



INVITATION FOR BID NUMBER AEPA IFB #010-I-FOOD SERVICE

FOOD SERVICE

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 agency to assist their members in these individual states to gain affordable food product services. Due to the limited financial resources available to these members, they are asking the various AEPA state agencies to acquire and establish cooperative purchasing contracts with highly qualified and experienced food service providers who have established programs in providing school bids volume discounts, rebates or off invoice pricing.

2. IFB Intent

2.1 The intent of this solicitation is to award a contract to interested food service manufacturers to provide volume discounts on top of the line products 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 industry organizations.

- 2.2 It is further the intent that the quantities are herein estimates of the total requirements for one semester at the time of the issuance of this bid. The quantities are given as a guide to bidders in determining pricing and freight to our Distributors in each state.

Quotations shall remain firm for a period of January 1st, 2010 through May 31st 2014. Prices quoted must be net of all discounts and rebates. After the AEPA enters into contract with the Bidder, a "Fixed Price" contract will be signed per state and kept on file at the AEPA.

- 2.3 It is further the intent of the AEPA to award a contract 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 also reserves the right to advertise for a new IFB where 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 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 agency's 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 to better meet agencies' needs.
- 2.3.10 Offeror's ability to demonstrate a proven track record and past performance relating to their product quality, delivery timelines, customers service history and satisfaction, and industry awards and acknowledgements.
- 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 individual facility owners 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 it and 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 work and specifications contained and referenced in this bid. The awarded Offerors will be required to deliver products, 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 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 one or more food service providers with the ability to provide a national coverage plan and to provide timely shipments to Agencies and their members. The successful Offeror(s) will provide discount pricing on all products provided by said provider. The diversity of the participating public agencies requires a broad choice of options and the Offeror(s) selected will have a wide variety of food service products from which to select. Offeror(s) are requested to offer their entire catalog of food service products at a discount from the current published schedule for public agencies. Superior customer support and services are required. The Offer(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
✓		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/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$500,000	Montana	Yes	\$6,000,000
Colorado	Yes	Unknown	Nebraska	Yes	\$100,000
Connecticut	No		New Jersey	No	
Florida	Yes	Unknown	New Mexico	Yes	\$800,000
Indiana	Yes	\$1,000,000	North Dakota	Yes	\$2,400,000
Iowa	No		Ohio	Yes	\$90,000,000
Kansas	Yes	\$10,000	Oregon	Yes	\$25,000
Kentucky	Yes	Unknown	Pennsylvania	Yes	\$50,000,000
Michigan	Yes	Unknown	Virginia	Undecided	
Minnesota	Yes	\$4,600,000	Washington	Yes	\$20,000,000
Missouri	Yes	\$100,000	Wyoming	Yes	\$4,000,000
			Total estimated known first year purchase volume		\$179,535,000

5.1. Please note that individual AEPA state agencies that have indicated above that they would like to participate 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

No product specifications are defined.

9. Pricing Information

See Part 3 for pricing information.

(End Part B)