

**Invitation for Bid
AEPA #022 - A
FURNITURE**

Part B – Technical 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 29) in the category of Furniture.

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states
- b. These parts and supplies will include but are not limited to:
 - a. Ancillary Furniture: A comprehensive catalog selection for an agency’s less-formal settings (lounges, in-between spaces, patios, etc.) including but not limited to: lounge chairs, coffee tables, side chairs, benches, sofas, end tables.
 - b. Technology Support/Audio-Visual: A comprehensive catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
 - c. Soft Seating: A comprehensive catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
 - d. Classroom: A comprehensive 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.
 - e. Early Childhood/Pre-K: A comprehensive catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
 - f. Office: A comprehensive catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.

- g. Storage: A comprehensive catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
 - h. Special Furniture: A comprehensive catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
 - i. Library/Media Center: A comprehensive catalog selection.
 - j. Other
- c. Types of services may include, but are not limited to design and layout services, fabric and color design services, installation, and any other related products and services or solutions.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular furniture product lines available.

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of furniture products, Member Agencies may consider multiple awards, if the lowest, best-value bids come from Respondents whose business concentrates on subset of categories as listed in 1.b.

2. Type of Bid

AEPA requests Respondents to submit primary pricing in the form of either “catalog pricing,” or “line-item pricing.” This category is constructed 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 Respondent 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 Respondent. See Pricing section for detailed information on Catalog Pricing.
	X	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?	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Undecided	
Connecticut	Yes	ME, NH, NY, RI, VT
Florida	Yes	AL
Georgia	Yes	
Illinois	Yes	
Indiana	Yes	
Iowa	Yes	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	Yes	

Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	yes	ID
Nebraska	Yes	
New Jersey	Yes	
New Mexico	Yes	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HA, MD, NY
South Carolina	Yes	NC
Texas	Yes	
Virginia	Yes	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD,UT

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

022-A Furniture is a currently held category for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$10,000,000 million in sales in the first contract term. 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 Respondents 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 for any interested Respondents or potential Respondents. 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) – August 12, 2021

Solicitations	Eastern	Central	Mountain	Pacific
022-A Furniture	11:00 AM	10:00 AM	9:00 AM	8:00 AM
022-B Health & Wellness	11:30 AM	10:30 AM	9:30 AM	8:30 AM
022-C Institutional Kitchen Equipment	12:00 PM	11:00 AM	10:00 AM	9:00 AM
022-E LED Lighting	1:00 PM	12:00 PM	11:00 AM	10:00 AM
022-F Event Seating & Staging Solutions	1:30 PM	12:30 PM	11:30 AM	10:30 AM
022-G Technology	2:00 PM	1:00 PM	12:00 PM	11:00 AM

Conference Call Number/Online Connection:<https://us02web.zoom.us/j/89655631428?pwd=Qno1L1cxXDhwNjZvZzErMzZmYWtyQT09>**Conference Call Code:** g1QWHk**Dial In Information:**

+1 312 626 6799

Meeting ID: 896 5563 1428**Passcode:** 691841**6. Standard Specifications**

Item	Description
6.1.1.	The Vendor Partner will have access to a full inventory of the awarded product line.
6.1.2.	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.
6.1.3.	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.
6.1.4.	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.
6.1.5.	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.
6.1.6.	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.
6.1.7.	Optional services must be identified separately, and must include clear descriptions of proposed services.
6.1.8.	Vendor Partners must be able to supply paper or digital 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.
6.1.9.	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.
6.1.10.	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.
6.1.11.	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.
6.1.12.	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).
6.1.13.	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.
6.1.14.	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.

Item	Description
6.1.15.	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.
6.1.16.	FOB Destination Freight Added to Invoice - vendor must quote shipping to agency prior to PO approval.

7. Product | Category Specific Specifications

Item	Description
7.1.1.	Products shall meet or exceed all appropriate established codes and standards regarding durability, performance, and life safety including warning labels, safety devices, guards, etc., required to meet fire codes and 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.	Offer 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 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 Respondent.
7.1.7.	Respondents 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. Respondents shall demonstrate they have informed the customers of this responsibility prior to order placement. The Respondent 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.
7.1.10.	Respondent must be able to provide detailed and specific information regarding product specifications including at minimum: <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 (Response is OPTIONAL)

Item	Description
7.2.1.	Pricing for design layout and/or installation is either by hourly rate or percentage of project cost. The Respondent must outline the option that applies to their response in Part F – Discount & Pricing. If the Respondent charges for installation by a method other than hourly or percentage, a

Item	Description
	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 Respondent 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 Respondent 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 Respondent 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> <ul style="list-style-type: none"> a. The Respondent is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract. b. A participating agency reserves the right to require that a subcontractor be removed from the contract. <p>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.
7.2.8.	Installed furniture shall be placed, leveled and accurately fastened into place according to manufacturer's specifications. Vendors are responsible for obtaining dimensions via field measurements and other such data that may be required to assure exact fita .

8. 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 Respondent must provide their pricing as requested utilizing the various pricing methodologies specified. **The Respondent/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 Respondents will be required to submit "Primary Pricing" in the form of "Catalog Pricing" as defined in Part B. Respondents 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 Respondent 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 Respondent.
 - 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. Respondents shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Respondent 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 shall remain firm for the duration of the contract.
 - iii. **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 structure.
2. **Secondary Pricing Methods** Respondents 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:** Respondents are required to offer customized price lists to Participating Entities for items within the Respondent'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. **Short Term Pricing Reductions/Incentives and Regional Promotions:** Respondents are invited, at their option, to offer a selection of products/services at greater discounts than those listed in the standard catalog or core list discounts. Special time-limited reductions are permissible under the following conditions:
 - i. The price reduction is for a specific period, no less than thirty (30) days.
 - ii. The reduction/incentive may be used to discount and liquidate close-out and discounted products/services if those items are clearly labeled as such.
 - iii. The original price for products/services is not exceeded after the time limit.
 - iv. The AEPA Category Committee and any affected AEPA Member state shall be notified of any special or time-limited price reduction.
 - v. New prices must be on record fifteen (15) days prior to any offer of the new priced being proposed or offered to AEPA Member Agencies and Participating Entities.
 - vi. Pricing for all items must be submitted to all affected AEPA Member Agencies in an electronic format so that specials can be posted to websites, emailed, and shared with Participating Entities/Buyers.
 - c. **Volume Price Discounts:** Respondents 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 Respondent 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 does not have 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.2 – Price Schedule (Required)
 - iii. F.3 – Services Price Schedule (Optional)
 - iv. F.4 – Volume Discounts (Optional)

9. 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 Respondents based on differentiation of product or service between Respondents. 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