



## Contract Offer & Award

**Instructions:** Part I of this form is to be completed by the Supplier and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

### Part I: Supplier

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Specifications, and being familiar with all of the conditions surrounding the solicitation, hereby offer and agree to furnish all goods and services in compliance with all terms, conditions, specifications, and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned 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 CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Supplier to all terms and conditions stated in the proposal.

Business Name	<u>Innovative Office Solutions</u>	Date	<u>10.17.2024</u>
Address	<u>151 Cliff Road East</u>	City, State, Zip	<u>Burnsville, MN 55337</u>
Contact Person	<u>Leah Halvorson</u>	Title	<u>Director of Sales</u>
Authorized Signature	<u><i>Leah A. Halvorson</i></u>	Title	<u>Director of Sales</u>
Email	<u>lhalvorson@innovativeos.com</u>	Phone	<u>10.17.2024</u>

### Part II: CPC

Your response to the identified proposal is hereby accepted. As a Supplier, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below. There will be an optional renewal for a period lasting no longer than one (1) additional 24-month period. CPC may grant an extension under certain criteria and conditions.

Agency	<u>Cooperative Purchasing Connection</u>	Authorized Signature	<u>DocuSigned by: <i>Melissa Mattson</i> 5B1ADA01B09E46F...</u>
Name	<u>Melissa Mattson</u>	Title	<u>Director of Administrative Services</u>
Awarded this	<u>26th</u> day of <u>November</u>	Contract #	<u>25.5 IOS</u>
Contract/Agreement to Commence	<u>January 1, 2025</u>		