



# Invitation for bid AEPA IFB #018.5-C Athletic Equipment and Supplies

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

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#### 1. Scope of Bid

AEPA is seeking to partner with Manufacturers, Distributors and Dealers who are qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment to all participating member states (up to 26) necessary to:

- a. Provide membership with highly discounted pricing on athletic equipment and supplies of all types.
- b. Provide a program which covers a comprehensive selection of athletic equipment, including but not limited to the list below.

Examples of the athletic and sports field equipment and related products suggested for proposal through this IFB process include, but are not limited to, the following:

- |                        |                       |
|------------------------|-----------------------|
| a. Archery:            | i. Martial Arts       |
| b. Baseball & Softball | j. Physical Education |
| c. Basketball          | k. Soccer             |
| d. Field & Ice Hockey  | l. Swimming & Pool    |
| e. Field & Track       | m. Tennis             |
| f. Football            | n. Volleyball         |
| g. Golf                | o. Wrestling          |
| h. Gymnastics          |                       |

The table below provides the names of equipment suppliers which AEPA desires to see included in proposals. This list is not all inclusive, but merely represents a portion of the equipment suppliers available within the market.

Akadema	Worth
ALL-STAR	Adams USA
Atec	Adidas
Champro	Athletic Specialties, Inc.
Dbat	BIKE
Diamond	Champion
Easton	Cramer
JKP Sports	Don Alleson
Louisville	Douglas
Mizuno	Flag-A-Tag
Palmgard	Flag football supplies.
Rawlings	Jugs
Schutt	Majestic
SSK	NIKE
Underarmour	Neumann
Wilson	Rawlings
Riddell	Reebok
Rogers	Tanita
Connor Sport Courts	AAI
Competitor	Gill Athletics
Penn Moto	Kap7
Spalding	Spec Seats Inc
VPI Sports	STX
WSI Sports	Titlest
Reslite	TaylorMade
Molten	Sports Imports
Bison	Head
Brine	Jaypro
Dudley	Mikasa
Gared	Nautilus
Samson Equipment	

**2. Type of Bid**

This IFB is considered a catalog bid – no bid security required.

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.

### 3. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 <sup>st</sup> Year Purchase Volume	% Growth for Year 2-4
California	Yes	AZ,NV	\$250,000	3%
Colorado	Yes		\$10,000	1%
Connecticut	Yes	MA,ME,NH, NY, RI,VT	\$20,000	10%
Florida	Yes	AL,GA	\$10,000	5%
Indiana	Yes		\$68,000	2%
Iowa	Yes	IL,SD	\$25,000	5%
Kansas	Yes	OK	\$250,000	5%
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	\$100,000	5%
Massachusetts	Yes		\$5,000	5%
Michigan	Yes		\$50,000	2%
Minnesota	Yes	SD	\$50,000	3%
Missouri	Yes	AR,IL,LA,SD	\$150,000	3%
Montana	Yes	ID	\$30,000	5%
Nebraska	Yes		\$20,000	2%
New Jersey	Yes		\$200,000	5%
New Mexico	Yes		\$750,000	2%
North Dakota	Yes		\$20,000	3%
Ohio	Yes		\$200,000	2%
Oregon	Yes		\$10,000	10%
Pennsylvania	Yes	DE,HA, MD,NY,	\$10,000	10%
Texas	Yes		\$100,000	20%
Virginia	Yes		\$200,000	10%
Washington	No	AK,ID	\$0	0
West Virginia	Yes		\$50,000	10%
Wisconsin	Yes		\$100,000	5%
Wyoming	Yes	SD,UT	\$30,000	5%
<b>Total</b>	<b>24</b>		<b>\$2,708,000</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.

4.1 IAAF – International Association of Athletics Federations, <https://www.iaaf.org/home>

- 4.2 NCAA – National Collegiate Athletic Association, <http://www.ncaa.org/>
- 4.3 NFSHS – National Federation of State High School Associations, <https://www.nfhs.org/>
- 4.4 ASTM - American Society for Testing & Materials International standards and testing, <http://www.astmnewsroom.org/>
- 4.5 NOCSAE – National Operating Committee on Standards for Athletic Equipment, <http://nocsae.org/>

**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 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 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

Item	Description
	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 exceptions are 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

Item	Description
7.1.1	All products must meet, exceed or conform to applicable federal and state safety requirements and shall meet current IAAF, NCAA, NFSHS, ASTM and NOCSAE requirements as appropriate.
7.1.2	The following products need to be certified to National Operating Committee on Standards for Athletic Equipment (NOCSAE) standards: <ul style="list-style-type: none"> <li>i. Headgear or helmets for baseball, softball, football, hockey, lacrosse, wrestling, martial arts and polo.</li> <li>ii. Soccer shin guards.</li> </ul>
7.1.3	If walk-in pickup is available, please provide list of branches, on Form C, including appropriate contact information. Walk-in pickup must accept both Purchase Orders and Purchasing Cards, and require AEPA contract number for auditing purposes.
7.1.4	For those products that involve AEPA member artwork and logo, the Partner Vendor is to provide proofs, artwork and design layouts for team logos and numbering to be done on products sold. AEPA Member or Member's representative will approve, in writing, any proofs, artwork or design layouts before any project is to start.
7.1.5	Vendor Partner must include its return policy to deal with the return of damaged or items ordered in error. The policy must address restocking fees and shipping charges.

## Equipment and Supply Categories

Item	Description
<b>This table contains categories, with examples of athletic equipment and related products suggested for proposal through this IFB.</b>	
7.2.1	Archery: High Density Foam Targets, Bows Compound & Solid, Arm Guards, Shooter Glove, Arrows Wood & Metal, Bow sights.
7.2.2	Baseball & Softball: Balls, bats (wooden & metal), bases, gloves, helmets, protective wear, catching gloves.
7.2.3	Basketball: Balls, Backboards, goal posts, standards, ball carts.
7.2.4	Field & Ice Hockey: pucks, balls, sticks, goals, safety equipment, pads, helmets.
7.2.5	Field & Track: Hurdles, high jump/pole vault pits, long and triple jump take-off systems; take-off boards; padding, crossbars, starting blocks, shot put, discus, discus rings, cages for discus, hammer, and shot put; shot put toe boards; shot put rings; removable track curbing; sand for long and triple jump pits, track hurdles, lane markers, batons, time clocks and timers, etc.
7.2.6	Football: Footballs, football helmets and face guards, chain sets, dummies, sleds, goal posts, padding, cages, training equipment, shoes.
7.2.7	Golf: balls, clubs, bags, shoes, tees.
7.2.8	Gymnastics: mats, rings, pommel horse, chalk, other apparatuses.
7.2.9	Physical Education: hula hoops, cones, kickballs, dodgeballs, jump ropes.
7.2.10	Soccer: Balls, Goals, netting, shelter, line marking, rebounders, training equipment, shin pad, shoes.
7.2.11	Tennis: Carts, court numbers and score keepers, ball carts, netting, supplies, shade shelters, wind

Item	Description
	sock, balls, tennis rackets (metal and wooden).
7.2.12	Swimming & Pool: Diving boards, lane markers, pool activity supplies and accessories, swimwear, goggles, headgear.
7.2.13	Volleyball: balls, floor plates, netting, standards, storage, manual scorekeepers, ball carts, judges stand, shoes.
7.2.14	Weight Lifting Equipment to meet or exceed most current ASTM F2276 - 10(2015) Standard Specification for Fitness Equipment.
7.2.15	Wrestling: Mats, mat rollers, practice circles, headgear, mouth guards, scales, portable scorekeepers, uniforms, apparel and shoes.
7.2.16	Other: Other large equipment items for sports, fields, courts and activity areas: wall pads, matting, curtains, operable walls, accordion partitions, portable lockers, portable fencing.

### ASTM Standards

If included in the bid, the following items must meet the stated ASTM standards.

Item	Description
7.3.1	<p>Archery Products must meet the following ASTM standards:</p> <p>F1352 - 08(2013) Standard Guide for Fixed Blade Broadhead Performance and Safety Standards</p> <p>F1363 - 07(2011) Standard Guide for Reduction of Risk of Injury for Archery Overdraws</p> <p>F1435 - 08(2013) Standard Specification for Designation of the Balance Point Location for Archery Arrows</p> <p>F1436 - 11 Standard Guide for Center Serving Diameter Dimensions for Archery Bow Strings</p> <p>F1544 - 11 Standard Specification for Determining the Rating Velocities of a Compound Archery Bow</p> <p>F1648 - 95(2013) Standard Test Methods for Archery Bowstring Component—Serving String Material</p> <p>F1752 - 96(2014) Standard Test Method for Archery Bow Component—Cord Material</p> <p>F1753 - 96(2014) Standard Specification for Classification and Marking of Single-Lens Scopes for Use with Archery Bows</p> <p>F1832 - 07(2011) Standard Test Method for Determining the Force-Draw and Let-Down Curves for Archery Bows</p> <p>F1880 - 09(2013) Standard Test Method for the Determination of Percent of Let-Off for Archery Bows</p> <p>F1889 - 05(2014) Standard Guide for Straightness Measurement of Arrow Shafts</p> <p>F2031 - 05(2014) Standard Test Method for Measurement of Arrow Shaft Static Spine (Stiffness)</p>
7.3.2	<p>Baseball and Softball Equipment must meet the following ASTM standards:</p> <p>F1887 - 14 Standard Test Method for Measuring the Coefficient of Restitution (COR) of Baseballs and Softballs</p> <p>F1888 - 09(2016) Standard Test Method for Compression-Displacement of Baseballs and Softballs</p> <p>F1890 - 11 Standard Test Method for Measuring Softball Bat Performance Factor</p> <p>F2219 - 14 Standard Test Methods for Measuring High-Speed Bat Performance</p> <p>F2398 - 11(2015) Standard Test Method for Measuring Moment of Inertia and Center of Percussion of a Baseball or Softball Bat</p> <p>F2844 - 11(2016) Standard Test Method for Displacement Compression of Softball and Baseball Bat Barrels</p> <p>F2845 - 14 Standard Test Method for Measuring the Dynamic Stiffness (DS) and Cylindrical Coefficient of Restitution (CCOR) of Baseballs and Softballs</p>
7.3.3	<p>Fitness Products must meet the following ASTM standards:</p> <p>F1250 - 13 Standard Specification for Stationary Upright and Recumbent Exercise Bicycles and Upper Body Ergometers</p> <p>F1749 - 15 Standard Specification for Fitness Equipment and Fitness Facility Safety Signage and Labels</p> <p>F2106 - 12 Standard Test Methods for Evaluating Design and Performance Characteristics of Motorized Treadmills</p> <p>F2115 - 12 Standard Specification for Motorized Treadmills</p> <p>F2216 - 12 Standard Specification for Selectorized Strength Equipment</p> <p>F2276 - 10(2015) Standard Specification for Fitness Equipment</p> <p>F2277 - 12 Standard Test Methods for Evaluating Design and Performance Characteristics of Selectorized Strength Equipment</p> <p>F2571 - 15 Standard Test Methods for Evaluating Design and Performance Characteristics of Fitness Equipment</p> <p>F2810 - 15 Standard Specification for Elliptical Trainers</p> <p>F2811 - 15 Standard Test Methods for Evaluating Design and Performance Characteristics of Elliptical</p>

Item	Description
	<p>Trainers</p> <p>F3021 - 17 Standard Specification for Universal Design of Fitness Equipment for Inclusive Use by Persons with Functional Limitations and Impairments</p> <p>F3022 - 16e1 Standard Test Method for Evaluating the Universal Design of Fitness Equipment for Inclusive Use by Persons with Functional Limitations and Impairments</p> <p>F3023 - 13 Standard Test Methods for Evaluating Design and Performance Characteristics of Stationary Upright and Recumbent Exercise Bicycles and Upper Body Ergometers</p> <p>F3101 - 15 Standard Specification for Unsupervised Public Use Outdoor Fitness Equipment</p> <p>F3104 - 14 Standard Test Methods for Evaluating Design and Performance Characteristics of Externally Loaded Strength Training Equipment, Strength Training Benches and External Weight Storage Equipment</p> <p>F3105 - 14 Standard Specification for Externally Loaded Strength Training Equipment, Strength Training Benches and External Weight Storage Equipment</p>
7.3.4	<p>Headgear and Helmets must meet the following ASTM standards:</p> <p>F429 - 10 Standard Test Method for Shock-Attenuation Characteristics of Protective Headgear for Football</p> <p>F697 - 16 Standard Practice for Care and Use of Athletic Mouth Protectors</p> <p>F717 - 10 Standard Specification for Football Helmets</p> <p>F910 - 04(2015) Standard Specification for Face Guards for Youth Baseball</p> <p>F1163 - 15 Standard Specification for Protective Headgear Used in Horse Sports and Horseback Riding</p> <p>F1446 - 15b Standard Test Methods for Equipment and Procedures Used in Evaluating the Performance Characteristics of Protective Headgear</p> <p>F1447 - 12 Standard Specification for Helmets Used in Recreational Bicycling or Roller Skating</p> <p>F1492 - 15 Standard Specification for Helmets Used in Skateboarding and Trick Roller Skating</p> <p>F1849 - 07(2012) Standard Specification for Helmets Used in Short Track Speed Ice Skating (Not to Include Hockey)</p> <p>F1898 - 15 Standard Specification for Helmets for Non-Motorized Wheeled Vehicles Used by Infants and Toddlers</p> <p>F1952 - 15 Standard Specification for Helmets Used for Downhill Mountain Bicycle Racing</p> <p>F2032 - 15 Standard Specification for Helmets Used for BMX Cycling</p> <p>F2040 - 11 Standard Specification for Helmets Used for Recreational Snow Sports</p> <p>F2220 - 15 Standard Specification for Headforms</p> <p>F2397 - 09(2015) Standard Specification for Protective Headgear Used in Martial Arts</p> <p>F2400 - 16 Standard Specification for Helmets Used in Pole Vaulting</p> <p>F2439 - 06(2016) Standard Specification for Headgear Used in Soccer</p> <p>F2530 - 13 Standard Specification for Protective Headgear with Faceguard Used in Bull Riding</p> <p>F2727 - 09(2014) Standard Guide for Manufacturers for Labeling Headgear Products</p> <p>F3103 - 14 Standard Specification for Testing Off-Road Motorcycle and ATV Helmets</p> <p>F3137 - 15 Standard Specification for Headgear Used in Women's Lacrosse (excluding Goalkeepers)</p>
7.3.5	<p>Ice Hockey equipment must meet the following ASTM standards:</p> <p>F513 - 12 Standard Specification for Eye and Face Protective Equipment for Hockey Players</p> <p>F1045 - 16 Standard Performance Specification for Ice Hockey Helmets</p> <p>F1587 - 12a Standard Specification for Head and Face Protective Equipment for Ice Hockey Goaltenders</p> <p>F3165 - 16 Standard Specification for Throat Protective Equipment for Hockey Goaltenders</p>
7.3.6	<p>Pole Vault equipment must meet the following ASTM standards:</p> <p>F1162 / F1162M - 12 Standard Specification for Pole Vault Landing Systems</p> <p>F2949 - 12e2 Standard Specification for Pole Vault Box Collars</p>
7.3.7	<p>Water Related Equipment must meet the following ASTM standards:</p> <p>F2376 - 13 Standard Practice for Classification, Design, Manufacture, Construction, and Operation of Water Slide Systems</p> <p>F2461 - 16e1 Standard Practice for Manufacture, Construction, Operation, and Maintenance of Aquatic Play Equipment</p> <p>F3133 - 16 Standard Practice for Classification, Design, Manufacture, Construction, Maintenance, and Operation of Stationary Wave Systems</p> <p>F3158 - 16 Standard Practice for Patron Transportation Conveyors Used with a Water Related Amusement Ride or Device</p>

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

- 8.1 This bid has one (1) required Excel workbooks for pricing information. Workbook F. 1-3 is for submitting catalog discounts, category pricing, services pricing and volume discounts, if applicable.
- 8.2 Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook F) with the individual tabs to be completed as follows:
  - a. F.1 – Catalog Discount by Category (Required)
  - b. F.2 – Services Price Schedule (Optional)
  - c. F.3 – Volume Discounts (Optional)
- 8.4 Bid pricing will be evaluated on a combination of catalogs submitted, pricing from items randomly chosen from the catalog by category. See Evaluation, Approval and Award in Part A, II. Bid Procedures.