

**Part III  
BID FORMS AND INSTRUCTIONS**

**KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

**TABLE OF CONTENTS THIS SECTION**

<b>Bid Submittal Instructions .....</b>	<b>1</b>
<b>FORM: Bid Proposal Table of Contents .....</b>	<b>5</b>
<b>FORM A: Bid Affidavit .....</b>	<b>6</b>
<b>FORM B: Acceptance of Bid and Contract Award .....</b>	<b>7</b>
<b>FORM C: Questionnaire for Bidder .....</b>	<b>8</b>
<b>Form C.2.: Certification of Ability to Serve Members .....</b>	<b>10</b>
<b>FORM D: Company Qualifications .....</b>	<b>11</b>
<b>FORM E: Exceptions to Terms, Conditions and Specifications ....</b>	<b>13</b>
<b>FORM F: Compliance and Deviations .....</b>	<b>14</b>
<b>Form F.1.: Deviations.....</b>	<b>17</b>
<b>FORM G: Pricing Schedule Submittal Instructions .....</b>	<b>18</b>

**HOW TO USE THESE FORMS:** This portion of the IFB is a both at PDF and a Word document. You can download the forms to your computer and type directly on the form and click check boxes for responses. **BEGIN** by immediately performing a “save as” command, and save the blank document to your computer **BEFORE** writing on it. Frequently save as you work on the forms, to make sure no information is lost. Alternatively, you can print the blank forms and complete them by hand or typewriter. Once each form is completed, sign a hardcopy version, scan it into a discrete folder on a flash drive. Instructions are provided below and at the top of each form. If you have questions about these procedures or require assistance, contact Jeffrey Kimball, weekdays except holidays, 8:00 a.m. – 4:00 p.m., Eastern Time, (888) 490-3182 or (570) 523-1155, ext. 2130.

**III.1. Bid Submittal Instructions**

III.1.a. **Deadlines and time lines:** The bid proposal receipt deadline is Wednesday, August 27, 2014, 4:00 p.m., Eastern Time. Bid Opening August 28, 2014, 9:00 AM at CSIU, 90 Lawton Lane, Milton, PA.

**Questions** regarding bid specifications will be accepted by telephone, (888) 490-3182 or (570) 523-1155, ext. 2130, or email, [jkimball@csiu.org](mailto:jkimball@csiu.org) on weekdays, except for holidays, between 8:00 a.m. and 4:00 p.m., Eastern Time.

**VERY IMPORTANT:** As the deadline approaches, revisit the bid publishing site, <http://customer.ionwave.com/kpn>, to check for amendments and other updates.

- III.1.b. **Sealed Bid Format:** Submit two (2) copies of the bid proposal on separate but identical flash drives, plus a cover letter and hard copies of Forms A and B, in a **SEALED ENVELOPE**.
- III.1.c. **Submission Venue:** The bid package must be sent via UPS, Fed Ex, etc. to:  
Keystone Purchasing Network (KPN)  
90 Lawton Lane  
Milton, PA 17847
- III.1.d. **Packaging:** The Bid Forms and instructions for submitting a complete and competitive bid comprise this section (Part III) of the IFB.
- III.1.d.(1) Each flash drive containing the document files requested in this section must be encapsulated in a separate plastic cover. The electronic media and their covers must be **labeled with the company name and the bid number and category name**.
- III.1.d.(2) Include a cover letter that identifies the bid number, the name of the bidding company, the company's website, the chief contact's email and telephone number.
- III.1.d. **Document Development:** These Bid Forms are presented in a "fillable Word" format, which allows electronic completion. Most documents requested in this section also require signatures and thus must be printed out after completion, signed, scanned and saved as separate PDFs, including attachments where appropriate. All documents must be titled with the name of the bidder and the form. All attachment pages must have the bidder's name at the top.
- III.1.e. **Bid Proposal Electronic Media Organization:** Use the Table of Contents Form as a checklist for organizing the electronic files. Proposals lacking any of the required information may be rejected as nonresponsive. Organization of the materials in a way other than requested may result in the impression that the proposal is incomplete and thus nonresponsive. Create two (2) folders labeled ***Your Company Name Folder A*** and ***Your Company Name Folder B*** on the flash drive.

**FOLDER A CONTENTS:**

**Table of Contents:** Using the form provided, create a Table of Contents for the bid proposal. Provide this as a Microsoft Word document (does not require a signature) or a document that has been scanned to a PDF, and title it ***Your Company Name Table of Contents***.

**Bid Affidavit (FORM A):** Complete the form provided. A signature of the bidder's authorized representative is required and a Notary Public must complete this form. Scan to a PDF format and title it ***Your Company Name Affidavit***. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media.

**Acceptance of Bid and Contract Award (FORM B):** Complete the form provided. A signature of the bidder's authorized representative is required. Scan to a PDF document and title it ***Your Company Name Acceptance***. Additionally, a paper (hard) copy of the completed form with original signatures must be included in the sealed bid package with the electronic media.

**Service Questionnaire (FORM C.1):** The Service Questionnaire seeks information about the bidder's pricing structure and commerce practices. Complete the form provided. The authorized representative must sign the completed document. Scan to a single PDF document with Form C.2 below and title it *Your Company Name Service Questionnaire*.

**Certification of Ability to Serve KPN Membership (FORM C.2):** Certification of bidder's ability to serve in the fifty states and District of Columbia. Sign and scan this form together with Form C.1 above, to make a single PDF document. as per the instructions at the top of Form C.1. Requested copies of state licenses or certifications should be scanned and included with this form.

**Company Information (FORM D):** The Company Information Form requests incorporation and operational information about the bidding. The authorized representative must sign the completed document. A letter of credit from the bidder's financial institution is a required attachment. Scan the Form and requested attachments to a single PDF document and title it *Your Company Name Company Information*. Summaries of example/reference projects are also requested and should be incorporated as attachments.

**Exceptions (FORM E):** Exceptions to Terms and Conditions (set forth in Part I of this IFB) and Special Terms and Conditions (Part II) must be noted on Form E. If there are no exceptions, the form must be returned with the "no exceptions" box checked and signed by the authorized representative. Scan to a PDF document and title it *Your Company Name Exceptions*.

**Compliance (FORM F):** The Compliance Form seeks the bidder's ability to fulfill the bid commodity specifications set forth in Part II. The specifications represent the needs and interests of the member agencies and their affiliate members. Alternates or deviations may be proposed unless otherwise specified. While deviations may be acceptable, the bidder who is able to comply with the greater number of specifications may be considered more responsive. After checking boxes, the authorized representative must sign the form. Scan to a PDF document and title it *Your Company Name Compliance*.

**Deviations (FORM F.1):** Explanations of deviations noted in response to **Compliance (FORM F)** are required on Form F.1. If there are no deviations, the form must be returned with the "no deviations" box checked. The form must be signed by the authorized representative, scanned to PDF format and title it *Your Company Name Deviations*.

#### **FOLDER B CONTENTS:**

**Pricing (FORM G.):** Form G is intended as the cover document for the bidder's discount pricing schedule. This form must be signed by the bidder's authorized representative. Scan to PDF format and title it *Your Company Name Form G Pricing*.

**Excel Pricing Schedule (Price Form G.1-G.4):** Create a discount pricing schedule using the Excel spreadsheet provided as Price Form to this IFB, as per the instructions on Form G. Save the Excel document as *Your Company Name*

**Catalogs and/or Pricelists:** Include PDF copies of the bidder's most recent published catalog(s) or pricelist(s). Save the PDFs as *Your Company Name/Type of Catalog*.

**III.2. BIDDER'S RESPONSIBILITY:** It is the bidder's responsibility to ascertain that all documents submitted have been saved completely to the flash drive. Bidders should test both flash drives on computers independent from the system on which they were created to make sure the documents can be opened and read. Electronic media that cannot be opened by KPN may result in the rejection of the proposal. The CSIU, KPN, its member agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable or received after the deadline.

## **KPN FORM: BID PROPOSAL TABLE OF CONTENTS**

### **KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

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

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

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

Telephone \_\_\_\_\_ Time Zone: \_\_\_Eastern \_\_\_Central \_\_\_Mountain \_\_\_Pacific

Fax \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

**INSTRUCTIONS:** Fill in the titles you have given to each document saved to the electronic media. Save this completed form as a separate PDF titled *Your Company Name* **TABLE OF CONTENTS** and place in Folder A.

FORM	FOLDER	DOCUMENT TITLE	FORMAT	NOTES
Table of Contents	A		Word or PDF	
FORM A Affidavit	A		PDF & Hard Copy	Signature and notarization required
FORM B Acceptance	A		PDF & Hard Copy	Signature required
FORM C Questionnaire	A		PDF	Signature required
FORM C.1 Authorizations	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.1 Deviations	A		PDF	Signature required
FORM G Pricing Info	B		PDF	Signature required
G.1-4 Price Schedule	B		Excel	
Catalog(s) or Pricelist(s)	B		PDF	

# KPN BID FORM A: BID AFFIDAVIT

## KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies

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

**Instructions:** This form must be signed by the Bidder's Authorized Representative and notarized below. Label the scanned PDF version of the signed document with **Your Company Name Affidavit** and place in Folder A on the flash drive. A hard copy of the completed form must also be included in the bid proposal package.

### AFFIDAVIT

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge, no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of KPN, or any employee thereof, or any person, firm or corporation under contract with KPN whereby the bidder, in order to induce the acceptance of the foregoing bid by KPN, 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 believe, 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 Commonwealth of Pennsylvania, or any subdivision of the Commonwealth 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 and F of these bid forms and the pricing schedule.

\_\_\_\_\_  
Printed name of Authorized Representative

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

\_\_\_\_\_  
Title (Printed)

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

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

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

### NOTARY:

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

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

My commission expires \_\_\_\_\_

Signed \_\_\_\_\_

**KPN BID FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD**  
**KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

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

**INSTRUCTIONS:** PART I of this form is to be completed by the Bidder and signed by the Authorized Representative. PART II will be completed by the Bid Issuer, KPN, only upon the occasion of the bid award. Label the scanned PDF version of the signed document on the flash drive with *Your Company Name* **ACCEPTANCE** and place in Folder A. A hard copy of the completed form must also be included in the bid proposal package.

**PART I: BIDDER**

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the Special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to KPN 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 \_\_\_\_\_

Email Address \_\_\_\_\_

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

**PART II: AWARDING AGENCY**

Your bid for contracting services is hereby accepted. As contractor/supplier, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the IFB. As contractor, you are hereby cautioned not to commence any billable work or provide any material or service under this contract until an executed purchase order is received from the agency. The parties intend this contract to constitute the final and complete agreement between the agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence upon award and continue until February 28, 2016 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for four (4) additional years, 2017, 2018, 2019, and 2020, with the possibility of an additional two year extension.

Awarding Agency Central Susquehanna Intermediate Unit d/b/a The Keystone Purchasing Network

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

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ Contract Number KPN 201409-03

## **KPN BID FORM C: SERVICE QUESTIONNAIRE**

### **KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

**Name of Bidder** \_\_\_\_\_

**INSTRUCTIONS:** Form C is two (2) pages long and Form C.2 is one (1) page. Both must be signed. Click on the boxes provided for Yes/No questions, and type text responses in spaces provided. If you require more space for responses, say "see attached" and create an attachment in Microsoft Word. Sign below, scan this form, attachments AND Form C.2 into a single PDF document, title it ***Your Company Name Service Questionnaire C + C.2***, and save to Folder A.

1. **Range of Service:** Indicate the regions and states to which this company is capable of delivering full service sales representatives, customer support, site analysis, engineering services, earthworks, products, installation and related services such as training and set-up, on Form C.2. Incorporate PDFs of applicable, current licenses and certifications as required to do business in each state.

If you checked "no service" for any state(s) on form C.2., does your company have a plan for extending representation and services to this territory in the future?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," what is the timeline and extent of expansion planned?

3. **Customer Service:**

Does this company have online customer support? Yes \_\_\_\_\_ No \_\_\_\_\_

Does this company have a toll-free customer support line? Yes \_\_\_\_\_ No \_\_\_\_\_

During what hours is live support available?

In what time zones? Please check all that apply: \_\_\_ Eastern \_\_\_ Central \_\_\_ Mountain  
\_\_\_ Pacific

4. **Pricing:** Is the bid pricing guaranteed for the term of the contract? Yes \_\_\_\_\_ No \_\_\_\_\_

Is shipping and handling or freight included in the products on the pricelist?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, provide a detailed explanation on how S/H or freight is calculated and applied:



## KPN BID FORM C.2: Certification of Ability to Serve KPN Members

### **KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

**Name of Bidder** \_\_\_\_\_

**Instructions:** Complete this form, sign at the bottom and scan with FORM C into a single PDF document. See instructions at the top of Form C (page 5). Incorporate scanned copies of state licenses and certifications as attachments to this form.

**Yes**    **No** This company is authorized to sell products and provide other services in all fifty states and the District of Columbia.

If you answered no, please indicate below in which states the company is authorized to sell and provide other services:

State	Ability to Serve			State	Ability to Serve	
Alabama	Yes	No		Montana	Yes	No
Alaska	Yes	No		Nebraska	Yes	No
Arizona	Yes	No		Nevada	Yes	No
Arkansas	Yes	No		New Hampshire	Yes	No
California	Yes	No		New Jersey	Yes	No
Colorado	Yes	No		New Mexico	Yes	No
Connecticut	Yes	No		New York	Yes	No
Delaware	Yes	No		North Carolina	Yes	No
Florida	Yes	No		North Dakota	Yes	No
Georgia	Yes	No		Ohio	Yes	No
Hawaii	Yes	No		Oklahoma	Yes	No
Idaho	Yes	No		Oregon	Yes	No
Illinois	Yes	No		Pennsylvania	Yes	No
Indiana	Yes	No		Rhode Island	Yes	No
Iowa	Yes	No		South Carolina	Yes	No
Kansas	Yes	No		South Dakota	Yes	No
Kentucky	Yes	No		Tennessee	Yes	No
Louisiana	Yes	No		Texas	Yes	No
Maine	Yes	No		Utah	Yes	No
Maryland	Yes	No		Vermont	Yes	No
Massachusetts	Yes	No		Virginia	Yes	No
Michigan	Yes	No		Washington State	Yes	No
Minnesota	Yes	No		West Virginia	Yes	No
Mississippi	Yes	No		Wisconsin	Yes	No
Missouri	Yes	No		Wyoming	Yes	No
				District of Columbia	Yes	No

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

**KPN BID FORM D: COMPANY INFORMATION**

**KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

Name of Bidder \_\_\_\_\_

**Instructions:**

1. This form is two (2) pages long.
2. The responses to the questions below must be presented in a Microsoft Word document. Responses to more than one question can be included on the same page. Title the individual responses with the corresponding question number and theme (i.e., D.1.f. Location). The bidder's company name must appear on all attachment pages.
3. Sign this form at the end and scan it AND its attachments into a single PDF document titled **Your Company Name Company Information**, and place in Folder A.

**D.1. COMPANY INCORPORATION AND HISTORY**

*Note: Generally, KPN does not accept offers from businesses that are less than five (5) years old or those that fail to demonstrate a proven record of business in the commodity category. If the bidder has recently purchased an established business or can show prior success in this type of business or closely related type of business, please provide, in **an attachment**, written documentation and verification in response to the questions below. KPN reserves the right to accept or reject newly formed companies based on information provided in this response and through its own investigation of the company.*

**D.1.a.** Check one: This business is a \_\_\_\_\_ Public Company \_\_\_\_\_ Privately Owned Company.

**D.1.b.** Check one: This business is a \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individually Owned

Other \_\_\_\_\_

**D.1.c.** Date and state of incorporation: \_\_\_\_\_

**D.1.d.** Name(s) of President or Principal Partners: \_\_\_\_\_

**D.1.e.** Names and positions of other principal officers.

**D.1.f. Location(s): ATTACHMENT REQUIRED.** 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. PRIOR EXPERIENCE AND REFERENCES: ATTACHMENTS REQUIRED.** In a concise narrative, describe the offeror's experience in providing outdoor athletic surfaces to schools and other public agencies. Provide example/reference summaries of ten (10) public sector projects completed within the last three years of fields. For each, identify the customer, the authorizing official of the customer who can serve as a reference and that person's contact information. Describe the products services provided, and the timeline from purchase order to completion.

**D.3. WORKFORCE:**

**D.3.a. Key Contacts: ATTACHMENTS REQUIRED.** Attach a list of the individuals, titles, qualifications and contact information for the individuals who will provide the following services on a national basis: **D.3.a.(1)**, Consulting, **D.3.a.(2)**, Estimating,

**D.3.a(3)** Coordinating, **D.3.a.(4)** Supervising and managing before/during/after sales services, **D.3.a.(5)** Warranty, **D.3.a.(6)** Maintenance, and **D.3.a.(7)** Other Support Services.

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

**D.4. MARKETING:**

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

**D.4.b. Marketing Activities: ATTACHMENT REQUIRED.** Describe how this business marketed its products and services to schools and other tax-exempt nonprofits in the past year. List all conventions, conferences and other events at which the business exhibited.

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

**D.4.d. Environmental Initiatives: ATTACHMENT REQUIRED.** Describe the business's alignment with "green" objectives, standards and statutes, if applicable.

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

**D.5.a. Manufacturers: ATTACHMENT(S) REQUIRED. D.5.a.(1)** Create a list of the names and locations of Manufacturers who provide the products used by this business, organized by the regions described in Form C.2. State the products each provides. **D.5.b.(2)** Scan and attach applicable Authorizing Letters from manufacturers stating the business's authorization to represent the manufacturer nationally or in the region described above. The letters must be dated within the current fiscal year.

**D.5.b. Subcontractors, Distributors, Installers, etc.: ATTACHMENTS REQUIRED. D.5.b.(1)** Describe and explain the Selection Process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services. **D.5.b.(2)** List current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid. Include, if applicable, contractor license information and the state(s) where in they are eligible to provide services on behalf of this business.

**D.6. DISCLOSURES**

**D.6.a. Letter of Credit: ATTACHMENT REQUIRED.** Scan and attach a letter from the business's chief financial institution indicating the current level of credit available to it and evidence of financial stability for the past three (3) years.

**D.6.b. Actions Against Business.** Does this business currently have actions filed against it?

**No**  **Yes** **If the answer is "yes": ATTACHMENT REQUIRED.** List and explain current actions such as Federal Debarment or other appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

**Signature and date** \_\_\_\_\_

*Must be the same signature that appears on the Bid Affidavit (Form A) and Bid Acceptance of Award (Form B)*



## **KPN BID FORM F: COMPLIANCE AND DEVIATIONS**

### **KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

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

**INSTRUCTIONS:** Form F is three(3) pages long. The criteria listed below pertain to the products and services related to the category outdoor athletic surfaces. Please check “Comply” if this aligns with your ability to provide or “Deviate” if not. For all criteria checked “Deviate,” explain the exception in Table F.2., which follows. The authorized representative must sign on the signature line below this form and at the bottom of Table F.2. The bidder must also complete and sign Form F.3, “Certification of Ability to Service Members,” even if checking “Comply” for item F.1.1. in Form F below.

Scan the completed, signed document to a PDF format, title it ***Your Company Name Compliance***, and save to Folder A.

**NOTE:** Other than industry requirements established in federal, state or local statutes, or in standards and guidelines established in this bid, exceptions or deviations may be proposed so long as they are expressly noted below and clarified on Form F.2. Please note, however, that the stated requirements express the most desirable attributes sought by KPN and its members.

	<b>Requirement</b>	<b>Description</b>	<b>Comply</b>	<b>Deviate</b>
F.1.	National Service	Supplier is able to serve KPN members in the fifty United States and District of Columbia. Complete Form C.2 even if you answer “comply.”		
F.2.	Website	Supplier has an e-commerce website and agrees to create a special KPN Ordering website for members with reporting capabilities for KPN administration.		
F.3.	Marketing Plan	Supplier can implement a marketing plan to KPN members in all states indicated above.		
F.4.	Shipping Time	Supplier can guarantee a shipping time after receipt of order 90% of the time. If the product cannot be shipped within the stipulated time period, the KPN member has the opportunity to secure the product elsewhere.		
F.5.	Discount Pricing	Pricing must be a percentage discount from the manufacturers’ suggested list price or percentage up from cost, whichever provides the lowest pricing for the agency.		
F.6.	KPN Contract	The bidder agrees to remit an administrative fee based on gross sales to members, reporting quarterly with remittance and a list of the purchasing members. The administrative fee is 2% for purchases of commercial cleaning equipment and supplies any other products offered under this resulting contract.		
F.7.	KPN Contract	The bidder agrees to collaborate with KPN in marketing the contract to members and potential members by mail, email, newsletter, conference exhibition, group presentations and other marketing materials that will be co-branded.		
F.8.	KPN Contract	The bidder agrees upon award of a contract KPN staff will meet with awarded vendor(s) staff to develop a 30-90 day national rollout of the contract to their national sales staff.		
F.9.	KPN Contract	Bidder agrees to participate with KPN in marketing and promotional endeavors nationally.		
F.10.	KPN Contract	Bidder agrees to meet with KPN staff on a bi-annual basis to review sales and marketing on a national basis.		
F.11.	Pricing and Discount Status	“Most Favored Agency” pricing.		
F.12.	Discount Structure and Price Changes	The awarded discount structure must remain firm. Price changes, if required, will be allowed only if the public		

	<b>Requirement</b>	<b>Description</b>	<b>Comply</b>	<b>Deviate</b>
		verified price schedule is superseded, revised or changed after the contract award. The supplier may pass on the applicable price increase or decrease to KPN members provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to KPN for review and written approval prior to the implementation of the price changes.		
F.13.	Shipping Charges	Shipping charges are clearly identified in the pricing schedule.		
F.14.	Pricing Errors	If the supplier makes an error in pricing (typographical or photographic error, for example), KPN members reserve the right to return or refuse a product. The supplier agrees to pay for the cost of a returned product due to a pricing error.		
F.15.	New Products	All products sold under the KPN contract must be new unless members specifically request used, refurbished or retrofitted items.		
F.16.	Return of Defective Products	The supplier agrees that full refund, credit or exchange will be granted to any defective-on-arrival (DOA) merchandise if reported within thirty (30) days of receipt of the order. If orders are received by school district members when school is not in session, the thirty (30) days will be extended for a reasonable period of time.		
F.17.	Technical Support	The supplier maintains a toll-free technical support line answered by a live United States technician. Additionally a 24-hour fax line is established.		
F.18.	Customer Liaison	The supplier will appoint a single contact for problem solving under the KPN contract. This will be a dedicated senior-level contract manager authorized to make decisions on the member account.		
F.19.	Compliance	The supplier's product(s) are compliant with or exceed American industry standards for commercial cleaning equipment and related services.		
F.20.	Vacuum Cleaners	The supplier offers a variety of vacuum cleaner equipment, including bag and bagless, upright, canister, back pack and optional riding cleaners; replacement bags as needed, and replacement filters, brushes, belts, hoses and mechanical parts; and standard, replacement and optional accessories.		
F.21.	Spot Carpet Cleaners	The supplier offers 1.5 gallon capacity at minimum.		
F.22.	Extractors and Carpet Cleaners	The supplier offers heated and non-heated options; box extractors with minimum 11 gallon solution and recovery tanks, minimum 100 PSI pump; optional air blowers (dryers); other upright machines; replacement parts; and standard and optional accessories.		
F.23.	Blowers	The supplier offers air blowers/dryers that function as separate units.		
F.24.	Floor Sweepers	The supplier offers push and/or automated floor sweepers with and without brushes, replacement parts and optional accessories.		
F.25.	Wet/Dry Vacuums	The supplier offers a range of sizes beginning at 5 gallons; optional squeegees; replacement parts and optional accessories; optional drum adaptors.		
F.26.	Floor Polishers	The supplier offers a variety of floor polishers, scrubbers and burnishers and replacement pads.		

	<b>Requirement</b>	<b>Description</b>	<b>Comply</b>	<b>Deviate</b>
F.27.	Air-Assisted Electrostatic Sprayers	The supplier offers the option of separate unit sprayers.		
F.28.	Set up and Training	The supplier will provide set-up and training on equipment as requested.		
F.29.	Repair and Maintenance	The supplier will provide repair and maintenance services, provide product literature and recommended maintenance schedules.		
F.30.	Supplies	Supplier can offer a full range of custodial and maintenance supplies to KPN members at a discounted price.		

**Signature and date** \_\_\_\_\_

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

**KPN BID FORM F.1: DEVIATIONS**

**KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies**

**BIDDER** \_\_\_\_\_

**INSTRUCTIONS:** For any items checked “Deviate” on Form F above, list details below. You may use the Word version of this form to insert your answers or create a facsimile table to write text responses. If creating a facsimile, remember to sign it at the bottom.

Scan the completed document, save it to PDF Format, title it ***Your Company Name Deviations***, and place it in Folder A.

\_\_\_\_\_ No deviations were noted on Form F.

\_\_\_\_\_ Yes, deviations were noted on Form F.

<b>Outline number</b>	<b>Specification</b>	<b>Details of Exception</b>

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

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

# KPN BID FORM G: DISCOUNT AND PRICING SCHEDULE

## KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies

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

### INSTRUCTIONS:

**G.** The bidder must complete this form and sign it at the bottom, and create a discount and pricing schedule using the Microsoft Excel spreadsheet attached as Addendum A to this IFB. Additional pricing and/or discounts may be listed directly on the form below (part G.3). Scan this document when completed, save it as a PDF document, title it ***Your Company Name Pricing G.***, and place it in Folder B.

**G.1-4. Excel Pricing List.** After downloading the Excel Spreadsheet provided as Pricing Form G.1-4 to this IFB, save it to your hard drive BEFORE entering data, and title it ***Your Company Name Excel Pricing***. Save the completed document, then place the completed document in Folder B.

**G.1. Commercial Cleaning Equipment and Supplies.** Name products or manufacturers and their discounts from manufacturer's list price.

**G.2 Full Catalog Price List:** showing manufacturer's list price and KPN Member's discounts with member's net price.

**G.3. Warranties, Additional Services, or Incidental Price Schedule Sheet.** Using the sheet labeled "Warranties, Etc.," provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies, providing the name and detailed description of each item.

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

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

**G.5. Catalog(s)/Pricelist(s):** Scan the most recent catalog(s) or pricelist(s) displaying the materials and services available under this bid to PDF format, label it/them ***Your Company Name Type/Name of Catalog***, and place in Folder B.

Signature \_\_\_\_\_

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

END OF PART III