



## MEMORANDUM

**DATE:** March 27, 2024  
**TO:** PEPPM Registered Vendors & Potential Bidders  
**FROM:** Thomas Caruso, Director, CSIU Cooperative Purchasing  
**SUBJECT:** Marketplace Request for Bids through PEPPM

We are pleased to announce the publication of a new Request for Bids (RFB):

- PEPPM 2024 Marketplace Bid (Electronic Bid #540042)

This RFB is issued through the PEPPM program under the authority of the Central Susquehanna Intermediate Unit, IU 16.

### The Bid Deadline

All bids must be received electronically through [www.Epylon.com](http://www.Epylon.com) by 3 p.m. Eastern Time, Thursday, May 9, 2024. We advise bidders to submit one to two days before the bid deadline to leave time to detect and correct any of their errors and to avoid any last-minute disruptions. Late bids will not be responsive.

### Optional Prebid Meeting

Potential bidders will have the opportunity to receive an overview of bidding specifications and bid processes by attending the following prebid meeting on Wednesday, April 3, 2024, at 1:30 p.m. Eastern Time, via Zoom. Interested vendors must register for the prebid meeting at [www.PEPPM.org/bids](http://www.PEPPM.org/bids).

### Other Important Dates

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|--|----------------|
| • Pre-Bid Meeting                      | April 3, 2024  |
| • Consideration of Exceptions Due Date | April 11, 2024 |
| • Submission of Questions Due Date     | April 18, 2024 |
| • Response to Exceptions Amendment     | April 19, 2024 |
| • Snapshot Date                        | April 25, 2024 |
| • Tentative Board Award Date           | June 19, 2024  |
| • Tentative Agency Contract Signing    | June 20, 2024  |
| • Contract Start Date                  | July 1, 2024   |

### Marketplace Specifications

The Central Susquehanna Intermediate Unit (CSIU) invites sealed bids for a dynamic and centralized marketplace solution that has a minimum of 300,000 products and must include the products in the following categories:

- Breakroom Supplies**, Foodstuffs, Cafeteria Supplies, and Kitchen Equipment, including coffee, tables, plastic ware, cups, paper plates, snacks, trays, refrigerators, microwaves, utensils, water bottles, tables, and paper towels.
- First Aid and Safety**, including first-aid kits, tapes, gloves, eyewear, helmets, cones, signs, respirators, vests, flashlights, special education supplies, and emergency supplies.

- C. **Instructional, Art, and Craft Supplies**, including construction paper, paint, brushes, media, crayons, clay, easels, pens, colored pencils, frames, newsprint, bulletin-board posters, lesson planners, yarn, tubs, trays, caddies, chalk, whiteboard markers, pocket charts, and manipulatives.
- D. **Maintenance, Repair, and Operations**, including hand and power tools, landscaping equipment and supplies, woodworking equipment, vehicle repair equipment and supplies, custodial supplies and papers, electrical supplies, and plumbing supplies.
- E. **Office Supplies**, including paper, writing instruments, desktop essentials, ink and toner, shipping supplies, dated goods, sticky notes, labels, glues, fasteners, files, folders, binders, organizers, storage equipment, pads, and stamps.

### **Bidding Process**

Bids must be submitted through e-bid software on [www.Epylon.com](http://www.Epylon.com). The RFB has already landed in the inboxes of vendors who have existing Epylon accounts. Other vendors must register at [www.Epylon.com](http://www.Epylon.com) to receive account credentials, all bid documents, and access to the bid forms.

There is no cost to register with Epylon or to view the bid documents.

If you are an existing Epylon vendor and do not see the RFB in your inbox, there are three possible reasons:

- Another employee under your company's account has accepted the bid form on behalf of the company. Only one bid form may be active for any given company, but any employee can forward the bid form to another company representative. Contact Epylon Customer Service to see if another company employee has opened the bid form
- Your company has not categorized itself as a technology-related supplier. Contact Epylon Customer Service to be added as a "technology supplier." Then the bid form will be promptly forwarded to the company's inbox
- Your company has divided its employees into geographic territories, and the bid has been directed to employees designated for Pennsylvania

### **Technical Bidding Help**

Epylon will not answer policy questions related to the bid but can assist with technical help in filling out the bid forms or gaining access to the RFB. Contact Epylon at [Service@Epylon.com](mailto:Service@Epylon.com) or call customer service at (888) 211-7438.

### **Bid Policy Questions**

Submit questions about terms and conditions or specifications to [BidQuestions@PEPPM.org](mailto:BidQuestions@PEPPM.org) no later than 4 p.m. Eastern Time, April 18, 2024.

### **Information for Non-Registered Vendors**

Prior to registering with PEPPM or Epylon, a potential bidder may gauge their interest in bidding by reading bid product specifications and terms and conditions on [www.PEPPM.org/bids](http://www.PEPPM.org/bids) or at [www.Epylon.com/corporate/solutions/peppm.shtml](http://www.Epylon.com/corporate/solutions/peppm.shtml).

### **Amendments and Changes**

Notices of any bid changes or amendments will be published electronically with e-bid software. In addition, the amendments will be posted on [www.PEPPM.org/bids](http://www.PEPPM.org/bids). Registered vendors will be notified by email.

### **About PEPPM**

PEPPM has a proven record of serving school districts and other public agencies across all the United States with cooperative purchasing contracts competitively bid under the high standards expected for public-sector procurement. The PEPPM cooperative purchasing program helps schools and other public agencies drive down the cost of acquisition and derive the best value for their technology and supplies investments.