



**AEPA IFB #015-B
INSTRUCTIONAL AND SCHOOL SUPPLIES CATALOG**

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 26) necessary to:

-Respond to request from a number of different types of educational, governmental and public institutions seeking Instructional and School Supplies Catalog.

-These parts and supplies will include but are not limited to: Instructional and School Supplies.

-Types of services may include, but are not limited to: Installation and support services normal to an Instructional and School Supplies Catalog.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		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.
	√	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.

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	State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 st Year Purchase Volume	% Growth for Years 2-4
California	Yes	AZ,NV	\$500,000	10%	Nebraska	Yes		\$1,000,000	15%
Colorado	Yes		?	2%	New Jersey	Yes		\$789,351	
Connecticut	Yes	MA,ME,NH, NY, RI,VT	\$1,000,000	10%	New Mexico	Yes		\$1,000,000	5%
Florida	Yes	AL,GA	\$1,000,000	10-20%	North Dakota	Yes		\$790,000	5%
Indiana	Yes	IL	1,000,000	2%	Ohio	Yes		\$6,500,000	3%
Iowa	Yes	IL,SD	\$5,250,000	2%	Oregon	Yes		\$150,000	25%
Kansas	Yes	OK	\$500,000	2%	Pennsylvania	Yes	DE,HA, MD,NY	\$2,500,000	20%
Kentucky	Yes	AL,GA,LA, MS,NC,SC, TN,WV	\$400,000	3%	Texas	Yes		\$200,000	10%
Massachusetts	Yes		\$2,500	1%	Virginia	Yes		\$100,000	3-5%
Michigan	Yes		\$50,000	5%	Washington	Yes	AK,ID	\$15,000	15%
Minnesota	Yes	SD	\$2,400,000	5%	West Virginia	Yes		\$500,000	10%
Missouri	Yes	AR,IL,LA,SD	\$5,500,000	5%	Wisconsin	Yes		\$340,919	20%
Montana	Yes	ID	\$875,000	8%	Wyoming	Yes	SD,UT	\$194,000	10%
					Total	26		\$32,556,770	

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.

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.

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 [Fixed Specifications]

Bidder must check either the 'Comply' or 'Deviate' column for each specification item. All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).

Item	Description	Comply	Deviate
6.1	Contractor shall provide a broad-based line of instructional and school supply products of at least 2,500 items in a commercially available catalog(s).		
6.2	All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.		
6.3	The vendor's catalog(s) shall include a variety of major manufacturers of the specified products and services.		
6.4	The commercially available catalog(s) includes products from categories that incorporate general school and instructional supplies, so-called "green" school supplies, adhesives, arts and crafts materials, awards and incentives including items such as certificates and stickers, binders, boards and easels, brushes, calculators, classroom storage goods, computer accessories and media, construction paper, converted paper products, crayons, cutting instruments, filing and storage products, fine art supplies, first-aid supplies, games and toys, glues, instructional electronic equipment, kraft paper and fade resistant paper on rolls, labels, lamination equipment and supplies, lined writing papers, markers, materials for room décor, paint, PE supplies, ream wrapped copy paper, science supplies, stickers, teacher planning books and calendars, writing instruments, and writing papers and pads.		
6.5	Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.		
6.6	Contractor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. The website features will include product lookup functionality that shows contract price and includes the ability to send orders to the vendor electronically.		

6.7	Ordering LEAs shall be notified either by confirmation notice or packing slip from the vendor if a product is backordered and cannot be shipped under normal delivery timeframes.		
6.8	Contractor will maintain a minimum monthly 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.		
6.9	No “restocking” fees may be collected on items cancelled for failure to be delivered within the specified time frame.		
6.10	Contractor agrees to provide quarterly reports by the 15 th of each month following the close of a calendar quarter. If the 15 th of the month occurs on the weekend or holiday, the due date shall fall on the next following business day.		
6.11	Contractor must accept all orders if they have a minimum dollar value of \$75.		
6.12	Orders not filled and partials shall be indicated on the packing list or an order confirmation message.		
6.13	Vendor will maintain a reasonable inventory of contracted products to minimize backorders to 5 percent or less.		
6.14	Bidder has bid with catalog that includes both 100 percent sulphite construction paper and for groundwood pulp construction paper.		
6.15	On the Core A List of Products, Bidder has not substituted a groundwood pulp construction paper product where a 100% sulphite construction paper is specified.		
6.16	Bidder has included in Column X of the spreadsheet the most common number of units in its packaging Unit of Measure so that evaluators can quickly determine equivalent packaging.		
6.17	Contractor agrees to provide documentation, as may be requested, for any price increases allowed by the Terms and Conditions.		
6.18	Contractor has included on Pricing Form A – The Core List Pricing Template – A-List Items” a bid with a formula discount for the specified Core Items, otherwise known as the “A List.”		
6.19	Contractor has included on “Pricing Form B – Discount Formula for Non-Core Items and the B-List” a bid with a formula discount to be applied to non-core items and customized non-Core Items, otherwise known as the “B List.”		
6.2	The Contractor warrants that all items furnished by the Contractor, its agents and designated partners shall be free and clear of any defects in material and workmanship and shall conform to the published specifications for such product and Vendor's representations regarding the functions and uses for which each product is marketed.		
6.21	Bidder agrees to provide samples of products within five business days, if requested, for evaluation of bids.		
6.22	For any specified item that is discontinued, not carried or with misnumbered SKUs on the Core List, the Bidder has offered an equivalent substitute and pricing based on the bidder’s best understanding of the description.		
6.23	Bidder has left no blanks, or unpriced items in the Pricing Template containing the Core List, also known as the A List. Vendor has no “no bid” items, and instead has offered a substitute for any specified item it does not sell or for any instance where an item has been discontinued.		
6.24	Bidder has included a physical copy of the commercially available catalog(s) that is to be the price basis for its bid.		

7. Product | Category Specific Specifications

**Bidder must check either the ‘Comply’ or ‘Deviate’ column for each specification item.
All deviations shall be noted and explained on Form F: Deviations (in Part C Bid Forms).**

7.1 Minimum Requirements:			
Item	Description	Comply	Deviate
7.1.1	All product lines must meet or exceed all standards set by the National Consumer Protection Agency, Underwriters Laboratories, Environmental Protection Agency and the National Association for Hardware Retailers.		
7.1.2	All products shall be properly labeled in accordance with local, AEPA member state and federal applicable rules, regulations, laws and statutes. Material Safety Data Sheets (MSDS) and/or secondary labels must be provided as required. Bidders must be aware of states’ restrictions for the labeling and purchase of art, craft and classroom materials. Items that violate such restrictions will not be awarded under this solicitation.		

7.2 Optional Requirements:			
Item	Description	Comply	Deviate
7.2.1	The catalog includes a variety of manufacturers of specified products and services, and 80% or more of the catalog is dedicated to classroom supplies.		
7.2.2	The catalog offers a selection of “green” products.		
7.2.3	Restocking fees may not be collected on items cancelled for failure to be delivered within the specified time.		

Signature _____

Must be same signature that appears on Bid Affidavit and Acceptance Forms

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

FOR CATALOG BIDS:

- 8.1 This bid category DOES have 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:
 - G.1 Catalog Discount (Required)
 - G.2A Core List Price Schedule (Required) *Additional product offerings may not be added to this form.*
 - G.2B Non-Core Price Schedule (Required)
 - G.3 Services Price Schedule (Optional)
 - G.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, V. General Terms & Conditions For All Agencies for additional information.