



Invitation for Bid AEPA #019-C Office Supplies

This IFB Does Not Require a Bid Security.

Part B – Specifications

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1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 27) necessary to:

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking office supplies.
- b. These items will include but are not limited to: general office supplies, office electronics, paper products, miscellaneous equipment, specialty equipment and supplies.
- c. Types of services may include, but are not limited to: copy, print and promotional (item) print services.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
X		<p>CATALOG: A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.</p>

X	<p>LINE ITEM: A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.</p>
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3. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 st Year Purchase Volume	% Growth for Year 2-4
California	Yes	AZ,NV	\$500,000	5%
Colorado	Yes		\$75,000	2%
Connecticut	Yes	MA,ME,NH, NY, RI,VT	\$1,000,000	10%
Florida	Yes	AL,GA	\$1,000,000	10%
Illinois	Yes		\$1,000,000	
Indiana	Yes		\$1,000,000	3%
Iowa	Yes	IL,SD	\$1,500,000	3%
Kansas	Yes	OK	\$1,000,000	3%
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	\$1,000,000	5%
Massachusetts	Yes		\$200,000	2%
Michigan	Yes		\$100,000	5%
Minnesota	No	SD		
Missouri	Yes	AR,IL,LA,SD		
Montana	Yes	ID	\$1,000,000	3%
Nebraska	Yes		\$600,000	2%
New Jersey	No			
New Mexico	Yes		\$3,000,000	2%
North Dakota	No			
Ohio	Yes		\$1,500,000	4%
Oregon	Yes		\$600,000	5%
Pennsylvania	Yes	DE,HA, MD,NY,	\$1,000,000	5%
Texas	Yes		\$1,000,000	10%
Virginia	Yes		\$250,000	5%
Washington	No	AK,ID		
West Virginia				
Wisconsin	Yes		\$1,250,000	5%
Wyoming	Yes	SD,UT	\$750,000	3%
Total	21		\$19,325,000	5%

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner 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 (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB.

The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract. The result of this bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s).

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

No Terms and Abbreviations for the Office Supplies category.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications

Item	Description
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.3	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.
6.8	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies (where applicable) with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
6.9	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
6.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.

Item	Description
6.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.
6.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for 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.
6.15	Vendor Partner 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.
6.16	Vendor Partner must have 24-hour toll-free order capability.
6.17	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
6.18	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
6.19	Orders that are \$50.00 or more shall include free shipping, unless clearly noted otherwise in the bid response. Vendor Partner shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.

7. Product | Category Specific Specifications

Item	Description
7.1.1	The catalog includes a variety of manufacturers of specified products and services, and 80% or more of the catalog is dedicated to office supplies, office equipment, and breakroom supplies.
7.1.2	The Vendor Partner provides general office supplies that include but are not limited to: pencils, pens, markers and other writing instruments; correction fluid, tape, film and other correction products; ink and toner cartridges, tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and organization systems, bulletin boards, batteries, mailing and shipping supplies; storage files.
7.1.3	The Vendor Partner provides office electronics that include but are not limited to: scanners; printers, electronic handheld, desktop and scientific printing and nonprinting calculators.
7.1.4	The Vendor Partner provides paper products that include but are not limited to: white and color copy and duplicator paper, linen office papers, envelopes, index cards, writing pads, composition books, loose-leaf paper, card and cover stock.
7.1.5	The Vendor Partner provides miscellaneous equipment that includes but is not limited to: laminators, paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets and labeling equipment.
7.1.6	The Vendor Partner provides specialty equipment supplies that includes but is not limited to: signs, nameplates, name badges, computer supplies, carrying cases, briefcases, break room and housekeeping supplies.
7.1.7	All copier paper shall meet the following specifications: 20# weight; 92 brightness per US Brightness Scale; 190 or better in smoothness.
7.1.8	The Vendor Partner should be able to provide customizable print services and promotional print services.

Item	Description
7.2.1	The Vendor Partner provides voluntary take back and/or recycling programs for ink cartridges/toners, batteries and other electronics.
7.2.2	The Vendor Partner should meet innovative and responsible environmental practices through their company to reduce their carbon footprint, reduce waste, energy conservation, and ensure efficient computing and much more.

- 8. Pricing – (See Pricing section in Part A – General Terms & Conditions for details on bid pricing guidance)**
- 8.1 This bid category has a Core Item List.
 - 8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs to be completed as follows:
 - a. F.1 – Catalog Discount (Required)
 - b. F.2A – Core List Price Schedule (Required) **Additional product offerings may not be added to this form.*
 - c. F.2B – Non-Core Price Schedule (Required)
 - d. F.3 – Services Price Schedule (Optional)
 - e. F.4 – Volume Discounts (Optional)
 - 8.3 The Catalog Category Discount and the Core Items award will not be split.
 - 8.4 Bid pricing will be evaluated on a combination of items from both the Category Discount list and the Core Item list. See Evaluation, Approval and Award in Part A, II. Bid Procedures, G. Bid Evaluation, Approval and Award for all agencies for additional information.