 agencies' accounts. This employee will have a complete copy and must have working knowledge of the contract.

8.4. Order Processing and Delivery

- 8.4.a. 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.b. Orders not filled and partials shall be indicated on the packing list. Offeror shall inform members of anticipated availability date for unfilled and partial orders.
- 8.4.c. Offeror shall indicate compliance with the specified fill rate by submitting such figures to the participating agency on a quarterly basis.
- 8.4.d. Delivery tickets or packing slips will accompany all deliveries. The ticket or slip shall contain the member's purchase order number, Offeror name and name of article. Cartons shall be identified by purchase order number and Offeror name.
- 8.4.e. 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.

8.5. Evaluation

- 8.5.a. Responses will be evaluated on the information returned on the required bid forms including the category discount and market basket specific to Industrial Supplies.
- 8.5.b. On the category discount form define the catalog to which the discounts can be applied (this is the same catalog that is returned with the bid response) along with each category defined and the percent discount allowed from the catalog. Additional lines may be added to this form as needed.
- 8.5.c. On the market basket form, enter your final bid price for those items defined using the discounts indicated on the category discount form. Additional product offerings may not be added to this form.
- 8.5.d. Each bidder is encouraged to offer its complete product line and provide the lowest and best prices for the complete product line(s) offered.
- 8.5.e. The AEPA committee reserves the right to accept or reject any bid, or any part thereof, to recommend an award to the lowest responsive and responsible bidder, the right to make a multiple award, and to make selections that, in its judgment, is best suited for the purpose intended.

9. Pricing

- 9.1. Contract pricing will be in the form of discount(s) off catalog price. Discounts may vary by category type, but shall remain consistent for all products in the category. Please specify where and when different percentage discounts apply.
- 9.2. It is preferred that pricing remain firm for the contract year. If, in order to achieve best pricing, the bidder requires price adjustments to be made at other times, an alternate offer may be made. Proposed price changes will be allowed only if manufacturer's published price catalog is superseded, revised or changed after the contract award. The Offeror may pass on the applicable price increase or decrease for approval to the agency, provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to the agency.

(End Part B of Bid)