

**Invitation for Bid
AEPA IFB #020-E
LAWN & GROUNDSKEEPING EQUIPMENT, SUPPLIES & SERVICES**

Part B – Technical Specifications

Table of Contents

1.	<u>Scope of Bid</u>	1
2.	<u>Type of Bid</u>	2
3.	<u>Anticipated AEPA Member Agency Participation</u>	2
4.	<u>Anticipated Volume</u>	3
5.	<u>Voluntary Pre-Bid Conference Call</u>	3
6.	<u>Glossary of Terms and Abbreviations</u>	4
7.	<u>Special Terms and Conditions</u>	4
8.	<u>Standard Specifications</u>	6
9.	<u>Product Category Specific Specifications</u>	6
10.	<u>Pricing</u> – See Pricing section in Part A – General Terms & Conditions for details.....	7
11.	<u>Evaluation</u>	9

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 services to all participating member states (up to 28) in the category of **Lawn & Groundskeeping Equipment, Supplies & Services**. This invitation seeks bids for equipment, supplies, parts, and services for procurement by different types of educational, governmental, and public-benefit institutions as follows:

- a. Equipment, including but not limited to zero-turn mowers; ride-on mowers; wide-area mowers; stand-on mowers; walk-behind mowers; attachable devices for cutting, aeration, and dethatching; string edgers and trimmers; chain saws; leaf and debris blowers; California compliant mowers; and utility vehicles and tractors — all offered, described, and priced in a Commercially Available Catalog.
- b. Parts and supplies, including, but not limited to replacement parts, parts for customizable options and add-ons, repair parts, engine and transmission parts, tires, blades, tines, cosmetic enhancement parts, sprinkler and irrigation parts, electronic control devices, and system parts.
- c. Types of services may include, but are not limited to repair services, extended maintenance contracts, landscaping and turf management software, consulting, assessments, turf management, environmental services, leasing, equipment rentals, training and professional development, and customer service.

All products offered to be sold or leased must be considered new, unused, of the latest design and technology and from the most current and popular turf and groundskeeping product lines available. Bid pricing for equipment must be for the latest available year’s model. Rental equipment need not be new.

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of lawn and groundskeeping products and services, Member Agencies may

consider multiple awards, if the lowest, best-value bids come from Bidders whose business concentrates on a subset of equipment or provides a better pricing value in the categories of 1) Small Mowers & Grounds Tools, 2) Stand-On Mowers, 3) Turf Vehicles & Attachments, 4) Walk-Behind Mowers, 5) Wide-Area Mowers, or 6) Zero-Turn Mowers. In addition, AEPA and Member Agencies reserve the right to make multiple awards in cases where more than one vendor is necessary to meet the scope of equipment needed; multiple vendors are needed to serve the geographic needs of Member Agencies; or where the majority of offerings within bidders' Commercially Available Catalog is unique from one to another.

2. Type of Bid

AEPA requests Bidders to submit primary pricing in the form of "catalog pricing." This category is described in the form checked below. An explanation of each can be found in the table below. Additional information on permissible pricing strategies can be found in Part A – General Terms and Conditions under "Pricing."

This bid is considered a:

YES	NO	TYPE OF BID
X		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 self-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
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	MA, ME, NH, NY, RI, VT
Florida	Yes	AL, GA
Georgia	Yes	
Illinois	No	
Indiana	Yes	
Iowa	Yes	IL, SD
Kansas	Yes	OK
Kentucky	Yes	AL, GA, LA, MS, NC, SC, TN, WV
Massachusetts	Yes	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, IL, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	Yes	
New Mexico	Yes	
North Dakota	Yes	

Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HI, MD, NY
Texas	Yes	
Virginia	Yes	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD, UT
Total	27	

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.

4. Anticipated Volume

This IFB for Lawn & Groundskeeping Equipment, Supplies & Services is a new a category for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$5 million in sales in the first contract term, depending upon demand and the cooperation of the Awarded Vendor(s). AEPA Member Agencies anticipate that purchase volumes will increase over the course of 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.

5. Voluntary Pre-Bid Conference Call

AEPA will host a voluntary pre-bid conference call on Wednesday, August 14, 2019, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule (All Categories)

IFB	Eastern	Central	Mountain	Pacific
020-A Natural and Synthetic Surfaces for Sport Fields, Tracks, Courts, Playground and Landscaping Applications	11:00 AM	10:00 AM	9:00 AM	8:00 AM
020-B Carpet & Resilient Flooring	11:30 AM	10:30 AM	9:30 AM	8:30 AM
020-C Digital Resources & Instructional Materials	12:00 PM	11:00 AM	10:00 AM	9:00 AM
020-D Facility Management Software	12:30 PM	11:30 AM	10:30 AM	9:30 AM
020-E Lawn & Groundskeeping Equipment, Supplies & Services	1:00 PM	12:00 PM	11:00 AM	10:00 AM
020-F Digital Display Solutions	1:30 PM	12:30 PM	11:30 AM	10:30 AM
020-G Vehicles – Cars, SUVs, Crossovers, Light Duty Trucks, Vans, Police and Public Safety	2:00 PM	1:00 PM	12:00 PM	11:00 AM

Join Zoom Meeting: <https://zoom.us/j/770090798>

Conference Call Number: +1 929 436 2866

Meeting ID: 770 090 798

6. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards, Regulations and Specifications: 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. Any Internet links listed here are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. **Commercial Mower:** In specifying the standard for “Commercial Mowers,” AEPA, distinguishes commercial mowers from consumer mowers. Commercial Mowers include cutting decks made of higher gauge steel, alloy spindles, greater horsepower engines, more durable belts, and, often, hydrostatic controls. Life-span of the machines are longer and can be measured in hours, and often machines will include an hours meter.
- b. **Reel Mower:** A “Reel Mower” is a mower in which the blades spin vertically (north to south) and use a scissor-style action to cut the blades of grass. A reel mower usually has between three and seven blades.
- c. **Rotary Mower:** A “Rotary Mower” is a mower in which the blade spins horizontally (east to west) and often uses a sucking and tearing action to cut blades of grass.
- d. **Sit-On Mower:** A “Sit-On Mower” is a ride-on lawnmower or a tractor mower on which the operator is seated, unlike mowers which are pushed or towed. Most often the cutting deck for a Sit-On Mower is engineered with a front-end placement to make the machines more maneuverable, as opposed to a consumer lawn tractor with a mid-mounted deck. Some Sit-On Mowers have zero-turn capability, but not exclusively, so some mowing models can fit into multiple category types.
- e. **Walk-Behind Mower:** A “Walk-Behind Mower” is a self-propelled machine powered by a transmission. It features hand controls for control and navigation and lends itself to efficient maneuverability.
- f. **Stand-On Mower:** A “Stand-On Mower” includes a platform for the operator to stand upright, enabling a more ergonomic operating experience. The machine usually includes a bail-out function that allows the operator to step off, thereby forcing the motor to stop for greater safety, especially on slopes and around obstacles. Weight shifting in the standing position provides more mower maneuverability.
- g. **Zero-Turn Mower:** The term “Zero-Turn” describes the capability of a mower to make 360-degree turns with a turning radius of zero inches. This enables a mower to better reverse course saving fuel and labor, trim more efficiently, and negotiate obstacles. Multiple types of mowers can have zero-turn capability, so some Zero-Turn machines can fit into multiple category types.
- h. **California Compliant:** The California Air Resources Board (CARB) has established emissions regulations that apply to any type of lawn mower sold in the state. In addition, the existing regulations also seek to reduce fume leakage. In 2020, CARB will consider additional, stricter rules that apply to small engines. If adopted by CARB, the new rules will, by default, apply to lawnmowers sold under this contract and all machines sold in California must conform to the new and most restrictive standards. Monitor bulletins and regulations at this website:
<https://ww2.arb.ca.gov/small-road-engine-or-equipment-regulatory-and-certification-documents>.

7. Special Terms and Conditions

Item	Description
7.1	Bid pricing for equipment shall be for those of a brand’s most recently available model year.
7.2	Bidder’s Commercially Available Catalog must include a set of mowers that is California compliant.
7.3	Older model year equipment in stock may be advertised and sold under the discount formula bid against the listed price in the Commercially Available Catalog. See 10. Pricing. 2.B relating to “Hot List Pricing.”
7.4	Awarded Vendor must comply with all governmental and environmental regulations and fees imposed by a Buyer’s state, including any regulations relating, but not limited to, tires, tire disposal, recycle

Item	Description
	fees, air quality emissions, vehicle registration, licensing, and sales tax.

8. Standard Specifications

Item	Description
8.1	The Vendor Partner must have access and legal authority to sell all items listed in its Commercially Available Catalog.
8.2	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.
8.3	Orders must be shipped timely in accordance with the due date stipulated on a buying agency's purchase order. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within the identified time period, whereupon Buyer will have the option to cancel its order or agree to a mutually acceptable delivery date
8.4	Vendor Partners must be a manufacturer or a manufacturer's authorized sales and service dealer for all proposed equipment, parts, and 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.
8.5	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.
8.6	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.
8.7	Optional services must be identified separately and must include clear descriptions of proposed services.
8.8	Vendor Partners must provide a product or mix of products and equipment 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.
8.9	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons, crates, or equipment shall be identified by purchase order number and vendor name.
8.10	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.
8.11	All products sold by the Vendor Partner must be new. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned. Rental equipment need not be new.
8.12	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).
8.13	Vendor Partner has the option to offer equipment from multiple product lines and manufacturers if a proper pricing discount formula is bid and established and the items are published in its Commercially Available Catalog.
8.14	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.
8.15	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.
8.16	Orders that are \$100 (one hundred) or more shall include shipping in the total price. Vendor Partner shall bid a flat rate for all orders that are less than \$100 regardless of where to be shipped in the continental United States.

9. Product | Category Specific Specifications

Item	Description
9.1	<p>To be responsive, a bidder must respond with a Commercially Available Catalog that contains one or more products in the following categories:</p> <ul style="list-style-type: none"> • Zero-Turn Mowers • Ride-On Mowers • Wide-Area Mowers • Stand-On Mowers • Walk-Behind Mowers • Small Mowers and Power Grounds Tools • Utility Vehicles and Turf Tractors • Attachable Devices for Cutting, Aeration, and Dethatching • California Compliant Mowers • Turf, Irrigation and Equipment Parts and Supplies
9.2	<p>It is desired but is not mandatory that a Bidder's Commercially Available Catalog contain products in the following categories:</p> <ul style="list-style-type: none"> • Compact Utility Loaders • Hover Trimmers • Lawn Striping Kits • Non-Commercial-Grade Lawn Tractors • Robotic Mowers • Snow Blowers • Sprayers • Sweepers • Tillers • Tractors • Trailers • Trenchers • Water Pumps • Other Turf or Groundskeeping Equipment
9.3	<p>Equipment in the categories listed in 9.1 must be Commercial Grade machines, with the exception of the category for "Small Mowers and Power Grounds Tools," wherein consumer quality mowers and grounds tools may be included in the category with an appropriate and distinguishing bid discount.</p>
9.4	<p>To be responsive, every item on the core list must be priced with an applicable formula discount and meet the minimum specifications for the piece of equipment specified.</p>
9.5	<p>The identification of a branded product on the core list is a for-like specification and a representation of the equipment to be evaluated for price and offered for sale. For any product specified with a brand name, a Vendor may bid an equivalent piece of equipment.</p>
9.6	<p>Evaluation of core items related to equivalency shall be for function, not form, while giving priority to the minimization of labor costs related to speed and cutting width. Evaluations for equivalence will not be consider features such as seat comfort, audio-jacks, the presence of hour meters, or machine color. AEPA and Members Agencies shall decide equivalency based on a standard that is commonly applied to all Bidders, and its determination of equivalency shall be final.</p>
9.7	<p>For all items in the rest of the Bidders Commercially Available Catalog, the Bidder must self-identify categories for the items to be sold, whether by brand, type, function, model series, model year, size, etc.</p>
9.8	<p>Each self-identified category must have a corresponding pricing discount formula that will translate into the bid price for evaluation and the maximum sell price to Buying Agencies.</p>
9.9	<p>Awarded Vendor Partner(s) must be able to provide a network of repair facilities reasonably accessible to Buying Agencies or provide on-site repair service.</p>
9.10	<p>Awarded Vendor Partner(s) is responsible for delivering equipment to the ground at site specified on the Purchase Order. Buying Agencies will not be responsible for offloading equipment from trucks, trailers, or train cars.</p>

10. Pricing

AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. **The Bidder/Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.** Please note the following that relate to pricing:

1. **Primary Pricing Strategies:** All Bidders will be required to submit "Primary Pricing" in the form of "Catalog Pricing," as defined in Part B, bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".
 - a. **Catalog Pricing:** Catalog pricing 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, catalog price, published price, or list price. 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.
 - i. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.
 - ii. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Category Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid formula(s) shall remain firm for the duration of the contract.
 - iii. **Core List:** In this Catalog-Priced bid, a "core list" is included which contains a selection of the commonly used and desired products, published with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discount formulas shall be applied to the new published prices to establish the AEPA price for these core items.
 - iv. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount formula structure.
 - b. **Alternative Method of Costing:** This method covers any product and/or service not covered by catalog pricing, published price list, line-item price list, automated system for pricing, or is a product and/or service due to the projects or applications specifications, conditions and /or requirements that need to be custom designed, developed, manufactured and/or produced to meet the requirements of an individual, project or sole source. The alternative pricing is calculated as follows:
 - i. The Bidder must prepare, issue and receive three written quotes from available suppliers and select the supplier that offers the products and services that meet the stipulated requirements and specifications and the most cost-effective solution. All quotes must be made available upon request.
 - ii. The Bidder must indicate the percent of overhead and/or markup as part of their response

to be added to these costs to obtain the normal and customary retail price.

- iii. The AEPA price is calculated by taking the product and services to cost to the Contractor plus the indicated percent of profit/overhead to equal the normal and customary retail price. The Contractor will then subtract the approved AEPA discount to obtain the AEPA price. Example: item cost \$1,000; percent of profit/overhead of 20% equals retail price of \$1,200; less the AEPA discount of 10% or \$120 equals the AEPA price of \$1,080.

2. **Secondary Pricing Strategies (Catalog Bids only, see Part B for category designation):**

Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

- a. **Customized Price List:** When requested, during the course of the contract, Vendor Partners are required to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:
 - i. Items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
 - ii. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
 - iii. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
 - iv. Items may not include special order or customized service products unless agreed to by the Vendor Partner.
- b. **Hot List Pricing:** Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions: The price reduction is available to all AEPA Member Agencies equally. The price reduction is for a specific time period, no less than thirty (30) days. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such. The original price for products/services is not exceeded after the time limit. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.
- c. **Volume Price Discounts:** Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one-time purchase, or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions: Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

3. **Part F - Pricing Workbook**

- a. This bid category has a Core Item List.
- b. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:
 - i. F.1 – Catalog Discount (Required)

- ii. F.2A – Core List Price Schedule (Required) *Additional products offerings may not be added to this form.
 - iii. F.2B – Non-Core Price Schedule (Required)
 - iv. F.3 – Services Price Schedule (Optional)
 - v. F.4 – Volume Discounts
- c. The Catalog Category Discount and the Core Items award will not be split.
- d. Bid pricing will be evaluated on a combination of items from both the Core List and Non-Core List Price Schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. See Evaluation, Approval and Award in Part A – Terms and Conditions for additional information.

11. Evaluation

The AEPA Committee for this category will evaluate bid responses based on the entire response, and according to the criteria detailed in Part A for AEPA’s definition of Responsive and Responsible bids. A recommendation may be made to recommend a single response, or to recommend multiple bidders based on differentiation of product or service between bidders. AEPA will vote as a whole to accept or not accept a committee’s recommendation. Once accepted, each recommended bid response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members’ needs.

Below is a summary taken from the Evaluation section in Part A, F. Bid Evaluation, Approval and Award:

Evaluation Criteria
Cost Evaluation
Complete Response to Bid
Conformance to Bid Terms and Conditions
Pricing Equal to or Better Than That Offered to Individual Entities or Cooperatives With Equal or Lesser Volume
Quality and Suitability of Products Offered
Marketing Plan
Financial Viability
Demonstrated Track Record of Performance in the Public Marketplace
Value Added attributes