

COOPERATIVE EDUCATIONAL SERVICES

**4216 Balloon Park Road NE • Albuquerque, New Mexico 87109-5801
Phone (505) 344-5470 • Fax (505) 344-9343**

REQUEST FOR PROPOSALS
(RFP)

RFP Issue Date Monday, July 21, 2008

RFP Number: RFP 2009-003

RFP Issue Date: Monday, July 21, 2008

RFP Commodity Titles:

Commodity Titles	Category	Title
265, 410, 415, 420, 425, 430, 545, 615, 616, 785, 880	1.	Office, Classroom and Vocational Furniture
232, 233, 255, 310, 395, 493, 495, 525, 526, 555, 608 to 614, 620, 645, 647, 655, 860	2.	Office, Classroom and Vocational Equipment, Supplies and Materials
080, 195, 200, 255,	3.	Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items
200, 510, 735, 850, 954	4.	Uniforms for Students and Administrative, Fleet and Maintenance Staff
580	5.	Musical Instruments, Related Equipment and Repair Services

RFP Due Date**Friday, August 29, 2008**

Day / Date: Friday, August 29, 2008

Time: 1:30 p.m. local time

Location / Mail Address: Cooperative Educational Services
4216 Balloon Park Road NE
Albuquerque, NM 87109-5801

Directions: In Albuquerque, take I-25 North. Take Exit 229, Jefferson and proceed 4/10ths of a mile west. Turn left on Balloon Park Road NE. The CES offices will be the third building on the left. The office manager will accept proposals.

RFP Content Overview

- I. Instruction to Offerors
- II. Scope of Work and Specifications
- III. Conditions Leading To and Including Contract Award
- IV. Proposal Forms

Note: The RFP has been divided into four (4) sections:

- Section I Outlines the RFP, indicates how to prepare a response and states the General Terms and Conditions
- Section II Lists the various commodity titles and, for each, states the Special Terms and Conditions, the Scope of Work and Required Categorical Responses
- Section III Indicates how the proposals will be evaluated and how the awards will be made
- Section IV Incorporates the forms used in the proposal response

Legal Advertisement

ADVERTISEMENT FOR PROPOSAL

Cooperative Educational Services, 4216 Balloon Park Road NE, Albuquerque, NM 87109, will receive sealed proposals until 1:30 p.m. local time, Friday, August 29, 2008, for:

Category 1: Office, Classroom and Vocational Furniture

Category 2: Office, Classroom and Vocational Equipment, Supplies and Materials

Category 3: Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items

Category 4: Uniforms for Students and Administrative, Fleet and Maintenance Staff

Category 5: Musical Instruments, Related Equipment and Repair Services

There will be a Non-Required Pre-Proposal Conference held on Thursday, July 24, 2008 at 2:00 p.m. MST at the Cooperative Educational Services offices, 4216 Balloon Park Road NE, Albuquerque, NM.

All proposals must be submitted in a sealed envelope marked "SEALED PROPOSAL – RFP 2009-003" on the front of the envelope. A list of qualifications and specifications, instructions to bidders and RFP forms can be obtained upon request by fax (505-344-9343), mail, email (bids@nmedu.org) or by telephone (505-344-5470) from 8:30 a.m. to 4:30 p.m., Monday-Friday, except holidays.

Cooperative Educational Services reserves the express right to accept or reject any or all bids.

/s/ Max Luft,
Executive Director

PUBLISH: Sunday, July 20, 2008
Sunday, July 27, 2008

The Albuquerque Journal
Farmington Daily News
Las Cruces Sun
Roswell Daily Record
The Santa Fe New Mexican

III. CONDITIONS LEADING TO AND INCLUDING CONTRACT AWARD

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 The following Unit Price Schedules are provided as Excel spread sheets and are presented as Exhibits:

 D-1 Office, Classroom and Vocational Furniture

 D-2 Office, Classroom and Vocational Equipment, Supplies and Materials

 D-3 Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items

 D-4 Uniforms for Administrative, Students, Fleet and Maintenance Staff

 D-5 Musical Instruments, Related Equipment and Repair Services

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SECTION I INSTRUCTIONS TO OFFERORS

A. INTRODUCTION

Parties to the Joint Powers Agreement to Establish an Educational Cooperative through its administering agency, Cooperative Educational Services (CES), invites experienced contractors to submit proposals in accordance with the outlines and specifications contained herein. Proposals are requested from qualified respondents to provide products and services for one or more member educational institutions in the state. Selection for award will go to the responsive Offeror whose proposal is most advantageous to CES. The method by which the Offeror or Offerors will be selected is detailed further in the evaluation section.

B. EXAMINATION OF DOCUMENTS

Offeror will carefully examine the Request for Proposals, which includes Instructions to Offerors, Scope of Work and Specifications, Conditions Leading To and Including Contract Award and Proposal Forms.

C. NON-REQUIRED PRE-PROPOSAL CONFERENCE

Due to the nature and complexity of this Request for Proposal and in an attempt to allow prospective bidders to have an opportunity to review, discuss and make suggestions to Cooperative Educational Services' (CES') procurement office relating to its solicitation requests, CES has scheduled this pre-proposal conference on Thursday, July 31, 2008 at 2:00 p.m. MST at the CES offices at 4216 Balloon Park Road NE, Albuquerque, NM. Prospective bidders are encouraged to attend to develop a clear understanding of the solicitation and to address any questions, concerns and/or issues they may have.

D. QUESTIONS

Submit all questions about the Request for Proposals (RFP) in writing to Cooperative Educational Services, Attn: Max Luft, Executive Director, email to bids@nmedu.org, fax 505-344-9343, or mail to 4216 Balloon Park Rd. NE, Albuquerque, NM 87109. Replies will be made via the website (www.nmedu.org) as addenda and will become part of the proposal documents. Those not having access to the internet can call CES, 505-344-5470, either to determine if addenda have been issued, or to request of CES by phone or fax that copies of the addenda be mailed. Questions received less than seven (7) days prior to the proposal due date will not be answered.

E. PROPOSAL SUBMISSION

1. Preparation of the Proposal

- a. Proposals will be submitted on either unaltered proposal forms furnished by CES or a reasonable facsimile thereof. Telegraphic offers, electronic mailgrams or facsimile machine offers will not be considered.
- b. The Offer, Acceptance of Offer and Contract Award document must be submitted with original ink signature by the person authorized to sign the same. If a company or corporation submits the proposal, an official or duly authorized agent will sign the proposal. Powers of Attorney, which authorize agents or others to sign proposals, must be properly certified by resolution of the board of directors, attested to by the secretary of the corporation, and attached to the proposal. Mistakes can be corrected prior to opening,

but must be initialed by the person signing the proposal. Corrections and modifications received after the opening time will not be accepted.

- c. In case of an error in extension of prices in the offer, unit prices will govern.
- d. Periods of time stated as a number of days will be in calendar days, not business days.
- e. It is the responsibility of all Offerors to examine the entire RFP package and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting an offer. Negligence in preparing an offer confers no right of withdrawal after due time and date.
- f. The Offeror's ability to follow the proposal preparation instructions set forth in this solicitation is considered to be an indicator of the Offeror's ability to follow instructions, should they receive an award as a result of this solicitation. Any contract between CES and a contractor requires the delivery of information and data. The quality of organization and writing reflected in the proposal is considered to be an indication of the quality of organization and writing which would be prevalent if a contract is awarded. As a result, the proposal will be evaluated as a sample of data submission. Subjective judgment on the part of CES evaluators is implicit in this process.

2. Format of the Proposal

- a. One (1) original of the proposal will be submitted on the forms and in the format contained in the RFP and must have original signatures. The proposal will contain all descriptive literature, specifications, samples, etc. The proposal will be submitted in a three-ring binder.
- b. The forms as contained in and format as requested in the RFP will be used. Offerors can reproduce the forms and retype the information, but all of the required information must be presented in the order requested. All proposals must be completed in ink, on a computer or typewritten. Forms can be filled in by hand, but must be printed.
- c. In preparing a proposal, a contractor must present a point-by-point response to each relevant term, special consideration, or specification. A response that says "See Appendix," "Acknowledge," or "Understood" is not acceptable and may be sufficient to render the proposal as non-responsive. Usually, on a term or condition, either the word "Accept" is appropriate or the word "Exception" with a clarification. Should the Offeror take any "exceptions" to this RFP, a summary of those items must be included in the response to be considered valid. Exceptions can be accepted, negotiated or rejected by CES.
- d. In addition to a-c of this Section, the Offeror is to provide an electronic copy of the proposal on a CD-R or CD-RW in either or combination of the following file formats: Adobe PDF (pdf), Rich Text Format (rft), Microsoft Word (doc) or Microsoft Excel (xls).

3. Contents of the Proposal

In order to ensure that every proposal receives a fair evaluation, it is required that each Offeror organize their proposal in the following manner and provide an electronic copy in the format as listed below:

Step One: Obtain a three-ring binder and a set of 10 index dividers.

Step Two: Prepare your Table of Contents with the tabs in this order:

Tab 1: The Offer

- Signed Offer and Acceptance (Form B, page 75)

- The RFP Affidavit (Form C) notarized signature required (page 77)
 - Offerors Declaration (Form A, page 73)
- Tab 2: Introduction
- Executive Summary (a one-page description of what you are proposing on this contract)
- Tab 3: General Terms and Conditions
- Terms and Conditions, Section I-F (copy of each page in order) (pages 12-33)
 - Acceptance of Terms and Conditions (Form E, first line must be signed page 79)
- Tab 4: Contractor Qualifications
- Answers to Questions from Section I-E-4 questions a-j (pages 10-12)
- Tab 5: Category
- Categorical Terms and Conditions page(s) only for the Category(s) the offeror will be submitting a proposal for (copy of each page in order).
 - Acceptance of Categorical Terms and Conditions (Form E, second line to be signed, page 79). If submitting more than one Category, submit a separate Form E for each Category or circle the Category that applies.
 - Required Categorical Responses for your category (written response to every part). A separate response for each Category that is submitted.
- Tab 6: Cost Quotation
- Pricing – CES has provided a mandatory price sheet submittal form (Excel spreadsheet) for each of the categories (1 to 5).
 - Additional price information can be submitted using a separate Form D (pages 77-78) for each category offered.
- Tab 7: Required Forms
- Offeror’s Support for CES Prices (Form G, page 81)
 - Questionnaire for Offeror (Form H, pages 82-83)
 - Support and Maintenance Plans (Form F, page 80)
 - Manufacturer’s Representative Form (Form I, page 84)
 - W-9 Form
- Tab 8: Additional Information
- Additional information that you wish to include
 - Additional support pages requested in each specific category
- Tab 9: Submission Check-off Form
- Make certain everything is included, and then sign Form L (page 87)
- Tab 10: Literature, slicks, samples and supporting printed material

Step Three: Go to the last page of this RFP and prepare the Submission Check-off Form. Sign it and place it after Tab 9. Send your proposal to CES so that it arrives on or before Friday, August 29, 2008, at 1:30 p.m. MST.

Proposals must be submitted in a sealed envelope/package with the proposal number, date and time of proposal opening clearly marked on the outside.

Step Four: Before you seal your proposal, ask yourself this question: “Did I really give my best prices to the schools?” Be sure the Offer is signed and that all forms are enclosed. After verifying this has been done, make a copy of the proposal for yourself. Submit your proposal to CES.

4. Offeror Qualifications

All proposals must contain answers or responses to the 10 items listed below. Any Offeror failing to answer these questions completely may be considered non-responsive. Please arrange your responses by placing them after Tab 4. One essential part of the evaluation process is for the evaluators to have information about the company being evaluated. For the evaluators to know if the proposal being read is within the capability of the Offeror, factual information about the Offeror is vital. After the evaluation process is finished and a contract is awarded, the information may be provided to the CES Members considering the purchase. This is your opportunity to present your company to those interested evaluators and, if awarded, member staff of our Members.

- a. Write a brief history of your company that includes its philosophy of doing business. Generally, CES will not accept an offer from a business less than three (3) years old or which has failed to establish a proven record of business. If the Offeror has recently purchased an established business or has proof of prior success in this business or a closely related business, please provide written verification. CES reserves the right to accept or reject newly formed companies solely based on information provided in this response and from its own investigation of the company. Since any contract awarded by CES is a recommendation to Members to do business with the contractor, organizations with little or no demonstrated ability to perform may be placing Members at risk.
- b. Indicate where the headquarters of the company is located. Provide address, city, and state, and if there are branch offices in New Mexico, please also supply those. Note how long your company has provided these services/products in New Mexico. If you are offering after-sales services to CES Members, state the qualifications of your service staff. Provide the name, title, qualifications and experience of the key people who will support this contract. Describe your service facilities in terms of square feet, service equipment, number of technicians, inventory in stock, and service response time.
- c. Almost every business has professional organizations and associations that provide standards and/or produce evaluations/comparisons for sales use and for other competitive purposes. If any of the products/services you are offering have received an evaluation by any of these groups, and they have issued a report of their findings or any awards or nominations for excellence, provide or cite that documentation. If the products you offer in this contract meet or exceed industry standards, please submit copies of the reports and a written narrative describing the standards and/or awards your products/services or company have received. Also, place copies of articles, sales slicks, catalogs, news clippings or news bulletins that describe these awards and standards after Tab 10.
- d. Offerors for products and services offered on this contract must be factory authorized dealers, distributors or agents with the ability to offer products and services in New Mexico. Include written evidence of factory authorization, either by letter from the manufacturer stating the terms, conditions and authority to speak for it, or by a copy of

- your franchise/contractual agreement. If you are a manufacturer, describe who, from where, if or how, you will provide and support your dealer network with this contract, or if you will sell directly to CES.
- e. A major problem often facing companies awarded a CES contract is rapid growth followed by cash flow difficulties. For purposes of evaluation, attach a letter from your financial institution that indicates the line of credit available to you. 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.") Indicate if you will assign payments to financial institutions. Please name any financial institutions that you may use for assignments or for factoring. If you enter into any assignment agreements, will you sign a notarized power of attorney that grants the company receiving the assignment the right to endorse payments from CES? Please attach a sample assignment or factoring agreement with your proposal if you intend to use these financial services. The fact that a company uses these services will not reflect on the credit stature of the CES contractor. Since CES requires a 45-day term rather than the more traditional 30 days, such payment arrangements may be necessary.
 - f. Describe your company's policies and procedures in regards to complying with the New Mexico State mandated security and background checks for individuals working and providing services within public school buildings. Please provide a sample of the type of background check that you are willing to perform for these purposes.
 - g. Unfortunately, the United States of America is now a very litigious society. Provide with this RFP a certificate of verification of insurance listing minimum and maximum coverage for liability, vehicle and property damage. CES is not asking you to acquire additional or special insurance for this contract. CES needs proof that you are insured. Before any work can commence, you must provide a certificate that names CES as a certificate holder. Normally, this is a free service provided by an insurance company. See the insurance requirements in Section 1-E, LISTING OF THE GENERAL TERMS AND CONDITIONS.
 - h. CES is the administrative agency of the Joint Powers Agreement to Establish an Educational Cooperative. Its Members are the public educational institutions in New Mexico. Our sole purpose is to support these institutions in their day-to-day procurement. Describe in writing your ability, willingness and means to sell, deliver and provide support to the educational agencies in New Mexico. No offeror will be denied a contract simply because sales are limited to New Mexico. However, CES will not enter into a contract with a contractor who has an existing contract that would be more advantageous than a CES contract to sell/provide goods and services to New Mexico agencies. Do you currently have or plan to have such state contracts, that is, SPD with the State Procurement Division? If so, why do you wish to secure a CES contract, and how would the CES contract be more advantageous in pricing or other services over other cooperative contracts?
 - i. It has been CES' experience that a gap exists between the management (those who respond to RFPs) and sales staff (those who contact the schools and political subdivisions) which results in problems. Will your sales staff sell a product or service to a CES member that it knows will not meet the Member's needs? What training does your sales staff have that gives you confidence in their ability to serve the needs identified in RFP 2009-003? Name your key sales people who will be assigned to this contract and provide a brief description of each person's qualifications that includes title, work experience, educational background and related skills.

- j. Although CES is not required to base an award strictly on the lowest price, any time one contractor charges more than another for a product or service, justification is needed. Every CES contract must be for the public good, not for the benefit of a contractor. Having said that, however, CES is totally committed to two basics in the American way of business: profit and competition. Please provide, in writing, reasons why your products and goods are worth the prices or fees you are charging. List any “added value” received by the customer when purchasing through you rather than a competitor, and report whether your major benefit is price alone.

F. LISTING OF GENERAL TERMS AND CONDITIONS:

The flow of transactions for procurement under this contract will be as follows:

1. Contractor provides quote to Member and the quote includes the CES one percent (1%) administration fee.
2. If acceptable, the Member issues CES a purchase order for the quoted amount.
3. CES verifies the quote with the solicitation response and issues a purchase order to the Contractor for one percent (1%) less than the Contractor’s quote to the Member.
4. The Contractor provides the items or services and invoices CES for the amount of CES’ purchase order to the Contractor.
5. CES invoices the Member.
6. The Member pays CES.
7. After receipt of the Member payment, CES pays the Contractor for items and services delivered and accepted by the Member, not to exceed the purchase order amount.

For the purposes of this REQUEST FOR PROPOSALS, the following terms shall be defined as indicated below.

The term Bidder, Contractor, Offeror and Proposer can be used to identify the person(s) or firm(s) submitting a response to a Request for Bid or Request for Proposal.

Acceptable Quality Level (AQL): CES expects that manufacturers in today’s competitive market strive for zero (0) defects per hundred (100) units. The AQL for this contract is zero (0) defects per hundred (100) units. If the quality level falls below three (3) defective units per hundred delivered/installed, CES reserves the right to cancel the contract following the procedures described in this RFP (*caveat venditor*).

Acceptance of Delivered Services: CES will be the sole determining judge of whether materials and services delivered under the contract satisfy the requirements as identified in the contract order.

Accounts Payable: Contractor agrees not to contact the accounts payable department, business manager, or superintendent of a school or agency which owes CES payment for a product or service delivered to the school or agency by the Contractor as a result of a contract through this RFP, unless CES has specifically requested assistance in collecting a past due payment.

Addendum: Written changes, responses to questions and/or drawing issued before the closing date and time for a bid or RFP. An addendum may interpret or modify the bidding documents by making additions, deletions, clarifications or corrections.

Administration Fee: CES' one percent (1%) administration fee shall be included in Offeror's net price. Contractor will not add the administration fee to approved contract prices. CES' minimum administration fee on any individual purchase is Ten Dollars (\$10).

Advertising: Contractor will not advertise or publish information concerning this contract prior to the award being announced by CES. Once the award is made, CES encourages the Contractor to advertise to CES Members that products/services are available.

Amendment of Offer: An offer can be amended up to the time of opening by submitting a sealed letter to the place indicated on the front of the response to this RFP.

Announcement of Successful Offerors: Selection will be made via written communication to successful Offerors.

Applicable Law: This contract will be governed by the laws of the State of New Mexico, both as to interpretation and performance. Suits pertaining to this contract can be brought only in courts in the State of New Mexico. Offerors doing business with CES must be in compliance with the Federal Civil Rights Acts of 1964 and Title VII of that Act, Rev. 1979. All work under this contract will be done in strict accordance with the most recent edition of any relevant regulation, standard, document or code that relate to these laws. Where conflict among the requirements or with these specifications exists, the most stringent requirement will be used.

Arbitration: This contract is subject to arbitration to the extent required by the New Mexico Procurement Code.

Assignment: No right or interest in this contract will be assigned or transferred by the Offeror without prior written permission by CES, and no delegation of any duty of the Offeror will be made without prior written permission by CES. CES will not unreasonably withhold approval and will notify the Contractor within 15 days of receipt of written notice by the Contractor.

Assignment of CES Payments: If the Offeror requests that its payment from CES be issued to a third party or that a joint check be issued to the Offeror and a third party, CES will assess a special handling charge of Thirty-Five Dollars (\$35) per check. The special handling charge will be deducted from the amount of the invoice being paid. If the Offeror wishes to have all payments under this contract made to a third party, Offeror must state this in its response.

Audit Rights: In accordance with applicable New Mexico law, the Contractor's books and records related to this contract may be audited at a reasonable time and place.

Authority: This RFP, as well as any resultant agreement, is issued under the New Mexico Procurement Code, CES Board Policies and CES Procurement Guidelines.

Awarding of Contract: CES reserves the right to make multiple awards, to award the entire contract to one responsible Offeror or to reject one or all proposals. A response to the RFP is an offer to contract with CES based upon the terms, conditions, scope of work and specifications contained in this request for proposal. An RFP does not become a contract unless, and until, CES signs the Acceptance of Offer and Contract Award document, eliminating the need for a formal signing of a separate contract.

Best and Final Offer: After initial receipt of proposals, CES reserves the right to conduct discussions with responsible Offerors who submit responsive proposals.

Billing: All invoices will be from the Contractor to CES and will list the purchase order number(s) issued by CES and CES Member on the invoice. The Contractor will not invoice a Member directly. CES will invoice the Member with payment to be made to CES. The Contractor will not accept a purchase order from a Member or other procurement unit based on this contract.

Brand Names: The use of the name of a manufacturer, brand name or catalog number does not restrict the offer. Brand names are used to indicate the character, quality and/or performance equivalence of the commodity on which proposals are submitted. However, CES reserves the right to decide if alternatives to the identified manufacturer and brand are, in fact, equal to that described in the proposal.

Bribes, Gratuities and Kickbacks: Sections 13-1-191 and 13-1-198 Procurement Code, NMSA, 1978 prohibits bribes, gratuities and kickbacks, and provides for criminal prosecution for the violation thereof.

Cancellation: CES can, by written notice stating the extent and effective date, cancel the contract issued as a result of this RFP for convenience in whole or in part, at any time. CES shall pay Offeror as full compensation for performance until such termination as follows:

1. The unit or pro-rata order price for the delivered and accepted portion; and
2. A reasonable amount, not otherwise recoverable from other sources by Offeror as approved by CES with respect to the undelivered or unaccepted portion of the service, provided compensation shall in no event exceed the total contract price.

CES reserves the right to cancel in whole or any part of the contract due to the failure of the Contractor to carry out any obligation, term or condition of the contract. CES may issue written notice to the Contractor for acting or failing to act under the following conditions.

1. The Contractor provides material that does not meet the specifications of the contract.
2. The Contractor fails to complete 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 the specified time.
4. The Contractor fails to make progress in the performance of the contract and/or gives CES cause to believe that the contractor will not or cannot perform the requirements of the contract.
5. The Contractor fails to observe any or all of the terms and conditions of the contract.
6. The Contractor accepts purchase orders, based on this contract, directly from a CES Member and then invoices them directly.
7. Any other conditions that, in the opinion of CES, warrants such action.

Upon receipt of a written Notice of Concern, the Contractor will have ten (10) days to provide a satisfactory response in writing to CES. Failure on the part of the Contractor to satisfactorily respond can result in CES canceling the contract.

Cancellation of Contract by CES: CES can cancel any contract secured by solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of CES is, or becomes, at any time, while the contract or any extensions of the contract are 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 written notice from CES is received by the parties to this contract, unless the notice specifies a later time.

Contractor can, by written notice at least thirty (30) days in advance, terminate the contract issued as a result of this RFP for convenience in whole or in part. CES reserves the right to cancel or suspend the use thereof, of any contract resulting from this RFP if the Contractor files for bankruptcy protection or is acquired by an independent third party.

Cancellation for Non-Performance or Contractor Deficiency: CES can terminate any contract if CES Members have not used the contract in any 12-month period, or if purchase orders total less than \$10,000 per year. CES reserves the right to cancel the whole or any part of this contract due to failure by Contractor to carry out any obligation, term or condition of the contract. CES may issue a written deficiency notice to Contractor for acting or failing to act in any of the following:

1. Providing material that does not meet the specifications of the contract;
2. Failing to adequately perform the services set forth in the scope of work and specifications;
3. Failing to complete required work or furnish required materials within a reasonable amount of time; failing to make progress in performance of the contract and/or giving CES reason to believe that contractor will not or cannot perform the requirements of the contract;
4. Performing work or providing services under the contract prior to receiving a purchase order from CES for such work; and/or
5. Accepting purchase orders based on this contract from CES Members and/or invoicing CES Members directly.

Upon receipt of a written deficiency notice, contractor will have ten (10) days to provide a satisfactory response to CES. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract will become the property of the Member on demand.

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

Certificate of Insurance: Prior to commencing services under this contract, the contractor must furnish CES certification from insurer(s) for minimal coverage, to be maintained in full effect during the term of this contract. The certificate will be issued by the contractor's insurance company and name CES as the certificate holder. In addition, Contractor must be willing to provide, upon request, certification of insurance to any CES Member using this contract. If the

Contractor will use vehicles and workers at the member's location, evidence of workmen's compensation and auto liability insurance must be provided.

Certification: By signature in the offer section of the offer page, the Contractor certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The Contractor will 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, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.
4. The Contractor agrees to promote and offer to Members of CES only those materials and/or services allowed under resultant contract(s) as CES 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 the RFP, clarification means communication with a Contractor for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the proposal. It is achieved by explanation or substantiation, either in response to an inquiry by CES, or as initiated by the Contractor. Unlike "Discussion" (see below), clarification does not give the Offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision.

Competitive Range: Since CES often receives many proposals for one solicitation, it may be necessary to establish, as part of the evaluation process, a competitive range of acceptable proposals for the purpose of further discussions. Proposals not in the competitive range are unacceptable and not considered further.

Competitive Sealed Proposals: As required in the Procurement Code, CES has determined that competitive sealed bids are neither practical nor advantageous for this solicitation. These CES contracts will be awarded through competitive sealed proposals for the following reasons:

1. CES desires to conduct oral or written discussions with potential Offerors prior to an award;
2. CES desires to allow Offerors to revise proposals;
3. CES wishes to award contracts on which price is only one of many determining factors;
4. CES realizes that over the period of a multi-year contract, certain prices may change.

Confidential Information: If an Offeror believes that any part of its proposal should be withheld from public inspection, a statement advising CES of this fact will accompany the submission. The CES Executive Director will review the statement and determine in writing whether the information will be withheld. If the Executive Director determines that the information should be disclosed, the Offeror will be informed in writing of such determination, and should the Offeror object in writing, within five (5) days after notification thereof, no disclosure will be made and the proposal may be rejected.

Construction: Offeror can sell and install finished products, materials or articles of merchandise, which are fabricated into, and become a permanent fixed part of a structure. If the

removal of the finished products, materials or articles of merchandise would cause damage to the structure or render the structure unfit for its intended use, the Offeror must indicate this on its response. No construction activities will be permitted under this RFP.

Contract: Any agreement for the procurement of items of tangible personal property, services or construction.

Contract Changes: CES can make changes within the general scope of this contract by giving notice to the Contractor, and subsequently confirming such changes in writing. If such changes affect the cost and/or the time required for performance of this service, an equitable adjustment in the price or delivery or both will be made. No change by the Contractor will be recognized without written approval of CES. Any claim of Contractor for any adjustment must be made in writing within thirty (30) days from date of receipt by Contractor of notification of such change, unless CES waives this condition. Nothing in this section will excuse Contractor from proceeding with performance of the service as changed hereunder.

Contract Type: Indefinite quantity with:

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

Note: A cost-plus-a-percentage-of-cost contract is prohibited. Request for a price adjustment must be submitted thirty (30) days prior to the yearly anniversary date of the contract (first two years) and prior to the annual renewal date (remaining years). Justification for any adjustment shall be in writing, and be accompanied by appropriate documentation. Any escalation that exceeds the Consumer Price Index (CPI) per contract year may be rejected unless insuperable market forces can be fully documented.

Contractor: Offeror who has been awarded contract for delivery of material goods or completion of services in response to this document.

Contractor Invoice: Contractor will invoice CES after delivery of goods and/or services. Goods and services will be invoiced at applicable contract prices, less the CES one percent (1%) administration fee and not to exceed the amount of the CES purchase order. CES will invoice Member after receiving and reviewing contractor's invoice.

Contractor Payment: CES will issue payment to Contractor after receipt of Member's payment. Contractor will be paid its invoice amount for goods and services, less CES' one percent (1%) administration fee. Contractor will credit CES an amount equal to the deducted administration fee, if required to provide a zero balance on CES' account.

Contractor's Price List: The contractor will furnish CES with copies of the approved price list to facilitate eligible procurement agencies in placing orders. When contractor offers a discount off a retail price, the Manufacturer's Suggested Retail Price (MSRP), such discounts will include the CES one percent (1%) administration fee and must be submitted as printed by the manufacturer.

Cooperative Purchasing: This contract is based on the need for CES to provide the economic benefits of volume purchasing, and reduction in administrative costs, through cooperative purchasing for public educational institutions and other procurement units. Although Offerors can restrict sales to certain public units (for example, to state agencies or local government units), any contract that restricts sales from being made to public educational institutions will not be considered.

Cost of Proposal Preparation: CES will not reimburse the cost of developing, presenting or providing any response to this solicitation.

Credit Hold: The Contractor must agree not to place CES on “credit hold” without ten (10) days advanced notice in writing, either by letter or facsimile. Before CES can pay a Contractor’s invoice, it must collect payment from the member or political subdivision that received the product. CES believes it is better for the Contractor if CES places the slow-paying agency on “credit hold”. If a Contractor places CES on credit hold, agencies that pay promptly are penalized. If, on the other hand, CES places the offending agency on “credit hold”, payment is more likely to result and only the offender is punished.

Current Products: All offers will 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 will deliver conforming materials in each installment, or lot of this contract, and may not substitute nonconforming materials. CES reserves the right to declare a breach of contract if the Contractor delivers nonconforming materials to any Member of CES under this contract.

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

Delivery: Delivery is desired to be made within thirty (30) days of receipt of the purchase order. Contractor agrees to notify CES if an order cannot be processed and delivered within the 30-day period. The school placing the order will then have the option of canceling the purchase order. Ownership of goods occurs only upon receipt of delivery in good condition.

Descriptive Literature and Brand Names: All offers must include a complete set of the manufacturer’s descriptive literature regarding the equipment and software offered. Brand names, trade names and/or catalog numbers used in the RFP will be intended to describe and identify equipment and software.

Disclosure: Offerors submitting proposals will disclose any and all owners, contractors or employees who are active employees of CES or are immediate relatives of an employee of CES.

Discontinued Products: In the event that a product or model is discontinued by the manufacturer, CES will allow the Contractor to substitute a new product or model if the pricing discount is equivalent to the discontinued product or model.

Discussions: Discussions occur when oral or written communications between CES and the Offeror are conducted for the purpose of minor clarifications involving information essential for

determining the acceptability of a proposal or that provides the Offeror an opportunity to revise or modify its proposal. CES will not help an Offeror bring its proposal up to the level of other proposals through discussions. CES will not disclose technical information pertaining to a competing proposal. CES will neither indicate to an Offeror a cost or price that they must meet to obtain further consideration, nor will they provide any information about other Offerors' proposals or prices. CES is willing to discuss with an Offeror having a proposal in the competitive range any weaknesses, excesses or deficiencies in its proposal.

Eligible Agencies: Any CES Member can use the services of Cooperative Educational Services. CES reserves the right to reject any purchase authorizations it receives from New Mexico schools and agencies without cause.

Estimated Quantities: CES anticipates considerable activity resulting from this solicitation; however, no commitment of any kind is made concerning quantities actually to be acquired. CES does not guarantee usage. Usage depends on the actual needs of the CES Members and on the marketing expertise of the Contractor.

Exculpatory Provisions: All parties to this contract agree to save harmless one another from simple negligence.

Execution of Contract and Compliance with Bid Instructions: By submitting a bid, the Offeror acknowledges its understanding of these Instructions to Bidders and its willingness to comply with the requirements of the bid documents.

Federal Requirements: Contractor agrees, when working on any federally assisted projects with more than \$20,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act and the Equal Opportunity Employment requirements of Executive Order 11375. In such projects, the Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the CES Member for their files. In addition, to comply with the Copeland Act, 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 CES Members that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Contractor. In projects that are not federally funded, Contractor 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.

Force Majeure: Except for payments of sums due, neither party shall be liable to the other nor 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 either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-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 force majeure 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 this agreement. Force majeure shall not include late deliveries of software or materials caused by congestion at a manufacturer's plant or elsewhere, an over-sold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 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.

Gratuity: CES shall, 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 CES with a view toward securing a contract or the respect to the performance of the contract. 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 CES 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 agency may:

1. Reject the whole; or
2. Accept the whole; or
3. Accept any unit or units and reject the rest.

Indemnification: Contractor shall indemnify, defend and save harmless CES for any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which may be brought or made against or incurred by CES on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake or negligence of contractor, its employees, agents, representative, or subcontractor, their employees, agents or representative in connection with or incident to the performance of this agreement, or arising out of Worker's Compensation claims, Unemployment Compensation claims or Unemployment Disability Compensation claims of employees of Contractor, and/or its subcontractors or claims under similar such laws or obligations. Contractor's obligation under this section will not extend to any liability caused by the sole negligence of CES or its employees.

Information Systems: All Offerors of information systems must include information on the total life cycle cost and application benefit to the district. An information system is a system of hardware, software or Contractor support that processes information or data by electronic data processing methods and devices.

Installation: Equipment that requires professional installation will be installed within two (2) weeks of product delivery, unless CES or the CES Member asks that installation be delayed, or an extended installation time is noted in this proposal.

Insurance: On contract, the Contractor will, at its own expense, purchase and maintain insurance that will protect it from claims that may arise out of, or as a result from, activities under this contract, where those activities are performed by it, or by any subcontractor or by anyone directly or indirectly employed by any of the Contractors or by anyone for whose acts Contractor may be liable during the entire performance period of this contract. The successful Offeror must furnish Certificate of Insurance to the CES procurement office prior to official award. If policy changes occur during the life of the contract, it is the Contractor's responsibility to provide updated proof of coverage to the CES procurement office. Offerors will submit proof of coverage under the Workman's Compensation Insurance as required by the Labor Laws and New Mexico Statutes. Offerors will submit a certificate of general liability insurance for the personal injury, occupational disease, sickness or death and property damage. Insurance will include "occurrence" claim provisions. Minimum acceptable coverage is \$1,000,000 combined single limit for bodily injury and property damage or \$500,000 bodily injury and \$250,000 property damage (each occurrence). The Offeror will name CES and the member as co-insured up to the limits of the Tort Claims Act. Additional punitive damages liability to \$500,000 will be provided naming CES as co-insured.

Late Offers: Late offers will not be considered and returned, upon request, unopened.

Lease and Rentals: Offeror can allow CES Members to enter into rent, lease or lease/purchase agreements, providing such agreements are in compliance with New Mexico statutes and Public Education Department policies, rules and regulations. CES must receive a copy of the executed leasing documents prior to processing a purchase order. CES will not collect lease payments. Offeror 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. Offeror 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 CES member and what that cost will be. No sale of a contract to a third party will be made without informing CES and the CES member of the transfer. If offeror sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original contractor.

Legal Remedies: All claims and controversies are subject to the New Mexico Procurement Code.

Liability: The Contractor will hold CES harmless from and will indemnify CES from and against any and all claims, demands and causes of action of whatever kind or nature asserted by any third party and occurring or in any way incident to, arising out of or in connection with the Contractor's conduct of the contract awarded as a result of this procurement process, to the extent the negligent act or failure to act or willful act of the Contractor, its agents, representatives or employees is deemed to be the cause of the resulting personal injury or property damage claimed. It is expressly agreed that, to the extent it is determined that the damage claimed was in part caused by the negligence of CES or other parties, the Contractor's liability pursuant to this indemnification provision will not be greater than that portion of the total liability in the same proportion as Contractor's negligence bears to the entire negligence giving rise to the liability.

Licenses: The Contractor will maintain in current status all federal, state and local licenses, bonds and permits required for the performance of the contract. Any Offeror using subcontractors must hold a current general contractor's license, as required by law. Copies of licenses will be submitted by the Contractor with the response to the RFP. The Contractor

agrees to keep any required license or bond current, and in compliance with the New Mexico rules and regulations.

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

Local Education Agency: All public school districts within the State of New Mexico.

Local Public Body: All political subdivisions of the State, its agencies and institutions thereof as defined in 13-1-67 of the New Mexico Procurement Code.

Maintenance: Each potential contractor of high technology electrical/mechanical equipment must have maintenance facilities and a maintenance support system available for servicing units in all parts of New Mexico. If a third party is used to provide maintenance or warranty work, Contractor must include with the proposal details of any such arrangement. Factory certified and trained technicians shall be available to cover all parts of the State. Maintenance service in metropolitan areas of New Mexico should be available within eight (8) hours, service in rural areas within 24 hours, or next day. Any maintenance facility must have sufficient parts inventory to provide quality service on units sold to CES Members. On small pieces of equipment, mail-in service may be offered by out-of-state manufacturers, if normal turn-around time is 48 hours.

Manufacturer's Representative: Dealers of high technology electrical/mechanical equipment, who, if permitted by the Scope of the Work, submit an offer as a manufacturer's representative, must be able, if asked, to supplement the offer with a letter from the manufacturer certifying that the Contractor is a bona fide dealer for the specific equipment presented, that the Contractor is authorized to submit an offer on such equipment, and which guarantees that should the dealer fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide dealers for the balance of the contract period. Dealers of software, mechanical devices, electronic goods and other commodities must be able, upon request, to provide the same information from a manufacturer.

Member of CES: Any public educational institution within the State of New Mexico that has, by their board resolution, resolved to become a party of the Joint Powers Agreement and has been approved for membership by CES' Board of Directors and the New Mexico Department of Finance and Administration.

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

Most Favored Customer: Although CES expects Offerors to offer its very best prices to CES Members, nothing in this contract established a most favored customer relationship between CES and the contractor. The Contractor can 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 can lower its prices to its CES customers at the same time by facsimile or written notice.

Multiple Awards: CES has determined that often contracts awarded to more than one supplier for comparable goods and services at various prices best meets the many needs of its member

districts. Hence, when an award to one supplier would be impractical or fail to meet the total requirements of comparison or evaluation, multiple awards may be made.

Multi-Term Contract: A contract having a term longer than one (1) year.

Negotiations: Where there is no competition that would result in a better contract, negotiation may be conducted until a detailed agreement is reached.

New Technology and Products: New products announced by the manufacturer may be added to the existing contract. Pricing shall be equivalent to the percentage discount of other products. Dealers may replace or add product lines to an existing contract, if the line is replacing previous products; is substantially 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 original RFP. No products may be added to avoid competitive procurement procedures. CES can 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 will constitute a breach, and Contractor will not have the right to substitute a conforming tender without written consent of all parties involved.

Non-Exclusive Contract: Any contract resulting from this solicitation will be awarded with the understanding and agreement that it is for the sole convenience of local procurement units in New Mexico. CES reserves the right to obtain like goods and services from another source when necessary.

Non-Responsive Offer: Any offer that does not conform to the mandatory or essential terms, conditions and/or specified requirements for this solicitation is considered non-responsive.

Notation: 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. CES reserves the right to accept or object to the new party with the original contractor being obligated if the new party fails to perform. A simple change of name agreement will not change the contractual obligations of the contractor.

Notice: Notices under this contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, properly addressed to the respective parties as specified herein, or at such other address as may be specified by either party from time to time.

Offer Acceptance Period: In order to allow opportunity to evaluate the proposals offered, CES requires that an offer in response to this solicitation be valid and irrevocable for ninety (90) days after opening time and date.

Offeror Qualifications: The Offeror must have extensive knowledge and experience with the installation and maintenance of the equipment, service or software offered with at least three (3) years experience.

Options: Optional equipment or products can be added to the contract at the time it becomes available under the following conditions:

1. The option is priced at a discount similar to other options, or
2. The option is an enhancement to the unit that improves performance or reliability.

Ordering Process: When online purchasing is not selected by the Member, all orders accepted by the Contractor must be issued by CES. CES Members will submit signed purchase orders to CES. CES will then issue a purchase order to the Contractor. When necessary, one or more orders may be combined. The Contractor must agree never to accept a purchase order based on this contract, unless the purchase order is issued by CES, unless an online agreement has been approved in writing by CES.

Overcharges by Antitrust Violations: CES 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 CES any and all claims for overcharges as to the goods or services used to fulfill the contract.

Parol 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.

Participating Entities: Is defined as agencies and/or organizations classified as tax-exempt non-public educational institutions, local public bodies and state agencies within the State of New Mexico, and public educational institutions outside the State of New Mexico. These agencies and organizations may participate in and purchase professional and non-professional services, construction services and tangible personal property through the CES procurement program.

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

Patent and Copyright Infringement: Contractor will, at their expense, defend CES and its Members against any claim that any equipment or software supplied hereunder (even if such equipment or software are modified by CES or its Members, subject to the last paragraph of this section) infringe a patent or copyright in the United States, or a U.S. territory, and will pay all costs, damages and attorney's fees that a court finally awards as a result of such a claim. To qualify for such a defense and payment, CES must:

1. Give Contractor prompt written notice of any such claim after becoming aware of such claim.
2. Allow Contractor to control and fully cooperate with Contractor in the defense and all related settlement negotiations.

CES will be reimbursed for all expenses incurred by CES in fully cooperating with Contractor as specifically requested by contract. CES is not required to incur any expenses specified in this paragraph, which are not reimbursable, by the Contractor. If any CES Member is involved by any party in any way, the same provisions that apply to CES in this paragraph will apply to the Member. Contractor's obligation under this section is conditioned on CES' agreement that if the subject of such a claim, CES will permit the Contractor, at its expense and option, either to procure the right for CES and its Members to continue using the equipment and/or software, or to replace or so modify them with equipment or software which are functionally equivalent so that they become non-infringing. If neither of the foregoing alternatives is available on terms which are reasonable in Contractor's judgment and satisfactory to CES, CES will request its Members to return the equipment or software on written request by Contractor at Contractor's expense.

Contractor agrees to refund CES and/or its Members a refund for returned equipment as depreciated unless otherwise mutually agreeable in writing. The depreciation will be an equal amount per year over six (6) years. In the event that contractor's written request for return is made after full depreciation, the Contractor will pay CES, or its Members who purchased the equipment, an amount equivalent to the fair market value of the returned equipment. If CES, or any of its Members, fails to return the equipment, the Contractor is not obligated to that Member under this clause.

Contractor will have no obligation with respect to any such claim based upon a Member's modification of the equipment or software or combination, operation or use with apparatus, data or programs not furnished by contractor. However, one Members' action will not preclude Contractor's obligation to others not having modified their equipment or software.

Payment: CES will make every effort to collect payment from Members for the purchase of goods and services within thirty (30) days after the receipt of goods or services and a correct invoice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account. *Any offer that requires payment in less than forty-five (45) days shall not be considered.* CES must first receive payment from the schools in order to process payment to the contractor. Any Contractor whose business would be in jeopardy due to slow payments is encouraged not to respond. It has been CES' experience that schools always pay, but many are slow in processing payments.

Payment Discounts: Any payment discount offered must be made directly to CES and not to the Member receiving the materials or services. Quick-payment discounts of ten (10) days are normally impossible; 20, 30 and 45 days are more reasonable. Payment discounts of forty-five (45) calendar days or more shall be deducted from the proposal price to determine low price.

Peripheral Items: Offerors may include various peripheral equipment and software that function with the primary offering.

Price List: The Offeror will submit and keep current with CES copies of any and all applicable and approved price lists for any products and services offered under this RFP to facilitate eligible procurement agencies in placing orders. When the Contractor offers a discount off retail price, the Manufacturer's Suggested Retail Price (MSRP), such discounts will include the CES one percent (1%) administrative fee and must be submitted as printed by the manufacturer.

Price Reduction and Adjustment: A price reduction can be offered at any time and will become effective upon notice. Special, time-limited reductions are permissible under the following conditions:

1. The price reduction is available to all Members equally;
2. The price reduction is for a specific time period;
3. The original price is not exceeded after the time limit; and
4. CES is to be notified and have the new prices on record prior to any offer of the new prices to a CES Member.

Price increases (change in discount rate) will be considered at the time of a contract extension, and will be a factor in renewal.

Pricing: Offeror will describe discounts and special pricing offered. Offeror must agree that prices offered through this contract will include the CES one percent (1%) administration fee and while this contract is in effect, prices offered will be at least two percent (2%) below the lowest price offered by the Offeror to New Mexico schools and local/state procurements units for a similar volume. Should a lesser cost be provided to any other client, the preceding and existing work through this contract will be reduced in price to meet that rate. A copy of the current retail manufacturer's price list will be included in the proposal. If the Offeror has a leasing department or a leasing company, the cost of leasing can be included in the proposal; however, CES Members reserve the right to choose a different leasing company. Leases with options to purchase must be described. Rental plans should not contain end-of-rental-term buy out information.

CES Members pay an administration fee equal to one percent (1%) of the purchase price of goods and services purchased from CES contracts. Offerors will include the administration fee in all prices in the Discount and Price Schedule. CES will deduct the one percent (1%) administration fee prior to issuing its' purchase order to the Contractor.

Pricing-Alternative Method of Costing: This method covers any product and service not covered by an established and approved price list or is a custom design and manufactured to meet the requirements of an individual project or sole source. The alternative cost is calculated as follows:

1. The Offeror must prepare, issue and receive three written quotes from available suppliers and select the supplier that offers the products and services that meets the stipulated requirements and specifications and the most cost effective solution. All quotes must be made available upon request.
2. The Offeror must indicate the percent of overhead and/or markup to be added to these costs to obtain the normal and customary retail price.
3. The Offeror must indicate the percent of discount offered to CES and its Members on the normal and customary retail price.
4. The CES price is calculated by taking the product and services cost to the Offeror plus the indicated percent of profit/overhead to equal the normal and customary retail price. The Offeror will then subtract the approved CES discount to obtain the CES price. Example: item cost \$1,000; percent of profit/overhead of 20% equals retail price of \$1,200; less the CES discount of 10% or \$100 equals the CES price of \$1,100.

Prime Contractor: For the purpose of this solicitation, a Contractor will be considered a prime contractor and not a subcontractor. Any Contractor paid directly by the buyer is a prime contractor; a subcontractor is paid by another contractor. Prime contractors using subcontractors are responsible for all actions of their subcontractors.

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

Product Line: Contracts are awarded to Offerors able to provide their complete product line of equipment, software and services described in the specifications. Offerors with a published catalog can submit the entire catalog; however, CES reserves the right to select products within the catalog for award without having to award all the contents.

Progress Payments: CES 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 to CES.
2. The purchase order describes the amounts to be paid and the date of payment.
3. The Member has a satisfactory method of verifying progress described in writing a letter to CES or on the purchase order.
4. Payments will be made only after actual goods and/or services are verified/received.
5. Payments will be made in full compliance with Members' local board rules and any and all other applicable state rules and regulations.

Progress Payments for Contractors: All progress payments must be invoiced through CES. It is the responsibility of the Member to review and approve any estimates of work completed. If the Member issues a written statement to the Contractor that the estimate of work is not approved and certified, the member can withhold an amount from the progress payment the Member reasonably expects to incur in correcting the deficiency set forth in the written finding. In such cases, the Contractor agrees to hold CES harmless for any deficiency of payment. If any payment is delayed beyond forty-five (45) days from the due date, the Contractor agrees not to charge CES interest on the late payment. Any late charges will be the total responsibility of the CES Member. The Contractor can extend any due date to avoid the requirement to pay interest. Acceptance of final payment is a waiver of all claims, except unsettled claims previously made in writing.

Project Director: The Contractor will assign a project director to coordinate operational activities with the Executive Director of CES and shall make monthly reports to the Executive Director.

Protests: Protests will be filed and resolved in accordance with the State of New Mexico Procurement Code. Venue for any and all legal actions regarding or arising out of the transactions covered herein shall be solely in the District Court in and for the County of Bernalillo, State of New Mexico. The laws of the State of New Mexico will govern this RFP and resulting transactions.

Protests shall be filed with Dr. Max Luft, the Executive Director of CES, and shall be resolved in accordance with New Mexico statutes and CES board policies and administrative procedures. *A protest must be in writing and must be filed with the Executive Director of CES at 4216 Balloon Park Road, Albuquerque, NM 87109.* A protest of a proposed award or awards must be filed within fifteen (15) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest filed on the fifteenth day must be received by 5:00 pm, MST. A protest must include:

1. The company name, contact name, address and telephone number of the protester;
2. The original signature of the protester or its representative;
3. Identification of the solicitation by solicitation 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.

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 proposals submitted in response to this invitation will become the property of CES and be a matter of public record available for review, subsequent to the award notification, under the supervision of the Executive Director of CES from 9:00 a.m. to 4:00 p.m., Monday through Friday, at 4216 Balloon Park Road NE, Albuquerque, New Mexico.

Qualifications: In order to qualify, an Offeror must be licensed as required by the New Mexico Regulation and Licensing Department. All work under this contract will be done in strict accordance with the most recent edition of any relevant regulation, standard, document or code in effect. Where conflict among the requirements or with these specifications exists, the most stringent requirements will be used.

Quality: Unless otherwise modified elsewhere in this solicitation, Contractor warrants that for one (1) year after acceptance of the equipment or materials by Member, they shall be:

1. Of a quality to pass without objection in the industry or trade normally associated with them;
2. Fit for the intended purpose(s) for which they are used;
3. Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
4. Adequately contained, packaged and marked as the contract may require; and
5. Conform to the written promises or affirmations of fact made by contractor.

Request for Proposals or RFP: All documents, including those attached or incorporated by reference, which are used for soliciting proposals.

Responsible Offeror: An Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service

facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

Responsive Proposal: An offer which conforms in all material respects to the requirements set forth in the Request for Proposals. Material respects of a request for a proposal include, but are not limited to, price, quality, quantity or delivery requirements.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, it 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: Offerors will take all necessary precautions for the safety of employees on the worksite and will 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 will post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions will 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 will comply with all current applicable Occupational Safety and Health Standards, National Electric Code, American Refrigeration Institute (ARI), National Electrical Manufacturers Association (NEMA), American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), American National Standards Institute (ANSI) and National Fire Protection Association Standards (NFPA).

Sample: Samples may be required prior to awarding a contract and/or prior to entering into an individual project contract. Upon request of CES or its Members, the Offeror will provide adequate samples and detailed specifications for any item offered. Samples must be submitted within ten (10) days of request from CES or its Member. Samples will be free of charge and submitted and removed by Offeror at Offeror's expense. Samples will be compared to proposal specifications and evaluated as to materials used in construction, quality and workmanship, durability, adaptability to the use for which the items were intended and overall appearance. Samples received may be held for comparison with deliveries. CES and its Members will not be held responsible for samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to Offeror will be considered abandoned and the CES Member will have the right to dispose of them.

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

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

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 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 of New Mexico, delivered to the specific receiving point as identified in the purchase order issued by CES to the Contractor, as preferred. Contractor will retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges will be the responsibility of the Contractor. All claims for the contractor will file visible or concealed damage. CES, or the receiving agency, will notify the Contractor and/or freight company promptly of any damaged goods, and will assist the freight company/contractor in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

Site Cleanup: Contractor will clean up and remove all debris resulting from its work as required by the Member. The Contractor shall comply with all laws and regulations governing disposal of construction and hazardous materials. Upon completion of the work, the premises will be left in a neat, unobstructed condition with everything in good repair and order.

Site Examination: Contractor shall familiarize itself with the site, in order to anticipate unseen problems that may develop as the work progresses. Failure to have visited the site before submitting a job order proposal shall in no way relieve the Contractor from furnishing any materials or performing any work required to complete the project in accordance with the contract documents, without additional cost to the CES Member.

Site Preparation: No Contractor will begin a project for which the site is not prepared by the Member, unless Contractor decides to do the preparation work at no cost, or until the Member has included the cost of site preparation in a purchase order to CES. Site preparation includes things like moving furniture, installing wiring for networks or power and similar pre-installation requirements.

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

Specifications: All Scope of Work specifications in this RFP are designed to enable a Contractor 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 specifications are 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 proposal, must indicate such in its initial response.

Stored Materials: Upon prior written agreement between the 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 the 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 buying 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 the Member, it shall be the Contractor's responsibility to protect all materials and equipment. The Contractor warrants and guarantees that title for all Work, materials and equipment shall pass to the Member upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.

Suspension or Debarment Status: If any firm, business, person, or contractor submitting an offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the Offeror must include a letter with its response or offer 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, shall result in the cancellation of any contract. By signing the offer section, the Offeror certifies that no suspension or debarment exists.

Tare: If the Contractor requires the Member to pay for shipping, the weight of the empty container and any material used for packing will be of the lightest weight practical for safe delivery of the contents.

Taxes: Prices offered will 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 the educational agency issuing the purchase order to CES. No gross receipts tax can be collected on delivery charges to the Member's location.

Term of Contract and Extension: The term of the agreement will commence on award and continue until September 1, 2009, unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for Three (3), additional 12-month periods ending on September 1, 2010, September 1, 2011, and September 1, 2012. Since technology changes rapidly, CES may require a Contractor to respond to a new RFP rather than extend a contract secured under this RFP.

Termination of RFP: The Request for Proposals (RFP) in no manner obligates CES to the eventual purchase of any product or service described or which may be proposed, until confirmed by a written Acceptance of Offer and Contract Award. Progress towards this end is solely at the discretion of CES and can be terminated without penalty or obligation at any time prior to the signing of a contract. CES reserves the right to cancel this RFP at any time and for any reason and to reject any or all proposals.

Title and Risk of Loss: The title and risk of loss of material or service will 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.

Token Offer: If any Offeror submits a perfunctory offer with no serious intent of being accepted, CES reserves the right to remove the Offeror from its potential contractor's list. If an

Offeror wishes to remain on the contractor's list, either a no response or a request to remain on the list is all that is needed.

Trade-In Equipment: Equipment for trade-in shall be dismantled by the Contractor and removed at the Contractor's expense. The conditions of the trade-in equipment at the time it is turned over to the Contractor will 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 offer and the trade-in. Values placed on trade-in products are between the Member purchasing the new unit and the Contractor.

Warranty: Contractor warrants that all equipment, software and services delivered under this contract will conform to the specifications of this contract. Offeror must agree to assist the purchaser in reaching a solution regarding a dispute with the manufacturer over a warranty's terms and comply with the following:

1. Contractor warrants that any equipment or material supplied to CES or its Members will conform to all requirements of the contract and all representations of Contractor and will be fit for all purposes and uses required and defined in each individual project. All work performed, equipment and materials must carry a minimum 12-month manufacturer's/contractor's warranty that includes parts, labor and reimbursable expenses.
2. Unless modified elsewhere in this solicitation, Contractor warrants that for one (1) year after acceptance of the individual project, the work performed, equipment and/or materials provided to the Member will be:
 - a. Of a quality to pass without objection in the industry or trade normally associated with them.
 - b. Fit for the intended purpose(s) for which they are being purchased and/or being used;
 - c. Of even kind, quantity and quality within each unit and among all units, in the variations permitted by the contract;
 - d. Adequately contained, packaged and marked as the contract may require; and
 - e. Conform to the written promises or affirmations of fact made by contractor.
3. Any extended manufacturer's warranty that is obtained to meet the 12-month requirement will be passed to the Member without exception. CES reserves the right to cancel the contract if Contractor charges the Member for any product and/or service received at no cost under a warranty.

Weighted Evaluation: CES reserves the right to use a point system to evaluate responses and to assign points to the cost elements as it determines most appropriate. The scoring system will be based on the point system defined in each category.

Withdrawal of Offer: An Offeror can withdraw its proposal, provided such written notice is received at the CES office prior to the specified due date and time.

Year-End Procurement: For purchase orders (PO) issued to a Contractor, goods must be delivered and services must be completed five (5) days prior to the end of the school's fiscal year (June 30th). CES must receive all invoices dated for the prior school year by the 10th of July. The Member can cancel purchase orders not completed by June 25th. The Member can issue revised purchase orders dated after July 1st for any goods not delivered or services not completed by June 25th.

SECTION II: SCOPE OF WORK & SPECIFICATIONS

A. SCOPE OF WORK:

1. When you respond, CES is asking you to become a partner in providing quality goods and services to Members at competitive prices. Partnership with a contract awarded through competitive bidding saves Members both time and money. Time is saved by being able to purchase what is needed without having to wait through the bidding process (write bid, advertise bid, open each response, evaluate and have the board make a selection). Money is saved because each CES partner has already agreed that our Members have the lowest prices it will offer to procurement units in the state.
2. Read through the section that concerns you as an Offeror. Next, prepare a rough draft of your offer, fill out the forms necessary, and gather all the advertising slicks you want to send along with your proposal. Finally, print a final offer, write the executive summary, and organize everything into a three-ring binder.

B. DUTIES OF THE OFFEROR:

Once the award is made to the Offeror, the Offeror, as Contractor, shall assign a Project Manager to coordinate operational activities with the designated representative of CES and shall make monthly reports as required to CES and its Members. It is the responsibility of the Contractor to market the products or services to the Member.

C. DUTIES OF CES:

The general duties of CES shall include:

1. Inform CES Members of vendors and obtain participation of Members.
2. Inform Contractor of participating Members.
3. Process pay requests for payment.
4. Follow up as needed on problems.
5. Periodic review with Contractor as to projects and problems.

D. SOLICITATION TIMELINES – CES will make its best effort to adhere to the following schedule of events.

Published RFP and legal advertisement	Sunday 7/20/08 and 7/27/08
RFP documents will be available	Monday July 21, 2008
Non-Mandatory Pre-Proposal Conference at 2:00 p.m.	Thursday July 31, 2008
Written questions submittal deadline	Friday 8/22/08
RFP proposal due date	Friday 8/29/08
RFP proposal evaluation	Monday 9/1/08 to Friday 9/19/08
Preliminary award notice	Friday 9/26/08
Final award notice	Tuesday 10/14/08

E. SPECIFICATIONS:

CES has provided General Terms and Conditions. In the following part of this section, CES is providing additional Categorical Terms and Conditions that apply. In case of conflict between

the General Terms and Conditions and Categorical Terms and Conditions, the latter shall apply. Additional items may be requested in the specific Categorical Terms and Conditions.

Each Category contains three areas that will be weighed in accordance with Evaluation Factors. Not providing required items might classify the proposal as non-responsive.

Category 1 Office, Classroom and Vocational Furniture

Categorical Scope of Work

During the past 14 years, CES has had vendors under contract to provide their Members with furniture. With a membership of 170, these institutions have a variety of levels of needs for Office, Classroom and Vocational furniture. CES has purchased between two and three million dollars of furniture for its Members.

For CES to continue to meet its Members' needs, it is seeking an Offeror(s) who possesses the experience to provide an entire line of school-related furniture. Included in the request is 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. To better meet its Member's needs, CES has established different lots of furniture and has divided each lot into three levels of quality. It is anticipated that no single manufacturer can provide everything and multiple awards are anticipated.

Categorical Definitions

ADP – Adjustable Display Products

ANSI – American National Standards Institute

ASTM – American Society for Testing Materials

DOA – Defective on Arrival

MSRP – Manufacturers Suggested Retail Price

UL – Underwriter Laboratories

Categorical Terms and Conditions

The following are in addition to the General Terms and Conditions. Please review these and indicate your acceptance on the Acceptance of Terms and Conditions (Form E).

1. For this RFP, CES has identified seven (7) basic groups (lots) of furniture items. The lots are listed below and may include, but are not limited to:
 - A. Lot 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 and special shaped tables.
 - B. Lot 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, over files and accessories, blueprint filing, storage cabinets for forms, high density movable filing systems and accessories.
- C. Lot 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.
 - D. Lot 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.
 - E. Lot 5 – Tables and accessories such as non-folding conference tables, folding or flip-top tables, high pressure laminate tables, complementing tables including end, lamp, corner, coffee, cigarette and console items, excluding computer tables.
 - F. Lot 6 – Fully upholstered furniture, sofas, loveseats, chairs and recliners intended for office use, complementing benches and ottomans, dual purpose seating/sleeping units, upholstered recliners, replacement covers and cushions.
 - G. Lot 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.
2. CES is seeking a product line of furniture which contains three (3) basic levels of quality. The levels include:
 - A. Premium/higher cost furniture
 - B. Mid-quality furniture
 - C. Economy/ lower cost furniture
 3. CES has established and identified the following matrix with specific manufacturers in each lot. The Offeror can place their manufacturer's product lines in additional lots, as needed. Manufacturers listed are provided to set a minimum standard. Offeror's manufacturers not listed, but being submitted must be placed in the lot(s) in which their products are equal to the named brand.

Lots	Premium/Higher Cost	Mid Quality Cost	Economy/Lower Cost
1. Instructional Furniture (Classroom)	Capital or equal	Royal or equal	Virco or equal
2. Filing and Storage Cabinets and Systems	Hon 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, Chairs 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 Schneider or equal	Midwest or equal

4. The Offeror must identify which lot (group and bracket) its' furniture line resides. The Offeror can have multiple lines in different lots. The Offeror can offer additional lines of furniture in the same lot when the line offered meets or exceeds the specifications of the brand named. (For example, East-Side Furniture Company can manufacture three lines of workstations. Each line corresponds to one of the brands named in lot three.)
5. CES reserves the right to review classification and compare specifications of the furniture offered with the specifications of the brand named on the chart and make a determination based on what it feels is in the best interest of its' Members as to whether the specifications are equal, the line in the lot, for that Offeror will be defined acceptable or non-acceptable for the lot. The overall cost of similar furniture in the same lot will be compared during the review process. The Offeror is encouraged to offer escalating discounts based on quantity ordered.
6. In its response, the Offeror must indicate the lot(s) where the majority of its' product line items belong.
7. As noted herein, CES has divided the State of New Mexico into seven (7) regions, and the Offeror must indicate to which of the regions it intends to provide its products (Form A).
8. The Offeror is encouraged to maintain a broad-based line of furniture inventory to expedite delivery times.
9. The Offeror must be an authorized representative of the manufacturer to sell and service the product lines it is proposing.

10. The offeror agrees that a full refund, credit or exchange will be granted the CES Member for any defective-on-arrival (DOA) merchandise, if reported within thirty (30) days of receipt and acceptance of the order. If orders are received when school is not in session (spring break, summer vacation, Christmas break, etc.), the thirty (30) days will be extended for a reasonable period of time, but not to exceed ninety (90) days.
11. If the Offeror makes an error in pricing (typographical or photographic error, for example), the CES Member reserves the right to return the product. The Offeror agrees to pay for cost of any returned product due to a pricing error.
12. The Offeror must be able to assist the CES Member in unpacking and installing its products if requested by the Member. In the cost section of its response, Offeror will clearly state the terms, conditions, stipulations, limitations and all associated costs relating to these types of services.
13. The Offeror must be able to supply replacement parts for a minimum of five (5) years after purchase of equipment.
14. The Offeror must be able to provide the following services:
 - A. Design/Layout – to meet with Member or Member’s representative to determine project parameters, workstation standards, fabric and finish selections, and furniture layout.
 - B. Prepare the final installation drawings to show placement of furniture, equipment, electrical and data locations for Member or Member’s representative approval.

Categorical Specifications

1. The Offeror must be able to demonstrate that its product lines of furniture proposed under this solicitation comply with the following:
 - A. The American National Standards Institute (ANSI) standards for general purpose chairs, lateral files, vertical files, lounge seating, desks and tables and panel systems.
 - B. The American Society for Testing Materials (ASTM) standards as appropriate, for sound absorption, surface burning, and sound transmission.
 - C. The Underwriter Laboratories, Inc. (UL) Standards for Office Furnishings (UL 1286).
 - D. The published manufacturer’s specifications of the product names listed under each of the lots identified herein to be considered “or equal”.
2. The Offeror will provide a complete set of manufacturer’s specifications for each product line of furniture offered within its response.
3. All furniture proposed must be designed, intended for and manufactured for use within a commercial, public and/or education facility.
4. Furniture proposed must be durable and have a product life cycle (intended use) greater than seven (7) years. The Offeror will clearly identify and note any of its products that do not meet these requirements.
5. The Offeror will provide detailed information for each of the furniture lines proposed and will provide complete and detailed information relating to the following:
 - A. Availability of replacement parts so that either the CES Member or the Offeror can repair and maintain the furniture for extended periods of time.
 - B. Conditions, stipulations and requirements must be clearly stated for all manufacturer and Offeror warranties for each of the proposed product lines.
 - C. The Offeror’s policies regarding resolution of situations of damaged, defective and/or unsuitable furniture.
6. Offeror must detail its’ policy for furniture that is shipped unassembled and has to be assembled. Prior to the Member placing an order, the Offeror must communicate and understand the

Member's intent for assembly and installation of the furniture. If the Member is going to assemble or install the furniture, then the Offeror must provide complete and detailed information on what tools are required and instructions on how to assemble the furniture.

Categorical Required Written Response

1. Offeror must, through written narrative and other documentation as needed, clearly identify the type, kind, level of products and services it is proposing to provide CES Members under the various lot(s) of this category. For each lot, include the following:
 - A. The manufacturers' names.
 - B. The products offered by each manufacturer.
 - C. Services offered and provided by each manufacturer.
 - D. The products and services to be offered by subcontractors.
2. Offeror must, through written documentation, demonstrate its ability and capacity to provide those furniture products and perform the services offered herein. Provide the firm's background and experience working with educational institutions in meeting their needs for each of the lots stated herein.
 - A. For each lot, list a public institution to which your firm has sold furniture and to which you are proposing to provide the same product herein.
 - B. The general scope of work for each.
 - C. The manufacturer's products used for each project listed.
 - D. The total cost of each project.
 - E. The institution's name, address, phone number, contact person's name and title for each project.
 - F. Provide the ordering and delivery timeline for each project listed and provide a brief narrative of the pre-sale and follow-up consulting services offered to ensure institution's satisfaction.
3. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, and response to concerns before, during and after the project. Indicate what follow-up, review and oversight process your management team has in place to ensure Member satisfaction.

Categorical Price and Cost Submittal

1. The Offeror must provide a complete listing of all furniture products and services that it is proposing to offer CES Members under this category. All prices submitted must be separated by supplies, materials, reimbursables and labor as separate line items, unless the item/service being priced is a per unit cost, which includes labor, equipment and materials.
2. Offeror must base furniture prices submitted on a fixed discount off an MSRP or published list price. If a list price or MSRP is not available, an alternative method of costing for pricing will be used.
3. For labor costs not covered by other methods, Offerors must provide hourly rates.
4. Price sheets, catalogs and other pricing forms must clearly identify and describe the supplies or materials, its unit of measure offered and its stated price. Within the terms of this RFP, the response documents must indicate the CES discount off the price sheet, catalog, etc.
5. All pricing information must be placed behind Tab 6 of the Offeror's response.
6. General Cost Items

- A. Travel Time – This represents any cost associated with employees and/or subcontractors traveling to and from the project site from their home location. Offeror is to indicate the percent of the individual’s regular hourly rate that is to be charged for travel time. Example: If an individual is paid One Hundred Dollars (\$100) per hour and you charge the customer Fifty Dollars (\$50) an hour, the percent of regular time would fifty percent (50%).
- B. Per Diem – This represents the costs associated with housing and meals for individuals who have to stay overnight while working on a project. Offeror is to indicate the daily rate to be charged per man. Note: This does not cover transportation costs.
- C. Mileage Rate – This represents the per mile cost to the customer when a company-owned vehicle is used for transportation. Offeror is to indicate per mile charge, for example Forty-Five Cents (\$.45) per mile.
- D. Alternative Methods of Costing – These methods include custom manufactured items not covered by other methods and sole source. Offeror is to indicate the percent of overhead and/or markup to be added to these costs to obtain the retail cost on which the CES discount can be taken to achieve CES price.
- E. Discount Provided on Alternative Costing Method Pricing – This represents the discount provided by the Offeror on alternative costing.
- F. Discounts Provided on Price List and Catalogs – This represents the average discount provided by the Offeror on stated prices.
- G. Installer – An individual who is qualified to perform work relating to a specialized product and/or the install of the product.

Category 2 Office, Classroom and Vocational Equipment, Supplies and Materials

Categorical Scope of Work

CES Members want to provide supplemental and instructional materials to enrich and support their efforts to meet their individual student's needs. Since CES Members are public educational institutions, charter schools and other public agencies that serve students from early childhood to adult, the products and materials solicited include, but are not limited to, early childhood curriculum materials and manipulatives; K-12 instructional/supplemental materials, exploratory and simulation kits; math and science materials, arts and crafts equipment, supplies and materials; vocational and industrial arts equipment, supplies and materials; science and health laboratory equipment, supplies and materials; library and media center equipment, supplies and resource materials; teacher and instructor tools and testing supplies and materials.

CES is seeking an Offeror that can provide high quality, educationally sound and cost-effective equipment, supplies and materials. The Offeror can submit a proposal for product lines (catalogs) in one or all of the curriculum areas.

Categorical Definitions

ASTM – American Society for Testing and Materials

CP/AP – Cal Poly Academic Program

ESCP – Earth Science Curriculum Project

ISBN – International Standard Book Number

MSDS – Material Safety Data Sheets

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

Categorical Terms and Condition

The following Categorical Terms and Conditions are in addition to the applicable General Terms and Conditions. Please review them and sign the Acceptance of Terms and Conditions (Form E). Place after Tab 5.

1. Product lines and catalogs offered must have items clearly priced and must provide a CES discount off the published price. CES discount can vary by product line, catalog, manufacturer, category of product and/or quantity ordered, but must be clearly identified in the cost proposal. Place behind Tab 6.
2. The products/equipment offered that have a life expectancy of more than three (3) years must be fully warrantied for 12 months by the vendor, regardless of any shorter warranty by a

manufacturer. All other products and merchandise must carry a guarantee against defect and workmanship for a period not less than ninety (90) days from date of purchase. Faulty merchandise must be exchanged or money refunded as requested by the CES Member.

3. For chemicals used in art, science and vocational instruction, all product labels must be in full compliance with OSHA. In addition, if products are purchased in large drums or containers and are intended for use in smaller containers, sufficient secondary product labels for each item sold must be provided to the CES Member at no additional cost. Secondary labels must be suitable for applications and use on Member's bottles. The labels must be resistant to deterioration by contact with water or chemicals. All secondary labels must be in full compliance with OSHA Hazard Communication Standards.
4. The vendor will provide Material Safety Data Sheets (MSDS) that comply with OSHA guidelines for all chemicals and hazardous materials sold on this contract. These sheets will be given to the school administrator in charge of the MSDS.
5. All arts and crafts supplies and materials sold to nursery or grade school classes or to classes for the mentally challenged will be CP/AP certified non-toxic or an HL "No Health Label Required" product that conforms to ASTM D 4236 standards. Products that carry warning labels will be supplied only with approval of a school administrator. The vendor will provide information on how the materials can safely be used in a classroom. All art materials will contain a safety brochure.
6. The Offeror agrees that all catalogs distributed by the Offeror and its sales representative(s) or by mail to CES Members will have a cover label that identifies that the catalog's contents are available through a CES contract. The label will identify the CES contract number and discount level(s).
7. The Offeror must clearly identify in its response all freight, handling, minimum order requirements, along with all special terms, conditions and stipulations that apply. (For example, if next day or second day delivery is exempt from free freight, this must be noted.) Place behind Tab 6.
8. The Offeror must guarantee complete satisfaction with materials delivered under the contract. Offeror will accept return, shipping prepaid by Offeror, of any materials purchased by a Member and found to be unacceptable.
9. If the Offeror provides any type of free teacher tools, planning guides and/or staff development services for products it offers, they must be listed and described in the proposal. Likewise, if the Offeror provides these items and services for a fee, that should also be noted.
10. As part of this solicitation, CES is seeking Offerors that provide both new and used textbooks and other related materials.
 - A. "New" will include books that come new from the publisher, without defects, and are available through normal distribution channels.
 - B. "Used" will include, but is not limited to, publisher overstocks, remainders, new books with slight cosmetic damage, books removed from the normal commercial distribution channels, and/or books purchased from customers and reconditioned for subsequent sale.
 - C. "Books" can include electronic versions.
 - D. The Offeror must comply with the following:
 - 1). The Offeror will maintain a warehouse with a reasonable stock of the books offered.
 - 2). The Offeror will maintain and make available a catalog/listing of the books awarded. Catalog listings will include title, edition number, ISBN, price and other information pertinent to ordering textbooks, workbooks, reference materials, etc. The catalog can be made available electronically.
 - 3). If a book reservation feature is offered, the CES Member shall have the right to cancel a reservation without penalty or cost.

- 4). Pricing will be based on Offeror's catalog/list price, less CES' specified discount.
- 5). If the CES Member requests a specific book for evaluation purposes, the Offeror will provide a sample of that book.
- 6). The condition of the used books must comply with the following:
 - (a). All books must have clean, intact covers without user markings.
 - (b). Bindings must be strong. All pages must be present and intact.
 - (c). All pages must be clean and without notes or other user markings.
 - (d). Page edges must be cleaned and reconditioned, with all markings removed.
 - (e). Identification labels or stamps from previous owners must be removed or covered.
 - (f). Used books must retain the majority of their useful life, with 75% - 80% remaining useful life preferred.
 - (g). Workbooks, lab manuals, practice books, etc. must be clean, complete and never used.
11. The Offeror must clearly identify and state all conditions relating to providing samples and/or evaluation items for CES Member use.
12. When offering kits and other products that have consumable supplies and materials that need to be replenished to keep the kit/product functional, the Offeror must identify if the consumables are available, what their associated costs are, or if they have to be purchased from another source.
13. Upon request, the Offeror must have a knowledgeable representative available to assist the CES Member with purchasing the materials offered. Member can request the Offeror's representative to assist in developing, preparing and submitting orders.
14. When providing curriculum and/or subject-area-based materials, the Offeror will provide information relating to grade level adequacy and instructional scope and sequence, if applicable.
15. For evaluation purposes, and to categorize the Offerors' responses into specific instructional areas and levels, CES has identified specific curriculum areas and levels. These are listed below.
 - A. Early Childhood (ages 3, 4 and 5)
 - 1). Social Skills
 - 2). Developmental Skills
 - 3). Students with Special Needs
 - 4). Miscellaneous
 - B. Grades K-3
 - 1). Life Skills and Health
 - 2). Language and Reading
 - 3). Math
 - 4). Students with Special Needs
 - 5). Testing
 - 6). Miscellaneous
 - C. Grades 4-6
 - 1). Reading and Language Arts
 - 2). Math
 - 3). Science and Health
 - 4). Social Studies
 - 5). Arts and Crafts
 - 6). Music
 - 7). Physical Education
 - 8). Students with Special Needs
 - 9). Testing
 - D. Grades 7-12

- 1). Language Arts and Speech
 - 2). Foreign Languages
 - 3). Math
 - 4). Science and Health
 - 5). Social Studies
 - 6). Physical Education
 - 7). Fine Arts
 - (a). Arts and Crafts
 - (b). Drama
 - (c). Music
 - 8). Vocational Education
 - (a). Industrial Arts (woods, metals, auto, electronics, etc.)
 - (b). Drafting
 - (c). Health Sciences
 - (d). Business and Office
 - (e). Voyage
 - (f). Work to School
 - 9). Students with Special Needs
 - 10). Testing
 - 11). Miscellaneous
- E. Post-Secondary Education
- 1). Language
 - 2). Math
 - 3). Science
 - 4). Social Studies
 - 5). Fine Arts
 - 6). Vocational
 - 7). Students with Special Needs
 - 8). Testing
 - 9). Miscellaneous

16. All equipment, supplies and materials offered under this RFP must meet or exceed and comply with all federal, state and industry standards. Products must be designed for and intended for public and/or educational use.

Categorical Specifications

The following specifications and related information are provided as guidelines and minimum expectations of the products requested. The Offeror must indicate any deviation, exception or condition that may apply. Place after Tab 5.

1. Art Supplies for Art Production, Art Criticism, Art History and Aesthetics
 - A. Paints used in art instruction will include the following: watercolor, gouache, tempera, acrylic, oil.
 - B. Supplies for painting will include painting knives, palettes, color wheels, canvas items and mixing cups and buckets.
 - C. Brushes for art will include the finest sable, ox hair, sabeline, camel hair (made from squirrel, goat, or pony) and wild boar bristle brushes in round, oval, flat and fan shapes.
 - D. For the more modern artist, sponge and foam brushes will be provided.

- E. Brush accessories will include brush cleaners, washers, tubs and stands. Hand cleaner without harsh solvents are requested.
- F. Artist papers and boards used in drawing, painting, and construction will be offered in a variety of fibers, qualities and quantities.
- G. For the creative teacher, papermaking kits and materials for making paper pulp, including drying felts, molds, vats and blenders will be provided.
- H. Basic and exotic papers, including imported printmaking papers from France, Germany, England, and Japan; drawing papers in various sizes and weights; newsprint; tracing paper; sketchbooks; decorative natural and bark papers; watercolor and charcoal papers and pads.
- I. Construction paper of many colors and shades in sheets and pads could include recycled papers and neon fluorescent colors.
- J. Art paper rolls, vertical and horizontal roll racks, wall racks and table racks should be offered. Poster board, tagboard, railroad board, crepe paper, illustration board, Bristol board, mat boards and similar paper products are requested.
- K. Drawing supplies and materials should include soft pastels, oil pastels, water color pastels, and school wax crayons; water color, pastel, grease, colored, wax and charcoal pencils; mechanical pencils, writing pencils, erasers, charcoal pencils, stumps and fixatives.
- L. Other drawing supplies requested include art chalk, permanent markers, water-base markers, paint markers, art storage tubes and mailers, utility art boxes and portfolios.
- M. For art drawing instruction, wooden mannequin and anatomical casts are requested.
- N. For ceramics instruction, various kinds of clay, glazes, brushes, potter's wheels, wedging boards, slab rollers, extruders, carts, cabinets, kilns, sponges and ceramic tools are needed.
- O. Sculpture instruction will need plaster, plastilina, paper mache, wax, balsa wood, tools for stone and wood carving, alabaster and armature wire and sculptor's stands.
- P. Airbrush art requires both single action and double action controls permitting either external mix or internal mix of air and color.
- Q. High quality, industrial standard brushes are requested for professional results. Air compressors offered should include at least one quiet model.
- R. Airbrush accessories should include special papers, templates, stencils and drawing pads.
- S. Calligraphy pens, points, inks, markers, papers and pads are needed.
- T. Drafting workstations, inks, pens, French curves, protractors, templates, compasses, rules, T-squares, drawing board, pencil sharpeners, and lots of supplies or a computer program, large screen, and quality printer.
- U. Duplicating art (without a copy machine) requires printmaking materials, presses, linoleum and linoleum cutters, blocks, etching inks and supplies, and zinc plates and etching tools.
- V. Silk screening supplies should include fabric, frames, clamps, hinges, squeegees, spatulas, inks and similar supplies.
- W. Supplies for printing on T-shirts and hats will be provided.
- X. Furniture and unique equipment for art classrooms are requested: easels, drawing tables, drafting tables, CAD workstations, folding and adjustable top desks, art racks, blueprint and flat files, supply cabinets, art display systems, light tables, adjustable desk and floor lamps, drafting chairs and swivel chair/stools.
- Y. Often vocational arts are taught and material and supplies are needed for the following projects and techniques: badge making, metal enameling, metal tooling, jewelry making, glass etching, stain glass, foam craft, candle making, leather crafts, fiber arts, marbling, origami, scratch board, wood crafts, bead work and various other arts and crafts.
- Z. Photography is fast changing from chemicals and film to digits on a computer disk. Meanwhile, schools need cameras, camera bags, Polaroid equipment, darkroom kits and supplies, lighting stands and lights, copy stands and tripods.

- AA. To display paintings, drawings, and photographs, framing and print supplies are requested, to include frames, mats, mat cutters, mounting supplies, lamination equipment and picture-hanging supplies.
 - BB. For classroom display and art history purposes, prints from famous artists should be available mounted and/or laminated, or unmounted and laminated, or just plain.
 - CC. To teach art appreciation, games, ceramics, sculptures, stained glass samples, books and videos should be offered.
 - DD. Artist tools requested and needed include torches, goggles, gloves, smocks, aprons, utility knives, saws, hammers, pliers, screw drivers, drills, shop vacs and moto-tools. Along with this kind of equipment, schools need hearing and vision protection, first aid kits and respirators.
 - EE. Such items as scissors, glue, rubber cement, super glue, tape, calculators, dictionaries, paper punches, staplers, correction fluid, markers and chalkboard supplies should be available.
2. Biology Instructional Materials and Supplies
- A. Science-related applied academics, multi-grade level student and teacher developed course materials products are requested.
 - B. A commercial source for the equipment and materials needed to implement all or parts of the CORD communications curriculum in biology, chemistry and applied mathematics.
 - C. Material, equipment and supplies for biology instruction.
 - D. Live botany specimens must be guaranteed to be live upon arrival. Live specimens should include, but not be limited to, the following: algae, including anabaena, diatoms, euglena, peridinium, chlamydomonas; slime mold cultures; fungi; lichens including crustose, foliose, and fruticose; mosses; liverworts, ferns, classroom plants such as aloe vera, cacti, elodea tips, geraniums, mimosa; insectivorous plants including bladderwort, pitcher plant, sundew plant, and venus fly trap; plant sets for bogs, desert, woodland and aquarium settings.
 - E. Live zoology specimens must be guaranteed to be live upon arrival. Live specimens should include, but not be limited to, the following: protozoan cultures such as amoeba, paramecium, euglena, stentor, blepharisma, volvox; invertebrates such as green and mixed hydra, planaria, vinegar eels, rotifers, mussels, land and pond snails, water fleas, copepods, brine shrimp, crayfish, hermit crabs, segmented worms; fish such as guppies, goldfish; insects including crickets, silkworms and meal worms; reptiles and amphibians such as grassfrogs, bullfrogs and xenopus frogs.
 - F. Equipment to maintain animal and plant life should include cages, covered habitats, aquarium/terrariums, bird cages, environmental chambers, stands, environmental maintenance equipment.
 - G. Teaching and instructional aides include periodic charts and tables, posters, transparencies, demonstration kits, botany and zoology models, display kits, gardening tools, soil testing instruments, BSCS books and equipment, books, videos, CD-ROMs and DVDs.
 - H. All preserved biological specimens must be 100% formaldehyde free, have no harsh fumes or odors, and be nontoxic. Arteries should be injected with red colored latex; veins with blue latex; hepatic portal system with yellow latex. Specimens available should include protozoa, sponges, scorpions, tarantulas, dog tick, centipede, millipede insects such as grasshoppers, dragonflies, springtails, crickets, earwigs, termites, lice, giant water bugs, stink bugs, squash bugs, may beetles, butterflies, house flies, wasps, bees, ants; echinodermata including starfish, sea urchin, sand dollar, sea cucumber, lamprey; vertebrata like the dogfish shark, sharks of various sizes (large, medium, and small), perch, bony fish; amphibian like the grassfrog and bullfrog; reptilian including chameleons, water snakes, turtles; birds like the pigeon; mammals such as rabbits, white rates and mice, fetal pigs, minks, cats (regular and

skinned); animal organs such as sheep, pig and beef eyes, brains, hearts, kidneys, pluck, larynx, spinal cord, ovaries, testicles and uterus.

- I. Dissection kits and equipment are requested.
 - J. Microbiology materials and supplies, including staining solutions and powders, cleaning agents, immersion oils, indicator powders and solutions, study kits (antibiotic, bacteria, fungi, nematode, microorganism, mitochondria).
 - K. Biology study equipment such as magnifiers and microscopes. Only quality educational and research microscopes will be offered from such manufacturers as Leica, Bausch & Lomb, Swift, Brock, and Frey. Teaching microscopes and the equipment to project views will be included.
 - L. Prepared slides for microscope study will be available as will biology books, computer programs, videos, laser disks and CD-ROMs.
 - M. Curriculum materials for lower-level elementary and advanced study high school level instruction will be identified in the catalog. Human anatomy and physiology models, learning kits, charts and displays are requested. Materials for teaching drug abuse, reproduction, environmental science (as related to life).
3. Mathematics Instruction
- A. Math instructional aids for data, statistics, algebra, geometry, trigonometry, metrics and scientific measurements.
 - B. Solar and battery-powered calculators of many sizes and abilities, including light-powered economy eight-digit models to solar/battery combination scientific models that show 10 digits.
 - C. Programmable calculator models are requested.
4. Chemistry Materials, Equipment and Samples
- A. Catalog should provide a variety of chemistry transparencies, videos, laser disks, computer programs and multimedia offerings. Standard periodic table wall charts, notebook charts, inorganic and organic chemistry study aids and fundamental particles and nuclides charts.
 - B. Plastic mounted chemical specimens that illustrate various chemistry-related concepts such as classification of matter, elements, and atomic size should be available. Organic and atomic modeling kits are requested.
 - C. Forensic chemistry materials should be offered, including kits for toxicology, detection of art forgery, fingerprints, drugs and poisons, soil analysis, and hair analysis. Consumer chemistry kits to study and evaluate shampoo, dishwashing liquid, hand lotion, toothpaste, and stain removal.
 - D. Chromatography study materials are requested.
 - E. Electro chemistry and microchemistry materials; pH measurement supplies, various gauges and meters to check temperature, pH, conductivity, dissolved solids, and oxygen; chemicals, class equipment and miscellaneous supplies.
 - F. All chemicals must be labeled with precise first aid data. MSDS sheets will be provided free. Catalog will provide chemical spill kits, corrosives storage kits that meet all OSHA/NFPA codes and regulations, flammable storage cabinets that meet the same codes and have vents, fire baffle and cap and doors that automatically close at 160°F, safety goggles, gloves, face shields, eyewash stations, fume hoods, fire extinguishers, first aid kits and bloodborne pathogen protection kits.
5. Earth Science Materials
- A. Multimedia materials, CD-ROMs, laser discs, VHS, microslides, stereograms, slides, transparencies, charts, fossil kits, fossil specimens and reproduction, dinosaur kits, and computer programs that provide instruction in weather, climate, space, geology, erosion, volcanoes, earthquakes, acid rain, oceanography, etc., are needed.

- B. Map reading skills will be enhanced by raise relief and environmental maps, compasses, range finder optical measuring equipment, globes (student models, table models, inflatable models, hydrographic relief and physiographic relief) and landform models.
 - C. Hydro-geology studies need stream tables. To study the earth, mineral specimens should be offered. To get your own, picks, chipping hammers, chisels, pick head hammers, crack hammers, rock chisels, back packs, and other specimen gathering tools are requested.
 - D. Astronomy study materials include moon globes, solar system models, astrogoggles, high quality binoculars, refracting and reflecting telescopes (Meade, Celestron, Tasco).
 - E. Weather and climate study aids include wind meters, weather study centers, hygrometers and psycho meters, recording barometers, weather balloons, rain gauges, and electronic weather forecasting monitors.
 - F. ESCP (Earth Science Curriculum Project) materials should be available in the catalog.
6. Physics Science Teaching Aids
- A. Chromatography study materials are requested.
 - B. Multimedia materials, CD-ROMs, DVDs, VHS tapes, technology innovation charts, transparencies, computer software, physical science investigation kits, mechanics of solids models and kits, rocketry sets and kits, motion study apparatus, air study equipment, mechanics of liquids goodies, and mechanics of gases kits are all needed.
 - C. Physics equipment such as pumps, steam engines, sound recording record players, spectrosopes, laser light emitting diodes, safe laser light demonstration kits, solar power kits, and alternate energy study kits, books and charts.
 - D. For instruction about electricity, AC-DC demonstration kits, lamp boards, induction coils, magneto generators, Van de Graaff generators, wimshurst generators and similar tools are needed.
 - E. Equipment and materials to study superconductivity, electromagnetism, magnetism, nuclear physics and the equipment to measure and assist in these studies such as VOM meters, multimeters, oscillo-scopes, amplifiers, sine and square wave generators, power supply units, battery chargers and testers.
 - F. Electrical supplies should include jumper cords, alligator clips, wire terminals, cable, test clips, lamp sockets, lamps, switches, resistors, circuit testers, aluminum, copper, and platinum wire, soldering kits, repair kits, cutting pliers and other hand tools.
 - G. For schools using any of the following curriculums, materials should be identified in the catalogs that support each: ISCS (Intermediate Science Curriculum Study); Project Physics (Harvard Project Physics); PSSC 5th and early editions; IPS (Introductory Physical Science).
7. General Science, Technology Education and Scientific Lab Equipment
- A. General Science curriculum materials should include consumer education materials, elementary and junior high school lab apparatus sets, multimedia materials, career education studies, and similar educational materials.
 - B. Technology education materials include robotics and Lego Technic kits.
 - C. Millwork for laboratory furniture must be solid maple on all exposed surfaces. Unexposed surfaces must be manufactured from kiln-dried hardwood. The catalog must provide basic specifications for tops and drawers, all lab tables, cabinets, work stations, demonstration benches, multi-student laboratory stations, storage cabinets, stools, chairs, etc. If installation is not included in the prices in the catalog, Offeror must include installation costs after Tab 6.
8. Physics Science Teaching Aids
- A. Regular classroom audiovisual equipment used in science, art, and vocational instruction must be discounted.
 - B. Lab apparatus and supplies should include the following: laboratory sterilizer autoclave; spring balances, metric weighing scale; linear, arm, bucket pan, and electronic balances;

waterbaths; various beakers, bottles, burets, crucibles, cylinders, dishes, beakers, flasks, test tubes, funnels, glass tubing, stirring rods, medicine droppers; alcohol and gas burners, Bunsen and propane burners and torches; centrifuges; clamps and pulleys; lab coats, sponges, wall clocks, digital hot plates, and hazardous location, explosion proof Class 1 UL listed refrigerators; miscellaneous lab tools including shears, snips, utility knife, hammer, long nose locking pliers, crescent wrench; hand punch, electric drill, hex wrench, steel files, nut drivers and bench vise.

9. Vocational Education Classroom Equipment, Materials and Supplies
 - A. Introductory life skills learning materials for life and physical science instruction are requested.
 - B. Career and guidance materials, both for the student and the teacher, should include materials for career exploration, job search, personal development and job success. Also, study skills materials can be offered.
 - C. For careers in communications, learning materials and equipment that relate to fiber optics, drafting, CAD, photography, desktop publishing and computer science are needed.
 - D. Construction skills often taught in public schools include carpentry, heating, cooling, and plumbing, electrical, masonry, drywall installation (including taping), carpet installation and surveying equipment.
 - E. Materials to teach these construction skills are sought: awning, canopies, carports and patio covers; boilers, steamfitting and process piping; swimming pool service and repair; fence installation; plastering, painting and wall paper hanging; insulation and roofing; sheet metal, ceramic, plastic, and metal tile; solar plumbing.
 - F. Engineering construction instructional materials related to drilling, excavating, grading, oil surfacing, asphalt paving and sealing, waterworks, electrical and transmission lines and irrigation systems may be provided.
 - G. Materials to instruct students in transportation, power and energy should include rocket kits, dragster kits, wind tunnels, radio-controlled kits, hydraulics, pneumatics, small engines, valve equipment, steam engines, electrical motors, AM/FM radio kits, bench meters, breadboards, power supplies, lasers and solar energy kits.
 - H. For automotive labs, engine analyzers work tools, auto body repair equipment, and a host of related materials and supplies are requested.
 - I. To teach manufacturing skills, welding, lathes, injection molds, benders and similar equipment is needed.
 - J. Business simulations in accounting, secretarial, communications, marketing, stock market, law, economics and other teaching tools that might be used to teach business and commercial curriculums.
 - K. Catalog may identify vocational tools, equipment, supplies and fixtures often needed in any vocational classroom.
10. Reading and Language Arts
 - A. Teaching aids used to enhance the teaching of writing skills, such as sentence structure, spelling, grammar and writing styles.
 - B. Submittal reading materials, such as class sets short stories, books of poems and research aids and materials.
 - C. Audio and visual aids to enhance the language arts curriculum, such as film strips sets, video tapes, charts, flash cards and associated study guides.
11. Speech and Drama
 - A. Supplies and materials relating to the production and performance of plays, such as sets of script books, scenery, props, makeup and other related items.
 - B. Teaching tools and aides to enhance and support the teaching of speech/drama.

12. Physical Education
 - A. Audio/visual teaching tools and aids used to enhance and support the teaching of fitness, recreational, leisure and sporting activities.
 - B. Supplies, equipment and clothing necessary to conduct physical education activities.
13. Social Studies
 - A. Teaching tools and aids, such as globes, maps, charts, etc.
 - B. Audio/visual materials to enhance and support the teaching of the social sciences, such as history, geography, sociology, behavioral science and economics.
14. Basic Classroom Supplies
 - A. Basic adhesives are needed, including glue sticks, schools white glue, instant glue, spray mount adhesive and Velcro strips.
 - B. Audio/visual supplies are requested, such as film, batteries, mounting frames, transparency, video tape, CD-Rom, DVD disks, markers and related items necessary to design and develop teaching aids and instructional materials.
 - C. Badges, binders, filler pages, boards, thumb tacks, markers, bulletin boards, dictionaries, calculators, card filing systems, carrying cases, cash boxes, ticket rolls (single and double), office cleaning supplies, clocks, clip boards, paper clips, binder clips and magnetic clips are needed.
 - D. Computer cleaning supplies, desk accessories, keyboard drawers, media storage boxes, antiglare screens, monitor holders and stands, wrist rests, ergonomic input mouse and document holders are needed.
 - E. Paper-related products such as correction fluids, scissors, staplers, report covers, correction tape and envelopes are needed.
 - F. Teacher and workroom equipment, supplies and materials, electric pencil sharpeners, paper cutters, poster-making materials, laminators, etc.
 - G. Basic supplies, materials and support items for early childhood education programs used for sleeping, eating, dressing, etc.
 - H. Preprinted forms used by instructors, such as lesson plans and grade books, certificates and awards, attendance slips and record books, student referral forms, etc.

Categorical Required Written Response

1. Offeror must, through written narrative, identify the type, kind, and level of products and services it is proposing to provide CES Members under this solicitation. The narrative must include information relating to the following:
 - A. The names of manufacturers and publishers of products offered.
 - B. The types and kinds of products offered from each.
 - C. Support services offered and items offered at no charge to the purchaser's instructional staff.
2. Offeror must, through written documentation, demonstrate its ability to provide the products and perform the services offered herein by providing prior experience and references from educational institutions for each of the curriculum areas offered.
3. Provide a narrative of your company's policies, procedures and strategies to:
 - A. Ensure quality of the products offered.
 - B. Ability to control and respond to CES Member's concerns and needs before, during and after the sale.
 - C. Follow-up, review, oversee and ensure that your management team has as its priority customer satisfaction.

4. Provide a description of the stocking outlet that would service this contract if awarded and include:
 - A. Address.
 - B. Phone.
 - C. Name of contact person.
 - D. Approximate inventory volume in dollars.
 - E. Approximate percentage of items stocked.
 - F. Indicate the approximate delivery time after receipt of order for materials shown in your catalog.
5. Provide a description of how you intend to service this contract if awarded. Include the following:
 - A. Do you have a representative that calls on New Mexico?
 - B. If yes, how often?
 - C. If no, how will you service the contract, particularly for large orders for the beginning of a school year?
6. Provide an outline of the guarantee that applies to materials purchased under an awarded contract. Include the guarantee or warranty process.

Categorical Price and Cost Submittal

1. The Offeror must provide a complete listing of all products and services it is proposing to offer under this category. All prices submitted must be broken out into supplies, materials, reimbursables and training costs as separate line items, unless the item/service being priced is a per unit cost which includes labor, equipment and materials.
2. Offeror must base product prices submitted on a fixed discount off an MSRP or published list price.
3. Price sheets, catalogs and other pricing forms must clearly identify and describe the equipment, supplies or material, its unit of measure offered and its stated price. Within the terms of this RFP, the response documents must indicate the CES discount off the price sheet, catalog, etc. Offeror can prepare its own schedules; however, all price schedules shall follow the format and provide the information listed below. Additional pricing and/or discounts may be included.
4. Pricing Summary Page – Please prepare a summary page that includes each product line and indicate the percentage off retail that you are offering for the products and services offered (Form D). Insert this summary page as the first page after Tab 6.
5. Price List Formats – If available, please submit your pricing in electronic form (spreadsheet, tab separated text format), in addition to the printed catalogs, price sheets. etc.
6. Price List Information – Please make sure that each price list indicates the following information: product line, effective date of price list and a price list number or identifier.
7. All pricing information must be placed behind Tab 6 of the Offeror's response.
8. General
 - A. Freight and Handling – This represents the cost to the customer when a company adds freight and handling charges to their invoice for delivering ordered products to the CES Members site and any additional fees/cost charged for processing the paperwork. This is usually stated as a percent of the cost of the items or stated as actual freight cost as a pass-through invoiced item.
 - B. Alternative Methods of Costing – These methods include custom manufactured items not covered by other methods and sole source. Offeror is to indicate the percent of overhead

and/or mark-up to be added to these costs to obtain the retail cost on which the CES discount can be taken to achieve CES price.

- C. Discount Provided on Alternative Costing Method Pricing – This represents the discount provided by the Offeror on alternative costing.
- D. Discounts Provided on Price List and Catalogs – This represents the average discount provided by the Offeror on stated prices.

Category 3 Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items

Categorical Scope of Work

For CES to continue to meet its Members' needs, it is seeking an Offeror(s) who possesses the experience to provide an entire line of Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items. With a membership of 170, these institutions consist of K-12 and charter schools, 2-4 year colleges and universities, cities, counties and other public entities. These items will be used in a multitude of activities to include, but not limited to, awards, recognitions, and fund raisers.

The provisions of this request will allow for the purchase of various promotional products to include, but not limited to, pins, window decals, calendars, mouse pads, lanyards, magnets, pens, pencils, coffee and travel mugs, cups, clothing to consist of caps, various styles of shirts, jackets, tee shirts and sweat shirts for children, men and woman, etc., that can be customized with either the school logo, organization name, or mascot on an as-needed basis. The Proposer will need to provide custom embroidery and screen printing services for patches, logo, etc. To better meet its Member's needs, CES has established different lots of promotional items and is anticipating that no single Proposer can provide all items requested, and multiple awards are anticipated.

Categorical Definitions

None

Categorical Terms and Conditions

The following are in addition to the General Terms and Conditions. Please review these and indicate your acceptance on the Acceptance of Terms and Conditions (Form E).

1. As noted herein, CES has divided the State of New Mexico into seven (7) regions, and the Offeror must indicate to which of the regions it intends to provide its products (Form A).
2. The Offeror is encouraged to maintain a broad-based line of promotional items to expedite delivery times.
3. The Offeror must be an authorized representative of the manufacturer to sell and service the product lines it is proposing.
4. The Offeror agrees that a full refund, credit or exchange will be granted the CES Member for any defective-on-arrival (DOA) merchandise, if reported within thirty (30) days of receipt and acceptance of the order. If orders are received when school is not in session (spring break, summer vacation, Christmas break, etc.), the thirty (30) days will be extended for a reasonable period of time, but not to exceed ninety (90) days.
5. If the Offeror makes an error in pricing, design and artwork (typographical or photographic error, for example), the CES Member reserves the right to return the product. The Offeror agrees to pay for the cost of any returned product due to error.

6. Artwork, Designs and Proofs - Proposer must provide the process for CES Member to approve of any artwork, designs and proofs that will be used on any promotional item prior to production. All approval will be in writing and signed off by Offeror and CES Member.

Categorical Specifications

1. The Offeror must be able to demonstrate that its product lines of promotional items proposed under this solicitation include, but not limited to, the following categories:
 - A. Apparel to include children, men's and women's
 - 1). Aprons
 - 2). Athletic and teamwear
 - 3). Polo and golf shirts
 - 4). Tee shirts
 - 5). Western or denim
 - 6). Outerwear to include fleece jackets and vests, rainwear, wind breakers, light and heavy weight jackets, etc.
 - 7). Sweatshirts and sweatpants
 - 8). Workwear to include pants, shirts and jackets
 - 9). Brand Name apparel
 - B. Embroidered caps of all types to include, but not limited to, baseball, military, knit
 - C. Visors
 - D. Pins, Badges, Lanyards, Wristbands
 - E. Bags, Cases and Totes
 - F. Calendars, Clocks and Watches
 - G. Computer and PDA accessories to include networking & modem cords, mouse pads & wrist rests, computer accessories and jump drives
 - H. Coolers to include back pack, event, collapsible and lunch, and rolling
 - I. Electronics
 - J. Desk accessories
 - K. Drinkware to include coffee and travel mugs, cups and glasses of all sizes and types including ceramic, glass, plastic and metal.
 - L. Pens and pencils
 - M. Balloons, balls and games
 - N. Stress relievers
 - O. Keychains, all types
 - P. Briefcases and laptop cases
 - Q. Emergency / Tools / Travel kits
 - R. Flashlights and key-lights
 - S. Gift boxes and pouches
 - T. Portfolios and planners
 - U. Window decals
 - V. Banners
2. The Offeror will provide a complete set of specifications for each product line of promotional items offered to CES Member upon request.
3. All promotional items must be designed, intended for and manufactured for use within a commercial, public and/or educational environment.
4. Promotional items must be durable and provide good value for the purpose intended.

5. The Offeror must be able to assist the CES Member in graphic design and layout of emblem and text, if requested by the Member. In the cost section of its response, Offeror will clearly state the terms, conditions, stipulations, limitations and all associated costs relating to these types of services.
6. The Offeror will provide detailed information for the following:
 - A. Minimum order quantity or order amount.
 - B. Setup and/or printing costs for emblems, screen printing, text and embroidering CES Member's requirements on the promotional item.
 - C. Artwork and proof charges for CES Members logos, insignias and text.
 - D. Conditions, stipulations and requirements must be clearly stated for all manufacturer and Offeror warranties for each of the proposed product lines.
 - E. The Offeror's policies regarding resolution of situations of damaged and defective product.
 - F. Product over and under runs.

Categorical Required Written Response

Offeror must, through written narrative and other documentation as needed, clearly identify the type, kind, and level of products and services it is proposing to provide CES Members. Place the information behind Tab 5.

1. For each category of promotional items you are offering, include the following:
 - A. The manufacturers' names.
 - B. The products offered by each manufacturer.
 - C. Services offered and provided by each manufacturer.
2. Offeror must, through written documentation, demonstrate its ability and capacity to provide those promotional items and perform the services offered herein. Provide the firm's background and experience working with educational institutions, governmental agencies and other public agencies in meeting their needs.
3. Provide a description of sales and customer service to CES Members.
4. Provide a description of graphic design services available to CES members. How will the Proposer assist CES Member with artwork for imprinting onto promotional items?
5. Describe your company's proofing capabilities. How are proofs expedited and approved for items to be ordered?
6. Provide description of ordering process, including fulfillment, minimum order amounts, handling of back orders, order tracking, how returns/damaged goods are handled, etc.
7. Describe any secure online ordering capabilities your firm possesses for CES Members to place and track orders, search for products, request samples, access CES pricing and any other features available that will have value to CES and its Members.
8. Describe how of return of items with CES Members logos are handled. Are they destroyed, sold to a liquidator, or other methods of disposal?
9. Describe your warehousing services available to CES Members for promotional items. Are there additional charges for warehousing of items, beyond the pricing of items? Offerors must include a breakdown of warehouse charges as part of their Cost Proposal. Place information behind Tab 6.
10. Provide a description of delivery services available by your company for items which may be warehoused at the request of CES Members. Are additional charges for delivery of items, beyond the pricing of items? Offerors must include a breakdown of delivery charges as part of their Cost Proposal. Place information behind Tab 6.

11. What shipping options are available for products which are requested as directly shipped to CES Member (i.e., that will not be warehoused by the Proposer)?
12. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, and response to concerns before, during and after the project. Indicate what follow-up, review and oversight process your management team has in place to ensure Member satisfaction.

Categorical Price and Cost Submittal

1. All information required below will need to be placed behind Tab 6 of your proposal.
2. The Offeror must provide a complete listing of all promotional items and services that it is proposing to offer CES Members. All prices submitted must be separated by supplies, materials, reimbursables and labor as separate line items, unless the item/service being priced is a per unit cost, which includes labor, equipment and materials.
3. Offeror must base prices submitted on a fixed discount off an MSRP or published list price. If a list price or MSRP is not available, an alternative method of costing for pricing will be used.
4. For labor costs not covered by other methods, Offerors must provide hourly rates.
5. Price sheets, catalogs and other pricing forms must clearly identify and describe the supplies or materials, its unit of measure offered and its stated price. Within the terms of this RFP, the response documents must indicate the CES discount off the price sheet, catalog, etc.
6. All pricing information must be placed behind Tab 6 of the Offeror's response.
 - A. Alternative Methods of Costing – These methods include custom manufactured items not covered by other methods and sole source. Offeror is to indicate the percent of overhead and/or markup to be added to these costs to obtain the retail cost on which the CES discount can be taken to achieve CES price.
 - B. Discount Provided on Alternative Costing Method Pricing – This represents the discount provided by the Offeror on alternative costing.
 - C. Discounts Provided on Price List and Catalogs – This represents the average discount provided by the Offeror on stated prices.
7. CES will take a market basket of items as designated by the CES Evaluation Committee from each category listed in Item 1 of the Categorical Specifications. This information will be used as a supplement to the required cost submittal information in Form D-3 for this category.
8. All pricing information will need to be submitted in both paper and electronic format.

Category 4 Uniforms for Students and Administrative, Fleet and Maintenance Staff

Categorical Scope of Work

It has been common practice for New Mexico public educational institutions to provide its food service workers with a variety of uniforms varying from aprons to total uniforms consisting of dresses, pants and shirts. In fewer cases, they have provided their maintenance and custodial staffs with safety equipment and work apparel. In recent years, some schools have begun requiring their students to wear uniforms. In fact, due to the increasing concerns about school safety and controlling access to school grounds, administrators are moving more and more to requiring all support staff to wear a designated uniform. Due to the increasing demand and need for work and educational related uniforms, CES Members have requested that CES seek vendors(s) willing and able to provide high-quality and cost-effective uniforms and related accessories to meet these needs.

CES is seeking qualified Offerors familiar with and able to meet the unique and various needs of our Members. We are seeking uniforms and accessories in the following areas: food service, maintenance/custodial, security, nurses, medical/science laboratories, bus drivers and students with various purchasing/renting/leasing options.

Categorical Definitions

None

Categorical Terms and Conditions

1. All materials and fabrics used in the manufacture of uniforms being proposed must meet and/or exceed all industry, OSHA and Underwriter Laboratory standards and guidelines established for the application and/or environment.
2. All materials and fabrics used in the manufacture of uniforms offered must be clearly identified and their cleaning and care instructions plainly stated.
3. Material and fabric weight must be clearly identified. Fabrics must be colorfast and comply with U.S. standards for shrinkage within one percent (1%).
4. All products offered must be clearly marked with minimum care requirements, wearing conditions and any special characteristics.
5. Offerors must be able and willing to provide a wide variety of sizes and styles of uniforms to meet the needs of students and administrative, fleet and maintenance staff.
6. All uniforms being proposed must be made available in a variety of patterns, styles and colors. *Please include a sample catalog after Tab 10.*
7. The Offeror must provide with all safety accessories and/or equipment, the operating parameters and specifications.
8. This procurement will be based on the Offeror's ability and willingness to offer and provide a complete product line of high quality and cost-effective uniforms and accessories to CES Members throughout the State of New Mexico; to provide reasonable and timely cleaning, maintenance and replacement services; and to provide a variety of purchasing options to meet the individual needs of Members and their employees. CES will base an award upon the evaluation

criteria and an Offeror's ability to provide cost-effective products, services and post-sales support services that best meet the needs of our Members.

9. Monitoring Of Contract - The successful Vendor will be required to establish a check-in/check-out inventory system at all locations being serviced. Vendor shall provide forms to be used for this purpose. The forms must show at a minimum the quantity of each item turned in by each employee and the number of items delivered each week. This form should also reflect additions, deletions and transfers effective the next week. The Vendor's driver and CES Members representative, upon completion of delivery at each location, shall retain a copy of the signed check-in/check-out form.
10. CES Members reserve the right to add or delete additional employees and rental services and locations at any time during the term of this contract. These additions or deletions shall be made at no extra charge, except for the weekly costs involved.
11. Deliveries
 - A. Deliveries shall be made once per week to each location requiring service.
 - B. The CES Member will provide to the Proposer a list of locations requiring service.
12. Emblems
 - A. Each shirt shall be provided with an embroidered emblem with the minimum of employee name. The placement of the emblems on the front of the shirts shall be at the discretion and direction of the CES Member.
 - B. The CES Member may request additional embroidered emblems with Member's name and logo. The placement will be at the direction of the Member.
 - C. The emblems shall be sewn onto the uniforms.
 - D. The cost and installation of emblems shall be the responsibility of the Vendor.
13. Outfitting and Measurement
 - A. All garments will be new.
 - B. Proposer will provide measuring service to measure Members employees and/or students for proper fit of garments.
 - C. If any additional personnel are hired, new uniforms will be provided. If used uniforms are available of the same style, approximate age and condition as those uniforms in service, the CES Member may substitute new for used by giving the Offeror written authorization.
 - D. Vendor shall have thirty (30) days after notification to complete fitting and furnish all employees and/or students with new uniforms. Vendor shall be required to do all fittings at the CES Members location.
 - E. All personnel shall be fitted with care to insure proper sizing and first-class appearance.
14. Vendor Requirements
 - A. If the awarded Vendor is located out of the local calling area of the CES Member, it is required that the Vendor have a toll-free number or accept collect calls from Members.
 - B. The invoices shall show at a minimum the purchase order number, employees name and the number of uniforms cleaned and returned for each employee.
15. Uniform Maintenance
 - A. Cleaning/Laundrying - All uniforms must be washed in full accordance with state and federal regulations and requirements governing commercial and industrial laundries. All uniforms must be treated for mildew prevention. All uniforms must be laundered using detergents or a cleaner that leaves the garment odor free. Uniforms that retain an offensive smell or residual odor after laundering will not be acceptable.
 - B. Pressing – All uniforms must be neatly pressed and delivered one (1) set per hanger. Pressing of uniforms shall be in accordance with industry standards.
 - C. Repairs

- 1). The Vendor shall maintain all rental uniforms in a reasonable condition that includes the replacement of buttons and sewing of all rips. The interpretation and definition of reasonable condition, as used herein, shall be unconditionally that of CES Member, and the Vendor shall unconditionally accept said interpretations.
- 2). Repair tags shall be provided to each location at the startup of the contract and as needed throughout the terms of the contract. Any uniform tagged for repairs shall be returned in a repaired condition or shall be replaced within one week (next delivery) at no cost to CES Member. All replacement uniforms shall be with new uniforms. Uniforms delivered with rips, holes, missing buttons, etc., will be sent back and no rental charge shall be paid for that item until it is returned in acceptable condition.

16. Uniform Return

- A. At the termination of this contract, all rental uniforms will be returned to the Vendor within fifteen (15) days. Any shortage will be reimbursed by the CES Member at the prices as agreed upon by CES and the Vendor. Place information behind Tab 6 of the proposal.
- B. Uniforms Lost or Unreturned - Policy for lost or unreturned uniforms must be provided and placed behind Tab 5.
- C. Uniform Credits - Credits for uniform service while employees are on sick leave, vacation and other leaves of absence must be provided and placed behind Tab 6 of the proposal.
- D. Complaints - It is the responsibility of the successful Vendor to respond to complaints within forty-eight (48) hours with a reasonable and acceptable solution. Vendor shall be required to rectify any problems within ten (10) days of said notification.

17. Rentals/Leasing

- A. Member's employees will require:
 - 1). For a five (5) day work week, eleven (11) uniform changes.
 - 2). For a four (4) day work week, nine (9) uniform changes.

Categorical Specifications

Minimum Specifications

1. Uniform
 - A. In the interest of safety, the fabric should be of a material and weave that tends to limit or minimize injuries from slicing or impact.
 - B. Garments issued shall have the employees name permanently marked in an inconspicuous place to prevent theft or loss.
 - C. Industrial Work Shirts
 - 1). Shirt shall be a minimum of 4.2 ounce per square yard, poplin weave, washable, permanent press fabric of 65% polyester and 35% cotton.
 - 2). Collars shall be lined with collar stays.
 - 3). Shirts shall have button fronts.
 - 4). Option of long or short sleeve or combination (employee choice).
 - 5). Shirt to have two pockets with button and buttonhole on both pockets.
 - 6). Shirts shall have extended tail bottoms.
 - 7). Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
 - 8). All points of stress shall be bar tacked.
 - D. Executive Shirts
 - 1). Shirts shall be a minimum of 4.2 ounces per square yard washable permanent press fabric of 60% cotton and 40% polyester.

- 2). Collars shall be lined and have collar stays.
- 3). Shirts to have button fronts.
- 4). Option of short or long sleeves or combination (employee choice).
- 5). Shirt to have front pocket(s).
- 6). Shirts shall have extended tail bottoms.
- 7). Thread utilized shall be capable of withstanding a minimum of 100 commercial launderings.
- 8). All points of stress shall be bar tacked.

E. Polo Shirts

- 1). Shirts shall be a minimum of 6 ounces per square yard pique knit, washable fabric of 60% cotton and 40% polyester.
- 2). Collar shall be double tacked with 3-button front placket.
- 3). Double needle stitched at armholes, shoulders and cuffs.
- 4). Shoulder seams shall be tapered style.
- 5). Short sleeve with hemmed sleeves.
- 6). Side vents and extended tail bottom.
- 7). Women's Polo shirt shall have V-neck, Johnny collar and rounded bottom.

F. Denim Jean Pants

- 1). Pants shall be a minimum of 14 ounces per square yard of 100% cotton denim fabric.
- 2). Option of relaxed fit or regular fit (employee choice) for both men and women.
- 3). Pants shall have pockets on the front and rear.
- 4). Pants shall have no cuffs.
- 5). Pants shall have sturdy solid brass zippered fly with brass rivets and brass button waist.
- 6). Belt loops shall be wide enough to accommodate 2-1/4" belts.
- 7). Pants shall be prewashed for comfort fit.
- 8). All fabric edges shall be overstitched, serged or chemically sealed.
- 9). Thread and zippers shall be capable of withstanding a minimum of 100 commercial washings.
- 10). All points of stress shall be bar tacked, with particular attention to loops and pockets.

G. Executive Pleated Pants

- 1). Pants shall be a minimum of 7.5 ounces per square yard wrinkle-resistant twill fabric of 65% polyester and 35% cotton.
- 2). Double-pleated straight leg style for men, double-pleated tapered leg style for women.
- 3). Pants shall have pockets on the front and rear.
- 4). Pants shall have no cuffs.
- 5). Pants shall have sturdy solid brass zippered fly.
- 6). Belt loops shall be wide enough to accommodate 2-1/4" belts.
- 7). All fabric edges shall be overstitched, serged or chemically sealed.
- 8). Thread and zippers shall be capable of withstanding a minimum of 100 commercial washings.
- 9). All points of stress shall be bar tacked, with particular attention to loops and pockets.

H. Lab Coats

- 1). Lab Coat will be a minimum of 5 oz. wrinkle resistant fabric of 65% polyester and 35% cotton poplin.
- 2). Unisex
- 3). Button closure front
- 4). Exterior left breast pocket, two lower outside pockets

- 5). Side vent openings reinforced
 - 6). Collar is 3 3/4" fold down
- I. Scrubs - Shirt
- 1). Shirts will be a minimum of wrinkle-resistant fabric of 65% polyester and 35% cotton poplin with soil release finish
 - 2). V-neck
 - 3). 1 pocket
 - 4). Hidden pen pocket entry
 - 5). Unisex sizing
- J. Scrubs - Pants
- 1). Pants will be a minimum of wrinkle-resistant fabric of 65% polyester and 35% cotton poplin with soil release finish
 - 2). Unisex sizing
 - 3). Traditional pull-on pant with 2" elastic waist with inside drawstring.
 - 4). 5 pockets: 2 side seam, 1 back hip & 2 cargo pockets
- K. Food Service - Kitchen shirts
- 1). Shirts will be a minimum of 4 oz wrinkle-resistant fabric of 65% polyester and 35% cotton poplin with soil release finish
 - 2). Snap-front design and a chest pocket
- L. Food Service – Kitchen pants
- 1). Pants will be a minimum of 7.5 oz wrinkle-resistant fabric of 65% polyester and 35% cotton poplin with soil release finish
 - 2). Side seam pockets, front thigh pocket, and back wallet pocket
 - 3). Drawstring waistband
- M. Aprons
- 1). Aprons will be a minimum of 6 oz wrinkle-resistant fabric of 65% polyester and 35% cotton poplin with soil release finish
 - 2). Bib style
 - 3). Center front seam with double needle topstitching
 - 4). No pockets
 - 5). Elastic at center of neck for adjusting comfort
 - 6). 30" ties
- N. Student uniforms
- 1). Pants for both girls and boys
 - (a) Pleated front or flat fronts
 - (b) 3" Elastic Back
 - (c) 65% polyester and 35% cotton poplin
 - (d) Hook & eye closure
 - (e) 4 pocket, 2 front and 2 back
 - (f) 2.5 in hem
 - (g) Double knees
 - 2). Shirts for both girls and boys
 - (a) Polo style with polo collar
 - (b) Shirts shall be a minimum of 6 ounces per square yard pique knit, washable fabric of 60% cotton and 40% polyester
 - (c) Collar shall be double tacked with 3-button front placket
 - (d) Short sleeve with hemmed sleeves
 - (e) Option for short and long sleeves
- O. Shop towels

- 1). Minimum 15"x15", larger sizes can be offered
- 2). Lint free
- 3). 100% cotton
- 4). All 4 edges to be sewn-hemmed or similar, to prevent fraying, first grade
- 5). Frayed, ragged or worn towels with large or several holes will not be acceptable, as determined by the CES Member

Categorical Required Written Responses

Offerors will prepare a written document which clearly identifies the type, kind and level of products and services they are proposing to provide CES Members under this category of the RFP, to include the following items and items in the Categorical Terms and Conditions and Categorical Specifications. Place behind Tab 5.

1. Provide a complete description of the various product lines you offer to meet each of the following areas: a) student uniforms; b) food service; c) maintenance/custodial; d) security; e) bus drivers and transportation workers; f) nurses; g) medical/science laboratory workers and instructors; and h) protection clothing and accessories for the industrial arts shop areas.
2. Provide a detailed description of the various rental, leasing and purchasing programs you would like to offer CES Members under this contract, with the terms and conditions for each.
3. Provide a detailed description, along with the terms and conditions of the various cleaning, maintenance and replacement service agreements that you would like to offer to CES Members as part of this contract.
4. Describe your company's policies and procedures dealing with warranties, guarantees and return guidelines.
5. Vendor shall submit a color brochure showing uniform styles and colors available. Members shall decide what colors and style they will require.
6. Provide a sample uniform rental check-in/check-out form.
7. Provide the criteria for determining when a uniform and/or other rental services needs to be replaced.
8. Provide a detailed description of the following items:
 - A. Monitoring of contract
 - B. How to add or delete employees from rental/lease
 - C. Deliveries
 - D. Uniform costs
 - E. Emblems
 - F. Outfitting of uniforms for staff and students
 - G. Uniform maintenance
 - 1). Pressing
 - 2). Repairs
 - H. Uniform return

Categorical Price Considerations

All the information requested is to be placed behind Tab 6

1. When pricing your uniforms, clearly identify all options, patterns, styles, colors and other features that are available with their associated costs. Indicate any quantity and/or volume discounts that a Member may receive on large orders.
2. Provide itemized pricing breakdowns for each of the rental, leasing and purchasing programs you would like to offer under this contract.
3. Provide the associated cost of the various cleaning, maintenance and replacement services offered as part of the total program.
4. Identify and clearly state any cost not covered under the above items.
5. Uniform costs.
6. Costs shall be based on provision and laundering of eleven uniforms (five-day work week) per employee. These costs shall be inclusive of all charges and fees, including start-up and replacement of garments, etc.
7. On bid form, Vendor shall also include the cost for replacement of uniforms lost by employees. These charges shall be based upon individual occurrences rather than included in the cost of overall pricing.

Category 5: Musical Instruments, Related Equipment and Repair Services

Categorical Scope of Work

CES is seeking vendor(s) who have the background, experience and ability to provide CES Members with band, orchestra and choral instruments and accessories for elementary, secondary, post-secondary, and other public music programs. A broad range of instruments are needed, including student instruments of a quality to produce a superior sound when played well. In addition, some advanced programs may require professional quality instruments.

The manufacturers listed within this category are offered as a guide for Offerors to determine acceptable level of quality. They are not intended to limit proposals to those brands. Other brands may be offered. CES will review alternates to determine if they are of equal or better quality. CES's decision shall be final.

Categorical Definitions

None

Categorical Terms and Conditions

1. The Offeror shall be willing and able to stock a reasonable inventory of instruments and equipment commonly utilized by educational institutions, and likewise, have a supplier who can deliver other items in a reasonable time frame.
2. All instruments and equipment shall be packaged and shipped in original factory containers complete with all standard accessories and documentation.
3. No equipment may be substituted for equipment offered and accepted under this RFP without prior approval of CES. Proof of "as equal or better" must be provided showing that the substituted equipment in fact is equal in features, functions, performance, and quality to the approved equipment. Cost of substituted equipment must be the same or lower. CES reserves the right to reject substitutions.
4. All equipment offered on this category will be from manufacturers regularly engaged in producing musical instruments and shall be the latest standard designs current at the time of delivery.
5. All new equipment must be unused. Demonstration equipment and rental returns shall not be sold as new equipment.
6. Used equipment may be offered only when the piece is up to standard industry specifications, is at a substantial cost lower than a same brand and model new instrument, and is clearly identified as used. Offerors, as part of the transaction, must be willing and able to provide documentation to establish current market value of the used instrument compared to new.
7. Offerors will pass on to CES Members any discounts or lower prices offered by a manufacturer to the Offeror as soon as the lower price is announced and available.
8. If awarded a contract under this RFP, the Offeror shall be willing and able to place a label on each piece of advertising that is sent or delivered to a public educational institution in the State of New Mexico identifying that the Offeror has a contract with CES. The label will have the CES contract number, phone numbers, and other information to assist the buyer.

Categorical Specifications

1. For evaluation purposes, the Offeror must provide a copy of the manufacturers' specifications for all instruments offered and/or placed under contract.
2. Student and professional versions of all instruments are requested.
3. Student instruments shall be manufactured with quality materials and construction to withstand the demands of student use in concert and marching settings.
4. Professional grade instruments shall be manufactured with materials and construction normally associated with such instruments.
 - A. Acceptable brands include, but are not limited to, Yamaha, Conn, Ludwig, King, Blessing, Gemeinhardt, Knilling, Pearl, Fender, and Wenger.
 - B. Used equipment offered must be equal to original manufacturer specifications. Woodwinds shall be complete with new pads, corks and springs where needed, dents removed, have a complete fit and be adjusted to a like-new condition. Brasswinds shall have been chemically cleaned, have dents removed, buffed, and have new corks and felts. Strings shall have up-to-specification bows, bridges, pegs and nuts. New cases will be provided, unless the used case is in satisfactory condition and has been cleaned.
 - C. A variety of early-learner classroom instruments such as those offered by Rhythm Band may be offered.
5. Wind instruments
 - A. Wind instruments shall provide a rich tone.
 - B. Joints shall be sealed with cork or neoprene bumpers.
 - C. Posts, keys and springs shall be of a quality and design to provide many years of use without jamming or breaking, excluding neglect or misuse.
 - D. Valves shall be of materials and quality to provide a quiet, precise, and airtight fit between the casings and pistons.
 - E. Slides shall be of materials and quality to provide durability and a smooth, even response.
 - F. Wood and metal materials shall be properly finished in accordance with accepted industry standards.
 - G. All instruments shall come complete with a case and any necessary accessories for performance (mouthpiece, caps, ligature, reed, etc.).
 - H. Instruments will include, but are not limited to, saxophones, flutes, piccolos, clarinets, trumpets, trombones, oboes, coronets, flugelhorn, euphoniums, tubas, sousaphones, baritones, French horns, bugles, and bassoons.
6. String, keyboard and percussion instruments
 - A. Instruments shall provide for accurate tuning.
 - B. For bells, chimes, xylophones, etc., bars in a variety of materials to meet the requirements of various Members shall be offered.
 - C. Drum bowls and bodies shall be of materials and quality to provide durability and long-term use in concert and marching settings.
 - D. Drums shall have smooth, quality heads.
 - E. Frames and carriers shall be of materials and quality to provide durability and long-term use in concert and marching settings.
 - F. Wood and metal materials shall be properly finished in accordance with accepted industry standards.
 - G. All instruments shall come with a carrying or traveling case and any necessary accessories (i.e., bows, drum sticks for performance).

- H. Instruments will include, but not be limited to, violins, violas, cellos, basses, cymbals, guitars, mandolins, accordions, marching drums, lutes, snare drums, tom drums, marching timpani drums, bell lyres, aluminum and steel bells, marimbas, xylophones, chimes, pianos, vibraphones, timbales, bongos, temple block, cow bells, triangles, and special effects whistles, maracas, castanets, blocks, bells, and harps.
- 7. Electronic equipment
 - A. Practice and performance electronics for musical instruments and performance are requested.
 - B. All electronics will be high-quality electronics with a high-duty cycle and which meet all state and national electrical standards for safety.
 - C. Electronic music-related equipment will include, but not be limited to, digital signal processors, amplifiers, mixers, speakers, monitors, racks, headphones, cables, recording tape, DC and tape players, footswitches, acoustic distortion controls, and karaoke equipment.
 - 8. Carrying cases and accessories
 - A. In addition to the standard case supplied with each instrument, provide specialty cases and accessories.
 - B. Carrying cases will include hard-shell travel cases, canvas bags, and specialty plush-lined top-of-the-line cases.
 - C. Accessories will match the equipment brand, when possible.
 - D. A variety of music stands are desired. Construction materials shall include, but not be limited to, steel, plastic or a combination of steel and plastic.
 - E. Music stands shall have adjustable height and tilting music table with a shelf. Stands shall be designed so that height and tilt adjustments will remain in place once set.
 - F. Music stands shall have a broad three-legged base for stability. Base attachment shall be designed to prevent wobbling.
 - G. Conductor's and director's stands of similar quality, materials and construction shall be offered.
 - H. Other accessories shall be of materials and quality to provide durability and long-term use.
 - I. Accessories will include, but not be limited to, equipment and speaker stands; stringed instrument bows and bridges; humidifier; piano gliders, electronic piano, rock organ and music instrument caddies; mutes for wind instruments; marching instruments and drum carriers, slings, mounting straps; portable chime stands; tuning forks and adjustment gauges; drum strainers and specialty drum sticks, hoops, lug casings, and mallets.
 - 9. Storage
 - A. A variety of storage containers are desired.
 - B. Choral music and folio cabinets, choir robe cabinets, and storage units must be specifically designed for the intended use.
 - C. Storage units shall be available for a broad range of instrument and garment sizes.
 - D. Storage with the option of an open front or locking door is preferred.
 - E. Both open (i.e., grille-type) and solid doors shall be offered.
 - F. Storage units with doors shall provide for secure attachment of the door and secure locking of the cabinet.
 - G. Storage units shall include back panels or offer back panels as an option.
 - H. Modular and stacking storage units are desired.
 - I. Molded plastic components shall be of impact-resistant materials and quality to provide durability and long-term use.
 - J. Medium-density and high-density particle board cores shall be covered with a securely attached laminate finish.
 - K. Plywood cores shall be covered with a securely attached laminate finish or a durable varnish. Exposed ends of plywood cores shall be covered with laminate or molding.

- L. Installation shall be in accordance with the manufacturer's specifications and applicable federal, state and local laws, regulations and rules.
 - M. Storage cabinets shall include, but are not limited to, director-conductor folio stand cabinets, mobile percussion cabinets, music cabinet storage, instrument storage, and garment storage.
10. Seating limited to that designed for musical application
- A. Practice and performance chairs shall be designed for use by musicians and shall promote comfort and proper posture.
 - B. Specialized chairs and stands for large instruments are desired.
 - C. Multiple chair heights with corresponding seat and back sizes and adjustable stools are desired.
 - D. Quality fabric and plastic seating surfaces shall be offered.
 - E. Frames shall be securely welded, thoroughly cleaned and finished with chrome, power coat or paint.
 - F. Seating shall include, but is not limited to, performance and practice chairs, swivel chairs, fixed and swivel stools with and without backs, drummers chairs, tuba stands, sousaphone chairs, etc.
11. Repair Service
- A. Repair service may be offered.
 - B. Warranty for repair/service work shall carry a minimum 1-month manufacturers warranty that includes parts and labor.

Categorical Required Written Responses

1. Through written documentation, Offeror must identify the type and level of services it is proposing to provide Members under this RFP. This will include a complete listing and description of services offered. Place behind Tab 5.
 - A. Provide a list of and describe the various types of musical instruments you offer, along with the level and availability of each of the manufacturers you are authorized to sell and service.
 - B. Provide a list of the physical location(s) where each of the services are offered, the staff member(s) providing those services, and how they will be dispatched and from what location (facility name, phone and fax numbers, address).
 - C. Offeror must demonstrate through written documentation its ability to perform those services offered herein by providing prior experience and references from at least five (5) educational institutions or public sector agencies for which it has provided the services offered herein. The references must include institution name, scope of product or services, the type and level of products or services provided, contact person with telephone number and the timeline or period of time in which the services were provided.
 - D. Offeror will describe in detail how CES and its Members will be able to perform order placement and tracking, retrieve CES pricing, etc.
 - E. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, and response to concerns before, during and after services have been provided. Indicate what follow-up, review and over-site process you have in place to ensure customer satisfaction.
 - 1). Do you have a customer satisfaction program where you receive customer feedback? If so, please provide a copy.
 - 2). Do you have a policy or procedure you use to resolve issues and concerns that may come up during the performance of services? How do you guarantee customer satisfaction?

- 3). What process does your firm use to ensure that your service technicians stay current and up-to-date in their fields of expertise?
2. In addition to the references listed above in "C", list five (5) musical instrument repairs or orders, projects that have had problems, describe the problem, and identify how the problem was solved (what steps were taken to satisfy the customer). Provide the name of the public agency, type of project, year of the project, contract amount, contact person and telephone number.
3. If you offer repair service work for musical instruments, describe your facility, how many service personnel you have to perform repair work for the CES contract and your average turn-around time on repair of instruments. List the manufacturers on which you are authorized to provide repair/service work. Please indicate if you do not offer these services.

Categorical Cost Considerations

The Offeror must provide pricing information as requested in the required form D-5 for this category. The Offerors must also provide price and discount schedule for any/all products and services they will offer under this RFP. The format for all Offerors' submitted price schedule shall follow the format described below and clearly state and identify cost to be incurred by CES Members utilizing this contract. (Place after tab 6.)

1. Equipment Price Schedule for all product lines of musical instruments and accessories you are offering. The Equipment Price Schedule will include, at a minimum, the following components:
 - A. Manufacturer's name
 - B. Description
 - C. List price
 - D. CES discount
 - E. Net price including CES 1% Administrative fee
 - F. Provide a price schedule for each manufacturer and/or product line offered (i.e., instruments, carrying cases and accessories, storage, seating)
2. Service Price Schedule for all the product lines you are offering. The Service Price Schedule may include, but is not limited to:
 - A. Type of Services
 - 1). Annual maintenance agreements
 - 2). On-call repair services
 - 3). Tuning and evaluation services, etc.
 - B. Price Schedule will include, at a minimum, the following components:
 - 1). Type of service or repair
 - 2). List price
 - 3). CES Discount
 - 4). Net price including CES 1% Administrative fee

Additional or Incidental Price Schedule: Provide a price schedule for any and all additional or incidental services, equipment and/or materials on Schedule D or facsimile. The preferred Additional or Incidental Price Schedule will include:

- A. Manufacturer's name
- B. Description
- C. List price
- D. CES discount
- E. Net price including CES 1% Administrative fee

Pricing Higher Than Retail: Pricing that is higher than the manufacturer's suggested retail price is not acceptable.

SECTION III: CONDITIONS LEADING TO AND INCLUDING CONTRACT AWARD

A. CONTRACT FORM

The form of the contract between CES and the Contractor will be as per that in Section IV.

B. PROPOSAL SUBMISSION

Sealed proposals will be received until 1:30 p.m. local time, on Friday, August 29, 2008, either hand delivered to the agency office, 4216 Balloon Park Road NE, or mailed; documentation will be included and submitted in a binder unless the Colorado option is accepted and then one (1) additional original proposal must be included for each state selected.

C. PROPOSAL REVIEW

Commencing on Monday, September 1, 2008, proposals will be reviewed by the Executive Director and a committee designated by the CES Board of Directors. Notification to all respondents will be made by Friday, September 25, 2008.

D. EVALUATION FACTORS

To qualify for evaluation, a proposal must be responsive, must have been submitted on time, and materially satisfy all mandatory requirements identified throughout the RFP. To be considered responsive, a proposal must reasonably and substantially conform to all of the specified requirements in the RFP in the judgment of the evaluation committee. Any deviation from requirements indicated herein must be stated on an attached sheet(s). Otherwise, it will be considered that proposals are in strict compliance with all requirements, and any successful Offeror will be held responsible therefore. Deviations or exceptions stipulated in Offeror responses, while possibly necessary in the view of a particular Offeror, can result in a penalty assessment being assigned during the evaluation process. Language to the effect that the Offeror does not consider this proposal to be part of a contractual obligation will result in that Offeror's proposal being disqualified. Due to the unpredictable nature of what any particular Offeror may wish to stipulate with regard to exceptions, exclusions or limitations of liabilities, Offerors are forewarned that CES reserves the right to assign any penalties it considers warranted. Terms of the RFP that any Offeror considers particularly unwarranted, and to which that Offeror would have to take significant exception in its response, should be stated in the proposal clearly and concisely as exceptions and/or deviations.

Part 1: Offeror Qualifications – 300 Total Points (a-j pages 11-13)

- | | |
|-----------|---|
| 40 points | A brief history of your company that includes its philosophy of doing business |
| 40 points | Company location, key people, facilities, ability to perform |
| 30 points | Documentation, narrative describing the standards, testing and/or awards for the products or services you are planning to provide |
| 30 points | Documentation, written evidence of factory/distributor authorization |

- 20 points Letter from your financial institution that indicates the line of credit
- 10 points Verification of insurance
- 30 points Your ability, willingness and proposed strategies to sell to CES and/or member agencies and current status with other cooperative contracts in New Mexico

- 20 points Key sales people who will be assigned this contract and resources available to the operation of the contract

- 80 points Reasons/justification of why your products and services are worth the prices or fees you are proposing and added value available to CES Members

Part 2: Responses to specific requests in each category (placed after Tab 5) - 300 Total Points

- 100 points Responses as to how well total proposed solution meets our request as evidenced in timelines, product information and performance specifications and requested presentations provided in Tabs 5 and 10
- 125 points Response to categorical required written responses and/or comments requested placed behind Tab 5
- 75 points Responses to items related to customer service, support, warranty and after-the-sale items proposed as stated in requested forms in the Offeror's RFP response and presentation of cost data

Part 3: Cost

- 400 points Cost (Schedule D) for the Category(s) submitted

- 1,000 points TOTAL POINTS POSSIBLE

E. NEGOTIATIONS

In order to obtain the most favorable price and support for Member schools, CES reserves the right to enter negotiations with responsible Offerors (see also Best and Final Offer, Section I.E).

F. COST CONSIDERATIONS

The negotiated contract between CES and the Contractor will be for a firm, fixed discount off current price with indefinite quantity. CES will not be liable for any cost in proposal application or for the interview session.

G. IMPORTANT NOTICE TO OFFERORS

CES is an educational service agency that provides needed education-related materials and services to New Mexico public educational institutions. Under CES policy, CES charges a fee to the educational institutions when it provides a service. There are no other annual membership fees or dues other than what CES collects for offering a procurement service.

Finally, Offerors should keep in mind that CES desires to provide for small, rural Members the same prices that larger Members pay. Therefore, offers that require minimum purchases or minimum dollar amounts on a purchase order may be either rejected or have very little business, if accepted.

SECTION IV: PROPOSAL FORMS

Form A **Offerors Declaration Form**

Offeror must indicate below each category to which it is responding by placing an “X” beside the category. Failure to complete and return this form will cause the proposal to be considered non-responsive.

- Category 1 Office, Classroom and Vocational Furniture**
- Category 2 Office, Classroom and Vocational Equipment, Supplies and Materials**
- Category 3 Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items**
- Category 4 Uniforms for Students and Administrative, Fleet and Maintenance Staff**
- Category 5 Musical Instruments, Related Equipment and Repair Services**

Offeror must indicate the regions in New Mexico to which it will provide services by placing an “X” beside the area for each Category submitted. Failure to indicate the areas will be cause to consider your bid non-responsive.

New Mexico is a large state geographically. For this solicitation, CES is dividing the State into seven (7) service regions. Offeror will be required to indicate in its response to which of these service regions it wishes to provide services, and prioritize, in order, the areas that it intends to concentrate its efforts if given an award. The seven service regions are described below.

- Region One (1)** – Aztec, Bloomfield, Central, Dulce, Farmington and Jemez Mountain school districts.

- Region Two (2)** – Chama Valley, Española, Mesa Vista, Peñasco, Pojoaque Valley, Questa, Santa Fe and Taos school districts.

- Region Three (3)** – Cimarron, Clayton, Des Moines, Las Vegas City, Maxwell, Mora, Mosquero, Pecos, Raton, Roy, Springer, Wagon Mound and West Las Vegas school districts.

- Region Four (4)** – Albuquerque, Belen, Bernalillo, Cuba, Estancia, Gallup-McKinley, Grants-Cibola, Jemez Valley, Los Alamos, Los Lunas, Magdalena, Moriarty, Mountainair, Quemado, Rio Rancho, Socorro and Zuni school districts.

- Region Five (5)** – Clovis, Corona, Dora, Elida, Floyd, Fort Sumner, Grady, House, Logan, Melrose, Portales, San Jon, Santa Rosa, Texico, Tucumcari and Vaughn school districts.

- Region Six (6)** – Alamogordo, Animas, Capitan, Carrizozo, Cloudcroft, Cobre, Deming, Gadsden, Hatch Valley, Hondo Valley, Las Cruces, Lordsburg, Reserve, Ruidoso, Silver City, Truth or Consequences and Tularosa school districts.

- Region Seven (7)** – Artesia, Carlsbad, Dexter, Eunice, Hagerman, Hobbs, Jal, Lake Arthur, Loving, Lovington, Roswell and Tatum school districts.

AFFIDAVIT

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing proposal (such persons, firms and corporations hereinafter being referred to as the Offeror), being duly sworn, on his 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 proposal, has directly or indirectly entered into any agreement or arrangement with any other contractors, or with any official of CES, or any employee thereof, or any person, firm or corporation under contract with CES, whereby the contractor, in order to induce the acceptance of the foregoing proposal by CES, has paid or is to pay to any other contractor or to any of the aforementioned persons anything of value whatever, and that the contractor has not, directly or indirectly, entered into any arrangement or agreement with any other contractor or contractors which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing proposal.
2. This is to certify that the contractor, or any person on its behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the manner of the responding 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 contractor, nor any officer, director, partner, member or associate of the contractor, nor any of its employees directly involved in obtaining contracts with the State of New Mexico, Cooperative Educational Services, 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 contractor or any person on its behalf has examined and understands the terms, conditions, scope of work and specifications and other documents of this solicitation.
5. This is to certify that, if awarded a contract, the contractor will provide the equipment, commodities, and/or services to Members and affiliate Members of Cooperative Educational Services in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this proposal.

Authorized Representative (Please print or type)

Position (Please print or type)

Mailing Address

City, State, Zip

Phone

Fax

Email Address

By: Signature of Authorized Representative Date

Subscribed and sworn to before me this _____ day of _____, 2008.

Notary Public in and for County of _____, State of _____

My commission expires: _____

Signature: _____

Form D **INDEFINITE QUANTITY UNIT PRICE SCHEDULE**

Submission Form:

Check the Category that applies.

- Category 1 Office, Classroom and Vocational Furniture
- Category 2 Office, Classroom and Vocational Equipment, Supplies and Materials
- Category 3 Custom and Specialty Items, Pins, Clothing, Calendars and Promotional Items
- Category 4 Uniforms for Students and Administrative, Fleet and Maintenance Staff
- Category 5 Musical Instruments, Related Equipment and Repair Services

A mandatory Indefinite Quantity Unit Price Schedule for each Category is provided as a separate Microsoft Excel file.

Use this form for cost information not request on **Form D-1 to 8**, or duplicate it, to price all equipment, services, supplies, and other commodities you wish to place on contract. If you have a printed price list or catalog, you can attach it in an appendix.

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Acceptance of Terms and Conditions

Rather than duplicate each term and condition and indicate acceptance, Offeror may sign the statement below. Any exceptions must be listed on this page (additional pages may be attached, if necessary).

I accept the General Terms and Conditions of this RFP, except as listed below.

Printed Name and Title

Signature (should match cover signature)

I accept the additional Categorical Terms and Conditions for Category(s)

1 2 3 4 5

except as listed below.

Signature (should match cover signature)

Form F **SUPPORT AND MAINTENANCE PLANS**

The best warranty and maintenance plans offer toll-free or collect calls from buyers. Please identify the phone numbers below.

- o Toll Free Number _____
Contact Person _____
- o Collect Calls Accepted at this Number _____
Contact Person _____
- o Service and Maintenance Number _____
Contact Person _____
- o Technical Help Phone Line _____
Contact Person _____

Describe your maintenance facilities: location, name and phone number of contact person, number of technicians, value of parts inventory normally on hand.

Describe the steps a buyer should take to activate the warranty.

Describe any maintenance plan available beyond the one-year warranty, including costs.

OFFEROR'S SUPPORT FOR CES PRICES

Cooperative Educational Services (CES) is a school service agency established as a JPA. All school service agencies in New Mexico are supported by user's fees rather than by appropriated funds. The procurement activities of CES, therefore, are funded through a small administration fee paid by the school district or local procurement unit using one or more of our contracts. There is no cost or fee paid by the contractor to CES.

There are many reasons the Members use CES contracts. Because each of CES' contracts is based on a sealed proposal, Members are exempt from having to issue a proposal or RFP. This saves them a great deal of time and a large amount of money. In addition, because each contractor agrees that the price charged through a CES contract will be the lowest that contractor will offer, the member knows that issuing its own proposal will not necessarily reduce the cost of the procurement. Finally, the service and convenience of processing orders through one agency (CES) simplifies the procurement process. Rather than having to issue a dozen purchase orders, for example, a member can issue one to CES. If problems occur, the member has the assistance of CES in reaching a satisfactory solution.

A contractor receives many of the same benefits as a member. Rather than having to respond to dozens of individual proposals and RFP's (which is a big cost of doing business), a response to CES opens the door to over 150 procurement units. The business office of the contractor has the advantage of invoicing CES rather than each individual account. The contractor also has CES' service in collection (some public entities are slow in processing payments). If problems develop, the contractor has the mediation service of CES to settle difficulties.

The contractor provides a quote to the member, and the quote includes the CES one percent (1%) administration fee. If the quote is acceptable, the member issues CES a purchase order for the quoted amount. CES verifies the quote with the solicitation response and issues a purchase order to the contractor for one percent (1%) less than the contractor's quote to the member. The contractor provides the items or services and invoices CES for the amount of CES' purchase order to the contractor. CES invoices the member. The member pays CES. After receipt of the member payment, CES pays the contractor for items and services delivered and accepted by the member, not to exceed the purchase order amount.

Because CES asks the Members to pay one percent for the services, CES also expects contractors, who are awarded contracts, to provide an incentive to the Members to use a CES contract. If a contractor will sell a product to a member for the same price as on the CES contract, the member, in effect, is paying one percent more when it purchases through CES. On large purchases, the convenience of not having to issue a proposal may be overshadowed by the amount of the administration fee.

Therefore, CES requests that each contractor offer prices on CES contracts lower than the price it offers to Members that purchase directly, or that might issue a local proposal. CES asks this, not for a "most favored nation" relationship, but as a commitment of partnership between CES and the contractor. CES wants Members to understand that when using a CES contractor, they are not only satisfying the procurement code, but are truly reducing the costs of education.

Please indicate the level of support you will offer on this contract. *Check only one box*

Prices will be **no different** from what we ordinarily offer to individual public educational institutions. (If this is checked, bid offeror's response will be considered **Non-Responsive**)

- | | | | |
|--------------------|--------------------------|--------------------|--|
| Prices are (check) | <input type="checkbox"/> | two percent (2%) | Lower than our best price to individual Members. |
| | <input type="checkbox"/> | three percent (3%) | Lower than our best price to individual Members. |
| | <input type="checkbox"/> | four percent (4%) | Lower than our best price to individual Members. |
| | <input type="checkbox"/> | five percent (5%) | Lower than our best price to individual Members. |
| | <input type="checkbox"/> | ten percent (10%) | Lower than our best price to individual Members. |
| | <input type="checkbox"/> | other | Explain other _____. |

Signature (must match signature on cover sheet)

Title

Form H **QUESTIONNAIRE FOR OFFEROR**

Company Name: _____

Circle Answers Where Appropriate

1. For products on your price list, is shipping/handling included in the price? YES NO

If pre-paid authorization, estimate shipping/handling on purchases _____

2. Is your product marketed by anyone else in New Mexico? YES NO

3. *Do you guarantee that prices in the RFP are the lowest you will offer to schools and other procurement units in New Mexico during the time of any contract between CES and your company?** Do you also agree to immediately reduce any price to CES equal to or lower than a price quoted to any other New Mexico procurement unit?

YES NO

4. If applicable, list any New Mexico contractor's licenses held by your company.

Name of Licensee	Classification	Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Describe your return policy? What is your restock fee, if any? _____

6. Where should CES mail purchase orders?

Contractor Name _____

Attention Line _____

UPS Address _____

Mailing Address _____

City _____ State _____ Zip _____

Email Address _____

Telephone (to verify prices) _____ Fax _____

If you want CES to send purchase orders by a private, NEXT DAY carrier, please identify the carrier and your account number: _____

**not including manufacturer's GSA contracts.*

QUESTIONNAIRE FOR OFFEROR

7. Where do you want payments sent?

Contractor Name _____

Attention Line _____

UPS Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone (invoice questions) _____ Fax _____

If you want CES to send payments by a private, NEXT DAY carrier, please identify the carrier and your account number: _____

8. Additional contacts for CES

New Mexico Representative _____

Telephone _____ Fax _____

Email Address _____

Contact for RFP/Contract _____

Telephone _____ Fax _____

Email Address _____

9. Sales Support by Region

<u>Name</u>	<u>Region Served</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. If your normal area of service is regional, will you honor and fill purchase orders in any part of the state at the prices quoted in this RFP? YES NO

11. Will you offer CES a quick pay discount? If YES, what is the discount? _____ days? _____

Form I **MANUFACTURER'S REPRESENTATIVE FORM**

Offeror has attached a letter (or agreement) from the manufacturer that certifies the following: (check each)

_____ Offeror is a bona fide dealer for the equipment in the proposal.

_____ Offeror is authorized to submit a proposal for the equipment.

_____ The manufacturer will either assume or assign to another dealer the obligations in this proposal should the Offeror fail to complete the contract.

Signature (must match cover signature)

Date

If the Offeror is the manufacturer, please sign below.

Signature (must match cover signature)

Date

REFERENCES: List five (5) public educational institution's references, including contact person(s) and phone numbers. (Please print or type)

1. _____
2. _____
3. _____
4. _____
5. _____

INSTRUCTIONS FOR COMPLETION OF PRICE PAGES

1. Before you begin, make duplicate copies of the price page.
2. All pricing must use the price form, normally using one sheet per brand of product. If you have an exceptionally large price list, or a price catalog, you may attach the data to the form, but it must be categorized and indexed in a way that the following information is clearly identified:
 - A. Product Brand
 - B. Product Description
 - C. Retail Price or Standard Education/Government Price
 - D. Percent Discount
 - E. CES Price
 - F. Volume Discounts Available
 - G. Any Special Pricing (bundles, time-limit sales, etc.)
 - H. Installation/Labor Costs, if any
 - I. Mileage/Travel Costs, if any
 - J. Freight/Shipping, if any
 - K. Special Warranty Information
3. Once your offer is accepted, any future price adjustments must be made in the same manner.
4. It is your responsibility to keep your contract current in every way. Auditors review our contracts, and we want to keep everything legal.

IF, FOR ANY REASON, YOU NEED TO LOWER A PRICE TO REMAIN COMPETITIVE, OR TO PASS ON A SPECIAL PRICE OFFERED BY YOUR SUPPLIER, YOU MUST FIRST SEND A FAX OR LETTER TO CES THAT OFFICIALLY LOWERS THE PRICE. ONCE CES HAS RECEIVED THE INFORMATION, THEN YOU MAY OFFER THE NEW PRICES TO YOUR CUSTOMERS. IT IS AGAINST THE TERMS AND CONDITIONS OF THIS RFP TO AGREE TO A LOWER PRICE WITH A CUSTOMER, AND THEN LATER NOTIFY CES. CES ENCOURAGES ALL OFFERORS TO OFFER THE LOWEST PRICES POSSIBLE, BUT AT NO TIME MAY THE OFFEROR GIVE A PRICE TO ONE CES MEMBER THAT IS NOT AVAILABLE TO OTHERS.

**COMMENTS ON MULTIPLE AWARDS AND
"MOST-FAVORED-CUSTOMER" CONTRACTS**

Professional procurement associations such as the Council of State Governments, and the National Association of Purchasing Management, have taken strong stands on multiple awards and the GSA pricing policy of the federal government.

“Competition is diminished when preference is sought by one sector of government or a class or classes of contractors. The National Institute of Governmental Purchasing (NIGP) and the National Association of State Purchasing Officials (NASPO) have joined in strongly worded resolutions opposing the use of most-favored-customer pricing clauses and multiple award contracts. Both practices, employed by the federal government and others, have negative effects on competition throughout all public contracting. The first sets a floor on prices and is favored by firms that enjoy commanding positions in the market place. The second transfers the buying decision from central purchasing to using agencies by offering a virtually unmonitored free choice from a smorgasbord of multiple awards...”

State and Local Government Purchasing, Third Edition, page 13

“A multiple award is the award of a contract to two or more suppliers for furnishing an indefinite quantity of a like item or category of items, where more than one supplier is needed to meet the contract requirements for quantity, delivery, service, or product compatibility... It is important to understand that making multiple awards can evade central purchasing responsibilities for making buying decisions between and among products and contractors. Multiple awards transfer these decisions in large part or in whole to the program agencies, where they are likely to be made with less impartiality and purchasing proficiency. Written policy and rules are necessary to guard against laxness and abuses in connection with multiple awards.”

Ibid., page 76

The stand of the NIGP and the NASPO on multiple contract awards is clear. Most of their Membership represents a central purchasing authority, whose very job is purchasing goods and services for their fellow departments. Typically, a state purchasing office is established to serve the needs of state agencies. A similar situation in the schools would be if the business office of Lizard Flats Unified School District multiple awarded ten contractors of classroom furniture, and allowed each teacher to requisition the desks he desired for his classroom.

In contrast, CES is not a central purchasing office. Rather, we are a school service agency. Each district that joins CES is not yielding its own purchasing authority. Unlike state agencies that must use state awarded contracts, each school district has an elected board and is a sovereign unit of government. It is CES’ position that rather than “offering a virtually unmonitored free choice from a smorgasbord of multiple awards,” CES provides the district with choices among contractors whose products and services have met a rigid standard and scope of work, and that have guaranteed a level of performance and service not always offered to the single district. In the past few years, CES has rejected more offers than have been awarded; when we multiple award, it is a limited award.

CES agrees with NIGP’s and NASPO’s stand on GSA pricing. One way around the limitations the federal government places on manufacturers in pricing is to contract with the dealers of these very same manufacturers; because dealers are independent contractors, they are able to sell at any price they elect, often below GSA prices. If a manufacturer only sells direct, and has a GSA contract, it behooves the buyer to insist on matching prices.

CES is one of the agencies that insist on a “most favored customer” clause in its contracts. CES does not believe such a clause has “negative effects on competition throughout all public contracting.(by setting) a floor on prices and is favored by firms which enjoy commanding positions in the market place.” First, many of CES’ contracts are with very small companies without any “commanding position” in the New Mexico market. Secondly, CES knows that a contract with them will save contractors considerable money, since it frees them from individual proposals from the 89 school districts, and other political subdivisions that use CES contracts. CES firmly believes that the organization would cease to exist as a valuable service to New Mexico schools if they allowed their contracted contractors to “bid against themselves” when a member elects to issue its own RFP.

When a contractor says “this is the lowest price I will offer in New Mexico to public agencies,” then the member knows that the only way to get a lower price is from other contractors. Competition is enhanced in this fashion. If a member awards a contract to a contractor not on a CES contract, for a product or service similar to that on a CES contract, the result will be an even bigger savings to the member and, hopefully, the eventual lowering of prices by the CES contractor, or an eventual rebidding by CES to secure better contracts for its Members.

SUBMISSION CHECK-OFF FORM

In order for CES to clearly understand the proposal being presented by the Offeror, a complete response to this RFP must contain the following:

It is suggested that the Contractor preparing a response check off each required item as it is completed.

- | | | |
|-------|-----|---|
| _____ | 1. | Form A – Offerors Declaration Form (page 73) (PLACE BEHIND TAB 1) |
| _____ | 2. | Form B – The signed Offer and Contract Award (page 75) (PLACE BEHIND TAB 1) |
| _____ | 3. | Form C – The signed Affidavit (page 76) (PLACE BEHIND TAB 1) |
| _____ | 4. | Form D – Price List of the equipment/services offered (PLACE BEHIND TAB 6) |
| _____ | 5a. | Form E – A list of any exemptions or modifications of <u>General</u> Terms and Conditions (page 79) (PLACE BEHIND TAB 3) |
| _____ | 5b. | Form E – A list of any exemptions or modifications of <u>Categorical</u> Terms and Conditions (page depends on category) (PLACE BEHIND TAB 5) |
| _____ | 6. | Form F – Support and Maintenance Plans (page 80) (PLACE BEHIND TAB 7) |
| _____ | 7. | Form G – Offeror’s Support for CES Prices (page 81) (PLACE BEHIND TAB 7) |
| _____ | 8. | Form H – Questionnaire for Offeror (pages 82-83) (PLACE BEHIND TAB 7) |
| _____ | 9. | Form I – Manufacturer’s Representative Form (page 84) (PLACE BEHIND TAB 7) |
| _____ | 10. | A point-by-point response for the 10 items (a–j) under Contractor Qualifications (pages 10-12) (PLACE BEHIND TAB 4) |
| _____ | 11. | A point-by-point response to each requested item to which the Offeror is responding for each Category submitted. (PLACE BEHIND TAB 5) |
| _____ | 12. | Letters of financial stability and credit limit (PLACE BEHIND TAB 4) (requested in No. 10 above) |
| _____ | 13. | All miscellaneous forms that apply (PLACE BEHIND TAB 8) (requested in No. 10 above) |
| _____ | 14. | Copies of all licenses (PLACE BEHIND TAB 4) (requested in No. 10 above) |
| _____ | 15. | Appendix with catalogs, slicks, model information, etc. (PLACE BEHIND TAB 10) |
| _____ | 16. | Form L – Submission Check-Off Form (page 87) (PLACE BEHIND TAB 9) |
| _____ | 17. | W-9 Form - Completed (PLACE BEHIND TAB 7) |
| _____ | 18. | Electronic Copy with proposal submission. |

Signature