



Keystone Purchasing Network

Invitation For Bid (IFB)

KPN IFB-201409-03 Commercial Cleaning Equipment and Supplies

PART TWO: BID CATEGORY SPECIFIC PARAMETER

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Bid Goal: KPN and its membership that includes school districts, colleges and universities, public offices and other tax-exempt nonprofit entities seek a catalog source of quality commercial cleaning equipment and supplies, including vacuum cleaners, floor polishers and cleaners, sweepers, wet/dry vacuums, extractors, attachments, replacement bags and pads, and optional accessories along with custodial & maintenance supplies.

KPN Bid Part II. Bid Category Specific Parameters: Jan-San Equipment

- A. **Bid Goals and Intent:** KPN member agencies, which include school districts, municipal government offices and other nonprofit organizations, seek a source or sources of quality commercial cleaning equipment & supplies. It is anticipated that there is a demand for enduring products, including vacuum cleaners, floor polishers and cleaners, sweepers, wet/dry vacuums, extractors, attachments, replacement bags and pads, and optional accessories and a full range of custodial & maintenance supplies.

B. **Type of Bid:**

| YES | NO | TYPE OF BID |
|-----|----|---|
| √ | | CATALOG: A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be same for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer's price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. KPN should be aware of any changes as they are made. Substantial changes to the catalog that reduce the supplier's ability to perform as bid can result in revocation of the contract. |
| | √ | LINE ITEM: A line item bid shall be identified as specific line items that prices are requested for in the bid documents. The supplier may only request adjustments to the prices once a year at the time of renewal and must submit a written request to KPN Bid Oversight for any changes in pricing. The request must document why the prices changes are warranted, such as changes in raw material costs, etc. The supplier may also submit new products or technologies to be added to the current bid pending review and approval of KPN and KPN Membership. |

II.C. **Glossary of Terminology Specific to Category:**

| Term | Definition |
|---------|--|
| HEPA | High Efficiency Particle Absorbing air filtration systems created by the HEPA Corporation, which produces vacuum cleaner bags. |
| Jan-San | Janitorial and Sanitation |

- D. **Specific Terms and Conditions:** There are no specific Terms and Conditions specified.

E. **Bid Specifications:**

KPN member agencies have identified a range of products and services to be availed under the commercial cleaning equipment & supplies catalog bid. Member agencies have differing needs and it is not anticipated that an individual member agency will require all of the services and products below. While it is KPN's goal to award one bid, it may award more than one inasmuch as the products and demand may be more varied than a single qualified supplier can reasonably fulfill.

| | Requirement | Description |
|-------|--------------------------------------|---|
| E.1. | National Service | Supplier is able to serve KPN members in the fifty United States and District of Columbia. Complete Form F.3 even if you answer "comply." |
| E.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. |
| E.3. | Marketing Plan | Supplier can implement a marketing plan to KPN members in all states indicated above and will meet with KPN staff to develop and implement a comprehensive marketing plan within 30 days after contract award. |
| E.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. |
| E.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. |
| E.6. | Pricing and Discount Status | "Most Favored Agency" pricing based on a national contract. |
| E.7. | Discount Structure and Price Changes | The awarded discount structure must remain firm. Price changes, if required, will be allowed only if the public 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. |
| E.8. | Shipping Charges | Shipping charges are clearly identified in the pricing schedule. |
| E.9. | 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. |
| E.10. | New Products | All products sold under the KPN contract must be new unless members specifically request used, refurbished or retrofitted items. |
| E.11. | 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. |
| E.12. | 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. |
| E.13. | 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. |
| E.14. | Compliance | The bidder has included the 2% KPN Administration fee in their discounts and agrees to pay KPN on a quarterly basis |

| | Requirement | Description |
|-------|-------------------------------------|---|
| | | along with detailed sales reports. |
| E.15. | 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. |
| E.16. | Spot Carpet Cleaners | The supplier offers 1.5 gallon capacity at minimum. |
| E.17. | 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. |
| E.18. | Blowers | The supplier offers air blowers/dryers that function as separate units. |
| E.19. | Floor Sweepers | The supplier offers push and/or automated floor sweepers with and without brushes, replacement parts and optional accessories. |
| E.20. | Wet/Dry Vacuums | The supplier offers a range of sizes beginning at 5 gallons; optional squeegees; replacement parts and optional accessories; optional drum adaptors. |
| E.21. | Floor Polishers | The supplier offers a variety of floor polishers, scrubbers and burnishers and replacement pads. |
| E.22. | Air-Assisted Electrostatic Sprayers | The supplier offers the option of separate unit sprayers. |
| E.23. | Set up and Training | The supplier will provide set-up and training on equipment as requested. |
| E.24. | Repair and Maintenance | The supplier will provide repair and maintenance services, provide product literature and recommended maintenance schedules. |
| E.25. | Supplies | Supplier can offer a full range of custodial and maintenance supplies to KPN members at a discount price. |

F. Delivery

- F.1. All deliveries should be considered “inside” unless a KPN member agency specifically requires “tailgate delivery.”
- F.2. Suppliers agree to work with local dealers, distributors and contractors who normally provide and/or install their products as necessary.
- Exceptions: Suppliers may take exception to any of the stated requirements other than those established in federal, state or local statutes so long as all such exceptions are expressly noted and clarified in Part III (Forms E and F.1.).

G. Pricing:

- G.1. KPN seeks the best overall prices for the best overall quality (including qualitative factors as environmentally responsible production, available

colors and design, safety features, lowest maintenance). Inasmuch as this bid category contemplates a large range of products and concomitant services, the bid selection committee will create a market basket matrix of a minimum of 25 items from the catalog and select on the basis of the best overall performance for the field.

Catalogs and Price Lists: KPN requires bidders to submit copies of the most recent catalogs or price lists of products and services offered under the bid. Submission of outdated catalogs or lists may result in the rejection of the bid.

Line Item Price List of Catalog/Core Price Lists: As stated in the General Terms and Agreements (Part I), adjustments or revisions to price lists may be submitted to KPN on an annual basis and subject to KPN approval prior to contract extension renewal. Noncompetitive price changes that are not in the best interest of KPN members' interest may be grounds for termination of the contract.

- G.2. Bidders are directed in Part III of this IFB to provide a catalog discount and price schedule in an Excel (2011 or earlier version) document Form G.1-4. All additional services offered must also be listed and annotated on the discount and price schedule.
- G.3. **Extended Warranty:** Suppliers will be required to provide prices for all extended warranty plans.
- G.4. **Shipping Charges:** Suppliers must clearly identify shipping charges in the bid pricing Excel G.1-4 document. Shipping costs may vary by distance from manufacturer or warehouse, and by method of shipping (truck or train load may be more economical on large orders). Shipping will be by the most economical system that meets installation time schedules.

(End Part II)