




Contract Offer & Award

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

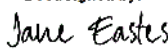
Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional 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 the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>Innovative Office Solutions</u>	Date	<u>November 11, 2019</u>
Address	<u>151 East Cliff Rd</u>	City, State, Zip	<u>Burnsville, MN 55337</u>
Contact Person	<u>Brooks Smith</u>	Title	<u>CFO & General Counsel</u>
Authorized Signature	<u></u>	Title	<u>CFO & General Counsel</u>
Email	<u>BSmith@innovativeos.com</u>	Phone	<u>952-698-9226</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, 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. As a Vendor, 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 a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency	<u>Cooperative Purchasing Connection</u>		
Authorized Representative	<small>DocuSigned by:</small>  <small>6D9BB132BB3040A...</small>		
Name Printed or Typed	<u>Jane Eastes, Deputy Director</u>		
Awarded this	<u>11th</u>	day of	<u>December, 2019</u>
Contract Number	<u>#20.8 - OFS</u>		
Contract to Commence	<u>January 1, 2020</u>		