



**INVITATION FOR BID NUMBER AEPA IFB #006.1**  
**PART A – TERMS AND CONDITIONS**  
**(SAME FOR ALL #006.1 BID COMMODITIES)**

**Notice to Bidders**

Sealed Bids will be received on behalf of [Educational Agency] until:

**1:30 p.m. EST, Friday, November 5, 2005**

**For: A. Administrative Software, B. Furniture, C. HVAC Equipment, D. Online Training, E. Portable & Modular Buildings, F. Sports & Health Supplies, G. Technology Catalog**

**Each bid package consists of three parts:**

**Part A – Notice to Bidders and Terms and Conditions (Same for all bid commodities)**

**Part B – Commodity Specifications**

**Part C – Bid Forms**

All bids must be submitted to Wilson Education Center, 11440 Highway 62, Charlestown, IN 47111-9400, in a sealed envelope marked “SEALED BID AEPA #006.1” on the front of the envelope. Note that bidders must be able to provide products and services in a 22 state area including Arkansas, Arizona, California, Colorado, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington and Wyoming.

Bid documents may be obtained upon request by fax [Educational Fax], mail [Educational Address], e-mail [Educational Email] or downloaded from the web [Educational website] or [www.aepacoop.org](http://www.aepacoop.org). [Educational Agency] reserves the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of [Educational Agency]. Bids will be opened and publicly read immediately following the deadline. Note that a voluntary bid conference will be held by phone for the HVAC Equipment. Contact Craig McKee via email at [craig@mesc.org](mailto:craig@mesc.org) for details.

*The text enclosed in the box above is the public Notice to Bidders to be used by each of the AEPA participating agencies. Each participating agency will insert the name of their agency and appropriate phone numbers, e-mail address and web address for use in posting public notice in their state.*

**Bid and Contract Timeline:**

- |                          |  |
|--------------------------|--|
| September 26, 2005       | • Publication of Bids  |
| September 23, 2005       | • IFB available on the AEPA website <a href="http://www.aepacoop.org">www.aepacoop.org</a> |
| September 26, 2005       | • Mailing of bid notices from member agencies  |
| October 26, 2005         | • Deadline for questions from bidders  |
| November 4, 2005, 1:30pm | • Deadline for Bid Submittals and Public Opening of Bids                                   |
| December 3, 2005         | • AEPA Meeting in Savannah   |
| December 15, 2005        | • Bidders are advised of the results of the bid  |
| February 28, 2007        | • End of first contract year   |
| March 1, 2007 -2009      | • Annual contract renewal dates subject to approval by AEPA                                |

**Questions regarding this IFB should be directed to:**

**Tammy Standley**

**Phone: (541) 966-3119**

[tstandley@umesd.k12.or.us](mailto:tstandley@umesd.k12.or.us)

**AEPA MEMBER AGENCY INFORMATION**

<b>State</b>	<b>Agency Name</b>	<b>Contact</b>	<b>Email</b>	<b>Students</b>
Arizona	Mohave Educational Services Cooperative, Inc.	Tom Peeler	<a href="mailto:tom@mesc.org">tom@mesc.org</a>	979,000
Arkansas	Arch Ford Educational Service Cooperative	Phillip Young	<a href="mailto:pyoung@af.afsc.k12.ar.us">pyoung@af.afsc.k12.ar.us</a>	450,000
California	Monterey County Office of Education d/b/a CalSAVE	Dave Finley	<a href="mailto:dfinley@monterey.k12.ca.us">dfinley@monterey.k12.ca.us</a>	6,500,000
Colorado	Colorado BOCES Association	John Tillman	<a href="mailto:jtillman@slvboces.org">jtillman@slvboces.org</a>	700,000
Indiana	Wilson Education Center	Larry Risk	<a href="mailto:lerisk@wesc.k12.in.us">lerisk@wesc.k12.in.us</a>	600,000
Iowa	Iowa Educators Consortium	Dan Dreyer	<a href="mailto:ddreyer@aea7.k12.ia.us">ddreyer@aea7.k12.ia.us</a>	500,000
Kansas	Southeast Kansas Education Service Center	Steve Spade	<a href="mailto:steve.spade@greenbush.org">steve.spade@greenbush.org</a>	176,000
Kentucky	Green River Regional Educational Cooperative	Ann Burden	<a href="mailto:aburden@grrec.coop.k12ky.us">aburden@grrec.coop.k12ky.us</a>	500,000
Michigan	Oakland Intermediate School District	Mike Rangos	<a href="mailto:michael.rangos@oakland.k12.mi.us">michael.rangos@oakland.k12.mi.us</a>	
Minnesota	North Central Service Cooperative	Mike Hajek	<a href="mailto:mmike.hajek@njpacoop.org">mmike.hajek@njpacoop.org</a>	1,000,000
Missouri	Cooperating School Districts	Tom Post	<a href="mailto:tpost@reapmail.net">tpost@reapmail.net</a>	500,000
Montana	Montana Cooperative Service Corporation	Frank Loehding	<a href="mailto:floehd@mtcoop.org">mailto:floehd@mtcoop.org</a>	50,000
Nebraska	Nebraska ESU Cooperative Purchasing	Paul Utemark	<a href="mailto:utemarkp@esu17.org">utemarkp@esu17.org</a>	350,000
New Mexico	Cooperative Educational Services	Max Luft	<a href="mailto:mluft@nmedu.org">mluft@nmedu.org</a>	350,000
North Dakota	North Dakota Educators Service Cooperative	John Jankowski	<a href="mailto:jjankows@sendit.nodak.edu">jjankows@sendit.nodak.edu</a>	80,500
Ohio	Ohio Council of Educational Purchasing Consortium	Elmo Kallner	<a href="mailto:kallner@mecdc.org">kallner@mecdc.org</a>	1,500,000
Oregon	Umatilla-Morrow ESD	Tammy Standley	<a href="mailto:tstandle@umesd.k12.or.us">tstandle@umesd.k12.or.us</a>	600,000
Pennsylvania	Central Susquehanna Intermediate Unit #16 d/b/a Pennsylvania Education Joint Purchasing Council	Jeff Kimball	<a href="mailto:jkimball@csiu.org">jkimball@csiu.org</a>	1,000,000
Texas	Region IV Education Service Center	Stuart Verdon	<a href="mailto:sverdon@esc4.net">sverdon@esc4.net</a>	4,123,000
Virginia	Fairfax County Public Schools	Tony Crosby	<a href="mailto:tony.crosby@fcps.edu">tony.crosby@fcps.edu</a>	1,200,000
Washington	King County Directors Association	Jim Borrow	<a href="mailto:jborrow@keda.org">jborrow@keda.org</a>	975,500
Wyoming	Northeast Wyoming Board of Cooperative Educational Services	Laurie Walsh	<a href="mailto:llw@wy-net.com">llw@wy-net.com</a>	89,500

## PART A - TABLE OF CONTENTS

<b>I. ABOUT AEPA</b> .....	<b>4</b>
<b>II. BID PROCEDURES</b> .....	<b>4</b>
A. ISSUING AGENCY .....	4
B. QUESTIONS .....	4
C. BIDDER QUALIFICATIONS .....	5
D. BID SECURITY .....	5
E. BID SUBMISSION .....	5
1. <i>Preparation of the Bid Response</i> .....	5
2. <i>Format of Bid Submittal</i> .....	6
3. <i>Bid Transmittal</i> .....	6
F. BID EVALUATION .....	6
G. CONTRACT AWARD AND IMPLEMENTATION .....	6
<b>III. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES</b> .....	<b>8</b>
<b>IV. MEMBER AGENCY SPECIFIC TERMS AND CONDITIONS</b> .....	<b>19</b>
1. <i>Arizona, Mohave Educational Services Cooperative, Inc. (MESCC)</i> .....	20
2. <i>Arkansas</i> .....	23
3. <i>California, Monterey County Office of Education d/b/a CalSAVE</i> .....	23
4. <i>Colorado, Colorado BOCES Association (CBA)</i> .....	25
5. <i>Indiana, Indiana Association Educational Service Centers (IAESC), represented by the Wilson Education Center (WEC)</i> .....	26
6. <i>Iowa, Iowa Educators Consortium (IEC)</i> .....	27
7. <i>Kansas, Southeast Kansas Educational Services Cooperative– Greenbush (SEKESC)</i> .....	28
8. <i>Kentucky, Green River Regional Educational Cooperative (GRREC)</i> .....	29
9. <i>Michigan</i> .....	30
10. <i>Minnesota, North Central Service Cooperative (NCSC)</i> .....	32
11. <i>Missouri, Cooperating School Districts of the Greater St. Louis Area, (CSD)</i> .....	33
12. <i>Montana, Montana Cooperative Service (MCS)</i> .....	34
13. <i>Nebraska, Nebraska Educational Services United Cooperative Purchasing (NESUCP)</i> .....	35
14. <i>New Mexico, Cooperative Educational Services (CES)</i> .....	37
15. <i>North Dakota, North Dakota Educators Service Cooperative (NDESC)</i> .....	38
16. <i>Ohio, Ohio Council of Educational Purchasing Consortia (OCEPC)</i> .....	39
17. <i>Oregon, Umatilla-Morrow Educational Service District (UMESD)</i> .....	40
18. <i>Pennsylvania, CSIU, Pennsylvania Education Joint Purchasing Council (PAEJPC)</i> .....	45
19. <i>Texas, Region IV Education Service Center, The Cooperative Purchasing Network (TCPN)</i> ...	52
20. <i>Virginia, Fairfax County Public Schools</i> .....	54
21. <i>Washington, King County Directors’ Association (KCDA)</i> .....	61
22. <i>Wyoming, Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)</i> ....	63

## I. ABOUT AEPA

The Association of Educational Purchasing Agencies (AEPA) is a school procurement consortium established in 2000 through a Memorandum of Understanding. Currently, 22 states have joined to issue simultaneous Invitations for Bids (IFB).

AEPA's mission is to cooperatively serve our members through a continuous effort to explore and solve present and future purchasing needs. Our goals include working to secure multi-state volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. AEPA is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a manner in which they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

## II. BID PROCEDURES

### A. *Issuing Agency*

The great benefit to the bidder is that one response may be prepared for award by multiple agencies and their members located throughout many states. Bidders responding to this IFB will prepare one paper response and one computer/electronic CD copy. Bidders selected in response to this single IFB have the potential to provide products and services to local education agencies serving over 22,000,000 students.

Each Member Agency will individually publish notice of the IFB. Bidders will send responses to a single receiving point for all Member Agencies. Responses will be evaluated by all Member Agencies collectively, and after AEPA approval, individual awards made by each agency to the selected bidders.

The procurement activities of AEPA are limited to document preparation, distribution of the IFB, initial evaluation, and recommendation for possible approval to Member Agencies. There is no cost or fee paid by any Member Agency to support AEPA. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of member agencies. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with bidding regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own IFB, RFP, or gather necessary quotations. This saves the entity time and allows for economical and efficient purchasing.

State laws permit or encourage cooperative purchasing contracts do so in the belief that lower prices will be the result. *A contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency can get through its own bid, a cooperatively bid contract makes no sense. AEPA requests that bidders only respond if they are able to offer prices lower than what they ordinarily offer on separate, single school district contracts.*

AEPA policy for membership permits new Agencies to become Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded bidders and in accordance with their state laws.

### B. *Questions*

Submit all questions about the IFB, in writing, referencing AEPA Bid #006, to Tammy Standley, 2001 SW Nye, Pendleton, OR 97801, by fax to Tammy Standley at (541) 276-4252, or by email to Tammy Standley at [tstandley@umesd.k12.or.us](mailto:tstandley@umesd.k12.or.us). All questions and responses will be available on the AEPA website ([www.aepacoop.org](http://www.aepacoop.org)) as addenda, and will become part of the bid documents. Those not having access to the Internet may call Tammy Standley at (541) 966-3119 to determine if addenda have been issued, or may request to Tammy Standley in writing or by fax that copies of the questions

and responses be mailed. Questions received less than seven (7) days prior to bid due date cannot be answered.

### **C. Bidder Qualifications**

An essential part of the bid evaluation process is an evaluation to qualify the company being considered. All bids must contain answers or responses to the information requested in the Bid Forms. Any bidder failing to provide the required documentation may be considered non-responsive. Bidders must be able to provide products and services to all AEPA members. The bidder is required to have extensive knowledge and at least three (3) years experience with the installation and maintenance of the equipment, service or software offered. AEPA and/or Member Agencies reserve the right to accept or reject newly formed companies solely based on information provided in the bid and/or its own investigation of the company.

### **D. Bid Security**

Procurement Codes vary in different states. To meet the most stringent Member Agency requirement that all competitive sealed bidding have a bid security, a bid bond in the amount of \$10,000 is established for this IFB.

1. Acceptable bid security must be provided with the bid submittal. Forms similar to that of any Member Agency within AEPA are acceptable.
2. A surety that is rated at least A+ or equivalent by a major rating company shall issue Bid Bond.
3. The Bid Bond shall identify AEPA as the obligee.
4. The Bid Bond shall have the bidder identified as the principal.
5. The bidder shall agree to keep the basic bid security active with AEPA as long as this contract is in effect with any Member Agency.

### **E. Bid Submission**

#### **1. Preparation of the Bid Response**

- a. The IFB is published in three parts. Part A contains the terms and conditions that apply to all IFB's in the current series of bids. Part B is the specifications for the bid commodity. Part C contains the Bid Forms to be filled out and returned by the bidder.
- b. Parts A and B are available in Adobe PDF format or hard copy if requested.
- c. The Part C Bid Forms are designed to be submitted electronically as well as in hard copy form. Bidders will submit a hardcopy printout of the electronic submission along with those items that cannot be made a part of the electronic submission. In case of discrepancies, the hardcopy responses will prevail over electronic submissions.
- d. All bids shall be on the forms provided, or on forms that duplicate the information in the exact order presented. Telegraphic, electronic mail, links to on-line information or fax machine bids cannot be considered.
- e. The bid documents must be submitted with original ink signatures, by the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations or other modifications in the bid document. Failure to properly sign the bid documents or to make other notations as indicated may result in rejection of bid.
- f. Mistakes may be corrected prior to bid opening, but shall be initialed by the person signing the bid documents. Corrections and/or modifications received after the opening time will not be accepted, except as authorized by applicable rule, regulation or statute and AEPA.
- g. In case of an error in extension of prices in the bid, unit prices shall govern.
- h. Periods of time, stated as a number of days, shall be in calendar days, not business days.
- i. It is the responsibility of all bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.
- j. The bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the bidders' ability to follow instructions should they

receive an award as a result of this solicitation. Any contract between the Member Agency and a bidder requires the delivery of information and data. The quality of organization and writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

## **2. Format of Bid Submittal**

- a. One (1) complete original of the bid response shall be submitted on the forms, and in the format contained in the IFB. The bid shall contain all descriptive literature, specifications, samples, etc.
- b. All bids shall be submitted in three-ring binders. All Parts of the bid, as identified herein, shall be submitted in digital format (CD ROM) and placed in the pocket of the three-ring binder. If the bid is approved by AEPA for recommendation to its members, the bidder will provide a complete duplicate response to each Member Agency.

## **3. Bid Transmittal**

It is the responsibility of the bidder to be certain that the bid submittal is in the actual possession of AEPA at Wilson Education Center on or prior to the exact due date and time. Bids must be submitted in a sealed envelope or box properly addressed to Association of Educational Purchasing Agencies, with the Bid Number, Bid Category being offered, Bid Due Date and Time, and Bidder's Name and Address clearly indicated on the envelope or box. AEPA cannot be responsible for late receipt of bids. Bids received by the correct time and date will be opened and the name of each bidder and other appropriate information will be publicly read.

## **F. Bid Evaluation**

To qualify as a responsive bidder, a bid must have been submitted on time, and materially satisfy all mandatory requirements identified throughout the IFB. A responsive bid must substantially conform to all of the specified requirements in the IFB in the judgment of the Member Agency representative. Any deviation from requirements indicated herein must be stated, in writing, and included with the bid submittal. Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful bidder will be held responsible therefore.

Deviations or exceptions stipulated in bidder's response may result in the bid being classified as non-responsive. Language to the effect that the bidder does not consider this bid to be part of a contractual obligation will result in that bidder's bid being disqualified. Terms of the IFB that any bidder considers particularly unwarranted, and to which that bidder would have to take significant exception in his bid, should be stated clearly and concisely as exceptions and/or deviations.

## **G. Contract Award and Implementation**

AEPA will perform initial bid review and recommend selected bidders to Member Agencies for contract consideration. Successful bidders will be notified that their contract has been approved by AEPA.

It is the responsibility of the approved bidder to contact each of the twenty-two Member Agencies and provide a complete bid package as submitted to AEPA. Each Member Agency will review the recommended bids to determine which, if any, can be awarded contracts.

The approved bidder and the AEPA Member Agency will then work out details of contract implementation including:

- Signing the contract for the Member Agency  
Note: Once the contract is signed, the approved bidder becomes a contractor for the Member Agency.
- Marketing plan for the Member Agency and the Contractor
- Order processing procedures
- Contract roll-out activities
- Contact management for the Contractor and the Agency
- Advertising, flyers, website access, etc.

It is not guaranteed that each Member Agency will enter into a contract with AEPA approved bidders. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that Member Agency.

### III. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES

**Advertising:** Contractor shall not advertise or publish information concerning this contract prior to the award being announced by the Agency. Once the award is made, the contractor may advertise to the Agency members that products/services are available.

**Agency:** Agency shall be the entity identified in the table on page two of this document that has chosen to participate in this bid. Not every listed entity may elect to participate in this bid once the responses are reviewed.

**Amendment of Bid:** A bid may be amended up to the time of opening by submitting a sealed letter to the place where the bids are received as indicated on the front of this solicitation.

**Applicable Law:** The laws of the state of the Agency shall govern this contract. Suits pertaining to this contract may be brought only in courts in the County and State as prescribed by the Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the Member Agency, shall fully apply. Contractor shall comply with any and all laws, whether local, state, federal, tribal or otherwise, applicable to any aspect of the work to be performed in relation to the contract. It shall be Contractor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

**Assignment:** No right or interest in this contract shall be assigned or transferred by the bidder without prior written permission by the Member Agency, and no delegation of any duty of the contractor shall be made without prior written permission by the Member Agency. The Member Agency shall not unreasonably withhold approval and shall notify the contractor within fifteen (15) days of receipt of written notice by the contractor.

**Audit Rights:** In accordance with applicable law of the State of the Member Agency, the contractor's books and pertinent related records related to this contract may be audited at a reasonable time and place.

**Authority:** This solicitation, as well as any resultant agreement, is issued under the general authority of the State laws of the Member Agency (see also Procurement Code). In addition, any relevant School District Procurement Rules published by the State Board of Education, are considered part of this contract. Cooperative Purchasing Agreements between the Member Agency and members, (and if applicable affiliate members), have been established under state law of the state in which the Member Agency exists.

**Awarding of Contract:** Member Agency reserves the right to award a contract to one bidder, to make multiple awards, to reject any or all bids in whole or in part, to waive any minor formalities or irregularities in any bids, and to accept bids, which in its discretion and according to law may be in the best interest of its members. A response to this solicitation is an offer to contract with the Member Agency based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted by the Member Agency. A contract is formed when an Member Agency administrator and, if required, Member Agency Board approves and signs the **Bid Affidavit Signature and Acceptance Form** (see Form A) document, eliminating the need for a formal signing of a separate contract.

**Bid Opening:** Bids shall be opened at the time and place designated in this document and in a manner prescribed by each Member Agency. The name of each bidder shall be publicly read and recorded in the presence of witnesses.

**Bidder/Contractor Definitions:**

“Prospective Bidder” has notified AEPA of a desire to bid by registering on the AEPA website.

“Bidder” has presented a bid to AEPA in a timely manner in response to an Invitation for Bid (IFB).

“Recommended Bidder” has been approved by AEPA for its member agencies for contracting.

“Contractor” has entered into a contract with member agency(s)

**Bidder Acceptance Period:** In order to allow educational agencies the opportunity to evaluate the bids, the Member Agency requires that a bid in response to this solicitation be valid and irrevocable for ninety-days (90) after opening time and date.

**Bonding:** The contractor agrees to provide all performance and payment bonds required by an Member Agency and participating members at the time a contract between the member and the contractor is

executed. If the contractor fails to deliver any required performance or payment bond, the bid security with AEPA shall be enforced, the contract with the Member Agency canceled, and the recommendation made that contracts with all **Member Agencies** be canceled.

**Brand Names:** The use of the name of a manufacturer, brand, make or catalog number does not restrict the bidder. Brand names and model numbers are used to indicate the character, quality and/or performance equivalence of the commodity on which bids are submitted. Bidders may submit alternates. However, the Member Agency reserves the right to decide whether alternatives to the identified manufacturer and brand are in fact equal to the equipment described in the invitation. The Member Agencies' decision shall be final.

**Cancellation:** Member Agency reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. The Member Agency will issue written notice to the contractor for acting or failing to act in any of the following:

1. The contractor provides material that does not meet the specifications of the contract;
2. The contractor fails to adequately perform the services set forth in the specifications of the contract;
3. The contractor fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The contractor fails to make progress in the performance of the contract and/or gives the Member Agency reason to believe that the contractor will not or cannot perform to the requirements of the contract;
5. The contractor fails to observe any of the terms and conditions of the contract;
6. The contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the Member Agency

Each party shall follow the following procedure if the contract is to be terminated:

Step 1 Issue a warning letter outlining the violations and state the length of time (10 days in most states) to correct the problem(s).

Step 2 Issue a letter of intent to cancel contract, if the problem(s) is not resolved by a given date.

Step 3 Issue letter to cancel contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) business days to provide a satisfactory response to the Member Agency. Failure on the part of the contractor to address adequately all issues of concern may result in contract cancellation.

Contractor may cancel this contract upon thirty-day (30) written notice to the Member Agency prior to the intended termination date (or on the yearly anniversary of the bid). Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the Member Agency.

The Member Agency reserves the right to immediately cancel the contract without penalty or recourse, in whole or in part, when the Member Agency determines that action to be in the best interests of its members. Contractor shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed and materials accepted before the effective date of the cancellation.

The Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this IFB if the contractor files for bankruptcy protection, or is acquired by an independent third party.

**Captions, Headings and Illustrations:** The captions, illustrations, headings and subheadings in this solicitation are for convenience, enjoyment and ease of perusal only and in no way define, limit or describe the scope or intent of the request.

**Catalogs/price lists:** A copy of the latest edition of the price list or catalog discount will be applied to shall be included with bid. Bidder shall attach all applicable price lists or catalogs. Submission of outdated price lists or catalogs may result in rejection of bid.

**Catalogs/price list copies:** Contractor shall furnish Agency and Agency Members with copies of approved price list(s).

**Certificate of Insurance:** Prior to commencing services under this contract, successful bidder shall procure and maintain during the life of this agreement, comprehensive public liability insurance, to include automobile liability, providing limits of not less than \$1,000,000 per occurrence. Evidence of the required insurance shall be provided by means of a certificate of insurance naming Member Agency as the certificate holder. In addition, bidder must be willing to provide, upon request, identical certification of insurance to any member using this contact.

Prior to commencing any work, any subcontractor shall procure and maintain at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime contractor. All subcontractors will provide worker's compensation insurance, which waives all subrogation rights against the prime contractor and member.

Successful bidder shall also procure and maintain during the life of this agreement, workers' compensation insurance for all of contractor's employees engaged in work under the contract. All workers' compensation insurance will be in compliance with applicable state statute and evidenced by a certificate of insurance.

**Certification:** By signature in the bid section of the Contract Award page, the contractor certifies:

1. The submission of the bid did not involve collusion or other anti-competitive practices;
2. The contractor shall not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);
3. The contractor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid; and
4. The contractor agrees to promote and offer to members only those materials and/or services as stated in and allowed under resultant contract(s) as the Member Agency contract items.

**Christian Doctrine:** Any clause required by rule or regulation to be included in this contract will be read as if in this contract, whether or not physically included.

**Clarification:** As used in this solicitation, clarification means communication with a bidder for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry by the Member Agency or as initiated by the bidder. Clarification does not give the bidder an opportunity to revise or modify its bid.

**Combination Pricing:** Offers with combination pricing shall clearly identify items covered by discount(s) and those with fixed prices. Prices for such contracts shall be adjusted as identified for the appropriate contract type above.

**Confidential Information:** If a bidder believes that any or part of its bid should be withheld from public inspection, i.e., financial information, a statement advising the *AEPA* of this fact shall accompany the submission. The Member Agency shall review the statement and shall determine in writing whether the information shall be withheld. If the Member Agency determines to disclose the information, the Executive Director of the Member Agency shall inform the bidder in writing of such determination.

**Contract Type:**

1. Fixed discount off retail or off published education/catalog price list; or
2. Fixed price with economic adjustment (bidder must identify in writing in this IFB any contingencies prior to approval).

This is an indefinite quantity contract. A cost-plus-a-percentage-of-cost contract is prohibited.

**Contractor:** Bidder who has been awarded a contract for the delivery of construction, material goods or services in response to this IFB.

**Contractor Contact:** Contractor will designate one individual who will represent them to the Member Agency during the agreement period. This contact person will correspond with each ordering member for technical assistance, problems, or questions that may arise. Include instructions if different contacts for different geographical areas are needed, this information will distributed to members upon award of this bid.

**Contractor's Price List:** The contractor shall furnish the Member Agency with copies of the approved price list to facilitate members in placing orders. Unless the contractor is the manufacturer,

manufacturer's suggested retail prices (MSRP) shall be used to establish discount rates. Bidders of products without a MSRP or published price list must submit a fixed price offer.

**Cooperative Purchasing Contracts:** The Contractor agrees that all the prices, terms, warranties and benefits granted by the Contractor to members through this contract are comparable to or better than the equivalent terms being offered by the Contractor to any present customer meeting the same qualifications or requirement. If the Contractor shall, during the term of this Contract, enter into arrangements with any Member Agency providing greater benefits or terms that are more favorable directly to the member, the Contractor agrees to notify the Member Agency of the agreement.

**Cost:** The cost or price of a bidder's goods or services will not cancel out technical competence as identified in the specifications; cost is an important factor and its importance will increase as the degree of equality of technical competence between bids increases.

**Cost of Bid Preparation:** Neither AEPA nor any Member Agency shall reimburse the cost of developing, presenting or providing any response to this solicitation.

**Credit Hold:** The bidder must agree not to place the Member Agency on "credit hold" without 10-days advanced notice in writing, either by letter or facsimile. [The Member Agency believes it is better for the contractor if the Member Agency places the slow-paying member on "credit hold;" if a contractor places the Member Agency on credit hold, agencies that pay promptly are penalized. If, on the other hand, the Member Agency places the offending member on "credit hold", payment is more likely to result and only the offender is disciplined.]

**Current Products:** All bids shall be for equipment, supplies, commodities and software in current production and marketed to the general public and educational/governmental agencies.

**Default in One Installment to Constitute Total Breach:** Contractor shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The Member Agency reserves the right to declare a breach of contract if the contractor delivers nonconforming materials to any member or affiliate member of the Member Agency under this contract.

**Delivery:** It is desired that delivery be made within thirty-days (30) of receipt of the purchase order. The bidder should list exceptions.

**Defective Goods:** Contractor agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Contractor must agree to arrange for return shipment of damaged goods.

**Descriptive Literature and Brand Names:** All bids are to include a complete set of the manufacturer's descriptive literature regarding the materials, equipment and software offered. Brand names, trade names and/or catalog numbers used in the solicitation will be intended to describe and identify equipment and software.

**Disbarment and Suspension:** By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five years.

**Discontinued products:** If a product or model is discontinued by the manufacturer, contractor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

**Discounts:** Discount offers must clearly identify percent of discount to apply to contract. If multiple discounts apply, bidder shall clearly indicate the discounts and applicable materials or services. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.

#### **Electronic Ordering (Option)**

1. Web-based electronic ordering systems are preferred.
2. Electronic ordering systems shall be secure and password protected. Entering the system with the designated password shall automatically send the user to AEPA contract pricing.
3. When member requires purchase orders, electronic ordering system shall require entry of a purchase order number prior to accepting an order.
4. Electronic ordering systems shall block excluded items from any order.
5. Electronic ordering systems shall not allow purchases from a blanket purchase order to exceed the funds in that purchase order.

6. Electronic ordering systems shall automatically assign correct contract prices to applicable orders.
7. Electronic ordering systems that list catalog price and AEPA discounted price are preferred.
8. Electronic ordering systems shall track orders and purchases on those orders for reporting and audit purposes.
9. Electronic ordering systems with the ability to include individual *Member Agencies* administrative fee will be required by many *Member Agencies*.
10. If AEPA Member Agency authorizes contractor to collect administrative fees through the electronic ordering system, contractor shall remit that fee to Member Agency on a quarterly basis.
11. To assist with auditing, electronic ordering systems that allow *Member Agencies* to print an archived (historical) copy of a member's order are preferred.

**Estimated Quantities:** Member Agency anticipates considerable activity resulting from this solicitation; however, no commitment of any kind is made concerning quantities actually to be acquired. AEPA does not guarantee usage; usage depends on the actual needs of the members and marketing by the contractor.

**Evaluation:** In accordance with accepted standards of competitive sealed bid awards as set forth in the Procurement Code of the state of the Member Agency, competitive sealed bid awards will be made to lowest responsive and responsible bidder after meeting the evaluation criteria listed below and elsewhere in this bid. To qualify for evaluation, a bid must have been submitted on time, and materially satisfy all mandatory requirements identified in this document. To be considered responsive, a bid must reasonably and substantially conform to all the terms and conditions in the solicitation. Deviations or exceptions stipulated in bidder's response, while possibly necessary in the view of the contractor, may result in disqualification. Language to the effect that the bidder does not consider this solicitation to be part of a contractual obligation may result in that bidder's bid being disqualified.

The evaluation criteria for this solicitation include, but are not limited to:

1. conformance to the terms and conditions in the solicitation;
2. completeness of the bid and required forms;
3. service capabilities;
4. price, including favorable pricing for cooperative purchasing;
5. warranty and availability of maintenance beyond warranty period;
6. references and Past Performance Information (PPI) review; and
7. other specific evaluations including, transportation costs, energy costs, ownership costs, and/or life cycle costs.

During the evaluation process it may become necessary to create a "Market Basket Study" to compare overall pricing between bidders. AEPA evaluators will create a list of items typically purchased by members that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators.

**Federal Requirements:** Contractor agrees, when working on any federally assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor regulations (41 CFR Part 60)). In such projects, the contractor agrees to post wage rates at the work site and submit a copy of their payroll to the Member Agency member for their files. In addition, to comply with the Copeland Act, the contractor must submit weekly payroll records to the Member Agency member. The contractor must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to Member Agency members that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the contractor. In projects that are not federally funded, bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this contract. Contractor shall comply with all applicable standards,

orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. Seq.); and, Executive Order 11738 and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities

**Fixed prices:** Fixed price offers shall include prices for any and all items. Fixed prices shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined the bid. If price adjustment contingencies occur, or not less than thirty (30) days prior to each contract anniversary date, Contractor may submit a fully documented request for price adjustment to Member Agency. The documentation must substantiate that any requested price increase was clearly unpredictable at the time of bid submittal and results from an increased cost to Contractor that was out of Contractor's control.

**Fixed price review:** Member Agency will review requests for fixed price adjustments to determine if the new prices or another option is in the Members' best interests. New fixed prices shall apply to the contract upon approval from Member Agency. Price changes shall be a factor in contract renewal

**Force Majeure:** Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

**Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a buyer until a separation of the purchased share has been made, delivered and received.

**Gratuities:** Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the contractor or any agent or representative of the contractor, to any employee of the Member Agency with a view toward securing a contract or with respect to the performance of this contract. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

**Improper Delivery:** Unless contrary to other parts of this solicitation, if the goods or the tender of delivery fail in any respect to conform to this contract, the purchasing member may: 1) reject the whole; or 2) accept the whole; or 3) accept any commercial unit or units and reject the rest.

**Indemnification:** To the extent permitted by law, Agency and its Members shall be indemnified and held harmless by contractor for its vicarious liability as a result of entering into this contract. Each party to the contract is responsible for its own negligence.

**Installation:** Equipment shall be installed in accordance with the manufacturer's instructions and in accordance with the schedule determined by the Member Agency and/or buying member.

**Late Bids:** Late bids shall not be considered, and will be returned within ten (10) days, upon request, unopened. If not returned, late bids will be destroyed after thirty-days (30).

**Leases and Rentals:** Contractor may allow Member Agency members to rent, lease or lease purchase. Agency must receive a copy of the executed leasing documents prior to processing a purchase order. Member Agency will not collect monthly lease payments. Contractor agrees that leases will be in compliance with the Uniform Commercial Code. All terms of leasing must be included in the bid, with interest rates described as related to a published government standard. Contractor must indicate in their

response to this solicitation if the shipping costs for the return of leased or rented equipment are the responsibility of the member, and what those costs will be. No sale of a contract to a third party will be made without informing the Member Agency member of the transfer. If contractor sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original contractor.

**Legal Remedies:** All claims and controversies shall be subject to the Procurement Code of the state in which the Member Agency resides.

**Liens:** All materials and services shall be free of all liens.

**Licenses:** Contractor shall maintain in current status all federal, state and local licenses, bonds, and permits required for the operation of the business conducted by the contractor. Any contractor using subcontractors must hold a current general contractor's license, as required by law.

**Member Agency:** Member Agencies are limited to one per state and usually represent a large number of participating government agencies in their state.

**Modification by member:** Contractor shall have no obligation with respect to any patent and copyright infringement claim based upon Agency Member's modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by contractor. However, one Member's action will not preclude Contractor's obligation to others not having modified their equipment or software.

**Money:** All transactions are payable in U.S. currency only.

**Most Favored Customer:** Although the Member Agency expects contractors to bid their very best prices to the Agency members, nothing in this contract establishes a most favored customer relationship between the Member Agency and the contractor. The contractor may respond to any solicitation from any public procurement unit without regard to this contract. If contractor offers lower prices to any of its other customers, it may lower its prices to its Member Agency at the same time by facsimile or written notice. If upon discovery, the Member Agency verifies that the contractor is offering the Member Agency members lower prices outside this contract, the Member Agency reserves the right to cancel this contract.

**Multiple Awards:** Throughout the United States, participating Member Agencies have a large number of members. In order to assure that any ensuing contracts will allow the Member Agency to fulfill current and future requirements, the Member Agency reserves the right to award contracts to multiple contractors. The actual use of any contract will be at the sole discretion of Agency's members. Each bidder should take the fact that the Member Agency may make multiple awards into consideration. It is the AEPA's discretion to approve multiple contracts, to approve only one contract, or to approve no contracts.

**New catalogs/price lists:** New price lists or catalogs may be submitted for review throughout the term of the contract. The AEPA Oversight Committee will review new price lists or catalogs to determine if the new prices or an alternative option is in the members' best interests. New price lists or catalogs shall apply to the contract recommended by AEPA only upon approval by AEPA. New price lists or catalogs found to be non-competitive at any time during the contract would be grounds for terminating the contract.

**New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Contractor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products may be added to avoid competitive procurement requirements. Member Agency may require additions to be submitted with documentation from Members demonstrating an interest in, or a potential requirement for, the new product or service. Member Agency may reject any additions without cause.

**No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this shall constitute a breach and contractor shall not have the right to substitute a conforming tender without written consent of all parties involved.

**Nonexclusive Contract:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the Member Agency. Member Agency

and/or its members reserve the rights to obtain like goods and services from another source when necessary.

**Nonresponsive Bid:** Any bid that does not conform to the mandatory or essential terms, conditions and/or specified requirements for this solicitation is considered nonresponsive.

**Novation:** If the original contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA reserves the right to recommend acceptance or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the contractor.

**Options:** Optional equipment or products may be added to the contract at the time they become available under the following conditions:

1. The enhancement is recommended by AEPA and approved by the Member Agency;
2. the option is priced at a discount similar to other options;
3. the option is an enhancement to the unit.

**Order of precedence:** In the event of a conflict in the provisions of the contract as accepted by Agency, the following order of precedence shall prevail:

1. Agency Specific terms and conditions
2. General terms and conditions
3. Specifications and scope of work
4. Attachments and exhibits
5. Documents referenced or included in the solicitation

**Overcharges by Antitrust Violations:** Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the contractor hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

**Parole Evidence:** This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

**Past Performance Information:** PPI is relevant information regarding a bidder's actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the bidder's record of conforming to specifications and to standards of good workmanship; the bidder's record of containing and forecasting costs on any previously performed cost reimbursable contract schedules, including the administrative aspects of performance; the bidder's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the bidder's businesslike concern for the interests of the customer.

**Patent and copyright indemnification:** To the extent permitted by law, Contractor shall indemnify and hold harmless Agency and its Members against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Agency and its Members of materials furnished or work performed under this contract. Agency and its Members shall reasonably notify contractor of any claim for which it may be liable under this paragraph.

**Price:** The contractor agrees that the cost for any item bid on this contract will be uniform for all states, and that any differences are actual freight (shipping) costs, and that if the cost is lowered for any Member Agency for any reason, the cost will be lowered at the same time for all agencies for the same reason. (If one Member Agency proposes to purchase a large volume of one product at one time and the contractor agrees to provide an additional discount, that same discount would be available to any agency in any of the *Member Agencies* participating in this contract. Any special discount must be available for a minimum of 30 days.) Installation rates may vary from Agency to Agency, but material costs must be the same for all *Member Agencies*. Member Agency administrative and freight and shipping cost may also vary as necessary.

**Prime Contractor:** For the purpose of this bid, a contractor will be considered a prime contractor and not a subcontractor. Any contractor paid directly by the Member Agency member is a prime contractor; a contractor pays a subcontractor. Prime contractors using subcontractors are responsible for all actions of its subcontractors.

**Procurement Code:** The State Procurement Code in the state which the Member Agency resides, and to the extent they exist, the State Procurement Rules in the state which the Member Agency resides, and the Agency Procurement Rules and Regulations are a part of this document as if fully set forth herein.

**Product Discontinuance:** In the event that a product or model is discontinued by the manufacturer, the contractor may substitute a new product or model if the replacement product meets or exceeds the performance of the discontinued model and if the discount from retail is the same or greater than the discontinued model.

**Product Line:** If applicable, contracts will be awarded to bidders able to provide their complete product line of equipment, software and services described in the scope of work and/or specifications. Bidders with a published, priced catalog may submit the entire catalog; the AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.

**Progress Payments:** Member Agency will permit its members to make progress payments on a purchased good or service under the following conditions:

1. the member and the contractor agree to the terms of the progress payments prior to issuing a purchase order;
2. the purchase order describes the amounts to be paid and the date of payment;
3. that the member has a satisfactory method of verifying progress described in writing in a letter or on the purchase order;
4. that payments will only be made when actual goods and/or services are verified/received; and
5. that any such payments be made in full compliance of members local board rules and any and all other applicable state rules and regulations.

**Protests:** It is recommended that protests made prior to bid due date be sent to Wilson Education Center, 11440 Highway 62, Charlestown, IN 47111-9400; however protests may also be filed at each **Member Agencies'** office in accordance with the appropriate state statutes where the Member Agency resides. Protests shall be in writing, must be filed with the Executive Director of the Agency, and shall be resolved, in accordance with appropriate state statutes where the Member Agency resides. It is the intent of the AEPA that all decisions up to AEPA approval or rejection be a group decision, however appropriate state statutes where the Member Agency resides shall take precedence. A protest must be filed within ten days after the protester knows or should have known the basis of the protest or in accordance with appropriate state statutes where the Member Agency resides. A protest must include: 1) The name, address and telephone number of the protester; 2) The original signature of the protester or its representative; 3) Identification of the solicitation by contract number; 4) A detailed statement of the legal and factual grounds of protest, including copies of any relevant documents; and 5) The form of relief requested. Note that some Member Agency require losing party in protests to pay costs of the protest.

**Provisions Required By Law:** Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract will forthwith be physically amended to make such insertion or correction.

**Public Record:** All bids submitted to this invitation shall become the property of the AEPA and will become a matter of public record, available for review, subsequent to the award notification. Bids may be viewed at the Wilson Education Center, 11440 Highway 62, Charlestown, IN 47111-9400, under the supervision of the Executive Director, Larry E. Risk, Executive Director or his designee, from 8:30 a.m. to 3:30 p.m., Monday through Friday.

**Responsible offeror:** A responsible bidder is a firm or person with the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance. Agency must determine an offeror to be responsible before awarding a contract to offeror.

**Responsive Bid:** A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive to receive award consideration.

**Restocking Fees:** A restocking fee may only be charged on products ordered and that have been delivered to the members site. Restocking fees in excess of 15% will not be allowed; restocking fees may be waived, at the option of the contractor.

**Right to Assurance:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

**Safety Measures:** Contractors shall take all necessary precautions for the safety of employees on the worksite, and shall erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They shall post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions shall be taken pursuant to state law and standard construction practices in order to protect workers, the general public and existing structures from injury or damage.

**Safety Standards:** All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

**Severability:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

**Serial Numbers:** Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.

**Shipment under Reservation:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.

**Shipping Costs:** Products may be shipped without additional cost. If shipping is charged, the actual cost of delivery may be added to an invoice. No shipping charges that are a percentage of the price of the product may be used, unless such charges are lower than actual delivery charges. No COD orders will be accepted.

**Shipping Errors:** Contractor agrees that shipping errors will be at the expense of the contractor. For example, if a contractor ships a product to a member that was not ordered, it is the responsibility of the contractor to pay for return mail or shipment, at the convenience of the member.

**Shipping Terms:** Prices that include shipping to any location in the state, delivered to the specific receiving point as identified in the purchase order to the contractor, are preferred. Contractor shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the contractor. Shipping shall be F.O.B. destination. The contractor shall file all claims for visible or concealed damage. Member Agency, or the receiving member, will notify the contractor and/or Freight Company promptly of any damaged goods and shall assist the freight company/contractor in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

**Smoking:** All contractors and subcontractors must adhere to local smoking policies when inside a building working on this contract. Smoking will only be permitted in posted areas, or off premises.

**Specifications:** All specifications in this solicitation are designed to enable a bidder to satisfy a requirement for a product, material, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily meeting the actual needs of the procurement. Any contractor believing a specification is unnecessarily restrictive, and submits a bid, must indicate such in its initial response. The fact that a manufacturer or supplier chooses not to produce or supply equipment, supplies, or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall bid equipment, supplies and/or services, which they believe, comply with these specifications. If the bidder deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the equipment, supplies and/or services they bid will render equivalent reliability, coverage, performance and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire bid.

**Stored Materials:** Upon prior written agreement between Contractor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Member prior to payment. Such materials must be stored and protected in a secure location, and be insured for

their full value by Contractor against loss and damage. Contractor agrees to provide proof of coverage and/or addition of Member as an additional insured upon Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by Member, it shall be Contractor's responsibility to protect all materials and equipment. Contractor warrants and guarantees that title for all work, materials and equipment shall pass to Member upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.

**Suspension or Debarment Status:** If within the past five (5) years, any bidder has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any contract. By signing the bid section, the bidder certifies that no current suspension or debarment exists.

**Tare:** If the contractor requires the buyer to pay for shipping, the weight of the empty container and any material used for packing shall be of the lightest weight practical for safe delivery of the contents.

**Term of Contract and Extensions:** The term of the agreement shall commence on the date of the award by the Member Agency and continue until February 28, 2007 unless terminated, canceled or extended. By mutual written agreement, **the contract may be extended for three additional 12-month periods**, ending on the last day of February. Member Agency reserves the right to offer month-by-month extensions. AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose to not extend the contract.

**Termination by Member Agency:** Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when the parties to this contract receive written notice from the Member Agency, unless the notice specifies a later time. Cancellation by one Member Agency does not require other Agencies to cancel their contracts.

**Title and Risk of Loss:** The title and risk of loss of material or service shall not pass to the procurement unit purchasing the material or services until it actually receives the material or service at the point of delivery, unless otherwise provided within this document.

**Trade-in Equipment:** Equipment for trade-in shall be dismantled by the bidder and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the contractor shall be the same as when the original agreement was made, except as affected by normal wear and tear from use between the time of the bid and the trade-in. Values placed on trade-in products are between the member purchasing the new unit and the contractor.

**Vendor contract documents:** Member Agency will review proposed vendor contract documents. Vendor's contract document shall not become part of Member Agency's contract with vendor unless and until an authorized representative of Member Agency reviews it.

**Warranty:** Contractor warrants that all equipment, software and service delivered under this contract shall conform to the specifications of this contract. All equipment should carry a minimum 12-month manufacturer's warranty that includes parts and labor. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the member. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the contractor. All extended warranties must be passed on, without exception. If upon discovery, the contractor charges a member for a replacement part that the contractor actually received at no cost under a warranty, the contractor will rebate the amount billed and the member reserves the right to cancel the contract.

## IV. MEMBER AGENCY SPECIFIC TERMS AND CONDITIONS

A single IFB is being published and distributed on behalf of the Member Agencies in many states. Differences in contract implementation and operation will exist between the Member Agencies. Each state may have special laws relating to this procurement that must be adhered to in addition to the previously stated constraints. When *Member Agency/State Specific Terms and Conditions* differ from the *General Terms and Conditions*, the *Member Agency/State Specific Terms and Conditions* will prevail.

**Common Terms and Conditions of all individual states are as follows:**

**Active Promotion of Contract:** Agencies require that the contractor take ownership and actively promote the contract in cooperation with the Member Agency to all of the Agencies' qualified members.

**Sales to Members:** Member Agencies require that all awarded contractors offer the Member Agency contract opportunity to all qualified members of the cooperative.

**Legal Obligations:** All Contractors shall comply with all applicable Federal, State and Local laws, Codes and Regulations while fulfilling the contract. It is the bidder's responsibility to be aware of and comply with all state and local laws governing this procurement. Applicable laws, codes, and regulations (etc.) must be followed even if not specifically identified herein.

**Fees:** Many of the AEPA member agencies charge contractors an administrative or participation fee. Details of how these fees are charged will be found under each state's Terms and Conditions. The fee amount is additionally listed here for the convenience of the prospective bidder.

AZ 1%	MI .5%	OR 1%
AR 2%	MN 2%	PA 1.5 %
CA 1.5%	MO 2%*	TX 2%
CO 1% *	MT 2%	VA....Not Available
IN 2.2%	NE 2%	WA 0%
IA 2%	NM 1%	WY 1%
KS 2%	ND 2%	
KY 1%	OH 1%	

\*Fees are added by the Agency. Bidder supplies net pricing.

In addition to the common Terms and Conditions above, each *Member Agency* has submitted Terms and Conditions appropriate for their State. Each State consists of the following information:

**A. *Additional Member Agency Terms and Conditions*** identify items that apply to the procurement process in addition to the previously listed *General Terms and Conditions*.

**B. *Procedure for Processing Orders*** defines the process for accepting purchase orders, delivering the services and goods, invoicing for the items and obtaining the funds in payment for the goods and services. Some Agencies will have the members send them the purchase orders; others will have the individual members send the purchase orders directly to the contractor. *Member Agency* processes differ, and it is the responsibility of the contractor to become familiar with the procedures in each state.

**C. *Members Purchasing under the Member Agency*** describes who is able to purchase under this contract in each of the states. Several Member Agencies provide services to all districts in those states. Other Member Agencies may have fewer member districts, but actually have a greater potential because of the population density. A few Member Agencies will provide services to more than the education community. The table at the beginning of the IFB summarizes the Member Agencies and the number of students contained in the member procurement units.

# 1. Arizona, Mohave Educational Services Cooperative, Inc. (MESC)

## A. Additional Agency Terms and Conditions

**Acceptance of orders by contractor:** All quotations provided to members must be based on prices in the contract. Mohave must issue all purchase orders accepted by contractor under the contract. Members will submit signed purchase orders to Mohave. Mohave will then issue a purchase order to contractor. When necessary, one or more orders may be combined. Contractor shall not accept a purchase order based on this contract unless Mohave issues the purchase order. Members may not issue purchase orders based upon Mohave contracts directly to contractors. Contractor may only refuse an order under this contract after providing written documentation acceptable to Mohave describing the circumstances that warrant refusal. Improper documentation and/or frequent refusals may result in contract cancellation.

**Administration fee:** Mohave's 1% administration fee shall be included in bidder's net price. Contractor shall not add the administration fee to approved contract prices.

**Applicable law:** Contract shall be governed by the laws of the State of Arizona, and suits pertaining to the contract may be brought only in courts in the State of Arizona.

**Application of law:** The Arizona Procurement Code, the Arizona State Board of Education School District Procurement Rules, and the Uniform Commercial Code (UCC) as adopted by the State of Arizona, are part of this document as if fully set forth herein. Any provision or clause required by law, rule or regulation to be included in the contract will be read and enforced as if in the contract, whether or not physically included. If any such provision is not included, or is not correctly included, contract will be amended in writing to make such inclusion or correction upon application from either party to contract.

**Arbitration:** After exhausting applicable administrative review, the parties to this contract may agree to resolve disputes arising out of or relating to this contract through arbitration, to the extent allowed by law.

**Cancellation/rejection:** Mohave reserves the right to cancel its participation in this solicitation and/or reject all bids in whole or in part if Mohave determines that cancellation and/or rejection are advantageous to Mohave and/or its Members.

**Cancellation for conflict of interest:** Mohave may cancel the contract or any purchase order issued under this contract within three (3) years after contract execution, for conflict of interest. Conflict of interest occurs if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of Mohave, is or becomes at any time while the contract or an extension of the contract is in effect, an employee of, or a consultant to, any other party to the contract, with respect to the subject matter of the contract. Mohave shall incur no penalty or further obligation if the contract is cancelled for conflict of interest. Cancellation shall be effective when Contractor receives written notice of the cancellation, unless the notice specifies a later time.

**Confidential pricing:** Mohave will not consider pricing to be confidential or proprietary.

**Contacting Member about payment:** Contractor shall not contact Member directly for payment for a product or service delivered to Member, unless Mohave has specifically requested assistance in collecting a past due payment.

**Contractor contacts:** Contractor agrees to assign only one contact person for ordering and one for billing. Ordering and billing contact may be the same person. The name(s) of the contact persons will be provided to Mohave.

**Eligible agencies:** Any contract awarded from this solicitation shall be available to any and all Mohave members. Mohave has approximately 700 members including public school districts, charter schools, community colleges, city and county governments, political subdivisions, and non-profit education and health institutions throughout Arizona. A list of members may be found on Mohave's website, [www.mesc.org](http://www.mesc.org). Actual use of any contract will be at the sole discretion of Mohave's members.

**Form of contract:** The form of contract for this solicitation shall be the Invitation for Bid, the awarded bid(s) and properly issued Mohave purchase orders referencing the requirements of the Invitation for Bid. If a firm submitting a bid requires Mohave and/or Member to sign an additional contract, a copy of the proposed contract must be included with the bid.

**Month-to-month extensions:** Mohave reserves the right to offer month-to-month extensions if that is determined to be in the best interests of members.

**Multiple award:** Mohave has a large number of various types of members located throughout Arizona. To assure that our contracts meet the requirements of all members, Mohave reserves the right to award multiple contracts. Such decision will be based upon considerations for members' experience with existing products and systems, brand continuity for parts replacement and future expansion, vendor's ability to provide for our large, diverse membership, bonding capacity, geographic area(s) served, Mohave's past experience with contracts for similar product/services, and other relevant criteria. Offeror should consider the fact that Mohave may award multiple contracts in preparing their response. The decision to award multiple contracts, award a single contract, or make no award rests solely with Mohave.

**Orders in process:** Member purchase orders dated on or before the contract cancellation and/or expiration date, will be processed and are considered valid until order fulfillment. Any such orders must be in the possession of Mohave within a reasonable amount of time.

**Payment time:** Mohave's payment terms are Net 45 days from receipt of Contractor's invoice. However, Mohave cannot pay until Member pays Mohave, and any bid that requires payment from Mohave in less than forty-five (45) days shall not be considered.

**Property taxes:** Arizona public agencies do not pay state property taxes. (Arizona Constitution, Article 9, Section 2) Contractors who lease equipment that is subject to property taxes may not invoice Mohave or its Arizona public Members for property taxes. Contractors who sell contracts to third-parties shall inform the owner of a lease contract that no Arizona property taxes are allowed and will not be collected by Mohave.

**Protests:** Protests shall be filed with Tom Peeler, the Executive Director of Mohave, and shall be resolved, in accordance with ARS, Title 41, Chapter 23, Article 9 and State Board Rules R7-2-1001 through R7-2-1195. A protest must be in writing and must be filed with the Executive Director of Mohave at 625 E. Beale Street, Kingman, Arizona, 86401. A protest of a solicitation must be filed with the District Representative before the solicitation due date and time. A protest of a proposed award or awards must be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest filed on the tenth day must be received by 5:00 pm, MST. A protest must include:

- The name, address and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by contract number;
- A detailed statement of the legal and factual grounds of protest including copies of any relevant documents; and
- The form of relief requested.

**Public record:** Copies of all bids submitted for Mohave's consideration in response to this solicitation shall become the property of Mohave and will become a matter of public record available for review, subsequent to award notification, under the supervision of Mohave, by appointment, at 625 E. Beale Street, Kingman, Arizona.

**Purchase verification:** It is the member's independent responsibility to verify that quotations and purchase orders comply with the terms of the award of a contract or procurement.

**Quick pay discounts:** Any quick pay discount must be offered directly to Mohave and not to member receiving the materials or services. Mohave funds may be used to obtain the benefit of quick pay discounts. Such payments shall be dependent upon the availability of Mohave funds. Member funds shall not be used for this purpose. Mohave assumes any risk associated with quick pay discounts.

**Removal from potential bidders list:** Any offeror submitting a perfunctory proposal with no serious intent of being accepted, may be removed from Mohave's potential bidders list. Any vendor not responding to two (2) consecutive Requests for Proposals for similar procurements may be removed from the potential bidders list for those items or services. A "no bid" response or request to remain on the list is sufficient to keep a vendor on the potential bidders list.

**Renewal of contract:** Conditions for renewal of the contract shall include, but are not limited to: contract usage, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the bid documents, and continued competitive prices for the materials and services provided under the contract.

**Residency requirement:** ARS § 34-302 says that only persons who have been for not less than one year a bona fide resident of Arizona shall be employed in the performance in any public work. A public works contract is defined in ARS § 34-321 as "a contract to which the state or a political subdivision is a party

involving the employment of laborers, workmen or mechanics in the construction, alteration or repair of public buildings or improvements.” It shall be the responsibility of Contractor to comply with these laws, when applicable.

**Taxes:** Bid and contract prices bid shall not include applicable state and local taxes. All applicable taxes must be listed as a separate item on all invoices and will be paid by Member issuing the purchase order to Mohave.

Most members are exempt from paying Federal Excise Tax. Most members do pay sales or use tax. If goods or services are subject to Indian reservation or tribal tax, contractor shall include such taxes as a separate item on the original invoice to Mohave.

Mohave will collect and send payment for all taxes listed on the invoice. However, contractor shall forward all taxes to the proper revenue office. Installation of equipment which becomes permanently attached to a structure is taxable as a contracting activity. [R-15-5-708 (A)]

Contractors for construction-related projects must follow the latest Arizona Administrative Code, Department of Revenue, sales tax procedure as described in R-15-5-602. Since the work is performed for and payments will be received from Mohave’s members, the contractor is considered a prime contractor by R-15-602 (C, 1, a). Sales taxes on contracting shall be separately stated on invoices.

Sales tax may not be collected on delivery charges to the member’s location, if separately stated on the invoice (Arizona Administrative Code, R15-5-133A).

### ***B. Procedure for Processing Orders***

**Acceptance of orders by contractor:** All quotations provided to members must be based on prices in the contract. Mohave must issue all purchase orders accepted by contractor under the contract. Members will submit signed purchase orders to Mohave. Mohave will then issue a purchase order to contractor. When necessary, one or more orders may be combined. Contractor shall not accept a purchase order based on this contract unless Mohave issues the purchase order. Members may not issue purchase orders based upon Mohave contracts directly to contractors. Contractor may only refuse an order under this contract after providing written documentation acceptable to Mohave describing the circumstances that warrant refusal. Improper documentation and/or frequent refusals may result in contract cancellation.

**Acceptance of orders by Mohave:** This contract is for the sole use of Members. However, Mohave reserves the right to reject any purchase orders received from Members, without cause

**Billing:** All invoices shall list the applicable Mohave purchase order number(s). Unless otherwise directed by Mohave, Contractor will not invoice Members directly. Late fees are not permitted. All transactions are payable in U.S. currency only.

**Backorder reports:** Mohave will send contractor a backorder report on a periodic basis. Contractor agrees to reply to information requests in a timely fashion.

**Vendor invoice:** Vendor shall invoice Mohave after delivery of goods and/or services. Goods and services shall be invoiced at applicable contract prices, which include Mohave’s 1% administration fee.

Vendor invoice shall include a line inside the subtotal deducting Mohave administrative fee (discount). The discount must be calculated at .0099% of the original subtotal amount. Applicable sales tax must be calculated after the discount is deducted from the subtotal. The Mohave administrative fee shall not be calculated on ancillary charges. (e.g. performance bonds, shipping, sales tax, Per Diem, permits, etc.)

Mohave shall invoice member after receiving and reviewing vendor’s invoice.

**Vendor payment:** Mohave shall issue payment to vendor after receipt of Member’s payment. Vendor shall be paid its invoice amount for goods and services, less Mohave’s 1% administration fee. Vendor shall credit Mohave in an amount equal to the deducted administration fee, if required to provide a zero balance on Mohave’s account.

### ***C. Members Purchasing Under the Agency***

MESC has approximately 700 members, including K-12 public school districts in Arizona, charter schools, public colleges and universities, county and city governments, and Arizona courts. In addition to political subdivisions, non-profit private schools and not-for-profit health agencies use MESC contracts.

---

## 2. Arkansas, Arch Ford Educational Service Cooperative

See Texas, Region IV Education Service Center (TCPN) for Terms and Conditions that apply to Arkansas

---

## 3. California, Monterey County Office of Education d/b/a CalSAVE

### A. MCOE Terms and Conditions

(1) Governing Law and Venue. The laws of the State of California govern the Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. Venue for any litigation arising out of or related to the Contract shall be with either the Superior Court in and for the County of Monterey, State of California or the Federal District Court for the Northern District of California, San Jose Division.

(2) Other Agencies' Right to Purchase. Subject to the following terms and conditions, the Monterey County Office of Education "MCOE" consents to public school districts, K-12 private schools, charter schools, community college districts, and other state and local public agencies in California throughout the State of California (as are more specifically identified in paragraph c. below) (which agencies are collectively denominated as "Other Agencies" and each individually denominated as "Other Agency") purchasing identical items at the same unit price(s) under the terms and conditions of this Contract, as may be authorized by Sections 20118 and 20652 of the Public Contract Code or other legal authority:

a) Any Other Agency authorized by law to use this Contract for its own purchase(s) from the contractor/vendor shall enter into an agreement with MCOE, which *inter alia* will include the terms, conditions, and information set forth in this paragraph a and paragraphs b and c below.

b) After entering into an agreement with MCOE, an Other Agency electing to use this Contract will enter into a separate contract ("Separate Contract") with the contractor/vendor. The Separate Contract must include and/or incorporate all applicable terms of this Contract and a specific requirement that the contractor/vendor comply with the provisions set forth in paragraph b (1), (2), and (3) below regarding payment of the two percent (2%) participation fee to MCOE. The MCOE will not be a party to any Separate Contract, but will be considered a third party beneficiary of such Separate Contract as to payment of that participation fee.

c) The contractor/vendor understands and agrees that failure or refusal to comply with the provisions set forth in this agreement regarding payment of the two percent (2%) participation fee to MCOE in conjunction with any Separate Contract or any other use of this Contract by an Other Agency is grounds for cancellation of the Contract. The contractor/vendor also understands and agrees that if the Contract is cancelled for this or any other reason, MCOE may give notice of such cancellation by any other means appropriate to inform Other Agencies of that cancellation.

d) The MCOE waives any right it may have to require any Other Agency using this Contract to draw its warrants for the purchase(s) in its favor and consents to each agency making such payment(s) directly to the contractor/vendor.

e) Sales tax and freight/shipping charges included in the Contract apply to the MCOE only. Additional sales tax and freight/shipping charges may be required on purchases by any Other Agency and are outside the scope of this Contract.

f) This Contract and any Separate Contract are for the purchase of the items covered by Contract. An Other Agency may, however, exercise its authority under Education Code section 17597 or 81645 or other legal authority to sell and lease back any item owned by, or to be owned by, it pursuant to any Separate Contract. The contractor/vendor agrees to take any and all actions requested by any Other Agency that are necessary to effect any such transfer, by way of example only, accepting payment under the Separate Contract from any third party to whom any such transfer is made.

g) Both the contractor/vendor and any Other Agency using this Contract agree that the MCOE makes no representation that use of this Contract by any Other Agency is, in fact, authorized by law. In this regard, the MCOE suggests that, at a minimum, contractor/vendor and any Other Agency considering such use consult with their own legal counsels before doing so.

h) Both the contractor/vendor and any Other Agency using this Contract agree to defend, indemnify and hold the MCOE, the Monterey County Superintendent of Schools, and the Monterey County Board of Education and its members, as well as all of their respective officers, employees and agents, free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any such use.

i) MCOE reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. MCOE will issue written notice to the contractor for acting or failing to act in any of the following: 1) The vendor fails to adequately perform the services set forth in the contract; 2) The vendor fails to make progress in the performance of the contract and/or gives MCOE reason to believe that the contractor will not or cannot perform to the requirements of the contract; 3) The contractor fails to observe any of the terms and conditions of the contract; 4) The contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the MCOE. MCOE shall follow the following procedure if the contract is to be terminated:

Step 1 - Issue a warning Letter of Concern outlining the violations and length of time to correct the problem(s).

Step 2 - Issue a letter of intent to cancel contract, if the problem(s) is not resolved by a given date.

Step 3 - Issue letter to cancel contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) business days to provide a satisfactory response to MCOE. Failure on the part of the contractor to address adequately all issues of concern may result in contract cancellation.

j) The term of the agreement shall commence on the date of the award, and continue in perpetuity, unless terminated, canceled or extended. Contract may be terminated by MCOE if members have not used the contract in any 12-month period, or if orders from participating members do not total \$10,000 in any 12-month period.

k) Marketing and Advertising under this Agreement

1) Vendor will include the approved CalSAVE logo, web address, and toll free number in all print electronic mail and other advertising and promotion intended for release to California K-12 schools, excluding national marketing releases.

2) The CalSAVE logo and associated CalSAVE information shall be of a clearly readable size and in appropriate proportion to other elements in the print material.

(3) Vendor agrees to provide CalSAVE with a copy or proof sheet of the advertisement or promotion material. Vendor will provide CalSAVE with date of release and name of publication, journal, etc.

(4) Vendor shall place a supplied CalSAVE vendor sign on booths, tables, etc. of any or all exhibits for which the vendor displays/participates at California tradeshows, conventions and the like. Vendor will supply in advance scheduled exhibit dates. Vendor agrees to make available at the exhibit CalSAVE supplied brochures or other promotion materials.

(5) Vendor agrees to insert the approved CalSAVE logo, web address, toll free number on the vendor's web site promoting and providing a link to the CalSAVE website.

(6) Vendor will supply product catalog information, product description, pricing, etc. as requested by CalSAVE in a spread sheet format as specified by CalSAVE for inclusion in the CalSAVE website. Requested materials will be submitted to CalSAVE within 30 days.

### ***B. Procedure for Processing Orders***

1) Once the award is made to the contractor/vendor, MCOE will inform Other Agencies of the Contract. At this point the contractor/vendor may directly contact any Other Agency and any Other Agency may directly contact the contractor/vendor.

2) The total cost of the MCOE's program is funded through a two percent (2%) participation fee paid to MCOE by the participating contractor/vendors. The administrative fee percentage is based upon the total

sale of goods and services, including installation, if included. This fee shall be reflected in all price quotations under the MCOE agreement. Do not print the 2% fee as a line item on the quotation.

3) After entering into an agreement with MCOE, pursuant to a. (2) (b) above, an Other Agency electing to use this Contract will enter into a separate contract (“Separate Contract”) with the contractor/vendor. Purchase orders will be issued by participating Other Agencies to contractor/vendor. Other Agencies will fax or mail purchase orders directly to the CalSAVE office (fax 831-784-4167). All purchase orders received by 3:00 PM PST will be logged and forwarded to the appropriate vendor on the same day received whenever possible. Contractor/vendor will deliver goods/services and invoices directly to the participating Other Agencies and receive payments directly from the participating Other Agencies. The contractor/vendor will make all participation fee payments to the MCOE within 2 - weeks after sending the quarterly report. Checks are to be made payable to the Monterey County Office of Education and sent to 901 Blanco Circle, P.O. Box 80851, Salinas, CA 93912-0851, ATTN: Dave Finley.

4) The contractor/vendor will compile a quarterly report listing each purchase made by participating Other Agencies under this contract, and send them by the 15th of April, July, October, and January to: [dfinley@monterey.k12.ca.us](mailto:dfinley@monterey.k12.ca.us)

These reports shall be in Microsoft Excel 2000 or earlier versions of this software, shall have file names that identify the contractor/vendor and the month being reported, shall include the fields listed below, and shall allow for sorting on any of these fields: Date of Order, Name of Participating Other Agency, Item Purchased, Quantity, Unit Price, Extended Price.

### ***C. Agency Purchasing Under this Agreement***

This project is a self-supporting function of the Monterey County Office of Education. Contracts are made available to all California public school districts, K-12 private schools, charter schools, community college districts, and any other California public agency.

---

## **4. Colorado, Colorado BOCES Association (CBA)**

### ***A. Additional Agency Terms and Conditions***

**Advertising:** CBA will require a marketing flier from each vendor promoting the contract and AEPA relationship. CBA will assist in the development of the marketing flier and material. This flier will be for distribution as well as posted on the CBA online catalog and disseminated to all members.

**Sales to Members:** CBA requires that all participating vendors offer the Agency contract opportunity to all qualified membership. Qualified membership is defined under 3.

**Special Bid Security:** All Bidders shall comply with the State of Colorado procurement code bidding requirements.

### ***B. Procedure for Processing Orders***

- Once the award is made to the vendor. CBA will inform its members of the contract by:
  - a. Including the contract in the agency database that is available on the CBA website.
  - b. Announcing the award in its periodic newsletter and other CBA Member presentations as well as regular electronic and direct mail communications to members
  - c. Offering the opportunity to the vendor to publish the marketing information in a hard copy CBA purchasing catalog.
- A list of members, institution names, contact names, addresses and phone numbers via e-mail will be offered to the vendor. At this point the vendor must contact the members and members may contact the vendor. Note: CBA requires the awarded vendor to take ownership and actively promote the contract in cooperation with CBA to all qualified customers.

- When the member identifies a desired product or service as available through the AEPA contract and agrees on price as presented to the member by the awarded AEPA vendor, the member then issues to the vendor a purchase order for that item or service.
- The awarded price must include an additional one percent (1%) administrative fee in the total cost, based on the total cost of goods and services including installation. This fee is to be forwarded by the vendor to CBA after the sale and payment is made to the vendor. Payment shall be made to CBA on a quarterly basis along with complete sales history during that period.
- The sale and transaction may continue without delay or anticipation of the CBA denial of said transaction.
- When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then forwards a copy of the invoice to CBA. The invoice is to be marked "COPY". The administrative fee percentage (1%) is based on the total sale of goods and services including installation and must be included in the original quoted to the member. In the event of a lease, the total administrative fee from the value of goods shall be paid to CBA by the vendor at the front end of the lease.
- Vendor makes all deliveries and installation of products and services. CBA does not warehouse items nor provide services.
- CBA requires that all participating vendors offer the Agency contract opportunity to all qualified membership. Qualified membership is defined under 3.

### ***C. Members Purchasing Under the Agency***

BOCES in Colorado are a legislatively created cooperative organization formed and directed by Colorado state statute 22-105 to serve all qualified agencies in a cooperative manner. BOCES are governed by publicly elected officials and by state and federal laws. No agency is obligated to use these services and contracts, but they find the benefits of low price and the satisfied bidding process most advantageous. Qualified agencies in Colorado include all public educational institutions.

## **5. Indiana, Indiana Association Educational Service Centers (IAESC), represented by the Wilson Education Center (WEC)**

### ***A. Additional Agency Terms and Conditions***

Participating entities and approved vendors must be in full compliance with statutory requirements for applicable public works and prevailing wage projects.

### ***B. Procedure for Processing Orders***

The WEC will inform all IAESC members (1,330 schools) and participating municipalities of contract awards via web site and various marketing strategies. Vendors will have the primary responsibility to market contracts to eligible buyers within Indiana. A detailed list of eligible buyers will be made to successful vendors. After contracts are awarded, vendors are free to contact eligible buyers and vice versa.

The primary method of marketing to IAESC membership and participating municipalities are the IAESC Procurement System and the GovPro System. Both are electronic web based e-procurement systems. Within 30 days of award by the WEC Board of Directors, vendors are required to complete the appropriate vendor agreement enabling promotion of products electronically. This will include providing an Excel spreadsheet and "JPEG" photos in a manner acceptable to WEC for import into the e-procurement systems, or to make available an entire catalog using punch out technology which reflects bid price. All purchase orders will be transmitted to the vendor electronically. An administrative fee of 2.2% will be assessed on monthly sales.

No participating entity shall accept C.O.D. orders. All orders will be shipped prepaid unless stated otherwise by the vendor.

### ***C. Members Purchasing Under the Agency***

All public schools and eligible private/parochial and charter schools in Indiana can voluntarily become a member of one of the nine Educational Service Centers in the state. Indiana municipalities may also participate in the same purchasing program. Currently, 90% of Indiana public school corporations and 50% of the private/parochial and charter schools are members of an ESC (1,330 schools). The WEC as established by Indiana Code 20-1-11.3-1 with Inter-local Agreement Powers as established by Indiana Code 36-1-7-2 represents all eligible buyers in this program within Indiana.

No member is obligated to use these services and contracts, but advantageous pricing and elimination of the bid process at the local level is extremely attractive.

---

## **6. Iowa, Iowa Educators Consortium (IEC)**

### ***A. Additional Agency Terms and Conditions***

Vendor Contact: Vendor will designate to the Iowa Educators Consortium (IEC) one individual who will represent them to the IEC members during the agreement period. This contact person will correspond with each ordering member for technical assistance, problems or questions that may arise. Include instructions if different contacts for different geographical areas are needed. This information will be distributed to the Iowa Educators Consortium members upon award of this bid.

Vendor agrees to abide by all federal, state and local laws and regulations. It is the responsibility of the Vendor to determine applicability and requirements of any such laws and to abide by them.

### ***B. Procedure for Processing Orders***

Once the award is made to the Vendor, the IEC will inform their members of the contract by:

1. Including the award information on the IEC Web site at [www.iec-ia.org](http://www.iec-ia.org).
2. Announcing the award in its periodic newsletters.
3. Publishing the award information in catalogs disseminated to all members.
4. Announcing the award via electronic mail to all members.
5. Attending trade shows and distributing award information.

A list of members, contact names, addresses and phone numbers are available at the IEC Web site: [www.iec-ia.org](http://www.iec-ia.org). At this point, the Vendor must contact the members and the members may contact the Vendor.

The member will identify a desired product or service available through the AEPA contract and agrees on the price and conditions as presented to the member by the awarded AEPA Vendor. The member then issues to the Vendor a purchase order for that item or service. The IEC must also receive a copy of this purchase order by fax or e-mail.

The purchase order must include an additional (2%) administrative fee built into the total invoiced cost, based on the total costs of goods, services and installation.

A final copy of the customer purchase order or sales summary must be sent to the IEC by the Vendor after completion of the service or installation. The Vendor has (30) thirty days to forward this purchase order. This will insure compliance of the contract.

Vendor makes all deliveries and installations of products and services. The IEC does not warehouse items.

All participating Vendors agree to and are subject to audit proceedings of the AEPA sales to members.

The Vendor's price will include a (2%) administrative fee that the Vendor will collect from the member and remit to the IEC on a quarterly basis. The Vendor will produce and provide to IEC quarterly reports ending March 31, June 30, September 30 and December 31 throughout the contract period. The reports shall be in Microsoft Excel and be available in electronic form, shall identify the Vendor and the quarter being reported, shall include a minimum of the fields listed below and shall allow for sorting on any of these fields:

1. Date of order.
2. School district.
3. List or academic price sales totals.
4. IEC price sales totals.
5. Member savings totals.

Quarterly reports and administrative fee payments to the IEC are due the 15<sup>th</sup> of the succeeding month, and all checks are to be made payable to the IEC and sent to: Iowa Educators Consortium, 3712 Cedar Heights Drive, Cedar Falls, IA 50613-6290, and Attention: IEC Director. The IEC may designate another agent for collecting an administrative fee that will be negotiated with Vendor for e-commerce transactions.

Vendor will also submit an annual sales report identifying all member purchases.

### ***C. Members Purchasing Under the Iowa Educators Consortium***

The IEC is a statewide consortium that includes a voluntary purchasing program developed for schools in Iowa served by Area Education Agencies (AEAs). Iowa's 15 AEAs were established in the spring of 1974 through enabling state legislation to provide effective and efficient educational services to the public school districts and approved nonpublic schools in the state and to families of children from birth to age 5 with disabilities. Since then, the AEAs have also been given the responsibility to lead Iowa School Improvement efforts. Iowa serves 376 public school districts and 205 private school buildings. The IEC also serves city, county, educational agencies, public and private non-profit governmental entities.

---

## **7. Kansas, Southeast Kansas Educational Services Cooperative– Greenbush (SEKESC)**

### ***A. Additional Agency Terms and Conditions***

It is further agreed that the provisions of K.S.A. 44-1030 (1) to (5), both inclusive, and as shown below, shall be applicable to this contract, except as to those contractors, vendors or suppliers whose cumulative dollar total in any fiscal year is \$5,000 or less or have fewer than four employees.

(1.) The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin or ancestry.

(2.) In all solicitations or advertisements for employees, the contractor shall include the phrase, “equal opportunity employer”, or a similar phrase to be approved by the commission.

(3.) If the contractor fails to comply with the manner in which he reports to the commission in accordance with the provisions of section 15 (44-1031) of this act, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or part, by the contracting agency.

(4.) If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.

(5.) The contractor shall include the provisions of sub-sections (1) through (5) inclusively of the present section in every sub-contract or purchase order so that such provisions will be binding upon such subcontractor or vender.

(6.) Any purchase order issued by SEKESC, or one of its District’s, is cancelable under provisions of K.S.A. 10-1113. All purchase orders shall be issued by the Kansas school district desiring to acquire the products or services under the bid. Said purchase order shall include adequate reference to identify the bid to which it relates.

### ***B. Procedure for Processing Orders***

The SEKESC develops all specifications for bids and proposals. After solicitation according to state law, awards are made to selected vendors. Members may then purchase from the list of approved vendors. To make a purchase, members prepare a purchase order directly to the vendor, the purchase order is submitted to the vendor as well as a copy mailed or faxed to the SEKESC. The SEKESC will review the purchase order and will provide additional quality assurance to the procurement. If the purchase order is in need of modification, SEKESC will notify the district and the vendor of necessary corrections. The supplier provides the product, material, or service to the member and invoices the member. The member makes payment directly to the supplier. The vendor shall add a 2% administrative fee to the bid price. The administrative fee shall be invoiced as part of the overall invoice to the district. The vendor shall submit such fee to the SEKESC on a frequency of not less than quarterly.

### ***C. Members Purchasing under the Agency***

The structure of the SEKESC permits all school districts, higher educational institutions and non-profit educational facilities to purchase from awarded contracts. Virtually all public school districts in the state of Kansas can legally purchase through the SEKESC. Occasionally purchases are made from school districts in adjoining states when the purchase is not available through their service agencies. Currently, 120 districts purchase general supplies regularly through the cooperative purchasing plan.

---

## **8. Kentucky, Green River Regional Educational Cooperative (GRREC)**

### ***A. Additional Agency Terms and Conditions***

The Green River Regional Educational Cooperative, Inc. (GRREC) is one of eight educational cooperatives in Kentucky, all of which are participants in the AEPA bids. By mutual agreement among the eight agencies, GRREC serves contact agency for all AEPA correspondence. For the Kentucky Educational Cooperatives, the collective bidding process is conducted consistent with KRS Chapter 45A, the Kentucky Model Procurement Code. Contracts with GRREC shall include the provision granting GRREC employees the right to access to the contractor’s records.

**Vendor Contact:** Vendor will designate to GRREC one individual who will represent them to Kentucky Bidding Cooperative members during the agreement period. This contact person will correspond with each ordering member for technical assistance, problems, or questions that may arise. Include instructions if different contacts for different geographical areas are needed; this information will be distributed to Kentucky Bidding Cooperative members upon award of this bid.

## ***B. Procedure for Processing Orders***

Once the award is made to the contractor/vendor, GRREC and Kentucky's other cooperatives will inform their members (school districts and other entities) of the contract by: 1) including the contract in the Current Bids section on their websites and 2) publishing the contract information in catalogs disseminated to all members. A list of members, contact names, addresses and phone numbers on computer disk is made available to the contractor. At this point the contractor/vendor contacts the members and members may contact the contractor/vendor. When the member identifies a product or service, it will issue a purchase order for that item to the vendor. The vendor's price will include a one percent (1%) administrative fee that the vendor will collect from the member and remit to GRREC on a quarterly basis. The vendor will also compile and provide to GRREC a quarterly report showing all purchases made by Kentucky members (with specific detail as to which what amount of purchases were made by which members) under this contract. Further, if no purchases are made in any given quarter, the Vendor shall remit a "No Activities" statement to GRREC for that quarter. The vendor will also produce and provide to GRREC an annual summary report for all purchases made under this contract for a period of beginning with the award of the contract through December 31<sup>st</sup> and all consecutive annual periods if contract is extended. The vendor will make all administrative fee payments to the GRREC by the 15<sup>th</sup> of the month following the end of the quarter (i. e. April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup> and January 15<sup>th</sup>). All checks are to be made payable to GRREC and sent to GRREC, 1906 College Heights Blvd., #21031, Western Kentucky University, Bowling Green, KY 42101-1031 and Attention: Bids Coordinator. GRREC may designate another agent for collecting an administrative fee that will be negotiated with vendor for e-commerce transactions. GRREC will share information from the quarterly and annual reports and distribute the administrative fee among the other KY Educational Cooperatives according to membership.

## ***C. Members Purchasing under the Agency***

Currently there are 8 Bidding Cooperatives in Kentucky and all are participating in this invitation through GRREC's solicitation. There are 176 independent and county school districts and all are eligible for membership in a Bidding Cooperative and approximately 94% of the districts are members of one of the cooperatives. No district is obligated to use these services. Additional members may include other public educational institutions in the state, public colleges or universities, community colleges, vocational or technical schools, municipal and county governments, and other governmental, quasi-governmental, or non-profit organizations. Only those districts or institutions listed on an approved Bidding Cooperative membership list are eligible to purchase under these contracts. This list may change during the contract period.

---

---

## **9. Michigan, Oakland Intermediate School District, (OISD)**

### **A. Additional Agency Terms and Conditions**

Lease and Rentals: Vendor may allow OISD members to enter into rental, lease, or lease purchase agreements, providing such agreements are in compliance with Michigan statutes and State Department of Education policies, rules and regulations. OISD must receive a copy of the executed leasing documents prior to processing a purchase order. OISD will not collect lease payments. Bidder agrees that leases will be in compliance with the Uniform Commercial Code. All terms of leasing must be included in the proposal, with interest rates described as related to a government standard. Bidder must indicate in its response to this solicitation if the shipping costs for the return of leased or rented equipment are the responsibility of the OISD member, and what that cost will be. No sale of a contract to a third party will be made without first informing OISD and the OISD member of the sale. If Bidder sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original vendor. A % administrative fee must be included in the lease cost based on the total value of the goods purchased. This fee is referred to under ordering process.

Vendor Pricing: Oakland Schools requires that vendors must offer prices lower than what they would offer on single school district contracts in Michigan, on other cooperative purchasing contracts available to Michigan public educational institutions, or state purchasing contracts.

Advertising: Oakland Schools will require a marketing flier in electronic format from each vendor promoting the contract, or a web page of contact. Oakland Schools will assist in the development of the marketing flier and material. If a web site is used, a link will be established on the Oakland Schools web page.

Special Bid Security: All vendors, intermediate school districts, and districts understand and agree to comply with all applicable standards and statues for construction projects exceeding the State of Michigan competitive bid threshold as established annually by the Michigan Department of Education (see M.C.L. 380.1267).

## **B. Procedure for Processing Orders**

(1.) Once the award is made to a vendor, OISD will inform its members of the contract by announcing the award through its general and usual methods of disseminating information.

(2.) OISD may require a marketing flier from each vendor promoting the contract and AEPA relationship. OISD will assist in the development of the marketing flier and material. This flier will be for distribution. At this point the vendor must contact the members and members may contact the vendor. Note: OISD requires the awarded vendor to take ownership and actively promote the contract in cooperation with OISD to all qualified customers.

(3.) When the member identifies a desired product or service as available through the AEPA contract and agrees on price as presented to the member by the awarded AEPA vendor, the member then issues to the vendor a purchase order for that item or service.

(4.) The purchase order must include an additional one-half percent (0.5%) administrative fee in the total cost, based on the total cost of goods and service including installation and freight if applicable. This fee is to be forwarded by the vendor to OISD after the sale and payment is made to vendor. Payment shall be made to OISD on a quarterly basis along with complete sales history during that period.

(5.) When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then forwards a copy of the invoice to OISD. The invoice is to be marked "Copy". The invoice shall include the additional one-half percent (0.5%) administrative fee to the total amount invoiced based on the goods and services as defined and provided by the vendor. The administrative fee percentage is based on the total sale of goods and services including installation and freight if applicable. In the event of a lease, the total administrative fee for the value of goods shall be paid to OISD by the vendor at the front end of the lease.

(6.) Vendor makes all deliveries and installations of products and services. OISD does not warehouse items nor provide services.

(7.) All participating vendors agree to and are subject to audit proceedings of AEPA member sales.

## **C. Members Purchasing Under the Agency**

Oakland Schools serves all local school districts located in Oakland County, Michigan. In addition to, and in accordance with the terms and conditions set forth in this document, all school districts, and Intermediate School Districts in the State of Michigan, shall be permitted to use contracts awarded by the AEPA. Institutions of higher learning, located throughout the State of Michigan, as well as Oakland County Government, may also use contracts awarded through this purchasing cooperative.

## **D. Conflict of Interest**

Contractor shall disclose in writing to Agency any conflicts of interest with Board members, administrators, and or employees of an intermediate school district, or regional service agency. A conflict of interest may include but is not limited to disclosure of financial ownership interest in, or employment with Contractor or subcontractor by an intermediated school district Board member, administrator, or employee or their family member. A "family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. Determination of

the existence of a conflict of interest does not prohibit the Board from entering into the contract (MCL 380.634; MCL 15.322 et seq).

## **E. Vendor Relations**

Vendors shall not contact or communicate with Agency members prior to or during the bid process. Contractors shall direct all inquiries concerning the bid and/or bid process to the designated Agency member.

---

## **10. Minnesota, North Central Service Cooperative (NCSC)**

### ***A. Additional Agency Terms and Conditions***

**Lease and Rentals:** Vendor may allow NCSC customers to enter into rental, lease, or lease purchase agreements, providing such agreements are in compliance with Minnesota Statutes and guidelines as well as the State Department of Education policies, rules and regulations. NCSC must receive a report annually summarizing the executed lease purchases along with a summary of the customer purchases. NCSC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the vendor and the NCSC customer. Vendor agrees that leases will be in compliance with the Uniform Commercial Code. A 2% administrative fee must be included in the lease cost based on the total value of the goods and applicable services purchased. This fee is referred to under ordering process.

### ***B. Procedure for contract award, notification and Processing Orders***

Once the award is recommended by the AEPA Review Committee, NCSC considers the recommendation based on the value of the potential contract for its qualified customers. In the event of an award by the NCSC Board of Directors, NCSC will inform its customers of the award and contract by the following methods along with contract instructions and ordering process. Customer is defined as any city, county, public or private educational agency, non-profit or governmental agency.

- (1.) The contract opportunity and complete procurement file is listed and promoted on the NCSC website.
- (2.) Announcing the award in its NCSC news letters.
- (3.) NCSC will publish the contract and marketing information through a hard copy marketing flier and electronic email. Contracts are promoted through PDF and hard copy product catalog distributed at statewide trade shows and customer meetings on a regular basis. A list of customers' available names will be offered to the vendor in the available format. At this point the vendor also contacts all qualified customers and markets the contract through the customary marketing methods used by the vendor. Qualified customers may contact the vendor directly as a result of NCSC direct communication marketing efforts.
- (4.) Once the customer identifies a desired product or service as available through the AEPA contracts and agrees on the price and conditions as presented to the customer by the awarded AEPA vendor, the customer then issues to the vendor a purchase order for that item or service.
- (5.) The purchase order must include an additional two percent (2%) administrative fee built into the total invoiced cost, based on the total cost of goods, service, and installation. This fee is to be forwarded by the vendor to NCSC on a quarterly basis after the sale and payment is received by the vendor. In the event of a lease, the total administrative fee for the value of goods shall be paid to NCSC by the vendor at the front end of the lease.
- (6.) A final sales summary must be sent to NCSC by the vendor quarterly or on a mutually agreed to time frame for review and documentation and to insure compliance with the contract. NCSC reserves the right to review all purchase orders and lease documents to insure contract compliance.
- (7.) Notification will be made to the vendor in the event the purchase order is **NOT** in compliance with the contract and adjustments will be made at that time. NCSC and the vendor will mutually resolve any issues with regard to past purchases. The purchase orders are to continue to be processed and viewed as approved unless notified by NCSC otherwise.

(8.) All sales and transactions may continue without delay or in anticipation of the NCSC purchase order verification.

(9.) Once all the items and services on the purchase order have been delivered to the customer in a complete and satisfactory manner, the vendor then files a copy of the final invoice, which is available to NCSC by request in support of the quarterly sales summary. The invoice is to be marked "Copy".

(10.) Vendor makes all deliveries and installations of products and services. NCSC does not warehouse items or provide services.

(11.) All participating vendors agree to and are subject to audit proceedings for AEPA customer sales. A twenty (20) day notice of an audit will be given to the vendor by NCSC.

### ***C. Members Purchasing Under the Agency***

NCSC is Minnesota based legislatively created cooperative formed and guided under Minnesota Statute 123A.21 to serve all qualified agencies in a cooperative manner. NCSC is governed by a publicly elected Board of Directors. No agency is obligated to use these services and contracts, but they find the benefits of low price and the satisfied bidding process most advantageous. Qualified agencies include all public and private educational institutions to include universities, community colleges, technical colleges, both state and private, as well as all cities, counties, governmental agencies and all non-profit organizations including hospitals. All participating customers agree to recognize the established NCSC governance and by-laws. Membership with NCSC is required for contract participation and is accessed through the NCSC web site as well as facilitated as a part of the first purchase order and transaction for all qualifying agencies.

---

## **11. Missouri, Cooperating School Districts of the Greater St. Louis Area, (CSD)**

### ***A. Additional Agency Terms and Conditions***

**Lease and Rentals:** Vendor may allow CSD members to enter into rental, lease, or lease purchase agreements, providing such agreements are in compliance with Missouri statutes and State Department of Education policies, rules and regulations. CSD must receive a copy of the executed leasing documents prior to processing a purchase order. CSD will not collect lease payments. Bidder agrees that leases will be in compliance with the Uniform Commercial Code. All terms of leasing must be included in the proposal, with interest rates described as related to a government standard. Bidder must indicate in its response to this solicitation if the shipping costs for the return of leased or rented equipment are the responsibility of the CSD member, and what that cost will be. No sale of a contract to a third party will be made without first informing CSD and the CSD member of the sale. If Bidder sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original vendor. A 2% administrative fee must be included in the lease cost based on the total value of the goods purchased. This fee is referred to under ordering process.

### ***B. Procedure for Processing Orders***

(1.) Once the award is made to the vendor, CSD will inform its members of the contract by announcing the award in its periodic newsletter and other CSD member presentations as well as regular electronic and direct mail communications to members.

(2.) CSD may require a marketing flier from each vendor promoting the contract and AEPA relationship. CSD will assist in the development of the marketing flier and material. This flier will be for distribution as well as posted on the CSD online catalog and disseminated to all members. At this point the vendor must contact the members and members may contact the vendor. Note: CSD requires the awarded vendor to take ownership and actively promote the contract in cooperation with CSD to all qualified customers.

(3.) When the member identifies a desired product or service as available through the AEPA contract and agrees on price as presented to the member by the awarded AEPA vendor, the member then issues to the vendor a purchase order for that item or service.

- (4.) The purchase order must include an additional two percent (2%) administrative fee in the total cost, based on the total cost of goods and service including installation and freight if applicable. This fee is to be forwarded by the vendor to CSD after the sale and payment is made to vendor. Payment shall be made to CSD on a quarterly basis along with complete sales history during that period.
- (5.) When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then forwards a copy of the invoice to CSD. The invoice is to be marked "Copy". The invoice shall include the additional 2% administrative fee to the total amount invoiced based on the goods and services as defined and provided by the vendor. The administrative fee percentage is based on the total sale of goods and services including installation and freight if applicable. In the event of a lease, the total administrative fee for the value of goods shall be paid to CSD by the vendor at the front end of the lease.
- (6.) Vendor makes all deliveries and installations of products and services. CSD does not warehouse items nor provide services.
- (7.) All participating vendors agree to and are subject to audit proceedings of AEPA member sales.

### ***C. Members Purchasing Under the Agency***

We take great pride in the fact that the Business Services Division of CSD is providing a complete line of purchasing services to our 56 member school districts and over 265 additional school districts and educational institutions throughout Missouri and Illinois. For those of you who have not participated in the past with the Business Services Division, it is important to note that we serve students in 321 public, private and parochial schools within our service area. CSD was created in 1928 with its primary focus aimed at improving educational opportunities for all students. Our goal is to promote efficient use of educational dollars, and simultaneously provide an ongoing market for those vendors doing business with CSD.

---

---

## **12. Montana, Montana Cooperative Service (MCS)**

### ***A. Additional Agency Terms and Conditions***

**Advertising:** MCS will require a marketing flier in electronic form from each vendor promoting the contract or a web page of contact. MCS will assist in the development of the marketing flier and material. This flier will be for distribution and used as a page on the MCS web site. If a web site is used, a link will be established on the MCS web page.

**Special Bid Security:** All vendors shall comply with the state of Montana procurement code bidding requirements if applicable.

**Price and Packaging Information:** It is mandatory that all bidders include both the LIST PRICE and BID PRICE on each item for consideration. Failure to include both prices could disqualify the bid. Complete Product Specification Sheets or brochures must be submitted when requested. Failure to provide said specification sheets could disqualify the bid.

### ***B. Procedure for Processing Orders***

- (1.) Once the award is made to the vendor, MCS will inform its members of the contract by:
  - (a.) Including the contract in the agency database that is available on the MCS website
  - (b.) Announcing the award in its periodic newsletter and other MCS member presentations as well as regular electronic and direct mail communications to members
- (2.) A list in electronic form of members, institution names, contact names, addresses and phone number will be offered to the vendor. At this point the vendor must contact the members and members may contact the vendor.
- (3.) When the member identifies a desired product or service as available through the Agency contract and agrees on price as presented to the member by the awarded Agency vendor, the member then issues to the vendor a purchase order for that item or service.

(4.) An additional two percent (2%) administrative fee is to be included in the cost, based on the total cost of goods and services, including installation. This fee is to be forwarded by the vendor to MCS after the sale and payment is made to the vendor.

(5.) When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then forwards a copy of all sales to MCS. These sales are to be reported on a quarterly basis and include purchaser and sales.

(6.) Vendor makes all deliveries and installation of products and services. MCS does not warehouse items nor provide services.

(7.) MCS requires that all participating vendors offer the contract opportunity to all qualified membership. Qualified membership is defined under C.

### ***C. Members Purchasing Under the Agency***

MCS is a Montana based, legislatively created, cooperative organization formed under Montana state statute section 20-9-204 house bill # 108 allowing services to all qualified agencies in a cooperative manner. No agency is obligated to use these services and contracts, but they will find the benefits of low price advantageous. Qualified agencies include all public educational institutions to include universities, community colleges, technical colleges, state and private schools, charter schools, as well as all cities, counties, governmental agencies and all nonprofit organizations that are members of MCS.

---

---

## **13. Nebraska, Nebraska Educational Services United Cooperative Purchasing (NESUCP)**

### ***A. Additional Agency Terms and Conditions***

**Bid Award Determination:** The bidder hereby agrees to these bidding conditions by virtue of submitting this signed document on or before the Bid Opening date as specified below.

**Natural Gas Contractors:** Any bids relating to natural gas shall be based upon an awareness of Section 75-501 Neb. Rev. Stat. Rules and Regulations, adopted in conformity with Rules, Regulations, and Interpretations of Federal Agencies with authority to regulate pipeline common carriers and interstate commerce.

**Performance Bonds (Construction Only):** Upon execution of a contract between a NESUCP member and the prime contractor, performance and payment bonds shall be provided the member. If so required, a performance bond in an amount equal up to 100% of the price specified in the contract between the member and a surety company authorized to do business in Nebraska shall be executed by the prime contractor. Performance bonds between the member and the prime contractor shall be on standard forms. If so required, a payment bond in an amount equal up to 100% of the price specified in the contract between the member and a surety company authorized to do business in Nebraska, shall be executed by the prime contractor. This bond will protect all persons supplying labor and material to the prime contractor for the performance of the work provided in the contract. Payment bonds between the member and the prime contractor shall be on the standard form. The prime contractor shall deliver copies of both the performance and payment bonds to NESUCP at the time the contract between the member and the prime contractor is executed. All suits for nonpayment or nonperformance shall be filed as allowed under Nebraska law. The prime contractor will be responsible for providing NESUCP with copies of all contracts and bonds in accordance with NESUCP purchasing procedures. In the event the NESUCP finds it to be in the best interest of the cooperative or any Educational Service Unit within Nebraska or any member served by the cooperative to waive any bond requirement, it may do so by notifying any contractor of that fact in writing. Any purported waiver of any bond requirement in any form other than in written form signed by the CEO of the NESUCP shall be non-binding and of no effect.

**Special Bid Security:** All Bidders shall comply with the state of Nebraska procurement code bidding requirements. Nebraska ESU Cooperative Purchasing reserves the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, may be for the best interest of Nebraska ESU Cooperative Purchasing. Any bids relating to natural gas should be based upon an awareness of Section 75-501, Neb. Rev. Stat. and Rules and

Regulations adopted in conformity with Rules, Regulations and Interpretations of Federal Agencies with authority to regulate pipeline common carriers and interstate commerce. Nothing in the solicitation for bids or acceptance of bids is to be construed as an assertion that zoning or other land use authority is appropriate to the placement of any portable classrooms, the subject of any bids hereto. As to whose duty it is to ascertain whether zoning and land use is appropriate as to any portable classrooms upon which any vendor is the successful bidder, shall be set forth in the bid specifications by the vendor. Any deviation from housing and urban development standards or uniform building code standards that may be a term of the bid by any vendor shall be clearly set forth in the bid. Whether or not any portable or other building as bid includes architectural or engineering services as required by Section 81-3446, Neb. Rev. Stat. or if the building is exempt under Section 81-3449 because it is a public work not to exceed \$40,000.00 or whether the building is not exempt, the bid shall include specific statements as to how the aforementioned statutes will be complied with. Neb. Rev. Stat. Section 73-101 provides for the manner and methods which public letting will occur. Section 73-106 exempts the expenditure of funds for construction, remodeling, or repair of any school owned building or for site improvement, if the common plated expenditure for the complete project does not exceed \$40,000.00. See Section 73-106. The granting of a bid to a vendor does not absolve the bidder from also complying with Section 73-101 and Section 73-106, Neb. Rev. Stat. Any bid accepted by the Nebraska Coop shall also be subject to Section 73-102, Neb. Rev. Stat. to file a statement that the vendor or bidder is complying with and will continue to comply with fair labor standards in the pursuit of his business and in the execution of the contract on which he is bidding. A form statement to that effect is available from Mr. Lynn W. Thorpe at Nebraska ESU Cooperative Purchasing.

**Debarment and Suspension:** Contractors shall comply with Executive Orders 12549 and 12689 as applicable. Contractors shall be debarred for a period of two (2) years, unless earlier modified by the Special Awards Committee of the Nebraska ESU Cooperative Purchasing for any of the following conduct:

(a.) Repeatedly not following the bid process. (b.) Repeatedly submitting non-responsive bids. (c.) Any behavior, which has as its effect injuring the integrity of the bid process. (d.) Failure to deliver goods pursuant to a successful bid. (e.) Repeated lack of acceptable handling and delivery of goods pursuant to a successful bid. (f.) Repeatedly not meeting delivery deadlines. (g.) Repeated failure to timely rectify damages of goods, or shortages of goods when it is the responsibility of the contractor to take such action. (h.) Violation of any State, Federal or other actionable anti-discriminatory law. (i.) Conviction of a crime of dishonesty. (j.) Debarment or suspension by any agency or Federal Agency by the contractor or any of its key employees. (k.) Other conducts which materially and adversely affects the services of the ESU Cooperative Purchasing program.

**Statement Filed:** A bidder who is awarded a contract for any goods or services pursuant to this IFB shall file with NESUCP a statement as required by Neb. Rev. Stat. § 73-102.

### ***B. Procedure for Processing Orders***

Nebraska ESU affiliated schools send their purchase orders directly to the vendor, the vendor ships directly to the school, and direct bills the schools the cost of merchandise plus the NESUCP 2% administrative fee. Vendors must provide a quarterly report to Nebraska ESU Cooperative Purchasing. The report will include: Date of sales, school name, ESU affiliation, selling price, list price and savings. The NESUCP administrative Fee of 2% will accompany each quarterly report.

### ***C. Members Purchasing Under the Agency***

NESUCP provides service to 16 Educational Service Units state wide, which in turn serve approximately 650 school districts.

---

## 14. New Mexico, Cooperative Educational Services (CES)

### *A. Additional Agency Terms and Conditions*

CES requires that vendors must offer prices lower than what they would offer on single school district contracts in New Mexico, on other cooperative purchasing contracts available to New Mexico public educational institutions, or state purchasing contracts.

**CES Supplemental Packet:** Upon acceptance of the vendor's offer by AEPA, CES will issue a vendor's supplemental packet requesting specific information necessary to enter and execute a contract in the state of New Mexico, including information relating to who will be coordinating, promoting, and providing the prime contractor's goods and services in New Mexico. Once the prime contractor provides this information, CES will conduct a vendor conference to complete the contract execution process.

#### **The following items refer only to construction:**

**Bonds:** Upon execution of a contract between a CES member and the prime contractor, performance and payment bonds shall be provided to the member as required by New Mexico law. The performance and payment bond shall be in an amount equal to 100% of the price specified in the contract between the member and prime contractor. The bond shall be issued by a surety company authorized to do business in the state of New Mexico and shall be on standard forms used for public projects. This bond will protect all persons supplying labor and material to the prime contractor for the performance of the work provided in the contract. The prime contractor shall deliver the performance and payment bonds to the CES member with a copy to CES at the time the contract between the member and the prime contractor is executed. All suits for nonpayment or nonperformance shall be filed as allowed under New Mexico law. The prime contractor will be responsible for providing CES with copies of all contracts and bonds in accordance with CES purchasing procedures. Performance and payment bonds for members outside New Mexico must be provided by companies licensed to provide bonds for public entities in the member's state. As per state statute the contractor must require subcontractors who will be providing \$50,000 or more worth of work toward any individual project to provide a performance and payment bond to the contractor in the amount equal to 100% of the work to be provided by the subcontractor.

**Licenses:** The prime contractor shall possess and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services offered in its response to this RFB. Any offer using subcontractors must hold a current and appropriate contractor's license as required by New Mexico Construction Industries Division and New Mexico statutes to enter into such contracts. It is the responsibility of the contractor to ensure that any subcontractors performing under this RFB hold and maintain the appropriate licenses. The contractor shall submit copies of licenses with the response to the RFB (place behind Tab 4) and submit copies of any subcontractors' licenses to CES prior to CES issuing a purchase order. The contractor agrees to keep and ensure that subcontractors keep any required license, permit, or bond current and in compliance with the New Mexico rules, regulations, and statutes.

**Payment Retention:** In order to comply with the State of New Mexico Retention Act (House Bill 320 Payment Retention Requirements), CES will not retain any funds on progress payments during any construction projects. The prime contractor agrees to only request payment for goods and services delivered, received, and accepted by the CES member. Final payment of a contract for which progress payments have been made will not be made until the project is totally completed (including punch list items), and the final application for payment is signed by the CES member certifying the project is completed and has been accepted. If the CES member and the prime contractor agree to retainage or a substitute security, the agreement must be in full compliance with the New Mexico Procurement Code and payment retention requirements. If a substitute security or retainage is agreed upon, written notice must be provided to all parties prior to the issuing of a CES purchase order.

If the member and the prime contractor agree to a substitute security, the agreement must be in full compliance with New Mexico Procurement Code and the payment retention requirements. If a substitute security is agreed to, the prime contractor must provide CES and the member with a signed and acknowledged waiver of any right or power of the obligor to set off any claim against CES, the member, or the prime contractor, in relationship to the security assigned. The prime contractor, as authorized

above, will pay any interest due a subcontractor or material supplier. A subcontractor to the prime contractor may request, in writing, that the subcontractor be notified by CES within five (5) days of payment of each progress payment made to the prime contractor. It is the responsibility of the prime contractor to inform all suppliers and subcontractors that this contract is a cooperative purchasing contract, and that the member must make payments before CES can issue progress payments. Once all bonds are in place, the prime contractor and the authorized agent of the member will agree in writing upon a schedule of payments based on identifiable milestones.

**State Wage Rates:** The contractor, as established by the New Mexico State Labor and Industrial Commission, on the day of the bid opening be registered with the department and agree to pay state wage rates for every job performed under this contract for \$60,000 or more on an individual basis. The contractor shall pay all mechanics and laborers employed on the project site by the contractor, unconditionally and not less often than once a week.

**Cost Submittals:** The contractor must include the CES one percent (1%) administrative fee in all cost items submitted.

### ***B. Procedure for Processing Orders***

Once the award is made to the contractor, CES will inform its members of the contract by: 1) including the contract in the agency database that is available on the CES website, 2) announcing the award in its periodic newsletter, and 3) publishing the contract information in a catalog disseminated to all members. A list of members, institution names, contact names, addresses, and phone numbers on computer disk is made available to the contractor. At this point, the contractor contacts the members, and members may contact the vendor. When the member identifies a product or service, it issues a purchase order to CES for that particular product or service. CES reviews the member purchase order to ensure it is in compliance with the contract.

CES then issues a purchase order to the vendor (excludes the CES one percent 1% administrative fee) by faxing a copy and mailing the original. Notification is also made to the member that the purchase order to the vendor has been prepared and transmitted. Upon receipt of the purchase order, the vendor provides the goods or services listed on the purchase order. It is important to remember the vendor makes delivery to the member; CES does not warehouse items. When all the items on the purchase order have been delivered to the member, the vendor invoices CES for the goods and services. CES then invoices the member and the member then pays CES, and CES pays the vendor the amount owed.

### ***C. Members Purchasing Under the Agency***

CES is a member-owned and operated cooperative. CES strives to service all public educational institutions within the state of New Mexico. CES currently has 157 members: all 89 public school districts, 5 colleges and universities, 18 community colleges, 37 charter schools, 6 Bureau of Indian Affairs schools, and two state school. During the last five years, each school district and college and university has used CES' procurement services. No CES member is obligated to use these services, but they find the benefits of low pricing and not needing to go through the bidding process most advantageous.

---

## **15. North Dakota, North Dakota Educators Service Cooperative (NDESC)**

### ***A. Additional Agency Terms and Conditions***

No additional.

### ***B. Procedure for Processing Orders***

(1). Once the award is made to the vendor, NDESC will inform its members of the contract by one or more of the following means:

(a) Including the contract on the NDESC website.

- (b) Announcing the award by direct communication to all NDESC members through mailings, presentations, electronic communication and on-site member marketing visits.
- (c) Including the contract in all on-going marketing efforts, including cooperative purchasing catalogs (paper and electronic).
- (2) A list of members, institution names, contact names, addresses and phone numbers on computer disk will be given to the awarded vendor. The vendor may then contact each member and members may contact the vendor.
- (3.) NDESC has designated Cooperative Resources, Inc. (CRI), 1001 E. Mt. Faith, Fergus Falls, MN as its purchasing agent. All vendors agree to work with CRI on all purchasing issues related to NDESC.
- (4) When the member identifies a desired product or service, the member and the vendor may negotiate with each other to establish a description of items and/or services. The vendor shall quote a price to the member, in writing, using AEPA established discounts that includes a two percent (2%) administrative fee. The administrative fee shall be based upon the total cost of goods and/or service including installation costs. When a member decides to purchase through the Agency contract, the member issues the purchase order directly to the vendor.
- (5) Upon receipt of a purchase order, the vendor agrees to fax a copy of said purchase order to CRI for confirmation and approval. The sale and transaction may continue without delay or anticipation of NDESC/CRI denial. Notification will be made to the vendor within three (3) working days in the event the purchase order is NOT in compliance with the contract and deemed void. The vendor will make all deliveries and installations of products and services. CRI does not warehouse items or provide services.
- (6) The contractor/vendor will compile quarterly reports listing each purchase made by participating agencies under this contract. Reports will be sent by the 15th of the succeeding month to Jane Eastes, NDESC/CRI, 1001 E. Mt. Faith, Fergus Falls, MN 56537 or emailed to jeastes@lsc.org. The report should include the date of order, the name of the purchasing agency and the total dollar amount of the order.
- (7) The vendor agrees to pay all administrative fees to NDESC/CRI by the 15th of the month following the end of the quarter. All checks are to be made payable to Cooperative Resources Incorporated, 1001 E. Mt. Faith, Fergus Falls, MN 56537.
- (8) NDESC requires that all participating vendors offer the contract opportunity to all NDESC qualified membership. Qualified membership is defined under C.

***C. Members Purchasing Under the Agency***

The NDESC has been established pursuant to the provisions of Chapter 54-40.3 of the North Dakota Century Code, as amended. The purpose of NDESC is to assist in meeting those specific needs of the members which are determined to be better provided by a cooperative effort, including without limitation the joint purchasing of programs, goods, and services which are deemed to be priority needs of the members. Currently 107 public school districts are members of NDESC. Qualified members of NDESC include all North Dakota public schools and any other North Dakota political subdivisions eligible to enter into a joint powers agreement with NDESC.

---

**16. Ohio, Ohio Council of Educational Purchasing Consortia (OCEPC)**

***A. Additional Agency Terms and Conditions***

All bidders shall comply with the State of Ohio procurement codes and regulations, bidding requirements, bonding, etc. as well as any local terms and conditions. All contractors providing goods or services will assure the OCEPC and purchasing member they are conforming to all federal, state and local laws, codes and regulations while fulfilling the contract.

***B. Procedures for Processing Orders***

The Ohio Council of Educational Purchasing Consortia (OCEPC) will inform all the Educational Purchasing Consortia in Ohio (OCEPC members) of contract information via web site and through other marketing strategies. A list of all eligible buyers (OCEPC members) along with addresses, phones,

contacts, etc. will be made available to successful contractors. After contracts are awarded, contractors may contact the OCEPC members concerning their services.

Participating members will submit all purchase orders directly to the vendor/contractor and members will send a copy of the purchase order to the (OCEPC) in care of the Metropolitan Educational Council for contract verification purposes. When a member or other qualifying purchaser identifies a product or service for procurement, they issue a purchase order for that product or service. The vendor's price shall include a one percent (1%) administrative fee that the vendor will collect from the member or other qualifying purchaser. This amount will be remitted to the Ohio Council of Educational Purchasing Consortia on a quarterly basis.

The vendor will compile a quarterly report showing all purchases made by the OCEPC members and other qualifying purchasers under this contract at the conclusion of each quarter.

Administrative fees are to be remitted to the OCEPC on April 15, July 15, October 15 and January 15 with checks payable to the Metropolitan Educational Council, 2100 City Gate Drive, Columbus, Ohio 43219.

### ***C. Members Purchasing Under the Agency***

All members of the Ohio Council of Educational Purchasing Consortia and their individual membership are eligible to participate and purchase from the awarded contracts. Currently, there are ten educational purchasing consortia members of the OCEPC representing over four hundred fifty school districts in the State of Ohio.

### **Contract Changes**

No contract amendments can be made without the approval of the AEPA membership.

---

## **17. Oregon, Umatilla-Morrow Educational Service District (UMESD)**

### ***A. Additional Agency Terms and Conditions***

Umatilla Morrow Education Service District ("UMESD") is an educational service district organized under the laws of the STATE OF OREGON. Pursuant to Oregon Law, UMESD is authorized to cooperate with other entities and in such regard is authorized to cooperate with them in the purchasing of goods and services pursuant to these contract documents. As other entities cooperate with UMESD to take advantage of the goods and services made available pursuant to these contract documents, the terms and conditions of any such sales shall be in accordance with the contract documents.

These provisions provide: (1) instructions to bidders that are required for certain public contracts in Oregon, (2) procedural provisions, and (3) provisions that must be in Oregon public contracts depending upon the subject matter of the contract.

#### **1. Prevailing wage rates/Davis-Bacon.**

As set forth in the general Oregon conditions below, if this is a public works project (as defined below) and no exceptions apply, prevailing wage rates will apply. If federal funds are being used, bidders must take into account the need to comply with all applicable prevailing wage laws and/or the Davis-Bacon Act. **Pursuant to ORS 279.800 et seq if the contract is for public works no bid will be considered by Owner unless the bid contains a statement by the bidder as a part of its bid that the provisions of ORS 279. 800 et seq or 40 U.S.C. 276a are to be complied with.**

#### **2. Residence status of bidder.**

Each bidder must identify in its bid whether the bidder is a resident bidder, as defined in ORS 279A.110.

3. Licensure.

If the contract involves asbestos abatement, the contractor or subcontractor must be licensed under ORS 468A.720.

No bid for a construction contract shall be considered by Owner unless the bidder is licensed by the Construction Contractors Board or licensed by the State Landscape Contractors Board as required by ORS 671.530.

4. Bonding.

If the contract is for a public improvement or public works (as those terms are defined below), at the time of the execution of the contract, the successful bidder shall also deliver to the Owner good and sufficient bonds, to be approved by the Owner, one bond in a sum equal to the contract price for the faithful performance of the contract, and another bond for the payment of all claims for labor, materials, equipment, and rental equipment that may result from work performed pursuant to the contract documents. The successful bidder shall not be allowed to execute the contract except with the concurrent delivery to the Owner of full copies of the bonds required by this paragraph and which are approved by the Owner as to form and as to identity of the surety. Nothing stated shall prohibit the performance bond and the payment bond from being stated within one document.

5. Reserved.

6. Subcontractor Disclosure.

Bidders are required to disclose information about certain first-tier subcontractors. Specifically, when the contract amount of a first-tier subcontractor furnishing labor or labor and materials would be greater than or equal to: (i) 5% of the project bid, but at least \$15,000, or (ii) \$350,000 regardless of the percentage, bidders must disclose the following information about that subcontractor either in its bid submission, or within two hours after bid closing:

- (a) the subcontractor's name, and
- (b) the category of the work that the subcontractor would be performing.

If Contractor will not be using any subcontractors that are subject to the above disclosure requirements, Contractor is required to indicate "NONE" on the reply form.

**THE OWNER MUST REJECT A BID IF THE BIDDER FAILS TO SUBMIT THE DISCLOSURE FORM WITH THIS INFORMATION BY THE STATED DEADLINE.**

**SUBCONTRACTOR DISCLOSURE FORM**

\_\_\_\_\_, as agent for \_\_\_\_\_ submits the following information relating to subcontractors:

*Check appropriate space:*

\_\_\_\_\_ NONE, i.e., no subcontractors for which disclosure is required shall be used.

\_\_\_\_\_ THE FOLLOWING SUBCONTRACTORS ARE ALL THOSE THAT WILL BE USED FOR WHICH DISCLOSURE IS REQUIRED (attach additional sheets if needed):

NAME OF SUBCONTRACTOR	CATEGORY OF WORK
_____	_____
_____	_____

---

---

---

---

**Requirements of Oregon Law for Public Contracts, Public Works and Improvements; and Miscellaneous Provisions**

The following shall be a part of the contract documents and obligations of Contractor:

“Owner” means the public entity executing the Contract of which the provisions are a part.

“Public improvement” means projects for construction, reconstruction or major renovation of real property by or for a public agency.

“Public Works” shall mean roads, highways, buildings, structures and improvement of all types, the construction, reconstruction, major renovation or painting of which is carried on or contracted for by any public agency to serve the public interest by does not include the reconstruction or renovation of privately owned property which is leased by a public agency.

- (1) In reference to ORS 279C.505. Contractor shall:
  - (a) Make payment promptly, as due, to all persons supplying to Contractor labor or material for the prosecution of the work provided for in the contract.
  - (b) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or subcontractor incurred in the performance of the contract.
  - (c) Not permit any lien or claim to be filed or prosecuted against the Owner on account of any labor or material furnished.
  - (d) If the contract is for a public improvement, as that term is used in ORS 279.312(2), demonstrate to Owner that Contractor has an employee drug testing program in place.
  - (e) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- (2) In reference to ORS 279C.515.
  - (a) If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with the contract and such claim becomes due, the Owner may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the Contractor by reason of such contract.
  - (b) If the contract is for a public improvement and if the Contractor or a first-tier subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the contract within thirty days after receipt of payment from the Owner or a contractor, the Contractor or first-tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten day period that payment is due under ORS 279C.580(4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest charged to the Contractor or first-tier subcontractor on the amount due shall equal three times the discount rate on ninety-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is thirty days after the date when payment was received from the Owner or from the Contractor, but the rate of interest shall not exceed 30 percent. The amount of interest may not be waived.
  - (c) If the contract is for a public improvement, or is related to a contract for a public improvement, and if the Contractor or a subcontractor fails, neglects or refuses to make payment

to a person furnishing labor or materials in connection with the contract, that person may file a complaint with the Construction Contractor's Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

(d) The payment of a claim in the manner authorized in this section of this contract shall not relieve the Contractor or the Contractor's surety from any obligation with respect to any unpaid claims.

(3) Relating to ORS 279C.520. Contractor shall comply with ORS 279C.520 in its entirety, and in this regard no person shall be employed for more than ten hours in any one day, or forty hours in any one week except in cases of necessity, emergency, or where the Owner absolutely requires it, and in such cases, the employee shall be paid at least time and half pay:

(i) For all overtime in excess of eight hours a day or forty hours in any one week when the work week is five consecutive days, Monday through Friday; or

(ii) For all overtime in excess of ten hours a day or forty hours in any one week when the work week is four consecutive days, Monday through Friday; and

(iii) For all work performed on Saturday and on any legal holiday specified in ORS 279C.540.

(iv) Contractor shall comply with the notice and posting requirements of ORS 279C.520 (2).

(4) If the contract is for a public improvement, Contractor shall at its sole expense comply with any and all applicable statutes or ordinances, and all regulations of any agencies, whether federal, state, local, or tribal, dealing with the prevention of environmental pollution and the preservation of natural resources including without limitation water that affect the performance of this contract. The following agencies, as well as others, may have pertinent regulations:

Federal: Army Corps of Engineers, Federal Energy Regulatory Commission, Environmental Protection Agency, Dept. of Human and Health Services, Dept. of Interior including but not limited to the US Fish and Wildlife Service, Department of Labor, and Water Resources Council.

State: Columbia River Gorge Commission, Department of Energy, Department of Environmental Quality, Department of Fish and Wildlife, Department of Human Resources, Soil and Water Conservation Commission, and Water Resources Department.

Local: City and County wherein the project is to be undertaken.

Tribal: Any applicable tribal authorities.

(5) Contractor shall comply with ORS 279C.530 in its entirety, and in this regard:

(a) Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

(b) All employers working under this contract are subject employers that shall comply with ORS 656.017 or employers that are exempt under ORS 656.126.

(6) If the contract is for public works, Contractor, unless exempted by law, shall comply with ORS 279C.800 to 279C.870 relating to the payment of prevailing wages and, to the extent applicable, with the Davis-Bacon Act. The contents of the most current document entitled Prevailing Wage Rates for Public Works Contracts in Oregon issued by the Oregon Bureau of Labor and Industries is hereby incorporated herein by reference, and such prevailing rates of wage are those which shall be paid to all workers in each trade or occupation providing work in the performance of this contract for any contractor or subcontractor, and such workers shall be paid not less than the specified minimum hourly rate of wage. A fee is required to be paid to the Commissioner of the Bureau of Labor and Industries as provided in ORS 279C.825, and Contractor shall pay the fee to the commissioner pursuant to the administrative rules of the commissioner. Contractor shall comply with all wage

reporting and certification requirements of the prevailing wage laws and/or the Davis-Bacon Act, as applicable.

(7) The following apply to contracts for public improvements:

(a) Contractor shall comply with ORS 279C.580, dealing with Contractor's relations with subcontractors. Without limiting the generality of the foregoing, in this regard Contractor shall include a clause in each subcontract for property or services entered into by the Contractor and a first-tier subcontractor, including a material supplier, for the purposes of performing the contract:

(i) that obligates the Contractor to pay the first-tier subcontractor for satisfactory performance under its subcontract within ten days out of such amounts as are paid to the Contractor by the Owner; and

(ii) that obligates the Contractor, if payment is not made within thirty days after receipt of payment from the Owner, to pay to the first-tier subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause required by the preceding Paragraph. The interest penalty shall be for the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made, and shall be computed at the rate specified in ORS 279C.515(2).

(b) Contractor shall include in each of its subcontracts, for the purpose of performance of work in relation to project, a provision requiring the first-tier subcontractor to include a payment clause and an interest penalty clause conforming to the foregoing standards in each of its contracts and to require each of its subcontractors to include such clauses in their subcontracts with each lower-tier subcontractor or supplier.

(c) Nothing stated herein shall be construed to preclude the negotiations allowed pursuant to ORS 279C.580 (5).

(8) If any work supplied pursuant to the contract requires licensing with the Construction Contractors Board or the State Landscape Contractors Board, Contractor must be so licensed in order to submit a bid for the contract, and Contractor and all relevant subcontractors must remain licensed during the period required for performance.

(9) If this contract is for public improvements, then retainage shall be withheld in accordance with Oregon laws, including ORS 279C.550 et seq.

(10) If this contract is for a public improvement, Contractor shall comply with ORS 279C.380 and execute and deliver to Owner a good and sufficient performance bond and payment bond to be approved by Owner in a sum equal to the contract price.

(11) Contractor must certify compliance with the Oregon tax laws in accordance with ORS 305.385 when applicable.

(12) Upon receipt by Contractor of any notice or claim, pursuant to ORS 279C.600 et seq (concerning action against bonds) Contractor shall immediately notify Owner in writing.

(13) Unless agreed to by Owner in writing, Contractor may not assign, transfer, dispose of, or delegate its duties under the contract.

(14) Contractor shall be responsible for compliance with all local, state, tribal, and federal laws, applicable to any aspect of the work to be performed. It shall be Contractor's responsibility to determine the applicability and requirements of any such laws and to abide by them. Contractor shall indemnify, defend, and hold harmless Owner for any default or breach of Contractor in this regard.

(15) The submission of a bid for this contract is certification by Contractor that Contractor has not discriminated and will not discriminate in violation of ORS 279A.110 against any minority, women, or emerging small business enterprises in obtaining any required subcontracts.

(16) If this contract is a public improvement contract for demolition, Contractor shall salvage or recycle constructions and demolition debris if feasible and cost-effective.

(17) If this contract is a public improvement contract for lawn and landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

(15) Any dispute arising out of any of the contract documents, or out of their performance, shall be decided by litigation in the Circuit Court of the State of Oregon in the county of Owner's residence, the

parties consenting to jurisdiction in said court and permanently waiving jurisdiction in any other court, state or federal. In the event of litigation the prevailing party shall be entitled to an award of reasonable attorneys fees and costs at trial and upon any appeal thereof.

### ***B. Procedures for Processing Orders***

Once the award is made to the vendor, UMESD will inform its members of the contract by: 1) including the contract in the agency database that will be available on the UMESD website, 2) announcing the award in a periodic newsletter, and 3) publishing the contract information in a cooperative purchasing catalog hard copy and online catalog and disseminated to all members, and/or such other marketing as UMESD deems advisable. A list of members, institution names, contact names, addresses and phone number on a computer disk is made available to the vendor. At this point the vendor contacts the members and members may contact the vendor. When the member identifies a product or services and agrees on price it issues to UMESD a purchase order in cooperation with the vendor for that item or service. The purchase order must include an additional one percent (1%) administrative fee in the total to be forwarded by the vendor to UMESD after the sale. UMESD reviews the member purchase order to insure it is in compliance with the contract and assigns a UMESD purchase order number authorizing the purchase and use of the contract. Sales proceeding without a UMESD purchase order number are void and subject to contract restrictions with proceeding vendor and member. All participating vendors agree to and are subject to audit proceedings of UMESD member sales. IN NO EVENT SHALL ANY CONTRACT WITH THE PURCHASING AGENCY DIFFER IN ANY MATERIAL TERMS, CONDITIONS, OR PRICE FROM THE BID ACCEPTED BY UMESD.

UMESD will then fax a copy and mail the original. Notification is also made to the member that the purchase order to the vendor has been approved and forwarded. Upon receipt of the purchase order, the vendor provides the goods or service listed on the purchase order. It is important to remember the vendor makes delivery to the member unless other arrangements are made in cooperation with UMESD. When all items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then invoices in duplication the member and UMESD for the goods and service. This invoice includes the additional one percent (1%) administrative fee to the total amount invoiced of the goods or service provided by the vendor. This percent is based on the total sales of goods or services. The member then pays the vendor including the one percent (1%) administrative fee. UMESD then invoices the Vendor for the 1% administrative fee based on the sale of goods and services collected by the vendor. In the event of a lease the total administrative fee for the value of the goods shall be paid to UMESD by the vendor at the front end of the lease.

### **C. Members Purchasing Under the UMESD**

Members Purchasing under the Agency UMESD is an educational service district organized under the laws of the STATE OF OREGON. Pursuant to Oregon Law, UMESD is authorized to cooperate with other entities and in such regard is authorized to cooperate with them in the purchasing of goods and services pursuant to these contract documents. As other entities cooperate with UMESD to take advantage of the goods and services made available pursuant to these contract documents, the terms and conditions of any such sales shall be in accordance with the contract documents.

---

---

## **18. Pennsylvania, Pennsylvania Education Joint Purchasing Council (PAEJPC)**

### ***A. Additional Agency Terms and Conditions***

**Advertising:** The PAEJPC will require all vendors to develop a marketing program to include printed, web-based, e-mail, telemarketing and other methods approved by the PAEJPC. All promotional marketing materials must have the prior approval of the PAEJPC before distribution and must include the PAEJPC logo and other contract information. PAEJPC staff will work jointly with all vendors and their representatives to joint market these bids/contract to it's members and prospective members. An annual meeting with key marketing staff will be required with one month bid award and then annually after renewal on contract. Complete member listing will be shared electronically with all vendors for advertising and marketing. Vendors may be requested to do joint presentations to PAEJPC members in either a one to one or a group setting. Some group presentations may be done in conjunction with other vendors. Display exhibits at various statewide conferences are encouraged.

**Pricing and Ordering:** Vendor will provide all pricing information in an electronic format and/or setup an electronic ordering system that would show the current contract prices along with the PAEJPC administrative fee of 1.5% or as adjusted by the PAEJPC. In the case of electronic ordering, the PAEJPC would have administrative reporting capabilities with an online ordering system. The PAEJPC administrative fee will apply to all purchases, total lease, total rental prices and all construction and installation and annual maintenance fees.

**The following items refer to all projects involving construction:**

Vendor and/or Contractor agrees that, in performance of the services required under this Agreement, Vendor and/or Contractor shall abide by all Federal, State, Local, and Pennsylvania Department of Education laws, and regulations that may apply to renovation under this bid, including, but not limited to, those listed below. Vendor and/or Contractor shall also abide by the laws and regulations of other states where a member is located. It is the responsibility of the Vendor or Contractor to determine applicability and requirements of any such laws and to abide by them. Additionally, Contractor has the sole responsibility for compliance will all other matters in conjunction with the services to be performed hereunder and in the Invitation for Bid.

**PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS:** the contractor shall provide a performance bond and a labor and material payment bond, each in the amount of 100% of the contract price, before the award of the contract. (Sections 756 and 757 of the Public School Code of 1949, as amended, and the Public Works Contractors Bond Law of 1967.)

**DISCRIMINATION PROHIBITED:** According to 62 Pa.C.S.A. 3701, the contractor agrees that:

- (1.) In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- (2.) No contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the contract on account of gender, race, creed or color.
- (3.) The contract may be canceled or terminated by the government agency and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.

**HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P. L. 744) (43 P.S. Section 951, ET. Seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 Pa. Code 49.101.

**COMPETENT WORKMEN:** Projects where the **total estimated cost is \$25,000 or less**, Section 7-752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent first class, within the meaning of this Act, except those who are duly skilled in their respective branches of

labor, and who shall be paid not less than such rates of wages and for such hours work as shall be established and current rates of wages paid for such hours by employers of organized labor in doing of similar work in the district where work is being done.

**PENNSYLVANIA PREVAILING WAGE RATES:** Projects where the **total estimated cost is greater than \$25,000**, paid for in whole or in part out of funds of a public body, except for maintenance work or work performed under a rehabilitation program or manpower training program must specify "Prevailing Wages." Further information on implementation of the act, definition of maintenance work and prevailing wage rates may be requested from the Pennsylvania Department of Labor and Industry (800-932-0665 or 717-787-4763). When applicable, use Davis-Bacon wage rates for federally assisted projects. This regulation and the general Pennsylvania prevailing minimum wage rates, (Act 442 of 1961, P.L. 987, amended), as determined by the Secretary of Labor and Industry, which shall be paid for each craft or classification of all workers needed to perform the contract during the anticipated term therefore in the locality in which public work is performed, are made part of this specification.

(1.) The general prevailing minimum wage rates including contributions for employee benefits as shall have been determined by the Secretary of Labor and Industry (hereinafter "Secretary"), which must be paid to the workmen, employed in the performance of the Contract.

(2.) The Contractor shall pay no less than the wage rates as determined in the decision of the Secretary and shall comply with the conditions of the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the Regulations issued pursuant thereto, to assure the full and proper payment of said rates.

(3.) These Contract provisions shall apply to all work performed on the Contract by the Contractor and to all work performed on the contract by all subcontractors.

(4.) The Contractor shall insert in each of his subcontracts all of the stipulations contained in these required provisions.

(5.) No workmen may be employed on the Work except in accordance with the classifications set forth in the decision of the Secretary. In the event that additional or different classifications are necessary the procedure set forth in the Regulations shall be followed.

(6.) All workmen employed or working on the Work shall be paid unconditionally, regardless of whether any contractual relationship exists or the contractual relationship which may be alleged to exist between any contractor, subcontractor and workmen, not less than once a week without deductions or rebate, on any account, either directly or indirectly, except authorized deductions, the full amount due at the time of payment, computed at the rates applicable to the time worked in the appropriate classification. Nothing in this Contract, the Act or the Regulations shall prohibit the payment of more than the general prevailing minimum wage rates as determined by the Secretary to the workmen on the Work.

(7.) The Contractor and each subcontractor shall post for the entire period of construction the wage determination decisions of the Secretary, including the effective date of any changes thereof, in a prominent and easily accessible place or places at the site of the work and at such place or places used by them to pay workmen their wages. The posted notice of wage rates must contain the following information:

- a. Name of project.
- b. Name of public body of which it is constructed.
- c. The crafts and classifications of workmen listed in the Secretary's general prevailing minimum wage rate determination for the particular project.
- d. The general prevailing minimum wage rates determined for each craft and classification and the effective date of any changes.
- e. A statement advising workmen that if they have been paid less than the general prevailing minimum wage rate for their job classification or that the Contractor and/or subcontractor are not complying with the Act or the Regulations in any manner whatsoever, they may file a protest with the Secretary within three (3) months of the date of the occurrence, objecting to the payment to the Contractor to the extent of the amount or amounts due or to become due to them as wages for work

performed on the Project. Any workmen paid less than the rate specified in the Contract shall have a civil right of action for the difference between the wage paid and wages stipulated in the Contract, which right of action must be exercised within six (6) months from the occurrence of the event creating such right.

(8.) The Contractor and all subcontractors, shall keep an accurate record showing the name, craft and/or classification, number of hours worked per day, and the actual hourly rate of wage paid (including employee benefits) to each workman employed by him in connection with the Work and such record must include any deductions from each workman. The record shall be preserved for two (2) years from the date of payment and shall open at all reasonable hours to the inspection of the Owner and to the Secretary or his duly authorized representative.

(9.) Apprentices shall be limited to such numbers as shall be in accordance with a bona fide apprenticeship program registered with and approved by the Pennsylvania Apprenticeship and Training Council and only apprentices whose training and employment are in full compliance with the provisions of the Apprenticeship and Training Act approved July 14, 1961 (Act No. 304) and the Rules and Regulation issued pursuant thereto shall be employed on the Work. Any workmen using the tools of a craft that does not qualify as an apprentice within the provisions of this submission shall be paid the rate predetermined for journeyman in that particular craft and/or classification.

(10.) Wages shall be paid without any deductions except authorized deductions. Employers not party to a contract requiring contributions for employee benefits which the Secretary has determined to be included in the general prevailing minimum wage rate shall pay the monetary equivalent thereof directly to the workman.

(11.) Payment of compensation to workmen for work performed on public work on a lump sum basis, or a piece work system, or a price certain for the completion of a certain amount of work, or the production of a certain result shall be deemed a violation of the Act and the Regulations, regardless of the average hourly earnings resulting there from.

(12.) Each Contractor and each subcontractor shall file a statement each week and a final statement at the conclusion of the Work on the Contract with Owner, under oath, and in form satisfactory to the Secretary, certifying that all workmen have been paid wages in strict conformity with the provisions of the Contract as prescribed by the Regulations, or if any wages remain unpaid, to the amount of wages due and owing to each workman respectively.

(13.) The provision of the Act and the Regulations are incorporated by reference in the Contract.

**STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications". A bid containing an alternative, which does not meet the specifications, may be declared non-responsive. A bid containing an alternative may be accepted but if an award is made to that bidder the bidder will be required to replace any alternatives, which do not meet the specifications.

**PROVISIONS FOR THE USE OF STEEL AND STEEL PRODUCTS MADE IN THE U.S.:** In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder in accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.

**PROHIBITION ON CASH ALLOWANCES:** Cash allowances are prohibited.

**TIME(S) OF COMPLETION OF THE PROJECT:** Contractor/Vendor shall complete all work within 180 days after entry into a contract with the individual Member. Member and Contractor/Vendor may agree in writing on a lesser number of workdays depending on the scope of the project.

**Owner's Compliance in Retaining Payments:** Unless a member stipulates otherwise, Payment Retentions and Progress Payments shall be as follows: Ten percent (10%) of all contract payments shall be retained by the member as insurance of proper performance of the prime contractor. Prime contractor agrees to identify the amount of the invoices sent to the member school districts, then send copies of the invoices to the PAEJPC. When fifty percent (50%) of the work is completed, as determined by the school district, one-half (1/2) of the amount retained shall be paid to the prime contractor, if the prime contractor requests payment, provided that the prime contractor is making satisfactory progress and there is no specific cause for greater withholding. After the work is fifty percent (50%) completed, no more than five percent (5%) of the amount of any subsequent progress payments shall be retained, unless the governing board of the member determines that satisfactory progress is not being made, at which point ten percent retention shall be reinstated. If the member and the prime contractor agree to a substitute security, the agreement must be in full compliance with Pennsylvania law. If the substitute security is agreed to, the prime contractor must provide PAEJPC and the member with assigned and acknowledged waiver of any right or power of the obligor to set off any claim against PAEJPC, the member, or the prime contractor, in relationship to the security assigned. The prime contractor, as authorized above, will pay any interest due a subcontractor or material supplier. A subcontractor to the prime contractor may request, in writing, that the subcontractor be notified by PAEJPC within five (5) days of payment of each progress payment made to the prime contractor. It is the responsibility of the prime contractor to inform all suppliers and subcontractors that this contract is a cooperative purchasing contract. Once all bonds are in place, the prime contractor and the authorized agent of the member will agree in writing upon a schedule of payments based on identifiable milestones. Retaining of payments must be done in accord with 62 Pa.C.S.A. § 3921.

A contract containing a provision for retainage as provided in section 3921 (relating to retainage) shall contain a provision requiring the architect or engineer to make final inspection within 30 days of receipt of the request of the contractor for final inspection and application for final payment. If the work is substantially completed, the architect or engineer shall issue a certificate of completion and a final certificate for payment, and the government agency shall make payment in full within 45 days except as provided in section 3921, less only one and one-half times the amount required to complete any then-remaining uncompleted minor items, which amount shall be certified by the architect or engineer and, upon receipt by the government agency of any guarantee bonds which may be required, in accordance with the contract, to insure proper workmanship for a designated period of time. The certificate given by the architect or engineer shall list in detail each uncompleted item and a reasonable cost of completion. Final payment of any amount withheld for the completion of the minor items shall be paid upon completion of the items in the certificate of the engineer or architect.

**WORKERS' COMPENSATION ACT:** The contractor shall accept, insofar as the work covered by their contract is concerned, the provisions of the Workers' Compensation Act 44 of 1993, and any supplements of amendments thereof, including any which may hereafter be passed, and shall insure the contractor's full liability there under for all parts of their contract being performed by the contractor, the contractor's partners, associates, employees or those of any the contractor may employ herein, or file with the Entity a certificate of exemption from insurance from the Bureau of Workers' Compensation of the Department of Labor and Industry.

The contractor shall, at all times, indemnify and save harmless the school entities of and from all claims for Workers' Compensation which may be made by any of the employees of the contractor or by any of the employees to whom the contractor may have let the performance of any part of the work embraced by their contract and the contractor shall appear for and defend the school entities against any and all such claims. The contractor shall be covered by Employers' Liability Insurance with a minimum limit of \$250,000 for each employee, \$2,000,000 policy limit and \$250,000 for each accident.

**ACT 34 CRIMINAL BACKGROUND CHECKS:** Independent contractors and their employees who provide services to a Pennsylvania school entity are required to obtain a report of "Criminal History Record Information" from the Pennsylvania State Police. In the case of non-Pennsylvania residents, a report of "Federal Criminal Record Information" from the FBI is required in addition to the Pennsylvania State Police Report.

Contractors shall be required to do the following:

- (1.) Present the original document/s Report of Criminal History Records information from the Pennsylvania State Police, report of Federal Criminal History Record Information from the Federal Bureau of Investigation to the Superintendent or the Superintendent's designee prior to the beginning of work for the school entity. The school entity shall retain a copy of the background check information and shall note on that copy the date on which the original document was inspected and the name of the administrator who viewed the original. This copy shall be retained in the school entity records with the original being returned to the contractor.
- (2.) If any new employees are added to the workforce during the course of the work, such employee(s) must follow the same procedure described above prior to any work for the school entity.
- (3.) All costs for the Criminal History Information check(s) shall be borne by the perspective contractor.
- (4.) The school entity shall notify the contractor in writing if the decision not to employ the contractor or the contractor's employees is based in whole or in part on criminal history records information.
- (5.) The school entity shall follow the regulations promulgated by the State Board of Education concerning the confidentiality of the Criminal History Report Information obtained pursuant to the Act.

Upon written notice from the school entity, contractors shall have all such persons removed from the project. School entity's right to declare such persons unfit shall not be limited to the required exclusion of persons from school property as set forth in Section 1-111 of the Pennsylvania School Code and/or Act 151 of 1994.

**CHILD PROTECTIVE SERVICES BACKGROUND CHECKS:** Prior to commencing work under the contract, the contractor shall submit for any employee or independent contractor who would be working on a school entity's site pursuant to work contemplated in the contract, an official clearance statement obtain from the Pennsylvania Department of Welfare pursuant to Act 151 of December 16, 1994 (P.L. 1292) subchapter C2 of the Child Protective Services Act. Contractor shall not allow any prospective employee or independent contractor on the job site prior to providing the school entity with the above-referred clearance statement for prospective employees or independent contractors.

**ANTIBID-RIGGING ACT (NON-COLLUSION):** In accordance with the Commonwealth of Pennsylvania's Antbid-Rigging Act, 62 Pa. C.S.A. § 4501 et seq., the contractor shall execute and submit with the bid a Non-Collusion Affidavit required by the Agency. Each party to the joint venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

**PREVENTION OF ENVIRONMENTAL POLLUTION:** Section 3301 of the Pennsylvania Commonwealth Procurement Code requires that all invitations for Bids and requests for proposals for construction projects issued by any governmental agencies shall set forth any provision of Federal and State statutes, rules, and regulations dealing with prevention of environmental pollution and the preservation of public natural resources that affect the Project. A Notice of said provisions prepared by the Pennsylvania Department of Environmental Resources under Act 247 of 1972, 52 P.S. § 1612 (repealed) is available from Jeffrey L. Kimball, Cooperative Purchasing Services Manager at the Pennsylvania Education Joint Purchasing Council, P.O. Box 213, Lewisburg, Pennsylvania 17837-0213. His telephone number is 570-523-1155 x2130, and his e-mail address is [jkimball@csiu.org](mailto:jkimball@csiu.org). Said Notice is hereby incorporated by reference. Contractor is hereby notified and agrees to comply with the terms of all statutes, rules and regulations enumerated in the Notice.

**ARCHITECTURAL SERVICES:** For those Members who are Pennsylvania Public School Districts, and whose projects require architectural or engineering services, your attention is directed to Section 7-751.1 of the Pennsylvania Public School Code (24 P.S. § 7-751.1), which requires a public school district to engage an architect/engineer that is independent from the Vendor/Contractor's architect/engineer.

**MULTIPLE PRIME CONTRACTORS:** For those Members who are Pennsylvania Public School Districts, your attention is directed to Section 7-751 of the Pennsylvania Public School Code (24 P.S. § 7-751), which requires a public school district to use separate prime contractors for plumbing, heating and ventilating, and electrical work. To the extent a school district's project extends beyond general construction services, the school district will need to separately bid plumbing, heating and ventilating, and electrical work, and should consult with its individual solicitor for compliance with Section 7-751.

For other Members who are subject to multiple prime requirements under applicable bidding laws, such Members should consult with their individual solicitors for compliance with said requirements.

**MULTIPLE PRIME REQUIREMENTS:** For Members which are Pennsylvania Public School Districts, your attention is directed to Subsection 7-751(a) of the Pennsylvania Public School Code (24 P.S. § 7-751(a)), which permits a single prime contractor for a prefabricated unit, including all utilities such as plumbing, heating and ventilating, and electrical work. To the extent a school district's project requires plumbing, heating and ventilating or electrical work outside of the prefabricated unit itself, the Pennsylvania Department of Education requires school districts to separately bid such exterior plumbing, heating and ventilating and mechanical work. For other Members who are subject to multiple prime requirements under applicable bidding laws, such Members should consult with their individual solicitors for compliance with said requirements.

### ***B. Procedure for Processing Orders***

Once the award is made to the contractor/vendor, PAJPC will inform its members of the contract by: (1) including the contract in the agency database that is available on the PAEJPC website, (2) announcing the award in its periodic newsletter, and (3) publishing the contract information in a catalog disseminated to all members. A list of members, institution names, contact names, addresses and phone number will be made available to the vendor in an electronic format. At this point the contractor/vendor contacts the members and members may contact the contractor/vendor. When the member identifies a product or service it issues a purchase order for that item to the vendor. The vendor's price will include the following administrative fees: 1.5% (one & a half percent) on all supplies, equipment and construction, etc.; and others administrative fees as approved by the PAEJPC and will be collected from the member or other qualifying purchaser. The vendor will also compile a quarterly report showing all purchases made by the PAEJPC members under this contract. The vendor will also produce an annual report for all purchases made under this contract for a period of beginning with the award of the contract through December 31<sup>st</sup> and all consecutive 12-month periods if contract is extended. The vendor will make all administrative fee payments to the PAEJPC by the 15<sup>th</sup> of the succeeding month of each 3-month period (quarterly) after they have received payment from the member agency and all checks are to be made payable to the CSIU and sent to Pennsylvania Education Joint Purchasing Council, P.O. Box 213, Lewisburg, PA, 17837-0213, and Attention: Jeff Kimball.

### ***C. Members Purchasing Under the PAEJPC***

PAEJPC is a cooperative purchasing program operated by the Central Susquehanna Intermediate Unit under various state inter-governmental cooperation laws. Every public school district in the state is eligible to become a member and must complete a membership agreement with the PAEJPC and pay an annual membership fee. No district is obligated to use these services, but they find the benefits of low price and not needing to go through the bidding process most advantageous. Only those members listed on an approved PAEJPC membership list are eligible to purchase under these contracts. This list may change during the contract period and currently includes members from Pennsylvania, Maryland, West Virginia, Virginia and Delaware and may expand to other east coast or southern states.

Additional members may include other public educational institutions in the state, community colleges, vocational schools, charter schools, municipal and county governments and other non-profit organizations from Pennsylvania or any other state where a member is located. Membership from other entities is permitted by various intergovernmental cooperative purchasing laws or regulation from their home state. All entities must complete the proper membership agreements with the PAEJPC.

As member agencies from other states are added to the membership of the PAEJPC, the awarded vendor(s) agrees to abide by all state and local laws and/or regulations that may apply to any purchase of products, services or construction by these agencies.

---

## 19. Texas, Region IV Education Service Center, The Cooperative Purchasing Network (TCPN)

### A. Additional Agency Terms and Conditions

**TCPN funding:** The total cost of the TCPN program is funded through a two percent (2%) participation fee paid to TCPN by the participating Contractors. This fee shall be included in all pricing to TCPN and its participating agencies. The fee is based on actual Contractor sales. TCPN does not charge any fees to participating government agencies.

**Tax exempt status:** All government agencies participating in TCPN are exempt from payment of taxes under Chapter 20, Title 122A of the Revised Civil Statutes of Texas, for the purchase of tangible personal property.

**Minority and Women Business Enterprise (MWBE) participation:** It is the policy of some TCPN participants to involve MWBE Contractors in the purchase of goods and services. Contractors shall indicate on the proposal form whether or not they are an MWBE.

**Certification of Residency (TCPN Contractors will be required to sign a standard affidavit required by the State of Texas):** The State of Texas has a law concerning non-resident Contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for TCPN to determine the residency of its Contractors. In part, this law reads as follows:

**Section: 2252.001**

"Non-resident bidder" refers to a person who is not a resident.

"Resident bidder" refers to a person whose principal place of business is in this state, including a Contractor whose ultimate parent company or majority owner has its principal place of business in this state."

**Section: 2252.002**

"A governmental entity may not award a governmental contract to a non resident bidder unless the nonresident underbids the lowest bid submitted by a responsible bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

**Felony Conviction Notice (TCPN Contractors will be required to sign a standard affidavit required by the State of Texas):** Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation.

**State of Texas Franchise Tax:** By signature hereon, the bidder certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

**For Construction only as required by law in the State of Texas:**

#### (1.) Security

(a.) **Bid Security**, when required by Texas Law, shall be furnished with the bid. The Bid Security shall consist of a certified check, cashier's check or a bid bond in the amount of ten percent (10%) of the total bid (or as otherwise stated in the RFB) that shall be a guarantee to furnish Performance and Payment Bonds. Bid Security shall be to TCPN.

(b.) **The Successful Bidder's Security** will be retained until the Contract is signed and the required Performance and Payment Bonds have been furnished. If any bidder refuses to enter into a contract

within 30 days or fails to furnish the required bonds, the TCPN will retain the Bid Security as liquidated damages, but not as a penalty.

**(c.) Performance Bonds** when required by Texas Law, shall be furnished by the successful bidder in an amount equal to one hundred percent (100%) of the total amount of the contract sum, underwritten by such Surety Company as the Participating Agency may approve, conditioned upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. Said bond shall be solely for the protection of the Participating Agency.

**(d.) Payment Bonds** when required by Texas Law shall be furnished by the successful bidder, in the amount of the contract, solely for the protection of all claimants supplying labor and material as hereinafter defined, in the prosecution of the work provided in said contract, for the use of each claimant.

**(2.) Insurance:** The Contractor shall file with the Participating Agency’s designee, Insurance Certificates, as described herein, evidencing the coverage required, and shall be supplied within ten (10) calendar days after receipt of the written “Notice of Award”. In no instance shall the Contractor begin work prior to the filing of the insurance requirements. Failure to do so shall be grounds to void the contract. The Participating Agency’s designee shall be given ten (10) days notice prior to the cancellation or change of any of the required insurance coverage. The Participating Agency shall be named as Certificate Holder.

(a.) Contractor’s Liability Insurance: Produce and maintain in force the following kinds of insurance of companies acceptable to the Owner. Minimum Limits of Liability are stated.

Contractor’s Liability Insurance

Employer’s Insurance	Workers’ Compensation	\$ Statutory
----------------------	-----------------------	--------------

Employer’s Liability

Bodily Injury by Accident	Each Occurrence	\$100,000.00
Bodily Injury by Disease	Each Employee	\$100,000.00
Policy Limit		\$500,000.00

Commercial General Liability -Combined Limits of Bodily and Personal Injury and Property Damage:

Single Limit	\$500,000.00
Unimpaired Aggregate	\$500,000.00

Comprehensive Automobile Liability - Including non-ownership, hired and owned vehicle coverage:

Bodily Damage	Each Person	\$250,000.00
Each Occurrence		\$500,000.00
Property Damage	Each Occurrence	\$250,000.00

(b.) Owner’s Insurance: Carry and pay for Owner’s Protective Liability Insurance in the same amounts as specified above for the Contractor’s General Liability. Name the Architect, Engineers, and Consultants as additional insured if applicable.

(c.) Comprehensive Catastrophic Liability: excess over the above liability policies in the amount of \$2,000,000.00 each occurrence. (Combined Limit)

***B. Procedure for Processing Orders***

(1.) Purchase orders are issued by participating agencies to the Contractor. The purchase orders are sent to TCPN where they are reviewed and edited by TCPN and forwarded to the Contractor within one working day.

(2.) “Automated contracts” may be negotiated with TCPN that provide for purchase orders to be sent directly to the Contractor with reports of usage submitted periodically to TCPN.

(3.) Contractors deliver goods/services directly to the participating agency and then invoice the participating agency. The Contractor receives payment directly from the participating agency.

(4.) TCPN will invoice the Contractor on a monthly basis for the 2% participation fee. The invoice will be based on total sales made through the TCPN contract with the Contractor. The Contractor shall remit payment to TCPN at net thirty-day (30) terms.

**C. Members Purchasing Under the Agency**

The Cooperative Purchasing Network (TCPN) is operated by Region IV Education Service Center, Houston, Texas and is available for use by all public and private schools, colleges, universities, cities, counties and other government agencies in the State of Texas. TCPN is currently processing in excess of \$10 million dollars per month in purchases for over 800 government agencies throughout the State of Texas.

---

**20. Virginia, Fairfax County Public Schools**

**A. Additional Agency Terms and Conditions**

**AUTHORITY**-The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order (except for capital construction projects) issued by the County of Fairfax. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the County Purchasing Agent, no other County officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the government of the County of Fairfax for an indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and the County shall not be bound thereby.

NOTE: Fairfax County does not discriminate against faith-based organizations, in accordance with the *Code of Virginia*, § 2.2-4343.1, or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

**GENERAL**

**1. DEFINITIONS-**

**AGENCY:** Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the County.

**BIDDER/OFFEROR:** Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Agent and offering to enter into contracts with the County. The term "bidder" will be used throughout this document and shall be construed to mean "offeror" where appropriate.

**CONTRACTOR:** Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the County.

**COUNTY:** County of Fairfax.

**GOODS:** All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.

**PURCHASING AGENT:** The Purchasing Agent employed by the Board of Supervisors of Fairfax County, Virginia.

**SERVICES:** Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**STATE:** Commonwealth of Virginia.

**2. FUNDING-**A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.

3. **CONTRACT ALTERATIONS**-No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent.
4. **SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS**-It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.
5. **NEW GOODS, FRESH STOCK**-All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock, latest model, design or pack.
6. **INSPECTION-ACCEPTANCE**-For determining acceptance of supplies in accordance with the provisions of the prompt payment discount paragraph, inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.
7. **DELIVERY/SERVICE FAILURES**-Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
8. **GUARANTEES & WARRANTIES**-All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.
9. **INSPECTIONS**-Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the County will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.
10. **POINT OF DESTINATION**-All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.
11. **ADDITIONAL CHARGES**-Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.
12. **TERMINATION OF CONTRACTS**-Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:

- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
  - b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
- 13. TERMINATION FOR CONVENIENCE-**A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.
- 14. TERMINATION OF CONTRACT FOR CAUSE-**
- a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
  - b. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.
- 15. CHANGES-**Should it become proper or necessary in the execution of this contract to make any change in design, or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment.
- No payment shall be made to the Contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the Contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.
- 16. GENERAL GUARANTY-**Contractor agrees to:
- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
  - b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
  - c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other contractors, for which his or her workers are responsible.
  - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.
  - e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.
- 17. SERVICE CONTRACT GUARANTY-**Contractor agrees to:
- a. Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions therein set forth provided that the County may reduce the said services at any time.

- b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
- c. All work and services rendered in strict conformance to all laws, statues, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices and other agents.
- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.

Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Agent.

- 18. INDEMNIFICATION**-Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.
- 19. NON-DISCRIMINATION**-During the performance of this contract, the Contractor agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
  - e. Contractor and Subcontractor hereunder shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.
- 20. DRUG FREE WORKPLACE**-During the performance of a contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken

against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**21. OFFICIALS NOT TO BENEFIT-**

- a. Each bidder or offeror shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
- b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the contractor has failed to disclose such benefit or has inadequately disclosed it, the County Executive, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.
- c. In the event the bidder or offeror has knowledge of benefits as outlined above, this information should be submitted with the bid or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder or offeror shall address the disclosure of such facts to the Fairfax County Purchasing Agent, 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013. Relevant Invitation/Request for Proposal Number (see cover sheet) should be referenced in the disclosure.

**22. LICENSE REQUIREMENT-**All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: [http://www.fairfaxcounty.gov/dta/business\\_tax.htm](http://www.fairfaxcounty.gov/dta/business_tax.htm). The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

**23. REGISTERING OF CORPORATIONS-**Any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733. The consequences of failing to secure a certificate of authority are set forth in Virginia Code Section 13.1-758.

**24. COVENANT AGAINST CONTINGENT FEES-**The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

**25. OFFICE OF SMALL BUSINESS-**

- a. It is the policy of the County of Fairfax as declared by the Fairfax County Board of Supervisors' adoption of a Small and Minority Business Enterprise Program, April 6, 1981, that Fairfax

County and its employees undertake every effort to increase opportunity for utilization of small or minority businesses in all aspects of procurement to the maximum extent feasible.

- b. In connection with the performance of this contract, the Contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
- c. As used in this contract the term "small business" means a corporation, partnership, or sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees, or less than \$1,000,000 in annual receipts.
- d. As used in this contract, the term "minority business" means a business enterprise that is at least 51 percent owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; women regardless of race or ethnicity; and persons with a physical impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.
- e. Contractors may rely on oral or written representations by subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation.
- f. Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

#### **PAYMENTS**

- 26. **TAX EXEMPTION**-The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the County. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the County at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.
- 27. **PAYMENT**-Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.
- 28. **PARTIAL PAYMENTS**-Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent (5%) of the value of the entire order may be retained until completion of contract.
- 29. **PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING**-When equipment requires installation (which shall also be interpreted to mean erection and/or setting up or placing in position, service, or use) and test, and where such installation or testing is delayed, payment may be made on the basis of 50% of the contract price when such equipment is delivered on the site. A further allowance of 25% may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

## **REMEDIES**

### **30. INELIGIBILITY-**

- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent.
  1. The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
  2. The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.
- b. The County Purchasing Agent shall have the authority to suspend or debar a person or firm from bidding on any contract for the causes stated below:
  1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
  2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
  3. Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;
  4. Violation of contract provisions, as set forth below, of a character which is regarded by the County Purchasing Agent to be so serious as to justify suspension or debarment action:
    - (a) failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
    - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for suspension or debarment;
  5. Any other cause the County Purchasing Agent determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
  6. The contractor has abandoned performance or been terminated for default on any other Fairfax County project;
  7. The contractor is in default on any surety bond or written guarantee on which Fairfax County is an obligee.
- c. If, upon appeal, it is determined that the action taken by the County Purchasing Agent was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.

### **31. CONTRACTUAL DISPUTES-**

- a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the County Purchasing Agent shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.

- b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

**32. LEGAL ACTION**-No bidder, offeror, potential bidder or offeror, or contractor shall institute any legal action until all statutory requirements have been met.

---

## **21. Washington, King County Directors' Association (KCDA)**

### ***A. Additional Agency Terms and Conditions***

General Intent: KCDA may participate in all or any part of the goods and services listed in this IFB, upon completion of contracts currently in effect, whichever is deemed in the best interest of KCDA members. KCDA cannot be restricted by the successful bidder from choosing which parts of these contracts to use.

Employees Who Have Been Convicted of Crimes Against Children: The contractor, or any of his subcontractors, shall not utilize any employee at a school site or allow any contact between school children and any employee when an employee has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9S.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under 9A.88 RCW, or violation of similar laws of another jurisdiction.

Consultants/Contractors who have regularly scheduled unsupervised access to children, and/or who hire employees who will have regularly scheduled unsupervised access to children, shall perform a record check through the Washington State Patrol criminal identification system under RCW 43.43.830-43.43.834, 10.97.0303 and 10.97.050, and through the Federal Bureau of Investigation before hiring the employee. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. The consultant shall provide a copy of the record to the person applying for employment to the school location. If the Consultant/Contractor or applicant has had a record check within the previous two years, the Consultant/Contractor may waive the requirement. The Consultant/Contractor shall determine whether the applicant or the Consultant/Contractor shall pay costs associated with the record check.

In addition, pursuant to RCW 9.96A.020 and 1993 Chapter Law 71, is disqualified from employment by school districts and their Consultants/Contractors hiring employees who will have regularly scheduled unsupervised access to children because of a prior guilty plea or conviction of a felony involving of sexual exploitation of a child under chapter 9.98A RCW, sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under chapter 9A.88, or a violation of similar laws of another jurisdiction, even if the time elapsed since the guilty plea or conviction is ten years or more.

The Consultant/Contractor will comply with all applicable state and federal laws regarding hiring of employees, including provisions of RCW 43.43.830-43.43.834 and RCW 10.97.030 and 10.97.050 relating to fingerprint and background checks through the Federal Bureau of Investigation and

Washington State criminal identification fingerprint card, and RCW 9.96A.020 and the 1993 Chapter Law 71 relating to disqualification from employment.

**Contract Default:** In the event that a contractor cannot fulfill this contract for any reason, KCDA reserves the right to purchase goods and services covered by contract upon the open market, charging the contractor any difference in costs as well as any costs associated with procuring replacement goods and services.

**Lease and Rentals:** If Bidder sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original vendor. If the KCDA member leasing the goods and/or services loses its funding for those goods and services, the contractor agrees to allow the member to terminate the lease by paying for the balance of the current years lease and any freight charges back to the contractor. In addition, the member must give a 30 day written notice of lost funding, announce the fiscal period that funding ended and cannot replace the leased goods and/or services with another similar product.

**Litigation:** Should there be a need for litigation arising from any of these contracts, all legal action must be filed in the County of King in the State of Washington.

**Use of Tobacco on School Premises:** RCW 28A.210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco will not be permitted at the job site.

**The following items refer only to public works:**

**Public Works:** Any and all goods and services that require installation making those goods and or services permanent and fixed to the structure or grounds is required to be treated under the Revised Code of Washington as a Public Works Project and subject to any and all rules and regulations listed in the Public Works statutes.

**Prevailing Wage Rates:** It is the contractor's responsibility to acquaint him/her with, and comply with State Regulations regarding payment of wages on public works projects. The contractor, as established by the Washington State Department of Labor and Industries, will pay prevailing wage rates, for every job performed under this contract.

**Special Bid Security:** Before any work can commence, the following documents must be provided to KCDA: Performance Bond for the total of the proposal, Certificate of Insurance, Intent to Pay Prevailing Wages Form, and Current Washington State Contractors License Number. Once the work is successfully completed, KCDA will release 95% of the project cost and withhold 5% for 45 days as dictated by law. The final 5% will be paid when the following is completed: Receipt of Affidavit of Wages Paid Form, Releases from Washington State Department of Labor & Industries and the Department of Revenue, and acceptance of goods and services to the satisfaction of the KCDA ordering member. The acquisition of all permits as well as any drawings needed to obtain those permits is the responsibility of the successful bidder.

**Minority And Women Owned Businesses:** KCDA encourages all minority and women owned businesses to participate in the bid process. Washington State law does not allow KCDA to provide any financial advantage for minority and women owned businesses who participate, however, KCDA believes that a diverse range of suppliers benefits all.

**Reciprocity:** KCDA may review responses from bidders outside the State of Washington to see if those bidders are from states that use restrictions against companies from the State of Washington when they

respond to public bids. KCDA may use this information in making bid awards when multiple bidders appear to have submitted the same pricing, terms and conditions on a particular bid item or items.

### ***B. Procedure for Processing Orders***

Once the award is made to the contractor, KCDA will inform its members of the contract. A list of members, institution names, contact names, addresses and phone number on computer disk is made available to the contractor. At this point the contractor contacts the members and members may contact the vendor. When the member identifies a product or service it issues to KCDA a purchase order for that item. The purchase order includes a service fee paid by the member to KCDA. KCDA reviews the member purchase order to insure it is in compliance with the contract.

KCDA then issues a purchase order to the vendor, faxing a copy and mailing the original to the vendor. Notification is also made to the member that the purchase order to the vendor has been prepared and transmitted. Upon receipt of the purchase order, the vendor provides the goods or services listed on the purchase order. It is important to remember the vendor makes delivery to the member. KCDA will not warehouse any items on this IFB. When all the items on the purchase order have been delivered to the member, vendor invoices KCDA for the goods and services. KCDA then invoices the member, and includes an additional service fee to the amount invoiced by the contractor. The member then pays KCDA and KCDA pays the vendor, retaining the service fee.

### ***C. Members Purchasing Under the KCDA***

The King County Directors Association (KCDA) is a member owned purchasing cooperative representing 291 school districts. In addition, KCDA provides purchasing services for numerous public agencies, political subdivisions, private schools as well as some public schools in the states of Alaska, Idaho and Montana.

All school districts and other public agencies in the state of Oregon who are or may become associate members of the KCDA Purchasing Cooperative may participate in the contract(s) awarded as a result of this bid. A complete list of all school districts and other public agencies that are members of the KCDA Purchasing Cooperative is available on our web site, [www.kcda.org](http://www.kcda.org).

---

## **22. Wyoming, Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)**

### ***A. Additional Terms and Conditions***

Upon execution of this document, the respondent hereby agrees to submit bids and NEW BOCES agrees to accept such bids under the following conditions:

**Public Works and Contracts:** Vendor shall comply with any and all laws, whether local, state, federal, or otherwise, applicable to any aspect of the service or product to be provided in relation to the contract. It shall be the vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them. Vendor shall indemnify, defend, and hold harmless NEW BOCES for any default or breach of vendor in this regard. To the extent applicable for the product or service bid, vendor shall comply with W.S. 16-6-101 to 16-6-602 and to W.S. 21-3-110(a) (viii) (copies available upon request).

### ***B. Procedure for Processing Orders***

Upon bid award to the contractor/vendor, NEW BOCES will inform its members and other qualifying purchasers of the contract by: 1) including the contract on the NEW BOCES website, 2) announcing the award in its periodic newsletter, and 3) publishing the contract information in a catalog disseminated to all members and other qualifying purchasers. A list of members and other qualifying purchasers, contact persons, addresses, and phone numbers will be made available to the contractor. When a member or other qualifying purchaser identifies a product or service for procurement, they issue a purchase order for that product or service. The vendor's price shall include a one percent (1%) administrative fee that the vendor will collect from the member or other qualifying purchaser. This amount will be remitted to NEW BOCES on a quarterly basis. The vendor will compile an annual report showing all purchases made by NEW BOCES members and other qualifying purchasers under this contract at the conclusion of each calendar year.

Administrative fees will be payable to NEW BOCES on the 15<sup>th</sup> of the month succeeding each quarter and all checks are payable to NEW BOCES, 410 North Miller Avenue, Gillette, Wyoming 82716, Att: Business Manager.

***C. Members Purchasing Under NEW BOCES***

NEW BOCES is an educational cooperative authorized under the provisions of W.S. 21-20-101 to 21-20-111. Each of the K-12 school districts in the state is eligible to participate in NEW BOCES cooperative purchasing programs. No district is obligated to use these services but they find the benefits of economy and efficiency made possible by cooperative purchasing to be advantageous. Additional qualifying purchasers may include other public or non-profit educational institutions in the state.

---

---

(End of Part A )



## INVITATION FOR BID NUMBER AEPA IFB #006.1 B

### FURNITURE

#### PART B – SPECIFICATIONS

##### TABLE OF CONTENTS

1. Scope of Bid.....	1
2. Anticipated Member Agency Participation.....	2
3. Glossary of Terms.....	3
4. Special Terms & Conditions.....	3
5. Specifications.....	3
6. Pricing Information.....	6

#### 1. SCOPE OF BID

AEPA is seeking a contract for the entire line of school & office related furniture. Included in the request are a complete listing of classroom and instructional furniture; filing and storage cabinets; furniture systems including workstations and partitions; executive and administrative wood furniture; tables and related accessories; fully upholstered furniture; and a special category incorporating library furniture, cafeteria furniture, science laboratory furniture, vocationally related furniture and computer furniture. AEPA is also seeking three brackets of quality in each category. It is anticipated that no single manufacturer can provide the total array of requirements, and multiple awards are anticipated.

**2. ANTICIPATED MEMBER AGENCY PARTICIPATION**

<b>State</b>	<b>Participate (Yes/No)</b>	<b>Estimated First Year Purchase Volume</b>	<b>State</b>	<b>Participate (Yes/No)</b>	<b>Estimated First Year Purchase Volume</b>
Arizona	No		Arkansas	No	
California	Yes	Unknown	Colorado	Yes	Unknown
Indiana	Yes	Unknown	Iowa	Yes	150,000
Kansas	Yes	Unknown	Kentucky	Yes	Unknown
Michigan	Yes	Unknown	Missouri	Yes	Unknown
Minnesota	Yes	Unknown	Nebraska	Yes	50,000
Montana	Yes	150,000	North Dakota	Yes	25,000
New Mexico	Yes	2,500,000	Oregon	Yes	50,000
Ohio	Yes	Unknown	Texas	No	
Pennsylvania	Yes	5,000,000	Washington	Yes	11,800,000
Virginia	No				
Wyoming	Yes	Unknown	Total		\$ 19,725,000

Participating in the solicitation does not guarantee that a Member Agency will enter into a contract with any vendor. Each Member Agency will make that determination after reviewing AEPA recommended bids. The Member Agency's contracting decision shall be final.

XX vendors were awarded Member Agency contracts for the specified products and services under AEPA's last solicitation. Total purchase volume under the contracts was: \$3,004,000 in 2002; \$2,140,000 in 2003; and \$2,965,000 in 2004. Estimated first year purchase volume for this solicitation is provided above. Member Agencies anticipate that purchase volume will increase by at least 10% in contract years 2-4. This information is provided as an aid to vendors in preparing proposals only. It is not to be considered a guarantee of volume under this IFB. The successful bidder(s)' discount and pricing schedule shall apply regardless of the volume of business under the contract.

### **3. Glossary of Terms**

No terms are defined.

### **4. Special Terms and Conditions**

No Special terms are defined

### **5. Specifications**

5.1 The AEPA has identified seven basic groups of furniture items. Items in the groups include, but are not limited to –

- 5.1.1 Classroom student desks, student chairs, stacking chairs and dollies or trucks to support stacking chairs, multiple and single use seating, beam and platform seating, including computer tables.
- 5.1.2 Filing and storage cabinets, shelves, mobile carts, dollies, racks and accessories, ADP cabinets and accessories, lateral files, storage racks, multimedia cabinets and accessories, wardrobes, overfiles and accessories, blueprint filing, storage cabinets for forms, high density movable filing systems and accessories.
- 5.1.3 Furniture systems and workstation clusters, demountable walls and partitions, freestanding acoustical panels and accessories, floor to ceiling partitions, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces, workstations, computer furniture and accessories, display and communication boards, wall stations and accessories.
- 5.1.4 Executive wood furniture including desks, freestanding credenzas, bookcases, computer support furniture such as printer stands and monitor tables, work tables and console tables, occasional tables, table and case pieces for conference rooms, single item accent and specialty pieces.
- 5.1.5 Tables and accessories as non-folding conference tables, folding or flip-top tables, high pressure laminate tables, complementing tables including end, lamp, corner, coffee and console items, excluding computer tables.
- 5.1.6 Fully upholstered furniture, sofas, loveseats, chairs and reclines intended for office use, complementing benches and ottomans, dual purpose seating/sleeping units, upholstered recliners, replacement covers and cushions
- 5.1.7 Special furniture including cafeteria furniture (both folding and non-folding), science classroom and laboratory furniture including fume hoods, vocational furniture including shop and other vocational areas.

5.2 AEPA has identified three basic brackets of quality. The brackets include Premium/Higher Cost furniture, Mid-range furniture, and Economy/Lower Cost furniture. It should be noted that all brackets are appropriate at the correct place in the correct school.

5.3 AEPA has identified the following matrix with specific manufacturers in each cell. Manufacturers name pay place their product lines in additional cells, as needed. Manufacturers not named, but submitting a bid, may place their name in the cell(s) in which their products are equal to the named brand.

	Premium/Higher Cost	Mid Quality	Economy/Lower Cost
1. Instructional Furniture (classroom)	Capital, or equal	Royal, or equal	Virco, or equal
2. Filing and Storage Cabinets	Holga, or equal	Smith Systems, or equal	Virco, or equal
3. Furniture Systems, workstations, partitions, walls	Steelcase, or equal	Hon, or equal	Budget Panel, or equal
4. Executive and Administrative Wood Office furniture	Kimball, or equal	National, or equal	Hon, or equal
5. Tables and Accessories	Herman Miller, or equal	Hon, or equal	Allied, or equal
6. Fully upholstered Furniture	Herman Miller, or equal	United, or equal	Office Star, or equal
7. Cafeteria, Library, Science Laboratory, Vocational furniture and furnishings	SICO, or equal	Palmer Hamilton, or equal	Midwest, or equal

5.4 Bidders will identify in which cell (group and bracket) their furniture line resides. A bidder may have multiple lines in different cells. A bidder may bid additional lines of furniture in the same bracket when the line offered meets or exceeds the specifications of the brand named. (For example, East-side Furniture Company by manufacture three lines of workstations. Each line corresponds to one of the brands named in bracket three.)

5.5 AEPA may convene a committee of up to five Member Agencies and/or member procurement professionals to review classification to compare specifications of the furniture offered with the specifications of the brand named on the chart. If three or more of the five on the committee agree that the specifications are equal, the line in the cell, for that bidder will be defined responsive. The overall cost of similar furniture in the same cell will be compared during the evaluation process. Bidders are encouraged to offer escalating discounts based on quantity.

5.6 Bidders will select the bracket where the majority of their items fall.

5.7 Vendors must provide their product in all participating AEPA states.

5.8 Vendor shall maintain a broad based line of items in available inventory. No line for a manufacturer should be submitted unless the annual sales in that line exceed \$100,000.

5.9 It is not the intent of this contract to displace existing or future competitive bids and proposals for the Agency.

5.10 All furniture sold by the bidder must be new.

5.11 The vendor agrees that full refund, credit, or exchange will be granted to any defective-on-arrival (DOA) merchandise, if reported within thirty (30) days of receipt of the order. If orders are received when school is not in session (spring break, summer vacation, Christmas break), the thirty (30) days may be extended for a reasonable period of time.

5.12 If vendor makes an error in pricing (typographical or photographic error, for example), Agency members reserve the right to return the product. The vendor agrees to pay for cost of any returned product due to a pricing error.

5.13 Vendor agrees to work with local dealers that normally provide and install their products to members, as needed.

5.14 Specification Compliance Chart

Bidders will respond to each numbered item by checking the appropriate “Comply” or “Deviate” box. Details for deviations will be listed by item number on the Category A Special Terms and Conditions and Specifications Page.

	<b>Requirement</b>	<b>Comply</b>	<b>Deviate*</b>
A.3.1	American National Standards Institute (ANSI/BIFMA) standards must be met or exceeded for general purpose chairs, lateral files, vertical files, lounge seating, desks and tables, and panel systems.		
A.3.2	American Society for Testing Materials (ASTM) standards must be met or exceeded, as appropriate, for Sound Absorption, Surface Burning, and Sound Transmission.		
A.3.3	Furniture must meet or exceed Underwriter Laboratories Inc (UL) Standards for Office Furnishings (UL 1286).		

A.3.4.	Furniture must meet or exceed the published manufacturer specifications of the products name in each of the cells to be considered "or equal".			
A.3.5.	Bidder will provide a complete set of manufacturer specifications for each line of furniture offered and priced in the bid.			

**6. Pricing**

Bidders shall provide a discount and price schedule for Category A. A percentage off manufacturers price list is preferred. Catalog must be the regular, common available catalog distributed to schools. Include a copy of the catalog from which discount is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. Installation cost, if any, may be itemized and priced per unit, or quantity. Installation cost includes removal and disposal of packing materials.

***Extended Warranty***

Provide Member Agency prices for all extended warranty plans.

***Shipping Charges***

Shipping charges must be clearly identified in the bid. Shipping costs may vary by distance from manufacturer or warehouse, and by method of shipping (truck or train load may be more economical on large orders). Shipping will be by the most economical system that meets installation time schedules.

(End of Part B)



## INVITATION FOR BID NUMBER AEPA IFB #006.1 B

### FURNITURE

#### PART C – BID FORMS

#### TABLE OF CONTENTS

A.	Bid Affidavit Signature Page.....	3
B.	Bid, Acceptance of Bid and Contract Award .....	4
C.	Questionnaire for Bidders.....	5
D.	Bidder’s Company Information.....	6
E.	Exceptions to Terms, Conditions and Specifications.....	7
F.	Questionnaire Specific to the Furniture Bid .....	8
G.	Pricing .....	9

#### Bid Submittal Organization and Check List

1. Bid Submission instructions are found in Section E of Part A of the bid documents.
2. The Part C Bid Forms shall be submitted in both printed and electronic copy. Bidders shall include an exact paper copy of the electronic submission, paper copy(ies) of items that cannot be made a part of the electronic submission, and the electronic forms in the sealed bid package. In case of discrepancies, the printed responses will prevail over electronic submissions.
3. In order to insure that every bid receives a fair evaluation and comparison, it is required that each bid be organized in the following manner. A three-ring binder with an inside pocket and a set of dividers is required.
4. It is suggested that the bidder preparing a response check off each required item as it is completed. The same list will be used by AEPA evaluators to ascertain that the bid is complete.
5. Any submittals too large to secure in the binder must be clearly labeled with the name of the bidder.
6. One original copy of the bid shall be submitted.
7. All documents with signatures, shall have original ink signatures.
8. Electronic data must be provided on CD. Electronic media shall be clearly identified and labeled by including the vendor name, name of the bid and date. Electronic media must be placed in a protective pouch. Electronic price lists shall be in Microsoft Excel 2003 or less and shall allow for sorting on any of the fields listed below. Other documents may be submitted as Word or PDF files.

<b>Divider</b>	<b>Form</b>	<b>Description</b>	<b>Signature Required</b>	<b>Hard Copy</b>	<b>Word or PDF File</b>	<b>Excel File</b>
<b>1</b>	<b>A</b>	_____ Bid Affidavit Signature Page (Notarized Hard Copy)	<b>X</b>	<b>X</b>	<b>X</b>	
<b>1</b>	<b>B</b>	_____ Acceptance of Bid and Contract Award	<b>X</b>	<b>X</b>		
<b>2</b>	<b>C</b>	_____ Questionnaire for Bidders	<b>X</b>	<b>X</b>	<b>X</b>	
<b>2</b>	<b>D</b>	_____ Company Information	<b>X</b>	<b>X</b>	<b>X</b>	
<b>3</b>	<b>E</b>	_____ Exceptions to Terms, Conditions and Specifications	<b>X</b>	<b>X</b>	<b>X</b>	
<b>4</b>	<b>F</b>	_____ Category Questionnaire	<b>X</b>	<b>X</b>	<b>X</b>	
<b>5</b>	<b>G</b>	_____ Discount & Price Schedule (This will be a printout of the electronic pricing.)	<b>X</b>	<b>X</b>		<b>X</b>
<b>6</b>		_____ Appendix with Catalogs, Slicks, Model Information, etc.		<b>X</b>		
<b>Left Pocket</b>		_____ Bid Security Bond for \$10,000		<b>X</b>		
<b>Left Pocket</b>		_____ Electronic Media				

\_\_\_\_\_ **Check or initial here after all questions have been answered and data provided as requested. (Omissions and errors may cause bids to be rejected.)**

**A. BID AFFIDAVIT SIGNATURE PAGE**

**AFFIDAVIT**

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency**, **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E, F and G of these bid forms.

\_\_\_\_\_  
Authorized Representative (Please print or type)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title (Please print or type)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date                      Phone                      Fax

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public in and for County of \_\_\_\_\_ State of \_\_\_\_\_

My commission expires: Signature: \_\_\_\_\_

**B. ACCEPTANCE OF BID AND CONTRACT AWARD**

**AEPA IFB 006.1B – Furniture**

**ACCEPTANCE OF BID  
And  
CONTRACT AWARD**

TO BE COMPLETED BY BIDDER

In compliance with the Invitation to Bid, the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the INVITATION TO BID and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to the Agency as stated in the evaluation section will be a consideration in making the award.

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature (ink only) \_\_\_\_\_ Title \_\_\_\_\_

ACCEPTANCE OF BID AND CONTRACT AWARD TO BE COMPLETED ONLY BY AGENCY

Your bid for contracting services is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Invitation for Bid. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until contractor receives an executed purchase order from the Agency. The parties intend this contract to constitute the final and complete agreement between the Agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28, 2007 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods ending on February 28, 2008, February 29, 2008 and February 28, 2010.

Awarding Agency: \_\_\_\_\_

Agency Executive \_\_\_\_\_

Awarded this \_\_\_\_\_ day of \_\_\_\_\_

Contract Number \_\_\_\_\_

**C. QUESTIONNAIRE FOR BIDDERS**

**Company Name** \_\_\_\_\_

*Please check Yes/No answers. "Days" requested are calendar days. If room provided is inadequate indicate, "see attached" and label the attachment with the question number.*

- 1. Can your company serve all AEPA states with the best service offered?     **YES**     **NO**
- 2. Do you currently have representatives for all AEPA states?     **YES**     **NO**
- 3. (If no, a plan and timeline for providing these services is to be attached.)
- 4. Is your pricing guaranteed for the term of the contract?     **YES**     **NO**
- 5. For products on your price list, is shipping/handling included in the price?     **YES**     **NO**  
If No, estimate S/H on purchases (% of purchase price, UPS, etc.) \_\_\_\_\_
- 6. Describe your return policy. What is your restock fee, if any? (Restock fee must not exceed 15%)  
\_\_\_\_\_

Describe any exclusions or limitations applicable to your return policy. \_\_\_\_\_

- 7. Will you offer Member Agencies a quick pay discount?     **YES**     **NO**
- 8. If YES, what is the discount (indicate %/number of days)?    \_\_\_\_\_
- 9. How many line items are you offering under this bid category?    \_\_\_\_\_
- 10. If some of the line items that you sell are not covered under this bid, do you have a way to block orders for those items?     **YES**     **NO**
- 11. Delivery of stocked items is promised within    \_\_\_\_\_ **days**
- 12. What is your average time from receipt of order to shipping stocked items?    \_\_\_\_\_ **days**
- 13. Delivery of non-stocked items is promised within    \_\_\_\_\_ **days**
- 14. Do you offer an electronic ordering system?     **YES**     **NO**
- 15. Do you have minimum order requirements?     **YES**     **NO**

If yes, please describe. \_\_\_\_\_

- 16. Indicate the level of support you are offering in this bid. **A bid will be determined nonresponsive if this question is unanswered.**

Prices offered in this bid are:

- a. The same as we offer on single school district bids.
- b. The same as we offer to cooperatives and state purchasing departments.
- c. Better than we offer to cooperatives or state purchasing departments.

If line b or c is checked, indicate the percent lower (on single items) than the best price offered to educational institutions, cooperatives, or state purchasing departments.

- Two percent (2%)     Three percent (3%)     Four percent (4%)
- Five percent (5%)     Six percent (6%)     Other \_\_\_\_\_

- 17. Additional quantity or volume discounts are identified on the pricing page     **YES**     **NO**

**D. COMPANY INFORMATION**

***Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.***

***Proper evaluation of bidders requires information about their companies.***

- 1a. Public Companies must provide their most recent yearly report to stockholders.
- 1b. *Private Companies must answer the questions below.*
  - a. Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business, or has proof of prior success in this business, or a closely related business, please provide written verification.
  - b. Indicate the location of the headquarters of the company. List any branch offices in the state of any AEPA member. Provide the name, title, qualifications and experience of the your employee, that will coordinate the work and be the general contact for this contract.
  - c. For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, "credit in the low six figures" or "a credit line exceeding five figures").
2. Gaps sometimes exist between management (those who respond to IFB's) and sales staff (those who contact the public educational institutions) that results in problems. Provide the Names your key sales people, phone numbers and states for which they are responsible.

**E. EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS**

Company Name \_\_\_\_\_

*Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.*

Any exceptions to the Terms, Conditions, Specifications or Bid Forms contained herein shall be noted in writing and included with the bid submittal.

<b>IFB Page Number</b>	<b>Outline Number</b>	<b>Term, Condition or Specification</b>	<b>Exception</b>

**F. CATEGORY QUESTIONNAIRE**

Describe your company's ability to meet the following general specifications.

**Furniture Specification Compliance Chart**

Bidders will respond to each numbered item by checking the appropriate "Comply" or "Deviate" box.

	<b>Requirement</b>	<b>Comply</b>	<b>Deviate*</b>
A.3.1	American National Standards Institute (ANSI/BIFMA) standards must be met or exceeded for general purpose chairs, lateral files, vertical files, lounge seating, desks and tables, and panel systems.		
A.3.2	American Society for Testing Materials (ASTM) standards must be met or exceeded, as appropriate, for Sound Absorption, Surface Burning, and Sound Transmission.		
A.3.3	Furniture must meet or exceed Underwriter Laboratories Inc (UL) Standards for Office Furnishings (UL 1286).		
A.3.4.	Furniture must meet or exceed the published manufacturer specifications of the products name in each of the cells to be considered "or equal".		
A.3.5.	Bidder will provide a complete set of manufacturer specifications for each line of furniture offered and priced in the bid.		

## **G. DISCOUNT & PRICE SCHEDULE**

Bidder shall provide a price and discount schedule. Bidders may prepare their own schedules. However, all price schedules shall follow the format, and provide the information listed below. Additional pricing and/or discounts may be included.

### **Material/Equipment Price Schedule**

Provide a material/equipment price schedule.

The preferred material/equipment price schedule will include manufacturer's name and price list date and number, publisher's list price, percent of discount offered to AEPA Member Agencies. The price schedule must be complete and include all material/equipment offered as part of this solicitation.

If multiple manufacturers and/or product lines are offered, provide a price schedule for each manufacturer and/or product line offered.

### **Services Price Schedule**

Provide a price schedule for any services offered.

The preferred services price schedule will include price list date and number, your standard or list price, percent of discount offered to AEPA Member Agencies.

### **Warranties, Additional Services or Incidental Price Schedule**

Provide a price schedule for any and all extended warranties, additional or incidental services, equipment and/or materials. The preferred additional or incidental price schedule will include price list date and number, your standard or list price, percent of discount offered to AEPA Member Agencies

### **Special Pricing requirements for Furniture Bid**

Bidders shall provide a discount and price schedule for all categories that they are bidding. A percentage off manufacturers price list is preferred. Catalog must be the regular, common available catalog distributed to schools. Include a copy of the catalog from which discount is calculated. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included. Installation cost, if any, may be itemized and priced per unit, or quantity. Installation cost includes removal and disposal of packing materials.

(End of Part C)