



## Invitation for bid AEPA IFB #018-D Furniture

### Part B – Specifications *NO BID SECURITY REQUIRED*

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#### 1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) to provide a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states. AEPA understands that no bidder can supply items in every category. Bidders are encouraged to respond to any and all groups. Items in the groups include, but are not limited to:

- a. Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
- b. Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
- c. Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
- d. Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
- e. Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
- f. Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
- g. Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
- h. Library/Media Center: A catalog selection.
- i. Auditorium/Theater Fixed Seating: A catalog selection.
- j. Other

- k. Design Layout and/or Installation Services (optional): Any related products, design and layout, interior designer services or other related services.

## 2. Type of Bid

This bid is considered a:

| YES | NO | TYPE OF BID  |
|-----|----|--|
| √   |    | <b>CATALOG:</b> 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. |
|     | √  | <b>LINE ITEM:</b> 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 AEP A Member Agency Participation

| State         | Participate?<br>Yes/No/<br>Undecided | Other States Member<br>Sells In | Est. 1 <sup>st</sup> Year Purchase<br>Volume | % Growth for<br>Year 2-4 |
|---------------|--------------------------------------|---------------------------------|--|--------------------------|
| California    |                                      | AZ,NV                           |  |                          |
| Colorado      | Yes                                  |                                 | \$30,000                                     | 2%                       |
| Connecticut   | Yes                                  | MA,ME,NH, NY, RI,VT             | \$20,000                                     | 10%                      |
| Florida       | Yes                                  | AL,GA                           | \$50,000                                     | 5%                       |
| Indiana       | Yes                                  |                                 | \$814,326                                    | 2%                       |
| Iowa          | Yes                                  | IL,SD                           | \$20,000                                     | 10%                      |
| Kansas        | Yes                                  | OK                              | \$500,000                                    | 5%                       |
| Kentucky      | Yes                                  | AL,GA,LA,MS, NC,SC,TN,WV        | \$100,000                                    | 5%                       |
| Massachusetts | Yes                                  |                                 | \$5,000                                      | 5%                       |
| Michigan      |                                      |                                 |  |                          |
| Minnesota     | Yes                                  | SD                              | \$440,000                                    | 3%                       |
| Missouri      |                                      | AR,IL,LA,SD                     |  |                          |
| Montana       | Yes                                  | ID                              | \$25,000                                     | 10%                      |
| Nebraska      | Yes                                  |                                 | \$20,000                                     | 1%                       |
| New Jersey    | Yes                                  |                                 | \$100,000                                    | 2%                       |
| New Mexico    | Yes                                  |                                 | \$2,000,000                                  | 2%                       |
| North Dakota  | Yes                                  |                                 | \$240,000                                    | 3%                       |
| Ohio          | Yes                                  |                                 | \$500,000                                    | 3%                       |
| Oregon        |                                      |                                 |  |                          |
| Pennsylvania  | Yes                                  | DE,HA, MD,NY,                   | \$100,000                                    | 5%                       |
| Texas         | Yes                                  |                                 | \$500,000                                    | 10%                      |

|               |           |       |                    |     |
|---------------|-----------|-------|--------------------|-----|
| Virginia      |           |       |                    |     |
| Washington    | No        | AK,ID |                    |     |
| West Virginia | Yes       |       | \$150,000          | 10% |
| Wisconsin     |           |       |                    |     |
| Wyoming       | Yes       | SD,UT | 75,00.00           | 5%  |
| <b>Total</b>  | <b>20</b> |       | <b>\$5,614,326</b> |     |

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

| 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 for consumable items 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 of catalog items 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,  |

| <b>Item</b> | <b>Description</b>  |
|-------------|---|
|             | 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 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.  |
| 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 a 24-hour toll-free order fax line.  |
| 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        | Supply orders that are \$50.00 or more shall include free shipping, unless an exception is noted. 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

| <b>Item</b> | <b>Description</b>  |
|-------------|---|
| 7.1.1       | Products must comply with all standards including warning labels, safety devices, guards, etc., required to meet safety standards recognized and established by state agencies, federal agencies, industry, councils or organizations.  |
| 7.1.2       | All products, supplies, parts, and related accessories must be new, and not have been previously used, and must be current and actively marketed products by the manufacturer's authorized dealers. The above must conform to manufacturer specifications and shall be of new manufacture and in current standard production. |
| 7.1.3       | Offers a selection of standard products with a variety of options of finishes and materials and an extensive line of accessories and options to enhance the products and services offered.  |
| 7.1.4       | Provide product specification sheets and installation directions with all products, supplies and related accessories.   |
| 7.1.5       | Notify AEPA and its participating agencies immediately of any equipment or product recalls. The vendor will issue a credit or comparable substitute for any delivered, recalled product at the participating agencies' discretion. All costs associated with voluntary and involuntary equipment                              |

| Item   | Description  |
|--------|--|
|        | and product recalls shall be borne by the vendor   |
| 7.1.6  | All deliveries must occur during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the bidder.  |
| 7.1.7  | Bidders will be expected to process and ship orders to various destinations. Each order shall be delivered based upon the needs of the participating agency. Delivery shall be made in accordance with the instructions from each participating agency.  |
| 7.1.8  | Participating agencies shall be relieved from risks or loss or damage to all equipment purchased or leased during shipment prior to equipment receipt and/or installation at the agencies' designated location. Participating agencies will be responsible for risks of loss or damage to the equipment once it has been delivered/installed and accepted by the agencies' representative. Bidders shall demonstrate they have informed the customers of this responsibility prior to order placement. The bidder will pay return shipping and give full credit on any defective product within 30 business days. All products must be 100% guaranteed.  |
| 7.1.9  | Invoice all items directly to participating agencies. A packing slip must be provided with all deliveries including the agencies' purchase order number. Orders not filled and partial shipments shall be indicated on the packing list. Participating agencies shall be notified of an anticipated availability date.   |
| 7.1.10 | <p>Bidder must provide detailed and specific information regarding product specifications including at minimum:</p> <p>Product Material: Description of the materials that make up the legs, support brackets, bins, seat, ergonomic details, grommets, drawers, mechanisms, casters, fabric, and any other facet of the products general composition.</p> <p>Product Measurables: Description of the furniture's: height, weight, adjustable height, surface areas, shipping size, and packaged weight.</p> <p>Product Options: Please indicate all of the options that are available for each product category in your catalog such as: type of surface, finish, size, seat count, additional features, or varied materials within the same product line.</p> <p>Environmental Features: Description of recycled content</p> |

### Design Layout and/or Installation Services (OPTIONAL)

| Item  | Description  |
|-------|--|
| 7.2.1 | Pricing for design layout and/or installation is either by hourly rate or percentage of project cost. The bidder must outline the option that applies to their response in Form F – Discount & Pricing Schedule Workbook. If the bidder charges for installation by a method other than hourly or percentage, a complete explanation and breakdown of how charges are calculated must be included with the proposal.   |
| 7.2.2 | Possession of and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance, design, delivery and installation of any and all products and services in response to this solicitation. A bidder must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.  |
| 7.2.3 | Possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased and installed. Product shall be installed by certified manufacturer installers.   |
| 7.2.4 | Installation times must be coordinated with the purchasing agency. All areas will be kept clean and free of debris. All packing materials and debris must be removed from the premises and properly disposed of at vendor's expense. The bidder shall also be responsible for the cost of repairing any damage to existing work that is caused by them during the installation of their equipment. The bidder must provide the purchasing agency with a list of participating agency required responsibilities for installation, prior to the start of installation. |
| 7.2.5 | All personnel that are working in participating agencies' must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors.   |
| 7.2.6 | <p>Use of Subcontractors.</p> <p>a. The bidder is responsible for ensuring that all subcontractors who provide goods or services</p>   |

| Item  | Description   |
|-------|---|
|       | <p>under this contract comply with the terms and conditions of the contract.</p> <p>b. A participating agency reserves the right to require that a subcontractor be removed from the contract.</p> <p>c. Any damage done to the purchasing agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the purchasing agency.</p> |
| 7.2.7 | All services must be 100% guaranteed. Any service provided, which does not meet the end users' expectations must either be redone until the end users' expectations are met, or the charges for the services are refunded to the end user.  |

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

- 8.1 Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount from MLP including delivery and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List or catalog date (i.e. July 2017) as well as the catalog number from which the discount is calculated must be included with proposal response. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs by category to be completed as follows:
- a. F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
  - b. F.2 – Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
  - c. F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
  - d. F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
  - e. F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
  - f. F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
  - g. F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
  - h. F.8 – Library/Media Center: A catalog selection.
  - i. F.9 – Auditorium/Theater Fixed Seating: A catalog selection.
  - j. F.10 – Other
  - k. F.11 – Design Layout and/or Installation Services: Any related products, design and layout, interior designer services or other related services.
- 8.3 The Catalog Category Discounts award may be split.
- 8.4 Bid pricing will be evaluated on a combination of items the Category Discount list. See Evaluation, Approval and Award in Part A, II. Bid Procedures, G. Bid Evaluation, Approval and Award for all agencies for additional information.