



INVITATION FOR BID NUMBER AEPA IFB #009-D
DIGITAL COPIERS AND RELATED EQUIPMENT

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 are designed to be submitted electronically as well as in hard copy form. Bidders will submit a hardcopy printout of the electronic submission along with those items that cannot be made a part of the electronic submission. In case of discrepancies, the hardcopy responses will prevail over electronic submissions.
3. In order to insure 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. Any submittals too large to secure in the binder must be clearly labeled with the name of the bidder.
6. One original copy of the bid shall be submitted.
7. All documents with signatures required shall be original signed with ink.
8. Data must be provided on electronic media (flashdrive or CD’s) and a hardcopy printout of the data shall be signed and submitted with the bid. Electronic media shall be clearly identified and 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 2003 or less and shall allow for sorting on any of the fields listed below. Other documents may be submitted as Word or PDF files.
- 9. An additional electronic file in Excel containing the pricing information is available from AEPA.**

Bid Submittal Checklist & Organization of Your Binder

Divider	Form	Description	Signature Required	Hard Copy	Word or PDF File	Excel File
1	A	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	X	X	X	
1	B	_____ Acceptance of Bid and Contract Award	X	X		
2	C	_____ Questionnaire for Bidders	X	X	X	
2	D	_____ Bidder's Company Information	X	X	X	
3	E	_____ Exceptions to Terms, Conditions and Specifications	X	X	X	
4	F	_____ Questionnaire Specific to the Digital Copier Bid	X	X	X	
5	G	_____ Pricing for Equipment/Services Offered (This will be a printout of the electronic media submitted.)	X	X		X
6		_____ Appendix with Catalogs, Slicks, Model Information, etc.		X		
Left Pocket		_____ Bid Security Bond for \$10,000		X		
Left Pocket		_____ Electronic Media				

_____ Please **check or initial** here after all questions have been answered and data provided as requested. (Omissions and errors may cause bid 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 whatever, 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.

Authorized Representative (Please print or type)	Mailing Address
Title (Please print or type)	City, State, Zip
X Signature of Authorized Representative	Date Phone Fax

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for County of _____ State of _____

My commission expires: Signature: _____

B. BID, ACCEPTANCE OF BID AND CONTRACT AWARD

AEPA IFB 009-D – Digital copiers and Related Equipment

**BID, 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, and supplies 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 the 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 contractor, 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 contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, 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, 2010 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2011, February 29, 2012 and February 28, 2013.

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. Is shipping/handling (S/H) included in the price? _____ **YES** / _____ **NO**
5. If Prepaid and Add (PP & A), estimate S/H on purchases _____

6. Describe your return policy _____

7. Do you have a restocking fee? _____ **YES** / _____ **NO**
8. What is your restocking fee, if any? (Not to exceed 15%) _____
9. Will you offer Participating Agencies a quick pay discount? _____ **YES** / _____ **NO**
10. If YES, what is the discount? _____ Number of days? _____
11. How many line items are you offering under this bid category? _____
12. If some of the line items that you sell are not covered under this bid, do you have a way to block orders for these items? _____ **YES** / _____ **NO**
Delivery of stocked items is promised within _____ **days**
13. What is your average time from receipt of order to shipping stocked items? _____ **days**
14. Delivery of non-stocked items is promised within _____ **days**
15. Do you offer an electronic ordering system? _____ **YES** / _____ **NO**
Do you have minimum order requirements? _____ **YES** / _____ **NO**
If yes, please describe. _____

16. As an important part of the evaluation of your offer, you must indicate the level of support you are offering in this bid. **A bid will be determined to be non-responsive if this question is unanswered.** Check either line a, b, or c. 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 either line b or c is checked, indicate the percent lower (on single items) than the best price ordinarily 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 _____
Additional quantity or volume discounts are identified on the pricing page _____ **YES** / _____ **NO**

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

D. BIDDER'S COMPANY INFORMATION

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.

Proper evaluation of bidders requires information about their companies.

1a. Public Companies must provide their most recent yearly report to stockholders.

1b. Private Companies must answer the questions below.

a. Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business, or has proof of prior success in this business, or a closely related business, please provide written verification.

b. Indicate the location of the headquarters of the company. List any branch offices in the state of any AEPA member. Provide the name, title, qualifications and experience of the your employee, that will coordinate the work and be the general contact for this contract.

c. For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, "credit in the low six figures" or "a credit line exceeding five figures").

2. Gaps sometimes exist between management (those who respond to IFB's) and sales staff (those who contact the public educational institutions) that result in problems. Provide the Names your key sales people, phone numbers and states for which they are responsible.

X

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

F. QUESTIONNAIRE SPECIFIC TO THE DIGITAL COPIER BID

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

1 Corporate Support

- a. List the number and location of manufacturing, distribution outlets and support centers.
- b. List by state the number and type of sales, support personnel or other resources you have to service purchase orders and/or equipment for Educational customers.
- c. Do you use wholly-owned subsidiaries or sub-contractors, or both?
- d. If you use sub-contractors, describe how they are contractually bound to the AEPA price agreement terms and conditions.
- e. Thoroughly describe your procedures for addressing and resolving customer problems and complaints involving service, equipment or billing. Include timelines and escalation measures.
- f. Describe your ability and commitment to provide quarterly utilization reports to each contract administrator.
- g. Provide the URL to a web site that provides the proposed functions and complete product specifications, configuration aids, service options and service agreements.
- h. Describe your commitment to environmental and energy efficiency programs. Are you in compliance with the European Union's WEEE Directive requiring the recycle or reuse of old equipment? Describe your compliance with federal or other regulatory authorities' rules regarding disposal of electronic equipment.

2 Ordering/Installation Process

- a. Describe the order process, including equipment turnaround times and shipping methods.
- b. Describe ordering and payment methods (electronic, web-based/standard purchase order/telephone/credit card). Include standard payment terms.
- c. Describe the installation process and training. Include the level of training included in the purchase price as well as follow-up training offerings.
- d. Do you provide network support with the standard installation? Discuss additional advanced network support. Describe levels of support available, additional costs and the certifications of staff providing network service support.

3. Leasing Information

- a. Describe your leasing program. Include information on the following:
- b. What is your current rate factor?
- c. How often is the rate factor adjusted? Can you guarantee a minimum interval for the rate factor?
- d. Does your rate factor include property tax?
- e. Does your rate factor include loss damage insurance coverage?
- f. Are there any documentation fees?
- g. Does your lease have a funding out clause?
- h. Submit a copy of your standard leasing document.

4. Service Support

- e. Describe in detail the process for providing service throughout the AEPA participating states. Include the types of service programs available as well as the process required for placing equipment under service programs. Include a detailed service call “placement road map.”
- f. Provide your guaranteed service response time for both metro and rural areas.
- g. Describe your commitment to the provision of loaner equipment whenever service cannot be completed in a reasonable period of time.
- h. Describe the training, monitoring and certification process for the local service providers (dealers/sub-contractors) supporting AEPA locations.

Describe your company’s ability to meet the following technical specifications.

Print Applications:	YES	NO	COMMENT
Describe your desktop printer interface.			
Describe your private/secure print job feature.			
Describe your private mailbox function.			
Does your product use the same print driver for all models?			
If not, how many are necessary for your entire line?			
Does your company support IPDS printing from AS400?			
Does your product line offer single pass color printing in your color line?			
Describe your multi-position staple finishing capabilities.			
Describe your hole punch capabilities.			
Describe your collate capabilities.			
Do you offer booklet mode?			
Describe your bar code printing capabilities.			
<i>Faxing</i>			
Do you offer network faxing?			
Of the models bid, do they all offer a fax option?			
G3 Transmissions minimum			
33.6 modem minimum.			
Describe inbound faxing and routing performance.			
Can outbound faxes be delayed and transmitted during off-peak hours?			
<i>Scanning</i>			
Of the products bid, which offer color scanning as a standard feature?			

Do your products scan to email?			
Email address book needs to be forwarded to machine directly using LDAP protocol			
Can your products scan to network share?			
Can your products scan to PC?			
Scan speed minimum the same speed as print speed?			
Scan resolution 600 x 600 true resolution?			
What software partners do you work with to store/identify/retrieve documents for large enterprise networks?			
Do you offer middleware products which interface with standard document management and storage strategies?			
If so, what percentage off of middleware products can you offer?			
<i>Security</i>			
Are your products compliant with ISO 15408 (“Common Criteria”)?			
Do you offer a secure network interface?			
Is hard drive scrubbing standard, or an option?			
When printing and scanning, is the data encrypted?			
<i>General Requirements</i>			
Does your product support downloadable fonts?			
Do you offer programmable controller flash cards?			
Does your product offer card reader access?			
Does your product offer user ID for scanning, copying, faxing and printing?			
Does your company offer nationwide support? Describe.			
What local support is available from your company?			
Do you offer help desk support (toll free)?			
Does your company offer machine swap out if parts unavailable?			
Describe your company’s training. Is it in-person, on-line or computer based?			
Can you track faxes, scans, prints & copy amounts for the end user?			
Do you offer a full MFP concurrence with scan,			

copy, fax and print?			
Do you offer integrated wireless capability?			
Does your company offer a common architecture across product family?			
Provide information about the holding queues for each function (memory/disk size, location, etc).			
Provide detailed information about drivers. Are drivers separate for each function? Can they be centrally administered?			
Centralized drivers must be compatible with Windows Vista, WindowsNT, Windows2000, Mac and Unix. Client drivers should be compatible with Windows Vista/Windows98/NT/2000.			
The .pdf output file must be compatible with all current versions of Adobe Acrobat Reader			
The .tif output file must be compatible with Kodak's "Imaging for Windows" viewer.			
Describe your ability to import scanned material directly into a Document Management System.			
Describe your touchscreen interface.			
<i>Environmental Concerns</i>			
Is your equipment Energy Star compliant?			
Is your company ISO 14001 compliant?			
Does your company have a sustainability report available for review?			

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

G. PRICING

An Excel workbook document is available through the AEPA website. It consists of two workbooks, one of eight sheets for black and white machines and one of six sheets for color machines. Each sheet covers one "Volume Band" of copiers as follows:

Workbook I Black and White

Volume Band I	500 to 10,000 CPM
Volume Band II	2,500 to 18,000 CPM
Volume Band III	5,000 to 25,000 CPM
Volume Band IV	8,000 to 30,000 CPM
Volume Band V	10,000 to 45,000 CPM
Volume Band VI	25,000 to 100,000 CPM
Volume Band VII	50,000 to 250, 000 CPM
Volume Band VIII	100,000 to 500,000 CPM

Workbook II Color

Volume Band I	500 to 10,000 CPM
Volume Band II	1,000 to 3,000 CPM
Volume Band III	2,000 to 10,000 CPM
Volume Band IV	5,000 to 10,000 CPM
Volume Band V	8,000 to 15,000 CPM
Volume Band VI	10,000 to 20,000 CPM

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

(End of Part C)