



## INVITATION FOR BID

### AEPA IFB #012-H

### Scoreboard and Marquee Signage

### PART C-- BID INSTRUCTIONS AND FORMS

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#### BID SUBMITTAL INSTRUCTIONS

1. Bid submission instructions can be found in Part A: Terms and Conditions, Section F: Bid Submission of this solicitation. Bidders are reminded that failure to follow, comply with, and adhere to the Part A, Section F of this solicitation may result in their response being deemed non-responsive.
2. It is the bidder's responsibility to ascertain that all documents submitted have been saved completely and appropriately to the CD or flashdrive. Bidders should test both of the CDs or flashdrives on computers independent from the system on which they were created to make sure the documents can be opened. Electronic media that cannot be opened by the bid committee may result in the rejection of the proposal.
3. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable or received after the deadline.

# AEPA IFB #012-H Scoreboard & Marquee Signage

## BID PROPOSAL TABLE OF CONTENTS

**Bidder** \_\_\_\_\_

**Name of Authorized Representative** \_\_\_\_\_

**Office Address** \_\_\_\_\_

**Time Zone:**     Eastern     Central     Mountain     Pacific

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Instructions:** Please complete the table below with the information for the documents included in this bid proposal. The bidder is reminded that two identical copies of this material on electronic media, either two (2) CDs or two (2) flash drives, are required.

Form	Folder	Document Title on CD or Flashdrive	Format (i.e., Word, PDF, Excel)	Notes
Table of Contents	A		PDF	
FORM A Affidavit	A		PDF and hard copy	Signature and notarization required.
FORM B Acceptance	A		PDF and hard copy	Signature required.
FORM C Questionnaire	A		PDF	Signature required
FORM D Company Info	A		PDF	Signature required
FORM E Exceptions	A		PDF	Signature required
FORM F Compliance	A		PDF	Signature required
FORM F.2. Deviations	A		PDF	Signature required
FORM G Price Info	B		PDF	Signature required
G.1. Price Schedule	B		Excel	
G.2. Unit Price Schedule	B		Excel	
Catalogs/pric elists	B		PDF	

**AEPA BID FORM A: BID AFFIDAVIT**  
**AEPA IFB #012-H Scoreboard & Marquee Signage**

**NAME OF BIDDER** \_\_\_\_\_

**Instructions:** This form must be signed by the bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and saved to Folder A, and a completed and signed paper version must be included in the package. If awarded, the bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

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

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

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

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

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

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

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

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

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

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

# AEPA FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD

## AEPA IFB #012-H Scoreboard & Marquee Signage

**NAME OF BIDDER** \_\_\_\_\_

**INSTRUCTIONS:** PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and saved to Folder A, and a completed and signed paper version must be included in the package. If approved by AEPA, the bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

### PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Offeror as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

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

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

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

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

### PART II: AWARDING MEMBER AGENCY

Your bid for the above identified bid is hereby accepted. As contractor you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As contractor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until February 28, 2013 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month or for three (3) additional 12-month periods.

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

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

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ Contract Number \_\_\_\_\_

# AEPA FORM C: SERVICE QUESTIONNAIRE FOR BIDDER

## AEPA IFB #012-H Scoreboard & Marquee Signage

NAME OF BIDDER \_\_\_\_\_

**Instructions:** This form is four (4) pages long. Please respond to Yes/No and choice questions by using an (X). If a text reply is required, create an attachment referencing the item. Scan this form and any attachment pages into a single document and convert to a PDF file. Follow the instructions for titling the file under Part C of this IFB, page 2, §5. Save to Folder A. Note: As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

- From the chart below indicate which AEPA Member States that this company is proposing to offer and provide their products and service by placing an (X) to the Left of the states name.

<b>California</b> CA	<b>Massachusetts</b> MA	<b>Ohio</b> OH
<b>Colorado</b> CO	<b>Michigan</b> MI	<b>Oregon</b> OR
<b>Connecticut</b> CT	<b>Minnesota</b> MN	<b>Pennsylvania</b> PA
<b>Florida</b> FL	<b>Missouri</b> MO	<b>Texas</b> TX
<b>Indiana</b> IN	<b>Montana</b> MT	<b>Virginia</b> VA
<b>Iowa</b> IA	<b>Nebraska</b> NE	<b>Washington</b> WA
<b>Kansas</b> KS	<b>New Mexico</b> NM	<b>Wisconsin</b> WI
<b>Kentucky</b> KY	<b>North Dakota</b> ND	<b>Wyoming</b> WY

- Utilizing the chart below indicate those AEPA Member States that this company is currently and has for the past three (3) years provided those products and services being proposed by placing an (X) to the left of the States Name.

<b>California</b> CA	<b>Massachusetts</b> MA	<b>Ohio</b> OH
<b>Colorado</b> CO	<b>Michigan</b> MI	<b>Oregon</b> OR
<b>Connecticut</b> CT	<b>Minnesota</b> MN	<b>Pennsylvania</b> PA
<b>Florida</b> FL	<b>Missouri</b> MO	<b>Texas</b> TX
<b>Indiana</b> IN	<b>Montana</b> MT	<b>Virginia</b> VA
<b>Iowa</b> IA	<b>Nebraska</b> NE	<b>Washington</b> WA
<b>Kansas</b> KS	<b>New Mexico</b> NM	<b>Wisconsin</b> WI
<b>Kentucky</b> KY	<b>North Dakota</b> ND	<b>Wyoming</b> WY

3. Utilizing the chart below indicate which of those AEPA Member states that this company has sales representatives/distributor/dealer assigned by placing the two digit state code to the left of the state name indicating the state in which the representative physically resides or is located.

<u>California</u> CA	<u>Massachusetts</u> MA	<u>Ohio</u> OH
<u>Colorado</u> CO	<u>Michigan</u> MI	<u>Oregon</u> OR
<u>Connecticut</u> CT	<u>Minnesota</u> MN	<u>Pennsylvania</u> PA
<u>Florida</u> FL	<u>Missouri</u> MO	<u>Texas</u> TX
<u>Indiana</u> IN	<u>Montana</u> MT	<u>Virginia</u> VA
<u>Iowa</u> IA	<u>Nebraska</u> NE	<u>Washington</u> WA
<u>Kansas</u> KS	<u>New Mexico</u> NM	<u>Wisconsin</u> WI
<u>Kentucky</u> KY	<u>North Dakota</u> ND	<u>Wyoming</u> WY

4. Utilizing the chart below indicate the location(s) of your distribution network/facilities that will be utilized to provide the proposed commodities, products and/or services proposed in response to this bid by placing the two digit state codes to the left of the state name indicating the physical location of the distribution point.

<u>California</u> CA	<u>Massachusetts</u> MA	<u>Ohio</u> OH
<u>Colorado</u> CO	<u>Michigan</u> MI	<u>Oregon</u> OR
<u>Connecticut</u> CT	<u>Minnesota</u> MN	<u>Pennsylvania</u> PA
<u>Florida</u> FL	<u>Missouri</u> MO	<u>Texas</u> TX
<u>Indiana</u> IN	<u>Montana</u> MT	<u>Virginia</u> VA
<u>Iowa</u> IA	<u>Nebraska</u> NE	<u>Washington</u> WA
<u>Kansas</u> KS	<u>New Mexico</u> NM	<u>Wisconsin</u> WI
<u>Kentucky</u> KY	<u>North Dakota</u> ND	<u>Wyoming</u> WY

5. Does this company have an e-commerce website? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
 If **YES**, what is the website? \_\_\_\_\_

6. Customer, Support and Training Service: It is understood depending on the type, kind and level of products and/or services being proposed in response to this bid will impact and determine the type and level of services required and these are identified in Part B Bid Specifications of this IFB.

Does this company have online customer support option? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Does this company have a toll-free customer support phone option? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Does this company offer local customer and support service options? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Attach a separate document describing the type, level, available and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation

If applicable, Does this company offer customer training for the products and services?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If Yes, attach a separate document describing what types, kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

7. Delivery, Compensation, Pricing and Competitiveness: The Bidder's responses to the following items is intended to summarize and recap their offer.

This company's pricing is based on the following methodologies? Definitions found in Part A: Instructions to Bidders, Listing of Terms and Conditions.

\_\_\_\_\_ **Fixed or Catalog Pricing** - Fixed discount off retail or off published price list.

\_\_\_\_\_ **Line-Item price list** - Fixed price with economic adjustment (Bidder must identify in writing in this IFB any contingencies prior to approval);

\_\_\_\_\_ **Automate System for Pricing** - Fixed multipliers/factors bid to be applied to an established pricing methodology/system to allow for individual local requirements and conditions.

\_\_\_\_\_ **Alternative Method of Costing** - Fixed multipliers/factors/discounts bid to be applied to an established pricing methodology/system to allow for individual local requirements and conditions.

\_\_\_\_\_ **Open-Item or Combined pricing - A combination of one or more of the above.**

Is your pricing methodology guaranteed for the term of the contract? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Does the pricing offered allow for additional quantity or volume discounts are identified on the pricing page (Form G)? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Does the pricing offered comply with AEPA's Most Favored Customer? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

Indicate which of the following apply and the level of competitive range you are offering in response to this IFB.

Yes/No Discount

- a. \_\_\_\_\_ % The same offered on all single educational institution or nonprofit agency bids or those that maybe utilized (piggybacked) by other entities ;
- b. \_\_\_\_\_ % The same offered to cooperatives and state purchasing departments with equal or lesser volume.
- c. \_\_\_\_\_ % Better discount (percent of difference) offered to cooperatives and state purchasing departments with greater volume.
- d. \_\_\_\_\_ % Better than we offer to cooperatives or state purchasing departments.

If yes, is indicated for items a through d above attached a separate document listing those national and/or local single educational institutions or nonprofit agencies with piggyback contracts, cooperatives or state purchasing departments.

Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee.

- a. \_\_\_\_\_ The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.

- b.  The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to adjusted the AEPA Member Agency's price.
- c.  The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

Is shipping and handling (S/H) included in the products on the pricelist?  **YES**  **NO**

If **NO**, attach a separate document detailing and explaining how shipping and handling or freight will be calculated and applied:

- 8. Does your company have a return policy?  **YES**  **NO**

If Yes, attach a separate document with your return policy and if you charge a restocking fee, what is it? (AEPA) allows up to 15% for supplies and up to 25% for equipment)

- 9. Do you have minimum order requirements?  **YES**  **NO**

If yes, describe: \_\_\_\_\_

- 10. Will you offer AEPA member agencies a quick pay discount?  **YES**  **NO**

If **YES**, what is the discount? (Indicate % discount/number of days) \_\_\_\_\_

- 11. Do you offer leasing arrangements under this bid?  **YES**  **NO**

If **YES**, remember to indicate the rate factor and other cost factors on the Form G spreadsheet.

**Signature** \_\_\_\_\_  
*Must be same signature as on Bid Affidavit Signature and Acceptance Forms*



# AEPA FORM D: COMPANY INFORMATION

## AEPA IFB #012-H Scoreboard & Marquee Signage

NAME OF BIDDER \_\_\_\_\_

### INSTRUCTIONS:

1. This form is three (3) pages long. The authorized representative must sign the end of the document.
2. Several attachments are required in response to this form. The name of the bidder and Form D item number to which the attachment responds must appear on each page.
3. Scan the completed form and all requested attachments into a single PDF file.
4. Title the PDF file as per the instructions under Part C, page 2, #5. Save to Folder A.

### D.1. BACKGROUND

**Note:** Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

**D.1.a.** Check one: This business is a  public company  privately owned company.

**D.1.b.** In what year was this business started under its present name? \_\_\_\_\_

**D.1.c.** Under what other or former name(s) has your business operated? \_\_\_\_\_  
\_\_\_\_\_

**D.1.d.** Is this business a corporation?  No  Yes. If yes, please complete the following:

**D.1.d.(1)** Date of incorporation: \_\_\_\_\_ State of incorporation: \_\_\_\_\_

**D.1.d.(2)** Name of President: \_\_\_\_\_

**D.1.d.(3)** Name(s) of Vice President(s): \_\_\_\_\_

**D.1.d.(4)** Name of Secretary: \_\_\_\_\_

**D.1.d.(5)** Name of Treasurer: \_\_\_\_\_

**D.1.e.** Is this business a partnership?  No  Yes. If yes, please complete the following:

**D.1.e.(1)** Date of organization: \_\_\_\_\_ State founded: \_\_\_\_\_

**D.1.e.(2)** Type of partnership, if applicable: \_\_\_\_\_

**D.1.e.(3)** Name(s) of general partner(s): \_\_\_\_\_

**D.1.f.** Is this organization individually owned?  No  Yes. If yes, please complete the following:

**D.1.f.(1)** Date of organization: \_\_\_\_\_ State founded: \_\_\_\_\_

**D.1.f.(2)** Name of owner: \_\_\_\_\_

**D.1.g.** This organization is a form other than those identified in D1.d. – D1.f. above,  No  Yes.

**IF THE ANSWER IS YES, AN ATTACHMENT IS REQUIRED:** Describe the company's format, year and state of origin, and names and titles of the principals.

**D.1.h. ATTACHMENT REQUIRED: Location(s):** Provide the address, city, state and zip code of the business headquarters and how long the headquarters have been located at this address. Provide the same information for branch offices.

## **D.2. REFERENCES**

**D.2.a. ATTACHMENT REQUIRED: References:** Provide a list of current references.

## **D.3. WORK FORCE**

**D.3.a. ATTACHMENT REQUIRED: Key Contacts and Providers:** Attach a list of the individuals, titles, qualifications and contact information for the individuals who will provide the following services on a national and/or local basis:

D.3.a.(1) Contract Manager	D.3.a.(2) Financial Manager	D.3.a.(3) Sales Manager
D.3.a.(4) Customer and Support Manager	D.3.a.(5) Distributors, Dealers	D.3.a.(6) Consultants and Installers, Sales Reps
D.3.a.(7) Technical, Maintenance and Support services	D.3.a.(8) Quotes, Invoicing and Payments	D.3.a.(9) Warranty and After the Sale

**D.3.b. ATTACHMENT REQUIRED: In-house Resources:** Describe the business's current in-house workforce, equipment and facilities available to perform under this solicitation.

## **D.4. MARKETING**

**D.4.a. ATTACHMENT REQUIRED: Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s).

**D.4.b. ATTACHMENT REQUIRED: Marketing Activities:** Describe how this business marketed its products and services to schools and other tax-exempt nonprofit audiences in Fiscal Year 2010 – 2011 (July 1 – June 30). List all conventions, conferences and other events at which this business exhibited.

**D.4.c. ATTACHMENT REQUIRED: Cooperative Marketing:** Describe ways in which this business can collaborate with member agencies in marketing the bid.

**D.4.d. ATTACHMENT REQUIRED: Environmental Initiatives:** Describe the business's alignment with LEED and "green" objectives.

## **D.5. INDEPENDENT MANUFACTURERS, SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.**

**D.5.a. ATTACHMENTS REQUIRED (if the bidder is not the sole manufacturer/provider of all goods and services provided under this contract):**

**D.5.a.(1) Manufacturers who provide the products used by this business in the AEPA member agency states:** Create a list organized regionally or alphabetically or by type of product or service. Provide the names and location of the manufacturers, the product(s)/service(s) each provides, and the states in which each can provide the product/services.

**D.5.a.(2) Authorizing Letters:** For each manufacturer on the above list, attach a current letter from the manufacturer stating the supplier is authorized to represent the manufacturer nationally. The letter must be dated after January 1, 2011.

**D.5.b. ATTACHMENT REQUIRED: Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.

**D.5.c. ATTACHMENT REQUIRED: Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

**D.6. DISCLOSURES**

**D.6.a. ATTACHMENT REQUIRED: Letter of Credit:** Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2008, 2009 and 2010). This letter should state the line of credit as a range (ie., "credit in the low six figures" or "a credit line exceeding five figures").

**D.6.b.** Does this business have actions currently filed against it?  No  Yes.

**IF THE ANSWER IS YES, AN ATTACHMENT IS REQUIRED:** List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

**Signature** \_\_\_\_\_  
*Must be same signature that appears on the Bid Affidavit Signature and Acceptance Form*

# AEPA FORM E: EXCEPTIONS TO TERMS AND CONDITIONS

## AEPA IFB #012-H Scoreboard & Marquee Signage

**NAME OF BIDDER** \_\_\_\_\_

**INSTRUCTIONS:**

1. If “no” is checked below, complete this form by signing it at the bottom.
2. If “yes” is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, #5. Save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

**NO**, this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A or B of this IFB.

**YES**, this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page	Outline Number	Term or Condition	Exception

**Signature** \_\_\_\_\_

*Must be same signature that appears on Bid Affidavit and Acceptance Forms*

## AEPA FORM F: COMPLIANCE

### AEPA IFB #012-H Scoreboard & Marquee Signage

**NAME OF BIDDER** \_\_\_\_\_

**INSTRUCTIONS:**

1. This form is three (3) pages long. The bidder’s authorized representative must sign the form at the end.
2. The criteria listed below are derived from the Part B: Bid Specifications this IFB. Other than industry requirements established in federal, state or local statutes, exceptions/deviations may be proposed as long as they are expressly noted below and clarified on Form F.2., which follows. Please understand that the stated specifications represent the most desirable attributes of the products and services sought by AEPA and its AEPA Member Agencies.
3. AEPA understands that not all bidders provide all commodities indicated in the specifications. Bidders may propose specific, similar and/or alternative manufacturer’s product lines and/or services without prejudice as long as the proposed products and services meet or exceed the specifications in Part B: Bid Specifications of this IFB.
4. For each criterion below, check either “Comply” if it aligns with the company’s ability to provide products and services or “Deviate” if it does not.
5. If there are no deviations to the specifications, indicate that by checking the appropriate box on Form F.2 and sign it.
6. Scan the completed form to a PDF file and title as instructed in Part C (this section), page 2, #5.

Item	Requirement	Description	Comply	Deviate
F.1.	Scoreboard & Marquee Signage	All products offered through this bid are new and unused, and represent the latest and best in industry design, technology and quality.		
F.2.	Scoreboard & Marquee Signage	The bidder offers a selection of standard products and services, with a variety of options, for Insert description.		
F.3.	Scoreboard & Marquee Signage	The bidder offers an extensive line of accessories and options to enhance the products and services offered.		
F.4.	Scoreboard & Marquee Signage	The bidder offers remote and on-site consulting and technical support services for insert description.		
F.5.	Scoreboard & Marquee Signage	The bidder offers a 24 hour toll-free customer service line and assigns named individuals to work with AEPA customers.		
F.6.	Warranties	The bidder offers at minimum a 5 year warranty on commodities, parts and services, as well as manufacturer warranties, extended warranties etc.		
F.7.	Scoreboard & Marquee Signage	The bidder is offers “most favored agency pricing” under this solicitation and all contracts that may be executed as a result of the bid award.		

**Signature** \_\_\_\_\_

*Must be same signature that appears on Bid Affidavit and Acceptance Forms*

## AEPA FORM F.2.: DEVIATIONS

### AEPA IFB #012-H Scoreboard & Marquee Signage

**NAME OF BIDDER** \_\_\_\_\_

**INSTRUCTIONS:**

1. If “no” is checked below, complete this form by signing it at the bottom.
2. If “yes” is checked below, either insert answers into this form or create a facsimile in a Microsoft Word table format to provide narrative explanations of exceptions. If creating a facsimile, the bidder is reminded to use the heading above, and include the bidder name and signature at the end.
3. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions under Part C (this section), page 2, #5. Save to Folder A.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

**NO**, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B, Form F.

**YES**, this bidder has the following deviations to the Specification incorporated in Parts B of this IFB.

Outline Number from Form F	Specification (describe)	Details of Deviation

**Signature** \_\_\_\_\_

*Must be same signature that appears on Bid Affidavit and Acceptance Forms*

**AEPA BID FORM G: DISCOUNT AND PRICING SCHEDULE**  
**AEPA IFB #012-H Scoreboard & Marquee Signage**

**NAME OF BIDDER** \_\_\_\_\_

**INSTRUCTIONS:** *Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)*

1. Complete this page and scan it to a PDF document, saving in the name of “*Bidder Name Form G.*”
2. Prepare a discount and pricing schedule in a Microsoft Excel spreadsheet document as directed below for G.1. Save the document in the name of “*Bidder Name Form G.1—Pricing.*”
3. Use Form G.2 (Excel document) to complete the Unit Price Schedule for Selected Items.
4. The responses to G.3. and G.4., below, can be incorporated in the same Excel file prepared for G.1. Clearly differentiate the G.1., G.3. and G.4. sections. The response to G.4. can also be prepared as a Word attachment that has been scanned to the same PDF as this page (Form G) as an attachment or its own PDF. Either way, caption or title accordingly.
5. Complete this page and scan it to a PDF document. If it is necessary to continue the response to G.4 below onto an attachment, be sure to label it appropriately and incorporate it into the same PDF document.
6. Copies of the bidder’s most recent catalog or pricelist showing the products available to members under this bid may be included as PDF documents.
7. Save all documents to Folder B.

**G.1. Price Schedule:** Provide a product price schedule. The preferred schedule must include for each item of equipment offered under the bid:

- Manufacturer
- Manufacturer’s item number
- Model category (insert Products/Services)
- Product description, including standard equipment and accessories
- Regular, non-discounted (list) price offered by bidder
- AEPA member discount from list price for equipment
- Percentage discount offered on this item
- Optional equipment and accessories available with the given model
- List prices for optional items
- Discounted prices and percentage discounts for optional items
- List and discount prices for replacement parts
- Shipping charges (clearly identified or identified as included in the bid price)

**G.2. Unit Price Schedule for Selected Items:** Download and complete the accompanying Excel form, complete and save it accordingly.

**G.3. Warranties, Additional Services or Incidental Price Schedule:** Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies, providing the details listed under Section G1.

**G.4. Additional Discounts:** If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_

*Must be same signature as on Bid Affidavit Signature and Acceptance Form*