

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

**REQUEST FOR PROPOSALS
(RFP)**

RFP Date **Monday, April 5, 2004**

RFP Number: RFP 2004-012

Issue Date: April 5, 2004

Commodity Titles:

- | | |
|---------------------------------------|---|
| 415, 420, 425 | 1. Office, Classroom and Vocational Furniture |
| 405 | 2. A Card-Based Fleet Management Service for Fuel, Oil, Lubricants and Maintenance Services |
| 445 | 3. Hand and Power Tools |
| 962 | 4. Janitorial Services |
| 990 | 5. Security Systems Monitoring Service and Security Personnel |
| 525,609, 610, 611, 612, 613, 615, 616 | 6. Instructional and Classroom Equipment, Supplies and Materials |

RFP Due Date **Friday, May 14, 2004**

Day / Date: May 14, 2004
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 4/10^{ths} 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 receive proposals.

RFP Contents 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 Additional 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, May 14, 2004, for: 1. Office, Classroom and Vocational Furniture; 2. A Card-Based Fleet Management Service for Fuel, Oil, Lubricants and Maintenance Services; 3. Hand and Power Tools; 4. Janitorial Services; 5. Security Systems Monitoring Service and Security Personnel; and 6. Instructional and Classroom Equipment, Supplies and Materials.

All proposals must be submitted in a sealed envelope marked "SEALED PROPOSAL – RFP 2004-012" on the front of the envelope. A list of qualifications and specifications, instructions to bidders and bid forms can be obtained upon request by fax (505-344-9343), mail, e-mail (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, April 4, 2004
Sunday, April 11, 2004

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

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 vendors 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 education 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 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. QUESTIONS

Submit all questions about the Request for Proposals (RFP) in writing to Cooperative Educational Services, Max Luft, Executive Director. Replies will be made via the website (www.nmedu.org/ces/jobrfp/rfprfb_lst.asp) as addenda and will become part of the proposal documents. Those not having access to the Internet may call CES either to determine if addenda have been issued or to request to CES by phone or fax that copies of the addenda be mailed. Questions received less than seven (7) days prior to proposal due date will not be answered.

D. 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 proposal, 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 shall 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 will also be 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 vendor requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be 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. If you choose to extend your offer to schools in Colorado and/or Texas (see Section III H. and I.), include an additional original proposal, with original signatures for each state selected. The proposal will contain all descriptive literature, specifications, samples, etc. All proposals will be submitted in three-ring binders.
- 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 vendor 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.

3. Contents of the Proposal

In order to insure that every proposal receives a fair evaluation, it is required that each offeror organize its proposal in the following manner:

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 <ul style="list-style-type: none">▪ Signed Offer (page 100)▪ The RFP Affidavit, notarized signature required (page 101)▪ Offerors Declaration Form (page 98) |
| Tab 2: | Introduction <ul style="list-style-type: none">▪ Executive Summary (a one page description of what you are proposing on this contract) |
| Tab 3: | General Terms and Conditions <ul style="list-style-type: none">▪ Terms and Conditions (copy of each page in order)▪ Acceptance of Terms and Conditions (first line must be signed RFP page 100) |
| Tab 4: | Vendor Qualifications <ul style="list-style-type: none">▪ Answers to Questions a-j (pages 8 - 10) |

- Tab 5: Category
 - Acceptance of Categorical Terms and Conditions
 - Include a copy of the Categorical Terms and Conditions page(s) only for your category
 - Required Categorical Responses for your category (written response to every part)
- Tab 6: Cost Quotation
 - Prices for category
 - Additional price information, price sheets from RFP
- Tab 7: Required Forms
 - Offeror's Support for CES Prices (page 105)
 - Questionnaire for Offeror (pages 106)
 - Support and Maintenance Plans (page 104)
 - Manufacturer's Representative Form (page 108)
- 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 (page 111)
- 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, May 14, 2004, at 1:30 p.m. local time.

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. Vendor 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 or, if awarded, member staff.

- 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 vendor, organizations with little or no demonstrated ability to perform may be placing members at risk.
- b. Where are the headquarters of the company located? Provide address, city, and state, and if there are branch offices in New Mexico please also supply those. How long has your company provided these services/products in New Mexico? If you are offering after-sales services to CES members, what are 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. Have any of the products/services you are offering received an evaluation by any of these groups, and have they issued a report of their findings or any awards or nominations for excellence? Will the products you offer in this contract meet or exceed industry standards if submitted for evaluation? If so, please submit copies of the reports and a written narrative describing the standards and/or awards your products/services or company has received. Also, place copies of articles, sales slicks, catalogs, news clippings, or news bulletins that describe these awards and standards after Tab 10.
- d. Vendors 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 him/her/them, 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.") Will you assign payments to financial institutions? If so, 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 vendor. 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.
- 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 vendor who has an existing contract that would be more advantageous than a CES contract to sell/provide goods/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 RFP's) 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 2004-012? Name your key sales people who will be assigned this contract; 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 vendor 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 vendor. 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. Is there "added value" received by the customer when purchasing through you rather than a competitor, or is your major benefit price alone?

E. LISTING OF GENERAL TERMS AND CONDITIONS:

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

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: Vendor 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.

Advertising: Vendor 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 vendor 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 Vendors: 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.

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 vendor will not invoice a member directly. CES will invoice the member with payment to be made to CES. The vendor 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 vendor for acting or failing to act under the following conditions.

1. The vendor provides material that does not meet the specifications of the contract.
2. The vendor fails to complete the services set forth in the specifications of the contract.
3. The vendor fails to complete the work required or to furnish the materials required within the specified time.
4. The vendor fails to make progress in the performance of the contract and/or gives CES cause to believe that the vendor will not or cannot perform the requirements of the contract.
5. The vendor fails to observe any or all the terms and conditions of the contract.
6. The vendor 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 vendor will have 10 days to provide a satisfactory response in writing to CES. Failure on the part of the vendor 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.

Vendor can, by written notice at least 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.

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 vendor 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 vendor's insurance company and name CES as the certificate holder. In addition, vendor must be willing to provide, upon request, certification of insurance to any CES member using this contact. If the vendor 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 vendor certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The vendor will not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246).
3. The vendor 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 vendor 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 vendor 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 vendor. 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 vendors 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 multiyear 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 will 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: Offerors 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 vendor, 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 vendor will be recognized without written approval of CES. Any claim of contractor for any adjustment must be made in writing within 30 days from date of receipt by vendor of notification of such change, unless CES waives this condition. Nothing in this section will excuse vendor 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 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.

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 vendors 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 vendor must agree not to place CES on “credit hold” without 10 days advanced notice in writing, either by letter or facsimile. Before CES can pay a vendor’s invoice, it must collect payment from the member or political subdivision that received the product. CES believes it is better for the vendor if CES places the slow-paying agency on “credit hold”. If a vendor 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: Vendor 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 vendor delivers nonconforming materials to any member of CES under this contract.

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

Delivery: Delivery is desired to be made within 30 days of receipt of the purchase order. Vendor 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 vendor 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 nor price that it must meet to obtain further consideration, nor will it 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 vendor.

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

Federal Requirements: Vendor 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, offeror 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 party affected and occurs without its fault or negligence, including, but not limited to, the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-intervention-acts or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring 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: Vendor 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, profession error, fault, mistake, or negligence of vendor, 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 vendor, and/or its

subcontractors or claims under similar such laws or obligations. Vendor's obligation under this section will not extend to any liability caused by the sole negligence of CES or its employees.

Information Systems: All vendors 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.

Inquiries: Any question related to the RFP will be directed to CES. Submit all questions about the RFP in writing to Cooperative Educational Services, Max Luft, Executive Director. Replies will be made to all who have received this RFP, as addenda, and will become part of the proposal documents. CES may require any and all questions to be submitted in writing. Any inquiries related to this RFP should not have the solicitation number on the envelope, since it might then be confused with a sealed proposal response and not be opened until the due time and date. Inquiries may be faxed or sent by e-mail to mluft@nmedu.org

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.

Insurance: On contract, the vendor 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 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 vendor'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 will be 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 State Department of Education 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 is 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 vendor.

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

Liability: The vendor 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 vendor'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 vendor, 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 vendor's liability pursuant to this indemnification provision will not be greater than that portion of the total liability in the same proportion as vendor's negligence bears to the entire negligence giving rise to the liability.

Licenses: The vendor 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. A vendor who offers to undertake, or purports to have the capacity to undertake, supervises others to construct, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation, or to do any part thereof, including the erection of scaffolding or any other structure or work in connection with a construction; to connect such structures or improvements to utility service lines and metering devices and sewer lines; to provide mechanical or structural service for a structure or improvement, shall have all necessary New Mexico State licenses and posted bonds. Copies of licenses will be submitted by the vendor with the response to the RFP. The vendor 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: The public school districts within the state of New Mexico.

Local Public Body: Every political subdivision of the state and the agencies and institutions thereof.

Maintenance: Each potential vendor 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, vendor must include with the proposal details 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 vendor 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: 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 vendors to offer its very best prices to CES members; nothing in this contract established a most favored customer relationship between CES and the vendor. The vendor can respond to any solicitation from any public procurement unit without regard to this contract. If vendor 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 not competition that would result in a better contract, negotiation may be conducted until a detail 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 vendor 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 vendor 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 vendor being obligated if the new party fails to perform. A simple change of name agreement will not change the contractual obligations of the vendor.

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 local educational agencies opportunity to evaluate the proposals offered, CES requires that an offer in response to this solicitation to be valid and irrevocable for 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: All orders accepted by the vendor must be issued by CES. CES members will submit signed purchase orders to CES. CES will then issue a purchase order to the vendor. When necessary, one or more orders may be combined. The vendor must agree never to accept a purchase order based on this contract, unless the purchase order is issued 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 vendor 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.

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

Patent and Copyright Infringement: Vendor will, at its 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, Puerto Rico, 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 vendor prompt written notice of any such claim after becoming aware of such claim.
2. Allow vendor to control and fully cooperate with vendor in the defense and all related settlement negotiations.

CES will be reimbursed for all expenses incurred by CES in fully cooperating with vendor as specifically requested by contract. CES is not required to incur any expenses specified in this paragraph, which are not reimbursable, by the vendor. 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. Vendor's obligation under this section is conditioned on CES' agreement that if the subject of such a claim, CES will permit the vendor, 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 vendor's judgment and satisfactory to CES, CES will request its members to return the equipment or software on written request by vendor at vendor's expense.

Vendor agrees to refund CES and/or its members a refund for returned equipment as depreciated. The depreciation will be an equal amount per year over six (6) years. In the event that vendor's written request for return is made after full depreciation, the vendor 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 vendor is not obligated to that member under this clause.

Vendor 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 vendor. However, one school's, or procurement unit's

action, will not preclude vendor'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 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 45 days shall not be considered.* CES must first receive payment from the schools in order to process payment to the vendor. Any vendor, 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 10 days are normally impossible; 20, 30 and 45 days are more reasonable. Payment discounts of 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 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.
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, while this contract is in effect, will be at least 2% below the lowest 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.

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 vendor 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 will be awarded to offerors able to provide its 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 vendor 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 Vendors: All progress payments must be invoiced through CES. It is the responsibility of the CES member to review and approve any estimates of work completed. If the CES member issues a written statement to the vendor 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 vendor agrees to hold CES harmless for any deficiency of payment. If any payment is delayed beyond 45 days from the due date, the vendor agrees not to charge CES interest on the late payment. Any late charges will be the total responsibility of the CES member. The vendor 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 vendor 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.

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.

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 10 days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Safety Measures: Vendors 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).

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: Vendor 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: Vendor agrees that shipping errors will be at the expense of the vendor. For example, if a vendor ships a product to a member that was not ordered, it is the responsibility of the vendor 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 vendor, as preferred. Vendor 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 vendor. All claims for the vendor will file visible or concealed damage. CES, or the receiving agency, will notify the vendor and/or freight company promptly of any damaged goods, and will assist the freight company/vendor in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

Site Cleanup: Any successful vendor will clean up and remove all debris and rubbish resulting from its work from time to time as required or directed by the agency securing the materials or service. Upon completion of the work, the premises will be left in a neat, unobstructed condition with everything in good repair and order.

Site Preparation: No vendor will begin a project for which the site is not prepared by the member, unless vendor 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 vendors 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 vendor 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 vendor believing a specification is unnecessarily restrictive, and submits a proposal, must indicate such in its initial response.

Suspension or Debarment Status: If any firm, business, person, or vendor 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 vendor 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 June 24, 2005 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three (3), additional 12-month periods ending on June 24, 2006, June 24, 2007 and June 24, 2008. Since technology changes rapidly, CES may require a vendor 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 services 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 vendor's list. If an offeror wishes to remain on the vendor'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 vendor and removed at the vendor's expense. The conditions of the trade-in equipment at the time it is turned over to the vendor 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 vendor.

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

Vendor's Price List: The vendor will furnish CES with copies of the approved price list to facilitate eligible procurement agencies in placing orders. When vendor offers a discount off

a retail price, the manufacturer's Suggested Retail Price (SRP) must be included as printed by the manufacturer.

Warranty: Vendor warrants that all equipment, software and services delivered under this contract will conform to the specifications of this contract. All equipment must carry a minimum twelve (12) month manufacturer's warranty that includes parts and labor. The manufacturer has the primary responsibility to honor a manufacturer's warranty. A distributor or dealer must agree to assist the purchaser in reaching a solution regarding a dispute with the manufacturer over a warranty's terms.

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 vendor, 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 AND SPECIFICATIONS

A. SCOPE OF WORK

1. Cooperative Educational Services (CES), which is based in Albuquerque, New Mexico, is composed of all of the 89 New Mexico public school districts and other public educational institutions that are parties to the Joint Powers Agreement to Establish an Educational Cooperative. CES was organized in 1979 as a direct response to the needs of small and rural Local Education Agencies (LEA's). CES offers numerous programs and services. Currently, 145 public educational institutions use one or more of the CES provided programs or services each year.
2. It is important that all vendors realize that CES is not a sales agency or marketing firm. If you are awarded a contract, you must work your contract. Some vendors with powerful mail campaigns have been able to market to schools through CES, but normally mail alone is not sufficient. Member buyers like to meet and talk with a sales agent when making decisions on large orders.
3. 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 school districts both time and money. Time is saved by being able to purchase what is needed without having to wait through the solicitation process (write solicitation, advertise proposal, 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.
4. 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 CONTRACTOR

Once the award is made to the offeror, the offeror, as vendor, shall assign a Project Director to coordinate operational activities with the designated representative of CES and will make monthly reports to this representative. It is the responsibility of the vendor to market the products or services to the member.

C. DUTIES OF CES

The general duties of CES include:

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

D. 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

will 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 could classify the proposal as non-responsive.

E. LISTING OF CATEGORIES

CES has prepared one (1) RFP document that includes six (6) proposal requests. Select the category that you choose to respond and prepare the response only for that category. You do not need to respond to all categories. Each category is divided into sections, including:

1. Categorical Scope of Work
2. Categorical Definitions
3. Categorical Terms and Conditions
4. Categorical Specifications
5. Required Categorical Response
6. Categorical Price and Cost Submittal
7. Cost Evaluation Information

Category 1

Office, Classroom and Vocational Furniture

Categorical Scope of Work

During the past 10 years CES has had vendors under contract to provide their members with furniture. With a membership of 145, these institutions have a variety of needs for furniture. CES' furniture contract will expire shortly, but through this contract during the past 12 months, 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 brackets 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 standard 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 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 brackets of quality. The brackets include premium/higher cost furniture, mid-quality furniture and 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 submitting 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	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 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 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 only offeror manufacturer's product lines in which it is recognized by the manufacturer as a supplier of its products.
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 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 30 days will be extended for a reasonable period of time but not to exceed 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.

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 products name 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 the 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.

Required Categorical 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 institution in meeting their needs for each of the lots stated herein.
 - a. For each lot, list a public institution that your firm has sold furniture to and that 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 time line 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, 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.

Cost Evaluation Information

The following are common cost factors that are used by offerors to price the products and services. In its' response, offeror must include any of these factors that apply.

1. 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, that is 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

A Card-Based Fleet Management Service for Fuel, Oil, Lubricants and Maintenance Services

Categorical Scope of Work

In order to control the rising costs of the operation of school buses, school service pickups/trucks and athletic/school event vehicles, CES is seeking a fleet management service provider that uses card-based digital technology to provide operational control and management of vehicle refueling and maintenance, receipts, invoices, regular reports and monitoring services. The Fleet Management Service (FMS) must provide service in all areas of New Mexico, with fuel stations available in nearby states (especially Texas, Arizona and Colorado).

It has been the past experience of CES that the success of any new service or program depends on the marketing skills of the awardees. Therefore, it is the goal of CES that a preponderance of members participate in this program the first year, with an increasing participation in future years.

Categorical Definitions

Butane – A gas, which liquefies with a relatively small increase in pressure or decrease in temperature. Used for heating, as a petrochemical industry feedstock and as an additive in petrol to enhance its vapor pressure.

Carbon Dioxide – Chemical formula CO₂. A non-combustible, colorless greenhouse gas.

CNG – Compressed Natural Gas – international designation for lean (natural) gas stored in tanks under pressure.

Diesel Oil – A motor fuel (gas oil) refined from crude oil, condensate or gas, used in diesel engines.

FMS – Fleet Management Service.

Grades for Unleaded Fuel – Premium unleaded (PU), Mid-Grade unleaded (MU) and Regular unleaded (RU).

Grades of Diesel Fuel Oils suitable for various types of diesel engines (ASTM standards): 1) *Grade Low Sulfur No. 1-D* – A special-purpose, light distillate fuel for automotive diesel engines requiring low sulfur fuel and requiring higher volatility than that provided by Grade Low Sulfur No. 2-D; 2) *Grade Low Sulfur No. 2-D* – A general-purpose, middle distillate fuel for automotive diesel engines requiring low sulfur fuel. It is also suitable for use in non-automotive applications, especially in conditions of varying speed and load; 3) *Grade No. 1-D* – A special-purpose, light distillate fuel for automotive diesel engines in applications requiring higher volatility than that provided by Grade No. 2-D fuels; 4) *Grade No. 2-D* – A general-purpose, middle distillate fuel

for automotive diesel engines, which is also suitable for use in non-automotive applications, especially in conditions of frequently varying speed and load; 5) *Grade No. 4D* – A heavy distillate fuel, or a blend of distillate and residual oil, for low- and medium-speed diesel engines in non-automotive applications involving predominantly constant speed and load.

Kerosene – A medium-light oil similar to paraffin but refined to a higher quality. Used as jet fuel, where quality standards are high because its flow properties must remain very good even in low temperatures.

Liquefied Natural Gas (LNG) – Lean gas, principally methane, liquefied by cooling to -163°C at atmospheric pressure. One ton of LNG corresponds to roughly 1,400 cubic meters of gas.

Liquefied Petroleum Gases (LPG) – Primarily propane, butane or a blend of these, which are liquefied by subjecting them to a pressure of six-seven atmospheres. Low viscosity fluids flow easily (water); high viscosity fluids pour slowly (molasses).

Methane – A light, colorless gas which liquefies at -162°C . Forms the principal component in natural gas.

Methanol – An alcohol used as feedstock in a large number of chemical processes, including the production of acetic acid, plastic bottles and textiles.

Naphtha – Distillate which is lighter than paraffin, used as a raw material in petrol production and by the chemical industry.

Natural Gas Liquids (NGL) – Comprises various proportions of ethane, propane and butane with small quantities of heavier hydrocarbons. Partially liquid at atmospheric pressure, this blend is shipped in special carriers.

Natural Gas – A blend of gaseous hydrocarbons found below ground, which normally contains 60-95 per cent methane.

Octane – Any of various isomeric paraffin hydrocarbons with the formula C_8H_{18} , found in petroleum and used as a fuel and solvent.

Octane Number – A numerical representation of the antiknock properties of motor fuel, compared with a standard reference fuel, such as isooctane, which has an octane number of 100.

Petroleum – A collective term for hydrocarbons, whether solid, liquid or gaseous.

Propane – A hydrocarbon (NGL) found blended in small quantities with natural gas. Liquefies at -42°C . Applications include fuel for gas-powered cars, stoves and heaters.

Sour Crude Oil – Crude oil with high sulfur content.

Specific Gravity – A measure of the density of a material usually obtained by comparing it with

water.

Sweet Crude Oil – Crude oil with low sulfur content.

Synfuels – Synthetically petroleum products produced from coal, or natural gas.

Viscosity – The measure of the internal friction or the resistance to flow a liquid.

Categorical Terms and Conditions

The offeror agrees to abide by and accept the following terms and conditions. If the offeror is unable to agree to the terms or conditions, or offers an alternative to the terms or conditions, it must be clearly identified by number in the response. If a numbered term or condition is not mentioned or identified in the response, then the offeror agrees to the term or condition. (Note: terms and conditions are not arranged by order of importance. Each is important.)

1. The FMS accepts the definitions referenced above, except as noted.
2. The FMS agrees to identify no fewer than 200 fuel sites in New Mexico with at least 50 stations in the Albuquerque area.
3. Each fuel site identified for use under this contract must be able to accept a fleet purchase card authorizing the credit purchase of diesel or unleaded fuel, and other services as needed by the CES member.
4. Each FMS's fleet card must be customizable: it must be able to allow a user to purchase any fuel, motor oil and lubricant, or to limit the purchase to one grade of diesel or unleaded gasoline; it must allow unlimited amounts of fuel to be purchased, or limit the number of gallons, limit the number of times it may be used in a day or selected timeframe, or the geographic location of the fuel purchase; the fleet card must be protected with a user identity number. Each driver will only need one card.
5. In the event a card is stolen and an unauthorized user has the card's user number, the FMS computers will be able to immediately cancel the card and the user ID, upon notification the card has been stolen. The member will not be responsible for any charges made on a stolen card, regardless when the FMS was notified of the theft.
6. The FMS will offer maintenance service to fleet owners that include lubrication and oil changes, tire repair and rotation, vehicle washes and other minor maintenance including, but not limited to wiper blades; headlights, turn signals, interior lights, or tail lamp replacements; gluing on rear-view mirror when it falls off; replace burned out fuses.
7. The FMS will offer to CES members that have fuel storage facilities delivery of diesel and unleaded fuels. Delivery trucks must be equipped with spill response equipment and be able to deliver fuel within two (2) business days of request.
8. The FMS must be able to provide regular (weekly, bi-weekly, and/or monthly) fuel management reports to the member. These reports must provide complete and accurate information for the member's use, including, but not limited to: fuel and maintenance transactions listed separately by vehicle; place, date and time of each transaction; identity of the person who made the transaction (by PIN); type of fuel purchased; odometer reading for each transaction.
9. The FMS will invoice the CES member monthly based on the fuel management reports

submitted. Errors and credits will be reconciled in the invoice submitted the following month, with a complete (in clear English) description of how the error was corrected or credit was applied.

10. The FMS will provide at no cost to the member's office personnel training in reading weekly reports and checking monthly billings. Member office personnel will understand that the FMS fees and charges include a one percent (1%) administration fee that will be reimbursed to CES by the FMS on a regular basis.
11. The FMS will reimburse quarterly CES one percent of the total billings collected from a CES member using this contract. The one percent fee will include the costs of labor, fuel, oil, lubricants, accessories and all other charges made to the member. The fee will not include any local, state or federal taxes, US postage charges, UPS, Airborne, Federal Express or other private carrier fees charged to the member. The one percent fee will be collected on any fees or costs associated with the FMS's use of its own delivery trucks or vans. Both parties understand and agree that the fee is not a rebate, but an administration cost of CES in the support of the contract.
12. The FMS understands that CES depends on its administration fee to provide services to its members, that CES is not a tax-based institution, and cannot spend in the deficit; therefore, the FMS agrees to submit all administration monies collected from members within 10 days of the agreed upon due date, whether quarterly or monthly.
13. The member will be able to work with a customer service center, or at his/her option, perform the following functions online: report lost or stolen cards; issue new or replacement cards; update driver/vehicle information; modify PIN numbers; update organizational information such as names, descriptions, addresses, phone numbers.
14. The FMS will be able to receive payments from the members by check or by electronic means.

Required Categorical Response

1. The offeror must respond to each of the following with a written statement that either answers the questions or provides the information requested. Refusal or neglect to respond to any item may render the proposal non-responsive.
2. Gasoline and diesel fuel are sold at neighborhood filling stations, freeway exit stations and large truck stop and travel centers on interstates. How many fuel refill stations are currently available to the driver with a FMS fleet card in New Mexico? In Texas? In Arizona? In Colorado?
3. Fuel is normally sold under a brand name (Exxon, Phillips 66, Sinclair). What brand name(s) will accept your FMS fleet card? Will every filling station of the brand(s) named accept the fleet card? If not, how will a holder of the fleet card know which station will accept the card?
4. Will three grades of unleaded fuel generally be available for purchase?
5. What is the octane rating for each grade?
6. Will the octane rating differ according to the season of the year, or the elevation of the filling station?
7. Will it be possible to restrict a card to unleaded regular octane?
8. List the maintenance services that will be available on the contract. Identify the location

of sites in New Mexico able to offer many or most of these services. (Site locations for all services may be listed in an addendum.)

9. Fuel, oil and supplies delivered to a specified location must be delivered by a professional driver. Describe your company's definition of a "professional driver." What safety training is provided each driver? What safety equipment will be available as standard equipment on each delivery truck? How many trucks will be available to fill this contract? Identify the carrying capacity of the tractors, trailers and delivery vans.
10. Will the FMS be able to submit required reports using a secure Internet online source? By email? On paper (US mail)? Diskette?
11. Will reports be able to calculate various tax exemptions (state and federal) allowed by law? Will the FMS be able to bill members net of the exempted taxes?
12. Is the FMS able to receive ACH payments?
13. Fuel sales taxes are easy to identify and refund. However, laws that are complex and vary within jurisdictions often hide excise taxes. Does your company have the expertise to identify and recover federal and state excise taxes that the member may be exempt from paying? If yes, will any refund be credited to the member?

Categorical Price and Cost Submittal

1. Pump prices for fuel change often, frequently more than once a day. What discount will be provided at the time of billing for fuel? For labor? For oils, lubricants and other accessories? (Note: Member boards realize that some national credit cards provide fuel discounts when its credit card is used at selected brand named fueling stations. For example, American Express cards used at Mobil stations offer a 5% discount. The FMS card being requested on this RFP offers much more than a typical credit card, but some discounting is expected and should be offered.)
2. Discounts offered must be good for one year and can only be lowered at the time of contract renewal, or on the yearly anniversary of the acceptance of an award. The level of discount may be increased at any time, upon notification to CES. (For example, a 4% discount could be increased to 4.5% without waiting till the yearly anniversary of the contract.)
3. Lowering of discounts at the yearly anniversary of the contract may require CES to re-bid the contract.
4. The FMS will include with its proposal an exact copy of any contract or agreement it expects a CES member to sign. In the event any term, condition or requirement differs from any term, condition or requirement in this RFP, the term, condition or requirement of this RFP will have precedence.
5. The FMS agrees that payments to be received from school districts often depend on school board approval of expenses, and that his process is timely and may not always correspond with the payment schedules requested by the FMS. The FMS agrees not to charge late payment fees to any school district that makes payment within 60 days of billing.
6. All accounts for a school district will be bill grouped electronically providing the school district with a single invoice for the month, but with sufficient detail to permit the school district to verify each item.

7. Payments from CES members will go directly to the FMS.
8. CES will be allowed at any time direct electronic (Internet) access to all member accounts.
9. The FMS will provide prompt payment to CES of the one percent administration fee on a quarterly basis. In order to reduce the paperwork, the fee to CES will be paid in full each quarter, regardless if some individual districts payments have not been processed by the FMS or paid. For example, for the months of July, August and September, all activity by school districts will be paid by the FMS. If an individual school district invoice is later changed or corrected, the change will be noted in the quarterly payment for October, November and December.
10. The FMS will name one individual in accounting or billing to work directly with CES. This person will have read and be fully familiar with this contract, will have access to all individual school district accounts, with his/her experience with the FMS described in the proposal. CES will provide a single contact person to work with this named person.

Cost Evaluation Information

The following factors will be used to evaluate and award the category of the RFP. Please note that these are only a few items selected to do the evaluation.

1. General Cost Items
 - a. Discounts Provided on Price List and Posted Prices – This represents the average discount provided by the offeror on stated/posted prices.
 - b. Offeror's Support for CES Pricing.

Category 3 Hand and Power Tools

Categorical Scope of Work

CES is seeking a source for major brand name automotive, general maintenance, industrial arts/shop tools and equipment. Most CES members maintain a fleet of vehicles, buildings, facilities and grounds. The type of work can range from basic repairs and tune-ups of small passenger cars to large trucks, tractors and school buses to repairing water leaks, bad electrical plugs, to minor construction. This category includes but is not limited to mechanic tools, small hand, garden, woodworking and welding tools, power tools such as drills, saws, air wrenches, welders, jacks, testing meters, etc. During the last 12 months, CES has purchased approximately a quarter million dollars in hand and power tools for its' members. Provide in writing responses to the following items:

Categorical Definitions

ANSI – American National Standards Institute

EPA – Environmental Protection Agency

MSRP – Manufacturers Suggested Retail Price

OSHA – Occupational Safety and Health Administration

UL – Underwriters Laboratories

Categorical Terms and Conditions

1. The offeror must be able to provide high quality hand and power tools from national manufacturers that are:
 - a. Designed for commercial and/or industrial use.
 - b. New and the most current production models.
 - c. Maintenance, spare and replacement parts are available.
2. All products, equipment, merchandise and miscellaneous materials offered under this proposal must comply with applicable requirements and standards of the Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI), Environmental Protection Agency (EPA), Underwriters Laboratories (UL) and other applicable industry standards.
3. The offeror will warrantee all hand and power tools furnished, whether furnished by itself or its' suppliers, and will comply with all of the terms, conditions and specifications stated herein. All equipment offered will be equal to or better than what is described in this proposal. All equipment will fit and sufficiently perform the purpose for which they are intended and be of good material, design and workmanship and free from defects.

4. The following nationally recognized brands are a general listing of the quality and grade of hand tools and equipment product lines being requested: NAPA, G.E., Rockwell, Sharpe, Black and Decker, American Tools, Peterson Tools, Master Tools, Craftsman Tools, etc.
5. If any proprietary, trade, brand or manufacturers' name or part number is used in describing the requested equipment, it will be understood to indicate the minimum standard of composition and quality desired, and will not be construed to exclude equipment that is equal to or exceeds the capability and quality of the named equipment. If the offeror is proposing an alternate based on equivalent equipment, give the manufacturer's name, model and number for the equipment. Include any literature or other explanation of the equipment's quality or performance.
6. The offeror must be able to demonstrate that it has the knowledge and experience to provide a complete product line of hand and power tools, along with their accessories and replacement parts.
7. The offeror must be able to provide a warranty of at least 120 days or the manufacturer's warranty, whichever is better.
8. CES is seeking an offeror to provide hand and power tools/equipment in one or more the areas listed below.
 - a. General purpose hand tools – may include but is not limited to all kinds and sizes of wrenches and wrench sets; driver sockets and ratchets; screwdrivers; pliers; hammers; nut drivers; files and rasps; clamps and vises; taps and dies; measuring tools; punches, chisels and pry bars; snips and bolt cutters; knives, ladders, etc.
 - b. Mechanics tools/equipment – specialty wrenches, drivers, sockets, ratchets; complete tool sets; automotive test equipment, jacks, lifts and stands, protective gear and devices; creepers and carts; measuring devices; storage and handling containers, etc.
 - c. Carpentry hand tools, staplers and accessories; saws, clamps and vises; hammers; files, rasps and scrapers; levels; measuring devices; work benches and accessories; chisels; sawhorses; hand drills; augers and drills; tool aprons, pouches and accessories; safety and protective gear and equipment; brushes, etc.
 - d. Gardening hand tools – hoes, rakes, shovels, posthole diggers, trimmers, tap bars, brooms, augers; wheelbarrows; spreaders, sprayers, etc.
 - e. Air, electric, cordless hand powered tools and accessories – compressors; staplers and nailers; screwdrivers and screwguns; hammers and tapers, circular and jig saws; saber saws; chain saws; rotary, mini tools; riveters and fasteners; drills; routers; sanders; buffers and polishers; wet-dry shop vacuums; sprayers; trimmers and edgers; hand mowers; blowers; combination tools, etc.
 - f. Bench or freestanding power tools – miter; band and table saws; joiners, planers and routers; drill presses; sanders; lathes, etc.
 - g. Metal working hand and powered tools – sheet metal cutters, benders/folders spot welders and accessories; welding torches and accessories; arc welders; soldering kits pipe cutters, saws and benders; lathes, etc.
 - h. Cement, masonry and brick laying tools – mixers; trowels and floats; edgers and groovers; chisels, etc.
 - i. Work benches, storage chests and cabinets – clamping tables; workshop organizers; tool storage chest and cabinets; portable workbenches, etc.

Categorical Specifications

There are no specific specifications for this category.

Required Categorical Response

1. To better understand the offeror, CES is requesting that it provide a written narrative and/or other documentation with responses to the following questions.
 - a. In your response you have indicated the regions of the State of New Mexico that you desire to provide your product line of hand and power tools. What do you feel are your firm's characteristics, attributes and capacities that makes your firm the best choice for CES to provide its members hand and power tools?
 - b. If awarded a contract under this solicitation, what type of methods and/or promotional items does your firm intend to use to communicate product lines of hand and power tools you have to offer? What method do you intend to use to market those items, that is, sales representatives, telemarketing, catalog(s), price list(s), fliers, website, etc.?
 - c. CES members will need to obtain both warranty repair services and replacement parts. How does your firm intend to handle these requests and what is the procedure that the CES member will use? Other related questions that need to be addressed are:
 - 1) All warranty communications and work done through the manufacturer only?
 - 2) Items sent to the offeror and the offeror gets it repaired or replaced and returns it to the member?
 - 3) Are there authorized repair/services centers located in New Mexico? Where are they?
 - 4) Are there repair/replacement parts available if the member wants to make the repairs? Where are the parts distribution centers located?
 - 5) Are all these services available through you?
2. Describe how your sales staff will use a contract between CES and your company to better serve their members. Some offerors request to use local sales representatives, dealers and retail stores to represent them in a particular territory. CES has learned that these methods of marketing and providing products have been very successful with other CES vendors. If you have such marketing vehicles available, describe in detail how your firm intends to administer a contract if awarded one.
3. The offeror must, through written documentation, clearly identify the type, kind and level of hand and power tools it proposes to provide CES members under this category. Please include the following:
 - a. The manufacturer(s)'s name.
 - b. The products offered from each manufacturer.
 - c. Services offered and provided by each manufacturer.
 - d. The products and services to be provided by subcontractors/suppliers.
4. Provide a narrative of your firm's policies, procedures and strategies to ensure quality control, 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 products and services that it is proposing to offer under this category. All prices submitted must be separate line items for supplies, materials, freight and labor, unless the item/service being priced is a per unit cost, which includes labor, equipment and materials.
2. Offeror must base hand and power tool/equipment, accessories and repair part prices submitted on a fixed discount off an MSRP or published list price.
3. For labor costs, not covered by other methods, offeror must provide hourly rates.
4. Price sheets, catalogs and other pricing forms must clearly identify and describe the tools, supplies or accessories, 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.

Cost Evaluation Information

1. 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 paper work. 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 4 Janitorial Services

Categorical Scope of Work

CES members are always looking for ways to cut costs, and many are considering an outside source to supplement their janitorial department. Likewise, member charter schools are also looking at acquiring janitorial services as a purchase service instead of hiring their own work force. In an attempt to assist its' members in acquiring these services, CES is seeking a vendor(s) who possesses the experience and qualifications to provide janitorial services. This may include, but is not limited to providing labor, equipment, materials and supplies to clean the facilities.

Categorical Definitions

ADA – Americans with Disabilities Act

EPA – Environmental Protection Agency

ISO – Insurance Services Office

MSDS – Material Safety Data Sheets

OSHA – Occupational Safety and Health Administration

QCP – Quality Control Program

Categorical Terms and Conditions

1. The offeror must demonstrate its ability to provide janitorial service with in-house staff as described herein.
2. The offeror will complete each task in a professional, workmanlike manner, and will use quality equipment and materials that comply with all current regulations. The safety of workers, passersby and the public shall be paramount.
3. It is the ultimate responsibility of the offeror to provide facilities that are uniformly clean, hygienic, orderly and attractive, which will reflect favorably upon the CES member and the offeror. The actual frequency that tasks are performed may vary depending on user traffic, building renovation work, weather conditions and other uncontrollable and unpredictable factors. Regardless of these factors, the offeror will maintain industry standards.
4. The CES member reserves the right to add or delete items or services specified within a project if requirements change during the course of the project. Prices for items and services to be added or deleted from the project will be agreed upon by the member and the offeror. All modifications of the project's scope of work will be in writing and clearly identify any additions or deletions.
5. The offeror will provide the labor, materials and equipment necessary to clean and provide maintenance services, except as otherwise specified in any project's scope of work. Tasks will be performed with the highest of standards.

6. All services provided and materials used will be in accordance with acceptable industry standards and all federal, state and local guidelines, rules and codes. Products used will be environmentally safe, used in accordance with product directions and be subject to approval of the CES member's representative(s). The offeror will provide to the member's representative(s) all material safety data sheets (MSDS) for all products.
7. The offeror, or a designated representative, will be responsible for all matters affecting work hereunder. If this representative changes, the member's representative(s) must be notified in writing within (5) days after the change.
8. The offeror acknowledges and recognizes that other program activities, repair and maintenance operations may be conducted at the sites by CES member's work forces and other parties under contract with the member. The offeror may be required to modify or curtail certain tasks and operations when this occurs.
9. Locks and Keys
 - a. Access to CES member's facilities will be in accordance with instructions, and keys and/or security cards will be issued or provided by the member's representative(s). Access may include special instructions about security systems installed at the facilities. The offeror will take all reasonable precautions to ensure that security of the facilities and internal equipment, furnishings and other items are maintained at all times.
 - b. The offeror will be responsible for the keys assigned to it and will assign these keys to its personnel for use in maintaining the facility. The offeror will be responsible for the proper use and safe keeping of all keys issued by the member to the offeror.
 - c. When leaving the facility, the offeror's staff will ensure that all external windows and doors are closed and secured. If the offeror's staff fails to properly secure a facility, the member will deduct any resulting fees and/or the cost of member staff time required to correct the situation from the offeror's monthly payment.
 - d. The offeror will report all lost or stolen keys to the member's representative(s) within 24 hours after discovery of the loss. The offeror will reimburse the member for the total cost, as determined by member, of re-keying the facility or duplicating additional keys.
 - e. Upon expiration or termination of individual projects performed under this solicitation, the offeror will immediately return all keys, cards, remote controls, etc., to the CES member.
10. Temporary Suspension of Work
 - a. The CES member's representative(s) will have the authority to suspend work by the offeror, wholly or in part for such period as necessary due to unsuitable work conditions, failure of offeror to carry out directions, unsafe or hazardous conditions or failure to perform in accordance with this solicitation.
 - b. The offeror will request permission of the CES member's representative(s), during member business hours, to temporarily suspend work wholly or in part for such period as necessary due to unsuitable, unsafe, or hazardous work conditions or failure of CES member to notify the offeror's representative(s) of changes in locks, security codes or access to facilities being cleaned.
11. The offeror will be responsible for ensuring that all reasonable precautions are taken to protect furnishings, fixtures, equipment, computers, telephones, copying machines, flooring, window coverings, carpeting, fax machines, telecommunications and electrical equipment and cables and all other physical objects in facilities being cleaned. If offeror causes loss or damage, offeror will pay the member to repair or replace the equipment.

12. At no cost to the CES member, the offeror will furnish all supplies: all trash receptacles, trash receptacle liners, sanitary napkins, paper towels, toilet paper, toilet seat covers, hand soap and all related dispensers. They include but are not limited to:
 - a. Toilet paper will be of 100% post consumer waste content, double ply, such as Fort Howard or approved equivalent.
 - b. Paper towels will be of 100% post consumer waste content, semi-bleached, multi-fold, such as Fort Howard or approved equivalent.
 - c. Wax, such as Able's Diamond Cote Premium Grand Floor Finish or equivalent.
 - d. Stripper and wax for wood floors.
 - e. Roll paper towels, when used, in kitchens and coffee stations.
 - f. Germicidal cleaner to be used in all child care areas.
 - g. Paper toilet seat covers.
13. At the option of the CES member, walk off mats will be provided at all exterior entrances to the building and in all kitchen areas. Mats are to be a minimum of 18 linear feet by 3 feet wide. Mats should be on a regular service/cleaning schedule to maintain a clean appearance at all times. A minimum rotation of every two (2) weeks will be enforced.
14. No supplies will be used that the CES member or the manufacturer of the product determines would be harmful to any other part of the buildings, occupants, contents or equipment. As part of any proposal offered under this solicitation, the offeror will provide a "supply list" of products and supplies with brand names and estimated quantities needed for the proposed project. Upon receipt of the proposal, the CES member may require samples of the products offered to determine if they meet their requirements. Prior to starting a project, the offeror will provide the member's representative(s) with product brochures and the material safety data sheets (MSDS).
15. The offeror is responsible for conducting its own assessment and evaluation of the facilities to be serviced to determine the paper goods, soaps, cleaners, etc., necessary to maintain the building's bathrooms, kitchens, etc.
16. The offeror will be responsible for refilling or restocking dispensers in accordance with the task specifications established for each project. The offeror will also ensure proper distribution and monitoring of these supplies to prevent waste, theft or other abuse.
17. The offeror, as a component of the project's cost(s), will provide: all chemicals, cleaning agents, floor stripper, floor sealer and finish, carpet shampoo and spotting agents, furniture cleaner and polish, chrome or other metal polish, graffiti remover and other cleaning related supplies. All cleaning agents, finishes and polishes are subject to review and approval by member's representative(s).
18. The CES member's representative(s) will identify and authorize the offeror to use a designated area for storage as needed. If the designated area is shared with CES member's personnel, the offeror will clearly identify materials and supplies belonging to the offeror. The CES member will strive to provide a locked storage area to the offeror.
19. Adequate paper supplies and hand soap will be stored in locked housekeeping closets on each floor. Designated member employees will have keys to these closets in the event supplies need to be replenished during the day.
20. Cleaning Equipment
 - a. All cleaning equipment, including power drive floor scrubbing machines, back pack vacuum, high dusting equipment, waxing and polishing machines, industrial floor and upholstery vacuum cleaners, and all motor trucks, etc. needed for the performance of the work of individual projects, will be furnished by the offeror. Such equipment will be of the size and type customarily used in work of this kind and no equipment will be used which is harmful to

- the buildings or their contents. The offeror will indicate within each project's proposal an "equipment list" to include the amount of equipment to be provided and the manufacturer of the same.
- b. Equipment such as brooms, mops and vacuums will be available for use by the CES member's staff when needed. The CES member will assume full responsibility when using the equipment.
 - c. Electrical power of 110 volts will be furnished by the CES member at existing power outlets for the offeror's use to operate such equipment as is necessary in the operation of its work. The offeror will be responsible for any damage to the electrical outlets and their covers caused by the improper use of equipment. Member will also provide hot and cold water for use by the offeror.
21. The offeror will not use CES member's facilities, property or equipment, including copy machines, telephones, fax machines, computers, calculators, typewriters and other items for personal or company business, unless authorized in writing by the member. Breaks and meal times will be taken in the break or lunch eating areas only. The offeror's telephones will be used only for emergencies or to call the member's representative(s).
 22. The offeror will provide a method(s) to enable CES member's staff to contact the representative of the offeror assigned to an individual project site, who is proficient in English, to take action regarding inquiries, complaints and emergencies. The offeror's representative will reply to the CES member's representative(s) request within one hour after contact has been made.
 23. If, during members normal hours of operation, action is required to prevent impending injury, death or property damage, the CES member can, after attempting to notify the offeror's representative(s), cause such action to be taken by the member work force. The member can then charge the offeror the cost thereof, or can deduct such cost from future monies due the offeror.
 24. All complaints will be resolved as soon as possible after notification, but in all cases within the next date of scheduled janitorial services, and to the satisfaction of the CES member's representative(s). If any complaint is not resolved within this time, the member will be notified immediately of the reason for not resolving the complaint, followed by a written report to the member within five (5) days. If the complaint is not resolved to the satisfaction of CES member, the member can take action to correct the complaint. The cost incurred by member will be deducted from payments due the offeror.
 25. Occupational Safety and Health Administration (OSHA) Guideline Compliance
 - a. Material Safety Data Sheets – The offeror will furnish the CES member's representative(s) copies of material safety data sheets (MSDS) for all products used prior to beginning service in any facility. The offeror must update copies of the MSDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into any facility, a copy of that product's MSDS must be provided to the member, prior to the product being used.
 - b. The material safety data sheets must be in compliance with OSHA Regulation 1910.1200, Paragraph g.
 - c. Labeling of hazardous materials – The offeror will comply with OSHA Regulation 1919.1200, Paragraph f, concerning the labeling of all chemical containers.
 - d. Caution signs – The offeror will use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to member. Caution signs will be on-site on commencement of the project.
 - e. OSHA guidelines of blood pathogens – The offeror will comply with the OSHA Standard 29CFR1910.1030 Blood Borne Pathogens as it pertains to the training, safety and

- equipment needed for all employees engaged in janitorial service. The offeror will be responsible for compliance on start date of the individual project performed under this solicitation, and will provide proof to the CES member's representative(s).
- f. Due to the nature of custodial work, proof of compliance with OSHA Regulation 1920.1200, Hazard Communication, will be provided to the CES member prior to commencement of the project.
 - g. Failure of the offeror or its employees to comply with all applicable laws, regulations and rules will permit the CES and its' member to immediately terminate the offeror's contract without liability.
26. Labeling of Supplies and Chemicals – The offeror will purchase and issue all chemicals in their original containers. Precautionary warning labels will be affixed to all applicable containers as prescribed by law, regulatory agencies or the CES member. Marking or labeling of materials containing hazardous or toxic substance or wastes will be in accordance with all federal, state and local laws, ordinances, rules and regulations.
 27. Slip Resistance – The offeror will verify that all floor finishes, seals, spray buff solutions and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors. Any observed instances of slippery or slick floors will be corrected immediately.
 28. Germicidal Properties – The offeror will use only germicidal disinfectants that bear an Environmental Protection Agency (EPA) registration number.
 29. Facility Checks – The offeror will perform daily on site safety checks of both the interior and exterior of the facility. The safety checks will be recorded on site and be posted in each facility office on a form provided by the facility manager.
 30. Hours and Days of Custodial Services – The basic daily hours of janitorial service will be established and agreed upon by the CES member and the offeror as part of the project proposal process. Days of service may include but are not limited to Monday through Saturday for a period of time set by the member. The offeror and the member will determine what holidays will or will not be worked. The member can request additional days for special activities, that is, summer cleaning or athletic events.
 31. The offeror must notify the CES member's representative(s) of any problems or service interruptions within 24 hours or next business day. Unavoidable service disruptions may be made up, at the sole discretion of the member's representative(s). Costs associated with services that cannot be made up will be subject to action provided for herein. Repeated custodial service interruptions without justification or approval of the member's representative(s) will be subject to action provided for herein.
 32. Day janitorial services can include but are not limited to:
 - a. The offeror will provide daily janitorial service Monday through Friday for the time period identified within each individual project's proposal. The work hours will be clearly identified and agreed upon, in writing, by the CES member's representative and the offeror. If the member requests that the hours be adjusted, it must be agreed upon by the offeror.
 - b. The main functions of the day janitor are to thoroughly clean and restock all bathrooms/classrooms in the building, to assist the CES member's staff in set up, take down and moving furniture as needed and perform other cleaning duties as may be assigned by the facility manager, that is, setting up and taking down lunch room furniture and cleaning the areas; preparing for an assembly or athletic event. If these types of services are to be provided, they must be listed as part of the project scope of work and their associated costs included in the cost proposal.

- c. The day janitorial staff will meet and abide by all of the CES member's local policies and dress codes, including but not limited to fire drill and evacuation training, uniforms, identification, etc. The day janitors must be able to communicate in oral and written English. No on-site offeror supervisor is required, but there will be a supervisor or responsible person available via telephone should it be necessary. The on-site supervisor will be the CES member's representative(s).
 - d. The CES member, together with the offeror will determine the cleaning and other support to be provided, but they will not exceed the standards described and agreed upon in the project's proposal for daily housekeeping and related services.
33. Janitorial Service Schedules:
- a. Within 10 working days of receiving the CES purchase order, the offeror will submit a work schedule to the member's representative(s) for review and approval. Said work schedule will be based on contract period identified in the offeror's proposal (that is, weekly, monthly, semi-annual, and annual tasks).
 - b. The offeror will submit revised schedules to the CES member's representative(s) when actual performance differs substantially from planned performance. The member representative(s) will accept or reject the revision within five (5) working days prior to scheduled time for the work.
 - c. At the discretion of the CES member's representative(s), monthly meetings between the offeror's and the member's representative(s) may be scheduled to review and determine progress and address any changes in schedules, problem areas, etc.
 - d. Changes or variations in scheduling may be necessitated by the CES member's special events, assemblies, athletic events, community activities, etc. The offeror will adapt to any or all schedules to meet requests of the CES member's needs. If there are additional costs to these requests, they must be identified in writing prior to the schedule being approved and implemented.
34. Supervisor(s) – The offeror will provide necessary on-site supervision if requested by the member. Offeror's supervisor(s) will be literate and conversed in the English language. Offeror's supervisor(s) will also be capable of communicating fully with all of the offeror's employees in the event they do not speak English. The CES member's authorized representative will be the sole judge of the communication level. The daytime janitor will be conversant in the English language. The offeror will provide documentation that the supervisor has the experience and is paid at a higher rate than the employees he or she supervises. If an on-site supervisor is required, the supervisor will be on site during the entire shift, but may leave to accomplish tasks related to the member's project. Depending on the scope of the project, the supervisor may be required to provide some of the services offered. If the regular supervisor is absent, the offeror will provide a substitute of equal or greater skills. The offeror will be required to provide to the CES member the name, position and resume of the supervisor prior to him/her beginning work. The offeror will provide and maintain telephone service to the supervisor of each project and messaging services for the use of the supervisor for work-related messages.
35. Mandatory Qualifications for Contractual Personnel
- a. The buildings will be fully staffed on the first day of work in accordance with the project proposal. All personnel will receive close and continuing first-line supervision as defined in the offeror's proposed scope of work.
 - b. Janitors employed by the offeror will be fully trained and skilled in safe and proper housekeeping techniques. The offeror will provide sufficient documentation to demonstrate that adequate training has been provided. The offeror will submit documentation outlining

- its' training program and method of verifying employee competency. Failure to do so may be cause for CES to consider the offeror to be in non-compliance of the requirements of this solicitation. The use of janitors who are not adequately trained may be sufficient grounds for termination of the offeror's contract with CES.
- c. The offeror will have criminal background checks done on all personnel assigned to a project performed under this solicitation prior to the service provider starting work on the project and at least once per year thereafter. The offeror will immediately inform the CES member's representative(s), by certified mail, of any employee's criminal/sexual convictions.
 - d. Upon receipt of a CES purchase order, the offeror will supply the CES member's representative with a complete list of all employees who will work at the facility. Each of these employees will be adequately trained, have had a criminal background check and a drug test. If the offeror uses employees not on the list, the CES member can order that person(s) off the property and deduct the cost of a full eight (8) hours labor from the monthly invoice. Repeated use of employees not on the list may be grounds for termination of the contract.
36. Employee Identification and Building Access
- a. All employees will wear uniforms with the company name/logo. Uniforms will be approved by the CES member's representative and will not be dirty, stained or torn.
 - b. Identification badges will be furnished by the offeror and worn by all offeror's employees while on CES member premises. The badge will have the employees' picture, name, signature and employee identification number.
 - c. Access to CES member's building(s) will be as directed by the CES member's representative. Offeror's employees will not leave the premises during working hours except in cases of emergency, or with approval of the member's representative or offeror's supervisor.
 - d. Prior to starting a project, member will furnish the offeror with a list of contacts and phone numbers for each facility to be used in case of an emergency.
 - e. The offeror will inform its employees of restricted areas where their access is forbidden. Restricted areas will be designated by the authorized CES member's representative(s).
 - f. Access requirements to areas of a facility will be established by the CES member. The offeror's employees will be responsible for controlling access to these areas by others during the performance of their services. All doors which are locked before will be re-locked upon completion of their cleaning activities.
37. Offeror's Quality Control Program (QCP)
- a. The offeror will establish a complete QCP to ensure that the requirements of each project performed under this solicitation are met as specified in the project proposal. A draft QCP will be submitted as part of the offeror's response. Place behind Tab 5. Likewise, prior to the start of any project the offeror will submit to and receive approval from the member's representative(s) for the QCP. The QCP will be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable to the member.
 - b. The offeror will tailor an inspection system for the facility and cover all services stated in the tasks and frequencies segment of the project proposal. The offeror will prepare a checklist for use during the performance of the work. When an inspection is completed by either the member's representative or offer's representative, he/she will date and sign the inspection report.

- c. An on-site file of all inspections conducted by the member and/or offeror's representative, and the corrective action taken if deficiencies were noted, will be maintained. This file will be made available to either of the parties during the term of the project.
- 38 Daytime Emergency Housekeeping Service
- a. The offeror will have an individual available who can respond to day time housekeeping emergencies. The person will be fully trained in safe and sanitary housekeeping procedures, be an employee of the offeror and be familiar with the CES member's facilities.
 - b. The offeror will provide an emergency day time telephone number to the CES member.
 - c. The offeror will respond on-site within two (2) hours after an emergency call is made.
 - d. If daytime emergency services are to be provided as part of offeror's proposal, outline all costs. Offeror will charge a minimum of two (2) hours for each emergency response.
- 39 It will be the responsibility of the offeror to inspect, identify and report any condition(s) that renders any portion of the site(s) unsafe, as well as any unsafe practices relating to the environment or the performance of the services offered. The member's representative(s) will be immediately notified of any unsafe condition. If needed, offeror will assist the member by summoning emergency assistance while at the site(s).
40. The offeror's staff will be informed of the project, together with its cleaning/maintenance requirements and schedule(s). An outline of the task requirements and schedule for each facility will be kept with each crew. If any task cannot be completed within the project cleaning schedule time line, the member will be immediately notified.
41. The services to be performed under each project through this solicitation will be subject to the general control and approval of the CES member. The offeror will not comply with requests and/or orders issued by anyone other than the CES member's representative or his designated representative(s) acting for the member. Any change to the project must be agreed upon and approved in writing by the member and the offeror.
42. Each project covered by this solicitation will have a project term that is requested by the CES member and agreed upon by the offeror prior to the issuing of a CES purchase order. The project term can vary from one week to one year and will depend upon the member's needs.
43. A project term can be extended and/or renewed based upon this solicitation's terms and conditions as long as any award under this solicitation has not expired. A project renewal period can be up to one year and renewed annually as long as the award is in place. The CES member will give its notice of intent to renew in writing to the offeror 90 days before the expiration date of the current project period. This notice will not be deemed to commit the member to renew the project for the renewal period, until such time as the offeror receives a CES purchase order for the extension period.
44. The offeror will purchase certificate of insurance naming the CES member as co-insurer prior to the beginning of any project covered by this solicitation. In addition to those listed under the "General Terms and Conditions" section, the insurance coverage will include the following provisions:
- a. All deductibles or self-insured retention will appear on the certificate(s) of insurance issued.
 - b. The CES member, its officers, employees, agents and volunteers will be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
 - c. The offer's insurance will be primary over any applicable insurance or self-insurance maintained by the CES member.
 - d. Will provide 30 days written notice to the CES member before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.

- e. All coverage for subcontractors of the offeror will be subject to all of the requirements stated herein.
 - f. All deductibles or self-insured retention will appear on the certificate(s) and will be subject to approval by the CES member. At the option of the member, either the insurer will reduce or eliminate such deductible or self-insured retention, or the offeror will be required to procure a bond guaranteeing payment of losses and related claims expenses.
 - g. Failure to comply with any reporting provisions of the policy(s) will not affect coverage provided the member, its officers/officials, agents, employees and volunteers.
 - h. The insurer will agree to waive all rights of subrogation against the CES member, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
 - i. The offeror will furnish the CES member a certificate of insurance, including endorsements affecting coverage. The certificate is to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
 - j. All insurance will be placed with insurers maintaining an A.M. Best rating of not less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from member's risk officer.
 - k. All coverage designated herein will be as broad as the Insurance Services Office (ISO) forms filed for use with the State of New Mexico.
45. Individual project contracts entered into by the offeror and the CES member will contain a "hold harmless clause" that includes the following. The offeror will, during the term of the project, indemnify, defend and hold harmless the CES member, its' officials, employees, agents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding project work or on account of any act or omission by the offeror or its' employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.
46. As part of any proposal, the offeror must clearly identify all personnel who will perform under the project, who is the a relative of an employee and/or a board member of the CES member and/or who him/herself is an employee or a current sitting board member of the CES member. This report process is intended to protect against conflict of interest and/or employment discrimination claims.
47. Employment discrimination by offeror is prohibited. The offeror accepts and agrees to the following provisions as part of any project performance covered by this solicitation.
- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability or any other basis prohibited by federal and state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation will be deemed sufficient to meet this requirement.
 - c. The offeror will require all subcontractors to adhere to and comply with the provisions as described in paragraphs a and b above.

Categorical Specifications

1. Clean Floors

- a. Resilient Tile and Concrete – Daily: The offeror will begin cleaning operation by sweeping floor with a treated dust-mop to remove all dirt, dust, trash, particles and other debris. The offeror will use a mildly abrasive pad (or equivalent) to remove all scuff marks, scars, streaks, spills, stains, gum, tar and other foreign substances. The offeror will then wet mop the floor. When wet mopping, the offeror will ensure that the floors, walls, baseboards, corners, thresholds and adjacent surfaces are free of dirt, dust, marks, scars, streaks, spills, stains, gum, tar and other foreign substances, including those resulting from the cleaning equipment and the splashing of cleaning solution. The offeror will ensure that all cleaning solutions have been mixed according to manufacturer's directions and are appropriate for the floor surface. The offeror will take the necessary precautions, including the display of "wet floor" signs, to ensure that facility users are advised of wet/slippery floors. (Rest room floors are addressed under "Rest Rooms".)
- b. Wood and Wood Parquet – Daily: The offeror will begin cleaning operation by removing any and all spills, standing water or moisture by using a wet/dry vacuum or dry mop. The offeror will then sweep floor using a properly treated dust mop to remove dirt, dust, trash, particles and other debris, ensuring that no oily film exists after completion. During the cleaning operation, the offeror will inspect the flooring to ensure that there are no loose or raised areas. If such areas are found, the offeror will immediately notify the member's representative(s). The offeror will remove all scuff marks, scars, streaks, spills, strains, gum, tar and other foreign substances using an approved solution applied with a fine pad and soft cloth; extensive areas can be removed by using a fine pad and a high speed floor machine. The offeror will take the necessary precautions, including the display of "wet floor" signs, to ensure that facility users are advised of wet/slippery floors. Upon completion of the cleaning operation, the offeror will ensure that no area is more slippery than another and, conversely, that no area has more drag than another.
- c. Interlocking Floor Mats – Daily: Vacuum mat floor thoroughly. Wet mop with germicidal cleaner using a well wrung mop to prevent moisture from permeating the interlocking tiles. Annually lift interlocking tiles and clean both sides of tiles thoroughly with germicidal cleaner. Strip clean under floor and relay tiles.

2. Buff Floors

- a. Resilient Tile and Concrete – Bi-Monthly: The offeror will damp mop and then spray buff floor(s) with an approved floor wax and a high-speed polisher with an abrasive pad. This operation will take place after the daily cleaning operation has been completed. Excessive wax build-up will not be present on floors, corners or baseboards. The offeror will take the necessary precautions, including the displaying of "wet floor" signs to ensure that facility users are advised of wet/slippery floors. (Rest room floors are addressed under "Rest Rooms".)
- b. Wood and Wood Parquet – Bi-Monthly: The offeror will damp mop floors with approved neutral base cleaner and cool water, ensuring that the mop is damp and not overly wet. This operation will take place after the daily cleaning operation has been completed. The offeror will take the necessary precautions, including the display of "wet floor" signs to ensure that facility users are advised of wet/slippery floors.

3. Strip and Wax Floors
 - a. Resilient Tile and Concrete – semi-annually: The offeror will strip and wax floors with an approved floor wax. The entire room or corridor will be completed in one operation and will be in accordance with the manufacturer’s recommendation. The offeror will take the necessary precautions, including the display of “wet floor” signs, to ensure that facility users are advised of wet/slippery floors. (Rest Rooms floors are addressed under “Rest Rooms”.)
 - b. Wood and Wood Parquet – Semi-Annually: The offeror will strip and wax floors with an approved wax. Entire room will be completed in one operation and in accordance with the manufacturer’s recommendation. The offeror will screen/scrub floor until entire floor area is uniformly dull, ensuring that the screen or floor pad is not so abrasive that it is removing more than the existing floor finish. The entire area will be vacuumed to remove finish dust. A clean untreated dust mop or tack cloths will be used to remove any remaining dust. After the entire area is uniformly dull and clean, and not before, the offeror will use a lamb’s wool applicator to apply two (2) coats of an approved water base finish, allowing sufficient time for drying between coats. The offeror will take the necessary precautions to secure the area to allow sufficient drying and curing time.
4. Clean Carpets and Floor Mats
 - a. Daily – The offeror will begin cleaning operation by removing all paper, gum, rubber bands, staples, paper clips and other debris from the carpet. The offeror will then use a carpet vacuum to remove surface soil and embedded grit from all areas accessible to the carpet vacuum. Chairs and trash receptacles will be moved to vacuum underneath and then replaced in their original positions. The beater bars or brush of the vacuum will be adjusted to correspond to the pile height of the carpet. A tank vacuum with a crevice tool and brush attachment will be used to clean all areas which are inaccessible to the carpet vacuum. The offeror will also spot clean the carpet to remove all spots, stains, gum, tar and other foreign substances. When spot cleaning carpet, the offeror will use a spray foam product and a soft bristle brush to agitate the area; any dampness will be removed by blotting area with a clean soft cloth. The member’s representative(s) will be notified if spot cleaning effort is not effective.
 - b. Clean Carpets by Extraction Method – Semi-Annually: The offeror will thoroughly clean carpeted area using the water extraction method. The offeror will remove all movable furnishings from the carpeted area and place the furnishings in an appropriate temporary location. All paper, gum, rubber bands, staples, paper clips and other debris will be removed from the carpeted area. The offeror will use a carpet vacuum to remove surface soil and embedded grit. All spots and stains will be treated with an approved spot cleaning solution and a soft bristle brush. Spot cleaning should continue until as much of the spot or stain as possible has been removed. Water extraction equipment will be operated over the entire carpeted area. All instructions provided by the manufacturer of the water extraction equipment and cleaning solutions will be followed. After allowing sufficient drying time, the offeror will vacuum the carpeted area following a pattern which will give the carpet pile a uniform appearance. The offeror will conclude the operation by replacing furnishings to original locations.
5. Clean Glass Doors, Partitions and Panels – Daily: The offeror will spot clean glass doors, glass partitions and glass panels. The glass surfaces will be cleaned and dried and will present a uniform appearance free of all dirt, grime, smudges, stains, streaks and foreign substances.

6. Weekly – The offeror will spot clean doors, including door glass, handles and door frames to remove all dirt, cobwebs, mold, graffiti, grease, marks, stains, smears and other foreign substances. The offeror will ensure that water/cleaning fluids are not spilled onto floors or adjacent areas.
7. Clean Radiators – Semi-Annually: The offeror will remove radiator covers and clean all radiators with a brush. While covers are removed, the surrounding floor area will be cleaned. Replace radiator covers.
8. Clean Ceiling Vents and Light Fixtures – Three (3) times per year: The offeror will dust and spot clean the ceiling vents and light fixtures to remove all dirt, particles and cobwebs. The offeror will notify the member representative(s) of burned out light bulbs and missing or damaged ceiling tiles.
9. Clean Furnishings – Daily: The offeror will spot clean all furnishings such as desks, chairs, cabinets, display cabinets, counters, tables and other furnishings, including legs and bases as is appropriate to type. Furnishings will be free of dust, particles, lint, litter, stains, smudges, fingerprints, gum, tar, grease, marks, streaks and foreign substances. Items on top of the furnishings will not be disturbed during the cleaning procedure. All tables, counters and plastic chairs in child care areas will be cleaned with an approved germicidal disinfectant. On wood the offeror will use a soft clean cloth and an approved aerosol polish to clean surfaces. Wood furnishings will not have an oily film when the surface is rubbed lightly with fingertips. For hard surfaces, other than wood, the offeror will use a sponge, clean cloth and spray bottle of neutral detergent or glass cleaner to clean washable surfaces. Glass cleaner will be used on all glass surfaces. After cleaning, these surfaces must have a clean, uniform appearance, free from streaks, spots and other evidence of soil. For vinyl, the offeror will wipe surfaces with a cloth or sponge with an appropriate cleanser, re-wipe with a clean damp cloth and dry with a clean cloth. The offeror will use a lightly treated dust cloth, tank vacuum with dusting attachment or a combination thereof to clean surfaces. When spot cleaning cloth furnishings, the offeror will use a spray foam product and a sponge to agitate the area; any dampness will be removed by blotting area with a clean soft cloth. The offeror will notify the offeror representative(s) if spot cleaning effort is not effective.
10. Dust Clocks, Lamps, Telephones, TV'S and VCR'S – Bi-Weekly: The offeror will dust/polish, with a treated cloth, the exterior surfaces of all clocks, lamps, TVs and VCRs. These items will be free of dust, dirt, smudges and fingerprints.
11. Dust Ledges, Shelves and Other High Surfaces – Weekly: The offeror will dust ledges, window sills, air conditioner tops, shelves and other high surfaces. These items will be free of dust, dirt, cobwebs and other foreign substances.
12. Empty and Clean Trash Receptacles – Daily: The offeror will empty all trash receptacles. Liners will be replaced daily. All trash must be bagged before it is placed in the dumpster. The interiors and exteriors of trash receptacles will be free of trash, liquids, gum, grease and other foreign substances. Those trash receptacles containing liquids or other substances which could be the cause of odors will be washed out and dried before new liners are installed. The offeror will place the removed trash into the dumpster/container located outside the building. No trash will be left on the ground around the dumpster/container.

13. Clean Windows, Window Sills and Venetian Blinds – Daily: The offeror will dust and spot clean all window frames below six (6) feet so that they are free of dust, dirt, grime, streaks, graffiti and other foreign substances. The offeror will also spot clean windows to remove all smudges, fingerprints, marks, streaks, graffiti or foreign substances discovered on interior windows. Annually the offeror will thoroughly clean all interior and exterior windows, screens and Venetian blinds with a mild detergent so that they are free of dust, grime and other foreign substances.
14. Clean Kitchen and Dining Areas – Daily: The offeror will clean with an approved germicidal disinfectant all sinks, dispensers, cabinets, tables, chairs, countertops and the exterior surfaces of refrigerator(s). All marks, stains, graffiti, dirt, dust, food particles and other foreign substances will be removed. The offeror will fill all soap and paper dispensers to proper fill levels.
15. Clean Entrance Glass – Bi-Weekly: The offeror will clean the interior and exterior sides of the entrance glass, entrance doors and adjacent windows. The surfaces will be completely cleaned, dried and will present a uniform appearance free of all dirt, grime, smudges, stains, streaks and foreign substances.
16. Clean Drinking Fountains – Daily: The offeror will use an approved germicidal disinfectant, applied from a spray bottle, a clean sponge, small brush or mildly abrasive pad to remove all hard water deposits, obvious soil, streaks, smudges and foreign substances from the drinking fountain and cabinet.
17. Clean Restrooms – The following tasks will be completed daily:
 - a. Clean and Disinfect Sinks, Toilets, Urinals, Exposed Plumbing – The offeror will use a germicidal detergent, a clean sponge, abrasive pad, toilet bowl mop, clean cloth and cleanser to completely clean and disinfect all exposed surfaces of sinks, toilets and urinals. The cleaning will include the drying and polishing of all exposed hardware. The interior of toilets, toilet seats, and urinals will be scoured using a bowl mop. After the interior has been scoured, the fixture will be flushed to remove stains and chemical rings. After cleaning, the fixtures will present a clean, bright, shiny appearance. Fixtures will be free of all visible soil, scales, blood, feces, rust stains, scum, streaks, oily smudges, mineral deposits and other foreign substances. All metal hardware, such as flush valves, faucet valves and faucets, will be wiped dry and be free of streaks, spots, stains, etc. Inoperable or broken fixtures will be immediately reported to the member's representative(s).
 - b. Clear Sink, Urinal and Toilet Stoppages – The offeror will attempt to clear all toilet and sink stoppages by use of a plunger or other device. If the attempt to clear the stoppage(s) fails, the offeror will post an "out of order" sign on the sink, urinal or toilet stall door and immediately report the stoppage(s) to the member's representative(s). Where main sewer stoppages occur, the offeror will lock the rest room, post an "out of order" sign on the rest room door and immediately report the stoppage to the member's representative(s).
 - c. Clean Walls, Partitions, Door Frames and Door Handles – The offeror will spot clean walls, partitions (including the interiors of toilet stalls and doors), door frames and door handles to remove all dirt, cobwebs, graffiti, grease, marks, blood, feces, stains, smears, mold and other foreign substances. The offeror will ensure that water/ cleaning fluids are not spilled onto floors or adjacent areas.
 - d. Clean and Disinfect Rest Room Floors – The offeror will begin cleaning/disinfecting operation by sweeping floor with a dust mop or broom to remove all dirt, dust, trash, particles and other debris. The offeror will also remove all feces, blood and vomit by flushing it down the floor drain, by use of water blaster, if necessary. The offeror will then thoroughly wet the entire floor using a wet mop, mop bucket and wringer and a germicidal

disinfectant solution. The solution must be allowed to remain on the floor for three to four minutes, and will then be agitated using a scrub brush or an abrasive pad. The cleaning solution will be removed using a well wrung mop, or it may be squeegeed to the floor drain.

After being mopped, the floor will have a uniform appearance with no streaks, film, swirl marks, detergent residue, mop strings and grout should be free of mold or other evidence of soil. The offeror will ensure that there are no splash marks or mop streaks left on fixtures, walls, baseboards, trash receptacles, etc.

- e. Empty and Clean Trash Receptacles – The offeror will empty all trash receptacles. Liners will be replaced daily. The interiors and exteriors of trash receptacles will be free of trash, liquids, gum, grease and other foreign substances. Those trash receptacles containing liquids or other substances which could be the cause of odors will be washed out and dried before new liners are installed. The offeror will place the removed trash into the dumpster/container. No trash will be left on the ground around the dumpster.
 - f. Clean Mirrors – The offeror will remove all soil, streaks, smudges, film and foreign substances from the mirror surface and frame using glass cleaning solution (in a spray bottle) and a cloth. Mirror surface will be polished with a clean, dry cloth so that it presents a uniform, clean appearance. Adjacent shelves will be cleaned in the same manner.
 - g. Fill and Clean Paper Dispensers – The offeror will fill all paper towel, toilet tissue, sanitary napkin and other paper dispensers to the proper fill level. The offeror will also wipe clean the dispensers and adjacent surfaces with a germicidal detergent to remove hand prints and smudges.
 - h. Fill and Clean Soap Dispensers –The offeror will fill all soap dispensers to their proper fill level, in accordance with manufacturer’s instructions. The offeror will also wipe clean the dispensers and adjacent surfaces, removing any spills created during the refilling process. The offeror will check all dispensers for proper operation and will report inoperative devices to the member’s representative(s).
18. Bathroom Floors – The following tasks will be completed three (3) times a year:
- a. Strip and Seal Floors – The offeror will strip and seal floors, with an approved sealer. No wax will be applied. The floor will be free of dirt, dust, mold, streaks, marks, stains, cleaning application residue, watermarks, cleaning equipment marks, splashing, dissolved and finished particles and other foreign substances. Walls, baseboards and other surfaces will be clean and free of watermarks, cleaning equipment marks and splashing. The offeror will ensure that baseboards, tile, fixtures and other equipment is not damaged, disfigured or impaired. The offeror will take the necessary precautions, including the display of “wet floor” signs, to ensure that facility users are advised of wet/slippery floors.
 - b. Clean Ceiling Vents, and Light Fixtures – The offeror will thoroughly clean, using a germicidal disinfectant and sponge or clean cloth, the ceiling vent and light fixtures to remove all dirt, grease, particles, cobwebs and other foreign substances. The offeror will not use a hose or other means for this operation.
19. Clean Building Exterior Areas – The following tasks will be completed daily:
- a. Remove Litter – The offeror will collect and remove all litter and debris from the parking lots, driveways, shrub beds, entrances, stairways and patios. Litter and debris will be placed in a dumpster.
 - b. Sweep Entryways, Walkways and Stairs – The offeror will sweep the entryways, walkways (sidewalks) and stairs to remove all dirt, debris and litter. The offeror will ensure that sweeping operations do not pose a hazard to people using the facility.

- c. Clean Handrails – The offeror will spot clean handrails, using a clean cloth and/or a sponge and cleaning solution, to remove all dust, dirt, cobwebs, grease, oily film, fingerprints, stains, soils and other foreign substances.
 - d. Empty and Clean Exterior Trash Receptacles – The offeror will empty all exterior trash receptacles and replace plastic liners daily. The interiors and exteriors of trash receptacles will be free of trash, liquids, gum, grease and other foreign substances. Those trash receptacles containing liquids or other substances which could be the cause of odors will be washed and dried before new liners are installed. The trash will be placed in a dumpster.
 - e. Wash Entryways – Monthly: The offeror will hose down and scrub, with a stiff broom or brush, all entryways and the adjacent walkways within 25 feet of the building. Entryways and adjacent walkways will be free of dirt, stains, litter, debris, bird droppings and other foreign substances. Work will be completed in one operation and yellow caution signs will be placed at a suitable perimeter around the work site. “Wet floor” or caution signs will be strategically placed.
20. Emergency Custodial Services – Emergency services may include, but are not limited to, cleaning up spills, leak, floods, sickness, animal wastes, breakage, clearing sidewalks for snow and ice, etc. In the event an emergency situation is of such magnitude the regularly scheduled tasks cannot be accomplished, the offeror’s representative and the member’s representative(s) will be so informed. Emergency services will be judged according to the nature of the procedure (that is, separate standards apply to each function) and on the responsiveness to the situation.
21. Safety
- a. All offeror and subcontractors performing services under this solicitation will comply with all OSHA, EPA, ADA and any other applicable federal, state or local rules and regulations governing worker and workplace safety. Also, the offeror and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this solicitation.
 - b. Notice of Required Disability Legislation Compliance – CES and its members are required to comply with state and federal disability legislation: The Rehabilitation Act of 1993 Section 504, The Americans with Disabilities Act (ADA) for 1990 Title II and all local policies adopted by the local member’s governing board. The offeror will be held responsible for obtaining and complying with local policies.
 - c. Specifically, CES members may not, through its contractual and/or financial arrangements, directly or indirectly avoid compliance with Title II of the Americans with Disabilities Act, Public Law 101-336, which prohibits discrimination by public entities on the basis of disability. Subtitle A protects qualified individuals with disability from discrimination on the basis of disability in the services, programs or activities of all state and local governments. It extends the prohibition of discrimination in federally assisted programs established by the Rehabilitation Act of 1973 Section 504 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability in Titles I, III, and V of the Americans with Disabilities Act.

22. Drug-Free Workplace – During the performance of any project covered by this RFP, the offeror agrees to:
 - a. Provide a drug-free workplace for the offeror’s employees.
 - b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana is prohibited in the offeror’s work place and specifying the actions that will be taken against employees for violations of such prohibition.
 - c. State in all solicitations or advertisements for employees placed by or behalf of the offeror that the offeror maintains a drug-free work place.
 - d. Include the provisions of the foregoing clauses in every subcontractor’s agreement, so that the provisions will be binding upon each subcontractor.

For the purpose of this section, “drug-free work place” means a site for the performance of work done in connection with a specific project awarded to an offeror in accordance with this solicitation, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of work covered under this RFP.

Required Categorical Response

1. Through written documentation, offeror must clearly identify the type and level of janitorial products and services that it is proposing to provide CES members under this solicitation. The response to this question will include:
 - a. For each of the various tasks listed herein, the products and their manufacturers’ name.
 - b. The various levels of products that may be required to perform the tasks requested.
 - c. The types and level of services that you as an offeror are able to offer under this solicitation.
 - d. Indicate if any of the products and services indicated in offeror’s response to this solicitation is to be delivered or performed by subcontractor(s). If so, please list the subcontractor’s name and item(s) it will be providing.
2. Offerors must, through written documentation, demonstrate its ability to perform and provide those services and products noted in question one (1) of this section.
 - a. Provide a summary list of employees, position, field of expertise and years of experience in performing their trade.
 - b. List three (3) previous contracts/projects which were similar in scope of work and required the level of tasks listed herein to be performed. Provide the following:
 - 1) The customer’s name and location (city).
 - 2) The contact person’s name, position and phone number.
 - 3) The general scope of work provided (number of employees, service delivery schedule, type of tasks performed).
 - 4) Total cost of contract.
 - 5) How would you rate the difficulty of the project, one being low difficulty and 10 being high difficulty?
 - c. Provide a brief narrative of three (3) contracts/projects that you have performed for customers, which through your assessment, evaluation of existing conditions and your input into the design, the development of the project scope of work, resulted in the customer receiving a high quality of products and services through a cost efficient solution. For each

- project provide a brief narrative why you feel your input and efforts were the most advantageous to the final outcome to the customer.
3. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, good response to concerns before, during and after the project.
 - a. What assessments and evaluation methods are used to determine quality and efficiency of work?
 - b. The follow-up, review and oversight process your management team has in place to ensure customer satisfaction and that your services provided meet the customer's individual needs.
 - c. The methods and procedures your company has in place to ensure that customer concerns are acknowledged, addressed and resolved in a timely manner and to the customer's satisfaction.
 4. Through a written narrative or other documentation, describe and provide the methods and calculations your firm uses to determine the number of man hours required to perform a particular task and the amount of supplies, materials and equipment required. Using the tasks listed within the specifications section of this solicitation, provide the following:
 - a. The calculations used to determine the number of man-hours required.
 - b. The method used to calculate the administrative, supervisory and clerical costs attached to each service man-hour performed.
 - c. How supplies, materials and equipment are allocated.

Categorical Price and Cost Submittal

1. The offeror must provide a complete listing of all products and services that it proposes to offer under this solicitation. All prices submitted must be categorized 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 material and equipment prices submitted on a fixed discount off an MSRP or published list price. If a list price or MSRP is not available, one of the established methods described herein for pricing such items must be used, that is, custom items or sole source.
3. For labor costs, not covered by other methods, offeror must provide hourly rates.
4. Price sheets, catalogs and other pricing forms must clearly identify and describe the 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.
5. When providing equipment costs, indicate an hourly, daily and weekly rate.
6. All pricing information must be placed behind Tab 6 of the offeror's response.

Cost Evaluation Information

The following factors will be used to evaluate and award the category of the RFP. Please note that these are only a few items selected to do the evaluation.

1. 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 over night 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. Vehicle/Equipment Rental – This represents the cost for obtaining and providing rentals vehicles and/or equipment for the workers and/or project-site to complete a particular project. Offeror is to indicate the percentage of mark-up/over- head/processing cost to be added to the actual expense incurred by the offeror to provide these items. Example: Rental was Two Hundred Dollars (\$200), the offeror bills the customer Two Hundred Twenty Dollars (\$220). The percentage of mark-up/overhead/ processing cost would be ten percent (10%).
 - d. 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, that is Forty-Five Cents (\$.45) per mile.
 - e. Performance and Payment Bond Costs – This represents the cost the offeror incurs to provide a performance and/or payment bond to the owner for an individual project when it is required. The offeror is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond and the documentation to substantiate the rate, that is, two percent (2%).
 - f. Bonding Capacity – This represents the offeror’s maximum level of bonds that it can obtain at any one time. Offeror is to indicate its bonding capacity and provide documentation from security company to substantiate the amount.
 - g. Alternative Methods of Costing – These methods include the custom manufactured items, 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.
 - h. Discounts Provided Off of the Alternative Methods of Costing – This represents the discount provided by the offeror on the alternative method of costing.
 - i. Discounts Provided on Price List and Catalogs – This represents the average discount provided by the offeror on stated prices.
 - j. Offeror’s Support for CES Pricing.
2. Individual Item Cost Submittal Price submitted by the respondent for the following items.
 - a. Emergency services hourly rate per (cost per hour).
 - b. Regular rates for janitorial services (hourly and per square foot rates).
 - 1) Administrative Offices.
 - 2) Classrooms.
 - 3) Vocational Labs.
 - 4) Food Service/lunch room setup, tear down and cleaning.
 - 5) Locker Rooms.
 - 6) Athletic Facilities.
 - 7) Restrooms.

Category 5

Security Systems Monitoring Service and Security Personnel

In the past CES members have used staff to provide surveillance of their facilities and to provide security and crowd control during activities, together with all individuals entering and leaving the facilities. During special events such as plays, concerts, non-curricular activities and athletic events, the member either hires its own staff, local law enforcement officers and/or private citizens to provide supervision, surveillance and security for these events. Because of social and society changes, as well as the community and world environment we live in, that is, drugs, alcohol abuse, gangs, vandalism and terrorism, members realize that they can no longer maintain a safe and secure learning environment for staff and students using the methods of the past. It is time to have professional and qualified providers assist them in this aspect of their day-to-day operations, and allow their instructional and administrative staff to concentrate on providing their students a sound instructional program. Members have requested that CES assist them in securing professional and highly qualified security and guard services.

Categorical Scope of Work

CES is seeking an offeror that can provide CES members with the services necessary to maintain a safe and secure learning environment. The services requested may include but are not limited to:

1. Provide security staff to perform surveillance of the member's facilities and surrounding areas to prevent vandalism, unauthorized access and to maintain a safe and secure environment.
2. Provide security staff during normal operating hours to protect staff, students and guests from drugs; alcohol; intimidation; gang activity; acts that interfere with maintaining a safe and secure learning environment; and physical hazards, seen and unseen.
3. Provide security staff to assist in designing, developing and implementing various educational programs and activities for staff and students to promote self defense; confrontation mediation and resolution, and individual responsibility for assisting in creating and maintaining, both at school and in the community, a sense of respect, citizenship, responsibility and self discipline.
4. Provide security staff to work with member's staff in responding to situations, intervening, controlling, investigating, compiling and assisting in the resolution of an unsafe situation.
5. Provide security staff during special activities such as extra curricular activities, athletic and community events held at its facilities. These services may include crowd and access control; parking lot duty, facility surveillance, access control and traffic control.
6. Provide security staff during non-operating hours to patrol, secure and respond to security related incidents that might occur at member's facilities.
7. Provide electronic monitoring of member's security and fire alarm systems when activated and to physically respond, investigate, report and assist in the resolution of any situations.

Categorical Definitions

ADA – Americans with Disabilities Act

MSRP – Manufacturers Suggested Retail Price

MSDS – Material Safety Data Sheets

NMBPI – New Mexico Bureau of Private Investigators

QCP – Quality Control Program

Categorical Terms and Conditions

1. The offeror must be able to demonstrate its' qualifications and experience to provide the security services described in the category's scope of work.
2. The offeror and its' staff will have the required training, certification, licensing and experience necessary to perform the security services requested in a professional, workmanlike manner and will use quality equipment and materials that comply with all current regulations. The safety of staff, students, guests and the public will be paramount.
3. It is the ultimate responsibility of the offeror to provide security services that are uniform, consistent, comply with, and enhance and promote the CES member's philosophies, educational goals and objectives. Actual physical and operational environments of CES members vary greatly and the services required by each will depend on the location and public assess of the facilities. At all times the offeror's security staff will perform and maintain a professional and industry acceptable posture.
4. Prior to submitting a proposal, the offeror will complete the following:
 - a. Arrange, schedule and conduct a face-to-face meeting with the CES member's administrative staff to learn an understanding of what the member desires for security services.
 - b. Tour each site and facility to be serviced. Observe the layout of the land, obstacles, movement of and access by staff, students, guests and the general public. Visit with local administrative and instructional staff to learn their concerns and use all of this information in member's requested scope of work.
 - c. It will be the sole responsibility of the offeror to make its' own observations, assessments and evaluation of the facilities relating to safety and/or security issues and needs.
 - d. Based on the investigations and findings, prepare a comprehensive report stating findings, recommendations and local and industry standards on which the recommendations are based. As part of this report, provide a complete and detailed proposed solution of services that will meet their needs. Clearly identify and state any/all labor, equipment, materials and other associated costs with the proposal.
5. Upon receipt of the offeror's proposal and/or during any project entered into, the offeror must understand that the CES member reserves the right to add, modify and/or delete

services proposed or being performed under the member's requested security project. If requests for changes occur at a specific site or facility, they will be made during the course of the term of the project. The cost for any changes will be mutually agreed upon by the member and the offeror. All modifications of the project's scope of work will be in writing, will clearly identify any additions or deletions and will be approved by both parties.

6. Based on the project's scope of work and the CES member's needs and requirements, the offeror will provide labor, supplies, materials and equipment necessary to implement, perform, maintain and complete a successful project.
7. All services provided will be in accordance with acceptable industry standards and comply with all federal, state and local guidelines, rules and codes. All products used will be in accordance with product specifications and manufacturer's instructions. If the product requires special licensing and material safety data sheets (MSDS) to be on file, the offeror must submit documentation to and receive approval from the CES member prior to the product(s) being used at a member's site.
8. The offeror can assign a representative(s) to act on its behalf for all matters affecting work hereunder. Should this individual change, the member's representative(s) must be notified in writing within five (5) days of the change.
9. The offeror acknowledges that during its' performance under this solicitation, other scheduled programs, activities and special events will occur. It is also understood that unscheduled and/or unseen events or situations can occur without warning. Because of this possibility, the offeror and its' staff may be required to modify, adjust or curtail the performance of their services. The offeror and the member will mutually agree on any changes for compensation due to the unexpected situation.
10. The offeror will be responsible for ensuring that all services established as part of a project are executed when scheduled; performed with highly qualified trained personnel and that the services meet the CES member's expectations. If any of the services cannot be performed when scheduled by a highly qualified individual, the offeror must immediately notify the CES member's designated representative(s) and work with her/him to minimize and resolve any issues due to the failure to perform. Based on the project's scope of work, terms and conditions, the member can adjust the offeror's compensation for the lack of performance. If lack of performance continues, member can terminate the project.
11. The offeror will clearly identify all of the services and products to be provided under the project term. The services will be separated by labor/service classification, associated terms, conditions, stipulations and which may apply to the individual labor/service classification. All costs associated with providing, operating and maintaining supplies and equipment used during the term of the project will be individually listed with associated costs. Overtime rates, special handling fees, emergency call outs or service fees, etc., must be also listed. Before any additional services and/or products can be added to a project, they must be submitted to the member and properly authorized by the member as an addition to the project.
12. Depending on the CES member's current work force and facilities, the type and level of security products and services provided may vary. For example, the member may currently have in place a work force and equipment to provide basic security and is looking for services to supplement their own. The member may want to out source the

labor of their security program and use existing facilities and equipment. In any variation, it may be that the offeror is using member equipment and/or the member may be using the offeror's equipment as part of any project. In these situations the following will apply and will be agreed to in writing by both parties.

- a. Prior to taking possession of the others equipment, the receiving party must physically inspect, verify and acknowledge the physical and operational condition, the serial or identification number and any/all accessories, attachments and components of the equipment along with a current value or original cost.
 - b. The offeror and member will decide who will be responsible for performing and providing regular maintenance and supplies and at whose expense. Any manufacturer's suggested maintenance schedule will be followed.
 - c. The party possessing and in control of the borrowed equipment will take full responsibility for any costs associated with the repair or replacement of the equipment or any of its accessories due to theft, loss, damage or misuse. Normal wear and tear of equipment or accessories is not under this item.
 - d. The borrowed equipment is to be used only as designated in the project, unless otherwise provided for in a written agreement. Note: It is against the law in the State of New Mexico for any person to use public property for personal use and/or personal gain.
 - e. Upon termination of or completion of the project, all borrowed equipment and accessories will be returned to the owner. Owner will inspect and verify that equipment is in the expected condition. Owner will give borrower a signed receipt.
13. Neither the offeror nor its staff will access or use the CES member's facility unless such access and use is necessary to provide the products and/or perform the services identified in the project's scope of work.
14. The CES member's representative(s) will identify and authorize the space/areas of their facilities that the offeror can use for their security staff while on site and safely store their belongings and equipment. Basic utilities, such as light, heat and restrooms will be provided to the offeror at no cost. If a telephone, fax, computer connectivity, etc., is requested by the offeror, terms will be agreed upon by both parties. If the designated area is shared with the CES member's personnel, the offeror will clearly identify materials and supplies belonging to the offeror. The CES member will provide a locked storage area to the offeror if space is available.
15. Locks and keys
- a. Access to CES member's facilities will be in accordance with the project's scope of work and instructions. Keys and/or security cards will be issued by the member's representative(s). Access may include special instructions about security systems installed at the facility. The offeror will take all reasonable precautions to ensure that security of the facility, internal equipment, furnishings and other items are maintained at all times.
 - b. Prior to accepting any access and control keys/devices, the offeror and member will identify, document and acknowledge in writing what access items are provided for by the member and what was received by the offeror.
 - c. The offeror will be responsible for the keys assigned to it and will assign these keys to its personnel for use during the performance of the designated jobs. The offeror will be responsible for the proper use and safe keeping of all keys issued by the

- member to the offeror.
- d. The offeror will report all lost or stolen keys to the member's representative(s) within 24 hours after discovery of the loss. The offeror will reimburse the member for the total cost, as determined by member, of re-keying the facility or duplicating additional keys.
 - e. Upon expiration or termination of a project performed under this solicitation, the offeror will immediately return all keys, cards, remote controls, etc., to the CES member and obtain a written receipt from the member.
16. Temporary suspension of services
- a. The CES member's representative(s) will have the authority to suspend work by the offeror, wholly or in part for such period as is necessary due to unsuitable work conditions, failure of offeror to carry out directions, unsafe or hazardous conditions or failure to perform in accordance with the project's scope of work.
 - b. The offeror will request permission of the CES member's representative(s) to temporarily suspend work wholly or in part for such period as is necessary due to unsuitable, unsafe or hazardous work conditions.
17. Service schedules
- a. The offeror will, within 10 working days after the individual project has been initiated by a CES purchase order, submit a work schedule to the member's representative(s) for review and approval. Said work schedule will be based on the services identified in the offeror's proposal. The work schedule will identify the number of security staff to be provided; time frames; scope of work of each job classification (that is, weekly, time period, number of staff and job classification). The schedules provided will be by project site.
 - b. The offeror will submit revised schedules when actual performance differs substantially from the planned performance schedule. Said revisions will be submitted to the CES member's representative(s) for review, and if appropriate, approval, within five (5) working days prior to scheduled time for the work.
 - c. At the discretion of the CES member's representative(s), monthly meetings between the offeror's and the member's representative(s) can be scheduled to review and determine progress and address any changes in schedules, problem areas, etc.
 - d. Changes or variations in scheduling may be necessitated by the CES member's special events, assemblies, athletics, community activities, etc. Upon agreement by both parties, the offeror will adapt to any schedules changes that are necessary to meet the member's needs. If there are additional costs for these requests, they must be clearly identified and stated in writing prior to the schedule being approved and implemented.
18. Supervisor(s) – The offeror will provide the necessary on-site supervision if required for the project size and scope of work. Offeror's supervisor(s) will be highly qualified and experienced in supervision and in the area of work being performed. They must possess the necessary management and communication skills to converse with member's management personnel and staff to provide explanations and consulting services. The offeror will provide documentation that the supervisor has the background, experience and skills suitable for this position and is paid a higher rate than the employees he or she supervises. If a supervisor is required, he/she will be on site during the entire shift, but can leave to accomplish tasks related to the member's project. Depending on the scope

of the project, the supervisor may be required to provide some of the services offered. The offeror will provide supervision necessary to execute and perform the project's scope of work and to resolve problems. In the event of sickness or any absence of the regular supervisor, the offeror will provide a substitute of equal or greater skills. The offeror will provide the CES member with the name, position and resume of the supervisor to the member's representative(s) prior to him/her beginning work. The offeror will provide and maintain telephone service for the supervisor for each project and also messaging services for the supervisor's use for work-related messages.

19. Mandatory qualifications for contractual personnel

- a. The buildings will be fully staffed on the first day of work in accordance with the project proposal. All personnel will receive close and continuing first-line supervision as defined in the proposal's scope of work by the offeror.
- b. Security staff employed by the offeror will be fully trained and certified in the security area. The offeror will provide sufficient documentation to demonstrate that adequate training of staff has been provided. The offeror will submit documentation outlining its training program and method of verifying employee competency. The use of security staff that is not adequately trained may be sufficient grounds for termination of the offeror's contract with CES.
- c. The offeror will obtain criminal background checks on all personnel assigned to a project performed under this solicitation and prior to the service provider starting work on the project and at least once per year thereafter. The offeror will inform the CES member's representative(s), by certified mail, of any criminal/sexual convictions immediately.
- d. Upon receipt of a CES purchase order, the offeror will furnish the CES member's representative with a complete list of all employees that will be performing work at their facilities. Each of these employees will be adequately trained, have had a criminal background check completed if required by the member and a completed drug test. If the offeror uses employees not on the list, the CES member can order that person(s) off the property and deduct the cost of a full eight (8) hours of labor from the monthly invoice. Repeated use of employees not on the current list can be grounds for termination of the contract.

20. Employee identification and building access

- a. All employees will wear uniforms that bear the company name/logo unless otherwise agreed upon. Uniforms will be approved by the CES member's representative and will not be dirty, stained or torn.
- b. Identification badges will be furnished by the offeror and worn by all offeror's employees while on CES member's premises. The badge will have the employees' picture, name and employee identification number.
- c. The process for access each CES member's building(s) will be as directed by the CES member's representative. Offeror's employees will not leave the premises during working hours except in cases of emergency, or with approval of the member's representative(s) or offeror's supervisor.
- d. Prior to starting a project, member will furnish the offeror with a list of contacts and phone numbers for each facility in case of an emergency.

- e. The offeror will inform its employees of restricted areas where their access is denied. Restricted areas will be designated by the authorized CES member's representative(s).
 - f. Access requirements to areas of a facility will be established by the CES member. The offeror's employees will be responsible for controlling access to these areas by others during the performance of their services. After normal business hours, all doors will be kept locked.
21. Offeror's quality control plan (QCP)
- a. The offeror will establish a complete QCP to assure the requirements of each project performed under this solicitation are met. A draft QCP will be submitted as part of the offeror's response (place behind Tab 5) for review and evaluation purposes. Likewise, prior to the start of a project, the offeror will submit and receive approval from the member's representative(s) of the QCP. The QCP will be a system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable to the member.
 - b. When the CES member points out a deficiency or concern, the QCP program will include, but not be limited to the following:
 - 1) An inspection system which is tailored to the specific facility and which covers all services stated in the tasks and frequencies segment of the project proposal. The offeror will devise a checklist for use during the performance of the work. The checklist will be signed and dated to indicate the time inspection was completed. When the member's representative(s) and/or the offeror's representative complete an inspection, the inspection report will be dated, signed and the type of inspection noted.
 - 2) An on-site file of all inspections conducted by the member and/or offeror's representative, and the corrective action taken if deficiencies were noted, will be maintained. This file will be made available to either of the parties during the term of the project.
22. Emergency Security Service
- a. The offeror will have an individual available who can respond to emergencies relating to the access or security of a member's facility. The person will be fully qualified and trained as a security officer, be an employee of the offeror and be familiar with the CES member's facilities.
 - b. The offeror will provide an emergency telephone number to the CES member.
 - c. The offeror will respond on-site as soon as possible after the emergency number is called by the member.
 - d. If daytime emergency services are to be provided as part of offer's proposal, outline all costs. The offeror will charge a minimum of one (1) hour for each emergency response.
23. It will be the responsibility of the offeror to inspect, identify and report any condition(s) that renders any portion of the site(s) unsafe, as well as any unsafe practices relating to the environment for the member's normal operations. The member's representative(s) will be immediately notified of any unsafe condition. If needed, offeror will assist the member by summoning emergency assistance.
24. The offeror's supervisor and security staff, as well as their support staff, will be fully versed in the project's scope of work, performance requirements and schedule(s) to be

followed. An outline of the task requirements and schedule for each facility will be kept with each crew. If any task cannot be completed within the project's scope or schedule time line, the member will be notified immediately.

25. The services to be performed under this solicitation will be subject to the general control and approval of the CES member. The offeror will not comply with requests and/or orders issued by anyone other than the CES member's representative or his designated representative(s) acting for the member. Any change to the project must be agreed upon and approved in writing by both the member and the offeror.
26. Each project covered by this solicitation will have a project term that is requested by the CES member and agreed upon by the offeror prior to the issuing of a CES purchase order. The project term can vary from one day to one year and will depend upon the member's needs.
27. A project term can be extended and/or renewed based upon this solicitation's terms and conditions as long as any award under this solicitation has not expired. A project renewal period can be up to one year and renewed annually as long as the award is in place. The CES member will give its notice of intent to renew in writing to the offeror 30 days before the expiration date of the current project period. This notice will not be deemed to commit the member to renew the project for the renewal period, until such time as the offeror receives a CES purchase order for the extension period.
28. Individual project contracts entered into by the offeror and the CES member will contain a "hold harmless" clause that includes the following. The offeror will, during the term of the project, indemnify, defend and hold harmless the CES member, its' officials, employees, agents and representatives thereof from all suits, actions or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding project work or on account of any act or omission by the offeror or its' employees, or from any claims or amounts arising from violation of any law, by-law, ordinance, regulation or decree.
29. As part of any proposal, the offeror must clearly identify all personnel who will perform under the project, who is a relative of an employee and/or a board member of the CES member and/or who himself/herself is an employee or a current sitting board member of the CES member. This report process is intended to protect against conflict of interest and/or employment discrimination claims.
30. Employment discrimination by offeror is prohibited. The offeror accepts and agrees to the following provisions as part of any project performance covered by this solicitation.
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability or any other basis prohibited by federal and state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror, will state that such offeror is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law state law, rules or regulations will be deemed sufficient to meet this requirement.

- c. The offeror will require all subcontractors to adhere to and comply with the provisions as described in paragraphs a and b above.

Categorical Specifications

1. The offeror must provide the following security services as needed and requested by the CES members. The offeror and its employees will:
 - a. Provide the designated number of employees as established in project scope of work.
 - b. Remain visible and accessible to the member's personnel and the public at all times during the performance of their duties.
 - c. Take instructions and direction from the CES member's representative or designee; while providing security and/or assistance in a safe and professional environment.
 - d. Confront suspicious activity without altercation.
 - e. Use reasonable effort to deter or when absolutely necessary to detain:
 - 1) Persons observed attempting to gain or gaining unauthorized access to a facility.
 - 2) Persons engaging in violence, threats, harassment or other intimidating behavior.
 - 3) Persons engaged in destruction or defacing of member's property.
 - 4) Persons consuming, possessing, distributing or under the influence of drugs or alcohol.
 - 5) Persons failing to follow or comply with oral or written instructions, directions and/or state, local and member regulations which may exist.
 - f. Prepare and submit industry standard written reports on all incidents and, when necessary, follow individual incidents to their conclusion including discipline hearings and court appearances.
 - g. Cooperate with and assist law enforcement agencies in connection with crimes committed against CES members, their students, employees or guests.
 - h. Maintain the scene of a crime to protect possible evidence in accordance with established industry procedures.
 - i. Notify the member's site administrator or designee if a need for police, fire or medical assistance exists.
2. Before law enforcement is involved concerning the behavior or activities of any student, the administration will be notified and involved to assess whether the student is qualified for special education services to ensure that the behavior is not a function of the student's disability and to comply with ADA regulations.
3. The hours of service to be performed will be determined by the implemented project's scope of work and can only be modified upon approval of the member's representative or designee and the offeror. Unless a change is due to an emergency, all changes are subject to the notification process established in the project's scope of work.
4. Physical monitoring of a project's site may include, but is not limited to the observing and inspecting: interiors and exteriors of buildings, portables or out structures, baseball fields, football fields; other sports facilities, playgrounds, parking lots, hallways, periphery and restroom facilities, gyms, bus loading areas, etc.
5. Security cameras on member site. Note: This solicitation **does not** cover the purchase of and/or the installation of security cameras by the CES member from the vendor.

- a. If the CES member has security cameras installed, the member can, as part of any security project, request the vendor to provide personnel to monitor cameras in order to ensure continuous coverage and monitoring of their facilities as part of the project's scope of work.
 - b. The vendor and member will mutually agree upon a schedule for these services as part of developing the project's scope of work.
 - c. Member's staff and the vendor's personnel may share in the monitoring of the cameras. This will be done by mutual agreement between the vendor and the member.
6. Standards of performance
- a. At no time shall the vendor or its employees assigned under the terms and conditions of this solicitation accept fees or other monetary compensation of any kind other than those defined in the individual project's scope of work.
 - b. Vendor will submit to the CES member within seven (7) days prior to the commencement of service, a background investigation report for all personnel assigned to the member under the terms established in each project performed under this solicitation. The background investigation report will include, but not be limited to:
 - 1) Confirmation of previous employment.
 - 2) Verification of all application information.
 - 3) Verification of application filed with the New Mexico Bureau of Private Investigators.
 - 4) Verification that no conflict of interest exists which would cause difficulties in the performance of assigned duties.
 - 5) Report of all criminal arrests and convictions. The member reserves the right to request that vendor not assign any employee which member determines inappropriate for any reason, including a finding that employee is unsuitable or unfit for the assigned duties, has an unacceptable criminal history, etc. In such event, the employee will not be allowed to continue work or be assigned work under the member's project.
 - c. Vendor will assign a supervisor, who will be responsible for the direct supervision of vendor's employees assigned to the member and will be available at reasonable times to consult with the member or his/her designated representative regarding the services rendered under the project. Periodic, but not less than monthly, project site visits will be made by the vendor's supervisor, or as requested, with the supervisor reporting to the member's representative or designee for the site being visited.
 - d. Vendor will assign only personnel who are trained and experienced and possess the following qualifications:
 - 1) Holds a current license, is in good standing with the New Mexico Bureau of Investigators and is in compliance with Sections 61-27-1 et seq. NMSA 1978, or an individual who is a certified law enforcement officer and possesses all of the training and qualifications established by the New Mexico Department of Public Safety.
 - 2) Has had a background check that is acceptable to the CES member and indicates an individual of good and moral attributes.

- 3) Has a minimum of 10 hours of classroom training and a minimum of six (6) months experience in police service or security service.
 - 4) Has good communication skills, particularly in the area of writing, due to the reports and paperwork required. During the performance of their duties must be able to clearly communicate, interact and take control of any situations requiring clear and definitive articulation to assure confidence, control and safety to those involved.
 - 5) Possesses the ability to pass an annual physical fitness examination, including but not limited to drug and alcohol testing by a licensed physician.
 - 6) Has CPR and First Aid certification as set forth by the American Red Cross or equivalent association.
- e. Vendor will provide an ongoing advanced officer training program with the curriculum mutually agreed upon between the member and the vendor, reflecting changes in law, customer relations, member policies, etc.
 - f. Any vendor's employee who is performing under this solicitation and is representing the vendor in matters relating to an individual member's project shall be in an acceptable and approved uniform supplied by the vendor that clearly allows the general public to recognize and acknowledge them as a security officer. Uniforms must be kept neat and clean in appearance. Vendor will not require employees assigned under this solicitation to purchase uniforms. All guards must report in uniform and with the appropriate equipment. This includes all substitutes and extra guards.
 - g. Vendor will supply, at its own expense, all weather gear, leather gear, flashlights, radios, pagers, cellular phones and other equipment as is mutually agreed upon between the member and the vendor in order to meet the requirements of each project's scope of work, unless otherwise agreed upon in writing.
 - h. If required by the project's scope of work, the vendor will provide, at its own expense, radios for member's staff and administrators in order to facilitate communication between staff and to report and track happenings on campus. If any member employee loses or damages said equipment, member will be responsible for replacement or expense of the same, reasonable wear and tear excepted.
 - i. Vendor and its employees performing under this solicitation will comply with all federal, state, local and member policies, procedures, regulations and laws. The vendor will be responsible for communicating and ensuring that its security staff is aware of, understands and complies with these requirements.
 - j. Vendor will maintain and keep current all licenses and insurances throughout the terms of any award under this solicitation and will report the potential for license/insurance suspension, revocation or limitation to CES and its member within 10 days of notice from the state, county and city licensing boards and insurance company.
 - k. Vendor and its employees will be required to submit all incident reports, logs or ledgers and other information relating to services provided to the member. Reports may be required on a daily basis, Monday through Friday; monthly or upon a special request.
 - l. Vendor will have a dispatch answering its phones 24 hours a day. A contract answering service or answering machine will not be acceptable. Vendor will respond

- to all telephone inquiries in a timely fashion and will act immediately in the event of an emergency.
- m. Vendor will be required to replace or repair at its own expense any equipment owned by the member that is damaged or lost through abuse or neglect by the vendor or its employees.
 - n. Use of the member's telephone system for personal use is prohibited. However, if used, the cost of such unauthorized use will be billed to the vendor or deducted from the vendor's monthly payment.
 - o. Vendor may be required as part of a project's scope of work to provide services offered during special events on dates and times specified by the member. The member will provide the vendor with two weeks notice for regularly scheduled events. However, this does not preclude the need for emergency service with less than two weeks notice in the event of an emergency or special event not regularly scheduled. Any additional costs will be as stipulated in the vendor's proposal.
 - p. Vendor's employees will refrain from fraternizing and horse playing with students on or off campus and on duty or off duty.
 - q. During working hours, situations may occur which require the security staff to detain and deliver an offender to member's administration. Such actions will be performed using industry best practices and in a professional manner. Physical force during any situation will be used only as a last alternative and only if the health, welfare and safety of the officer, offender or others is in jeopardy.
 - r. If requested as part of the scope of work, the security officers may be asked to perform surveillance and supervision of areas on campus and areas within the community to assist in the implementing and administering of truancy and other policies that may apply. It may be necessary for the officer to detain and deliver student(s) to the member's local administrator. Upon delivery of student(s) to the site administrator for disciplinary reasons, truancy or other inappropriate conduct, the security personnel will then return to her/his respective duty post unless otherwise directed.
7. Reporting and attendance at meetings
- a. Vendor will prepare and provide a monthly summary report dealing with activities, incidents, safety concerns and issues pertaining to each project site to the member's representative, with a copy to the project site's administrator.
 - b. Vendor and/or its security staff will attend member and/or community held meetings which have been specified as part of the project's scope of work or special meetings requested by the member or its designee. Attendance is required to ensure the proper exchange of information between all parties, to be available to address security issues, ensure that vendor's staff is seen as a participating component for providing a safe and sound educational environment and to allow all parties to be informed of actions, decisions and policies which may affect the performance of vendor's duties and interaction with others.
8. Professional code of behavior. The vendor will maintain security, protect property and people and provide service to the students and faculty of the member. In accordance with that mission, the vendor will maintain the highest standards of professional behavior, which include, but are not limited to the following:
- a. Maintain professional dress and appearance.

- b. Avoid becoming personally involved or fraternizing with students, staff or other security personnel in any way that would jeopardize the ability to carry out the vendor's job.
- c. Maintain strict confidentiality in reporting and professional behavior.
- d. Maintain constant and consistent communication with other vendor employees, administration and community officials.
- e. Use common sense and fairness when enforcing rules.
- f. Refrain from making threats, unwarranted accusations, unprofessional language and unfounded assumptions.
- g. Do not use force unless the safety of the vendor employee or another person is threatened.
- h. Use facts only in all communication.
- i. Do not have personal favoritism toward any student or group of students.
- j. Do not possess any equipment other than that assigned by the vendor supervisor or member representative.
- k. Work within assigned areas, consult with the member representative on matters of classroom interruption and off campus incidents.
- l. Keep informed regarding methods of security and behaviors of students in accordance with recommended training and instruction.

Required Categorical Response

1. Through written narrative, offeror must clearly identify the type and level of security products and services that it is proposing to provide CES members under this solicitation. The response to this question will include:
 - a. For each of the various services offered in its response, provide a complete and detailed description of the physical work to be provided within each service area.
 - b. The available human resources and their qualifications.
 - c. The types and level of facilities and equipment available to support each of the services offered.
 - d. Indicate if any of the services stated in offeror's response are to be delivered or performed by a subcontractor(s). If so, please list the subcontractor's name and item(s) it will be providing, along with qualifications.
2. Offerors must, through written documentation, demonstrate its ability to perform and provide those services and products noted in question one (1) of this section.
 - a. Provide a summary list of employees, position, field of expertise and years of experience in performing their trade.
 - b. List three (3) previous contracts/projects which were similar in scope of work and required the level of tasks listed herein to be performed. Provide the following:
 - 1) The customer's name and location (city).
 - 2) The contact person's name, position and phone number.
 - 3) The general scope of work provided (number of employees, service delivery schedule, type of tasks performed).
 - 4) Total cost of contract.

- 5) How would you rate the difficulty of the project, one (1) being low difficulty and 10 being high difficulty.
- c. Provide a brief narrative of three (3) contracts/projects that you have performed for customers, which through your assessment, evaluation of existing conditions and your input into the design, the development of the project scope of work, resulted in the customer receiving a high quality of products and services through a cost efficient solution. For each project provide a brief narrative why you feel your input and efforts were the most advantages to the final outcome to the customer.
3. Provide a narrative of your company's policies, procedures and strategies to ensure quality control, good response to concerns before, during and after the project.
 - a. What assessments and evaluation methods are used to determine quality and efficiency of work?
 - b. What is the follow-up, review and oversight process your management team has in place to ensure customer satisfaction and that your services provided meet the customer's needs?
 - c. The methods and procedures your company has in place to ensure that customer concerns are acknowledged, addressed and resolved in a timely manner and to the customer's satisfaction.
4. Through a written narrative or other documentation, describe and provide the methods and calculations your firm uses to determine the number of man hours required to perform a particular task and the amount of supplies, materials and equipment required. Using the tasks listed in the specifications section of this solicitation, provide the following:
 - a. The calculations used to determine the number of man-hours required.
 - b. The method used to calculate the administrative, supervisory and clerical costs attached to each service man-hour performed.
 - c. How supplies, materials and equipment are allocated.

Categorical Price and Cost Submittal

1. The offeror must provide a complete listing of all products and services that it proposes to offer under this solicitation. All prices submitted must be categorized 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 material and equipment prices submitted on a fixed discount off an MSRP or published list price. If a list price or MSRP is not available, one of the established methods described herein for pricing such items must be used, that is, custom items or sole source.
3. For labor costs, not covered by other methods, offeror must provide hourly rates.
4. Price sheets, catalogs and other pricing forms must clearly identify and describe the 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.
5. When providing equipment costs, indicate an hourly, daily and weekly rate.
6. All pricing information must be placed behind Tab 6 of the offeror's response.

Cost Evaluation Information

The following factors will be used to evaluate and award the category of the RFP. Please note that these are only a few items selected to do the evaluation.

1. 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 over night 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. Vehicle/Equipment Rental – This represents the cost for obtaining and providing rentals vehicles and/or equipment for the workers and/or project-site to complete a particular project. Offeror is to indicate the percentage of mark-up/overhead/processing cost to be added to the actual expense incurred by the offeror to provide these items. Example: Rental was Two Hundred Dollars (\$200), the offeror bills the customer Two Hundred Twenty Dollars (\$220). The percentage of mark-up/overhead/ processing cost would be ten percent (10%).
 - d. 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, that is Forty-Five Cents (\$.45) per mile.
 - e. Performance and Payment Bond Costs – This represents the cost the vendor incurs to provide a performance and/or payment bond to the owner for an individual project when it is required. The offeror is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond and the documentation to substantiate the rate, that is, two percent (2%).
 - f. Bonding Capacity – This represents the offeror's maximum level of bonds that it can obtain at any one time. Offeror is to indicate its bonding capacity and provide documentation from security company to substantiate the amount.
 - g. Alternative Methods of Costing – These methods include the custom manufactured items, 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.
 - h. Discounts Provided Off of the Alternative Methods of Costing – This represents the discount provided by the offeror on the alternative method of costing.
 - i. Discounts Provided on Price List and Catalogs – This represents the average discount provided by the offeror on stated prices.
 - j. Offeror's Support for CES Pricing.
2. Individual Item Cost Submittal Price submitted by the respondent for the following items.
 - a. Emergency services hourly rate per (cost per hour).
 - b. Regular rates for security services (hourly rates).

- 1) Day service during normal business hours.
- 2) Overnight and weekend surveillance of facilities.
- 3) Off site monitoring of security alarm systems.
- 4) Responding to an alarm alert as part of providing monitoring services.
- 5) Security consulting services.

Category 6

Instructional and Classroom 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 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 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. "New" will include books that come new from the publisher, without defects, and are available through normal distribution channels. "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. "Books" can include electronic versions. The offeror must comply with the following:

- a. The offeror will maintain a warehouse with a reasonable stock of the books offered.
 - b. 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.
 - c. If a book reservation feature is offered, the CES member shall have the right to cancel a reservation without penalty or cost.
 - d. Pricing will be based on offeror's catalog/list price, less CES' specified discount.
 - e. If the CES member requests a specific book for evaluation purposes, the offeror will provide a sample of that book.
 - f. The condition of the used books must comply with the following:
 - 1) All books must have clean, intact covers without user markings.
 - 2) Bindings must be strong. All pages must be present and intact.
 - 3) All pages must be clean and without notes or other user markings.
 - 4) Page edges must be cleaned and reconditioned, with all markings removed.
 - 5) Identification labels or stamps from previous owners must be removed or covered.
 - 6) Used books must retain the majority of their useful life, with 75% - 80% remaining useful life preferred.
 - 7) 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) Art 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. 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.
 - z. 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.
 - aa. 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.
 - ab. 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.
 - ac. 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.
 - ad. To teach art appreciation, games, ceramics, sculptures, stained glass samples, books and videos should be offered.
 - ae. 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.
 - af. 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 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 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, behavior 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, cover reports, 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.

Required Categorical Response

1. Offeror must, through written narrative, identify the type, kind, 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 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 and perform the products and 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 response 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), as well as or 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.

Cost Evaluation Information

1. 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 paper work. 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.

SECTION III: CONDITIONS LEADING TO AND INCLUDING CONTRACT AWARD

A. CONTRACT FORM

The form of the contract between CES and the vendor 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, May 14, 2004, either hand delivered to the agency offices, 4216 Balloon Park Road NE, documentation will be included and submitted in a binder, unless the Colorado/Texas option is accepted and then one (1) additional original proposal must be included for each state selected.

C. PROPOSAL REVIEW

Commencing on Monday, May 17, 2004 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, June 24, 2004.

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

- 45 points A brief history of your company that includes its philosophy of doing business.
- 40 points Company location, key people, facilities, ability to perform.
- 40 points Documentation, narrative describing the standards, testing and/or awards of products or services.
- 25 points Documentation, written evidence of factory/distributor authorization.
- 40 points Letter from your financial institution that indicates the line of credit.
- 15 points Verification of insurance.

- 30 points Your ability, willingness, proposed strategies to sell to CES member agencies and current status with other cooperative contracts in New Mexico.
- 35 points Key sales people who will be assigned this contract and resources available to the operation of the contract.
- 30 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) - 450 Total Points

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

Part 3: Cost

- 250 points Cost with responses submitted to a shopping cart technique of at least 25 randomly selected items available from majority of the responses.
- 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 vendor 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. Travel and per diem are reimbursed in accordance with the New Mexico Mileage and Per Diem Act.

G. IMPORTANT NOTICE TO OFFERORS

CES is an educational service agency that provides needed education-related materials and services to New Mexico public education institutions. Under CES policy, CES charges a fee to the educational institutes 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 New Mexico public educational institutes 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.

H. COLORADO EXTENSION

Through an agreement with the Colorado Board of Cooperative Educational Services Association (CBOCES) in Colorado, the products and services in this RFP can be extended to the school districts in Colorado. CBOCES in Colorado will use the "CBOCES" conduit to enable any school district in Colorado to use this award.

If you are willing to sign a contract based on this RFP with CBOCES, it will be agreed and assumed that Colorado will be understood where the words New Mexico are used. Where New Mexico laws are quoted, similar Colorado laws will be interpreted. In any event, CES suggests any vendor who chooses to use this RFP to include Colorado offer an even larger discount, considering the potential increase in sales by combining the states. If CES awards a contract to you and you have marked the CBOCES box on the cover page, CES will forward a copy of your bid and the CES award to CBOCES. Note that you must provide an additional original of the bid for Colorado in your response.

Neither CBOCES nor CES will hold the other responsible for any irregularities in the contract. CES neither encourages nor discourages vendors from contacting CBOCES. If you would like to discuss the use of any contract awarded by CES in Colorado, contact can be made as follows:

Colorado BOCES Association
John Tillman
President
c/o San Luis Valley BOCS
P. O. Box 1198
Alamosa, CO 81101-1198

Phone: (719) 589-5851

Fax: (719) 589-8012

E-mail: jtillman@slvbocs.org

I. TEXAS EXTENSION

Through an agreement with The Cooperative Purchasing Network (TCPN) in Texas, the products and services in this RFP can be extended to the educational and other governmental institutions in Texas. TCPN in Texas will use the "TCPN" conduit to enable any educational or other governmental institution in Texas to use this award.

If you are willing to sign a contract based on this RFP with TCPN, it will be agreed and assumed that Texas will be understood where the words "New Mexico" are used. Where New Mexico laws are quoted, similar Texas laws will be interpreted. Additional terms and conditions will be required by TCPN. CES suggests that any vendor including Texas in its response should offer an even larger discount, considering the potential increase in sales by combining the states. If CES awards a contract to you and you have marked the TCPN box on the cover page, CES will forward your bid and the CES award to TCPN. Please note that you must provide an additional original of your bid to be sent to TCPN.

Neither TCPN nor CES will hold the other responsible for any irregularities in the contract. CES neither encourages nor discourages vendors from contacting TCPN. If you would like to discuss the use of any contract awarded by CES in Texas, please contact:

The Cooperative Purchasing Network (TCPN)
Doug Rupe
7145 West Tidwell
Houston, Texas 77092-2096

Phone: 713-744-6356
Toll free: 888-884-7695

Fax: 713-744-0648
Toll free: 800-458-0099

E-mail: drupe@esc4.net

SECTION IV: PROPOSAL FORMS

Form A **Offerors Declaration Form**

Offeror must indicate each category (1 through 6) it is responding to below by placing an “X” beside it. Failure to complete and return this form will cause the proposal to be considered non-responsive.

Category 1 Office, Classroom and Vocational Furniture

- Lot 1 – Instructional Furniture (Classroom)
- Lot 2 – Filing and Storage Cabinets
- Lot 3 – Furniture Systems, Workstations, Partitions, Walls
- Lot 4 – Executive and Administrative Wood Office Furniture
- Lot 5 – Tables and Accessories
- Lot 6 – Fully Upholstered Furniture
- Lot 7 – Cafeteria, Library, Science Laboratory, Vocational Furniture

- Category 2 A Card-Based Fleet Management Service for Fuel, Oil, Lubricants and Maintenance Services**

- Category 3 Hand and Power Tools**

- Category 4 Janitorial Services**

- Category 5 Security Systems Monitoring Service and Security Personnel**

- Category 6 Instructional and Classroom Equipment, Supplies and Materials**

Offerors must indicate the regions in New Mexico they will provide services to by placing an “X” beside the area. 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 which of these service regions of the state it wishes to provide services to, and prioritize the areas 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, 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.

OFFER AND ACCEPTANCE OF OFFER AND CONTRACT AWARD

PROJECT: As Defined in RFP 2004-012

OFFER
ACCEPTANCE OF OFFER
and
CONTRACT AWARD

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instruction to Offerors, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in this Request for Proposal, and any written exceptions in the offer. Signature also certifies understanding and compliance with the certification requirements of the Categorical Terms and Conditions. The under-signed understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to CES as stated in the evaluation section will be a consideration in making the award.

Company Name _____ Contact Person _____
Address _____ Authorized Signature _____
City _____ State ___ Zip _____ Printed Name _____

OFFER EXTENDED TO COLORADO AND TEXAS SERVICE AGENCIES



If you are willing to honor purchase orders through the Colorado BOCES Association in Colorado under the same terms and conditions as in this RFP, place initials in the box.



If you are willing to honor purchase orders through the Texas Cooperative Purchasing Network (TCPN) under the same terms and conditions as in this RFP, place initials in the box.

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

Your offer for services and materials is hereby accepted. As vendor, you are now bound to sell the materials and services listed by the attached offer based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. As vendor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until vendor receives an executed purchase order from Agency.

The parties intend this contract to constitute the final and complete agreement between agency and vendor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, will bind any of the parties hereto. No change or modification of this contract will be valid unless it is in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract will not be affected thereby. The term of the agreement will commence on award and continue until June 24, 2005 unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three (3) additional 12-month periods ending, June 24, 2008.

Authorized Signature Contract Number

Awarded this _____ day of _____, 2004.

AGENCY
SEAL
or
STAMP

INDEFINITE QUANTITY UNIT PRICE SCHEDULE

Bid Submission Form: All Categories

Use this form, 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.

Description	Retail	%Discount	CES Price

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

1 2 3 4 5 6

except as listed below.

Signature (should match cover signature)

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 vendor 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 vendor agrees that the price charged through a CES contract will be the lowest that vendor 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 vendor receives many of the same benefits as a CES 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 100 procurement units. The business office of the vendor has the advantage of invoicing CES rather than each individual account. The vendor also has CES' service in collection (some public entities are slow in processing payments). If problems develop, the vendor has the mediation service of CES to settle difficulties.

Purchase orders from the members are sent to CES. CES then issues its purchase order to the vendor asking the vendor to ship directly to the member, but to send CES the invoice. Next, CES invoices the member, and adds a one percent administration fee to that invoice. This fee (\$10 minimum) is CES' income. The state does not give CES any funds to provide procurement services for schools.

Because CES asks the members to pay one percent for the services, CES also expects vendors, who are awarded contracts, to provide an incentive to the members to use a CES contract. If a vendor 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 vendor 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 vendor. CES wants members to understand that when using a CES vendor, 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 schools.
- Prices are (check) three percent (3%) lower than our best price to individual districts.
 four percent (4%)
 five percent (5%)
 ten percent (10%)
 other

Signature (must match signature on cover sheet)

Title

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?

Vendor 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.*

Form H
QUESTIONNAIRE FOR OFFEROR

7. Where do you want payments sent?

Vendor 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? _____

MANUFACTURER'S REPRESENTATIVE FORM

Offeror has attached a letter (or agreements) 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 vendors. 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 vendors. 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 vendors 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 vendors 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 vendors 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 vendors to “bid against themselves” when a member elects to issue its own RFP.

When a vendor 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 vendors. Competition is enhanced in this fashion. If a member awards a contract to a vendor 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 vendor, 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 vendor preparing a response check off each required item as it is completed.

- _____ 1. The signed Offer and Contract Award (page 100)
- _____ 2. The signed Affidavit (page 101)
- _____ 3. A point-by-point response for the 10 items (a-j) under Vendor Qualifications (pages 8-10)
- _____ 4. A point-by-point response to each requested item to which the vendor is responding under Section II-Scope of Work, D. Specifications (page 29)
- _____ 5. A list of any exemptions or modifications of Terms and Conditions, and Categorical Terms and Conditions (page 103)
- _____ 6. Price List of the equipment/services offered (page 102)
- _____ 7. Letters of financial stability and credit limit
- _____ 8. All miscellaneous forms that apply
- _____ 9. Copies of all licenses
- _____ 10. Appendix with catalogs, slicks, model information, etc.
- _____ 11. Support and Maintenance Plans (page 104)
- _____ 12. Offeror's Support for CES Prices (page 105)
- _____ 13. Questionnaire for Offeror (page 106)
- _____ 14. Manufacturer's Representative Form (page 108)
- _____ 15. Submission Check-off Form (page 111)

Signature