

# Audit Packet

Proposal: RFP #20.8 - Office Solutions

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Awarded Vendor(s): Innovative Office Solutions

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Award Date: December 11, 2019

Contract Number: #20.8 - OFS

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- Copy of Legal Affidavits
- Copy of Release
- Copy of Solicitation Documents
  - Question/Answer
  - Addenda Issued
- Copy of Closing
- Notification & Access Reports
- Opening Record
- Copy of Qualified Vendor Responses
  - Bid Bond Confirmation
  - References
- Evaluation Committee Report
- Copy of Award/Rejection Notification
- Copy of Signed Contract Offer & Award

Board Acceptance of Contract

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# Argus Leader

P.O. Box 677349, Dallas, TX 75267-7349

Account No.: SFA-0000000483

Ad No.: 0003832561

PO #:

Lines : 38

Ad Total: \$48.74

LAKES COUNTRY SERVICE COOPERAT  
1001 E MOUNT FAITH AVE  
FERGUS FALLS, MN 56537

# of Affidavits: 1

Account No.: SFA-0000000483

Ad No.: 0003832561

## Argus Leader AFFIDAVIT OF PUBLICATION

STATE OF SOUTH DAKOTA

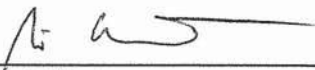
COUNTY OF MINNEHAHA } ss

I being duly sworn, says: That The Argus Leader is, and during all the times hereinafter mentioned was, a daily legal newspaper as defined by SDCL 17-2-21, as amended published at Sioux Falls, Minnehaha County, South Dakota; that affiant is and during all of said times, was an employee of the publisher of such newspaper and has personal knowledge of the facts stated in this affidavit; that the notice, order or advertisement, a printed copy of which is hereto attached, was published in said newspaper upon

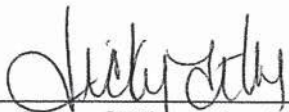
Monday, October 14, 2019

Monday, October 21, 2019

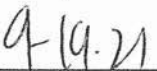
Sworn to and subscribed before me this 21 day of October, 2019.



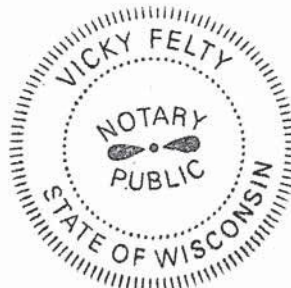
Legal Clerk



Notary Public, State of Wisconsin, County of Brown



My Commission expires



Notice to Bidders  
Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its member agencies in Minnesota, North Dakota and South Dakota until:  
10:00 a.m. CT, Monday, November 11, 2019  
For proposals: #20.7 - Hardwood & Synthetic Sports Flooring, #20.8 - Office Solutions, #20.9 - Playground Systems, Recreational Products & Installation Services and #20.10 - Recycling Services.  
Conformity with technical specifications, RFP forms, terms of delivery and other conditions shall be imposed. Specifications and forms may be obtained by registering for free with CPC via Public Purchase ([www.publcpurchase.com](http://www.publcpurchase.com)).  
Proposals must be uploaded to Public Purchase prior to 10:00 a.m. CT on Monday, November 11, 2019. CPC reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals.  
3832561 Oct 14, 21, 2019



**Classified Advertising Invoice**

**Bismarck Tribune**

PO BOX 540  
Waterloo, IA 50704-0540

888-418-6474

LAKES COUNTRY SERVICE COOP  
Lori Mittelstadt  
1001 E MOUNT FAITH  
FERGUS FALLS MN 56537

Customer: 60058870  
Phone: (218) 737-6535  
Date: 10/21/2019

**CREDIT CARD PAYMENT (circle one)**



Card #: \_\_\_\_\_  
Exp Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Credit card users: Fax to 319-291-4014

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send a credit card payment to remittance address located in the upper right corner. You may also send the coupon to a secure fax at 319-291-4014.

| Date     | Date     | Times Run | Description                        | Lines | Class Code | Order Amt | Net Amt Due |
|----------|----------|-----------|------------------------------------|-------|------------|-----------|-------------|
|          |          |           | Nov. 11, 2019 - #20.7 Hardwo       | 25.00 | Legals     | 45.00     | 45.00       |
| 10/14/19 | 10/21/19 | 2         | Bismarck Tribune<br>PO: Lisa Truax |       |            |           |             |

**Affidavit of Publication**  
 State of North Dakota ) SS County of Burleigh  
 Before me, a Notary Public for the State of North Dakota,  
 personally appeared JKL who being duly sworn, deposes  
 and says that he (she) is the Clerk of Bismarck Tribune Co.,  
 and that the publication(s) were made through the  
Bismarck Tribune on the following dates:  
10/14 + 21 Signed Jill Lindsay  
 sworn and subscribed to before me this 23  
 day of Oct 2019  
Tasha L Williams  
 Notary Public in and for the State of North Dakota

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 November 11, 2019. CPC reserves the  
 right to award the contract to one respond-  
 ent, make multiple awards, or reject any or  
 all proposals.  
 10/14 & 21 - 20985680

**TASHA L. WILLIAMS**  
 Notary Public  
 State of North Dakota  
 My Commission Expires Mar 20, 2023

Please return invoice or put order number on check. Thank You.

|         |                  |
|---------|------------------|
| Remarks | Total Due: 45.00 |
|---------|------------------|

**Bismarck Tribune**  
[www.bismarcktribune.com](http://www.bismarcktribune.com)  
 PO BOX 540  
 Waterloo, IA 50704-0540

Terms: PAYMENT IS DUE UPON RECEIPT OF INVOICE

**AFFIDAVIT OF PUBLICATION**

STATE OF NORTH DAKOTA

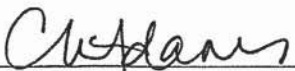
ss.


COUNTY OF CASS

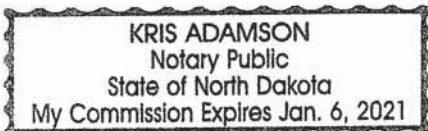
Chelsea Adams, *The Forum*, being duly sworn, states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.
2. The newspaper listed on the exhibit published the advertisement of: *Legal Notice; (2) times, October 14 & 21, 2019*, as required by law or ordinance.
3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Dated this 21st day of October, 2019.

  
 \_\_\_\_\_  
 Legals Clerk

  
 \_\_\_\_\_  
 Notary Public



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 (October 14 & 21, 2019) 2799045

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA )  
COUNTY OF HENNEPIN )



650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

| <u>Dates of Publication</u> | <u>Advertiser</u>                 | <u>Account #</u> | <u>Order #</u> |
|-----------------------------|-----------------------------------|------------------|----------------|
| StarTribune 10/14/2019      | LAKES COUNTRY SERVICE COOPERATIVE | 1000301188       | 329948         |
| StarTribune 10/21/2019      | LAKES COUNTRY SERVICE COOPERATIVE | 1000301188       | 329948         |

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$403.20**

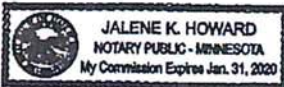
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

*Terri Swanson*

Subscribed and sworn to before me on: 10/21/2019

*Jalene K. Howard*



Notary Public



**From:** [Public Purchase](#)  
**To:** [Lisa Truax](#)  
**Cc:** [Melissa Mattson](#)  
**Subject:** Release Successful on Bid RFP #20.8 - Office Solutions  
**Date:** Monday, October 14, 2019 9:02:31 AM

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Lisa M Truax:

Bid "RFP #20.8 - Office Solutions"  
Status: Release Successful on Oct 14, 2019 8:02:16 AM MDT

You can check the released bid by going to the following address:  
<http://www.publicpurchase.com/gems/bid/bidView?bidId=119025>

If you have any questions regarding this bid, please contact our Customer Support Staff at [agency-support@publicpurchase.com](mailto:agency-support@publicpurchase.com)

Thank you for using Public Purchase.

MK= HWGr/bmBwIUi6bofhofdAQ==

Proposals Requested by the:  
**Cooperative Purchasing Connection**



## **RFP #20.8 – Office Solutions**

CPC is seeking to collaborate with an experienced vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of office solutions at consortium level discounted pricing. Office Solutions may include, but not limited to office supplies, catalog furniture, paper program, breakroom and cleaning, and furniture – project/special [non-catalog].

**Due: 10:00 a.m. CT on Monday, November 11, 2019**

**Vendors will submit questions and proposals online via Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com))**

**RFP Facilitator:**  
Lisa Truax, Procurement Solutions Coordinator  
Cooperative Purchasing Connection

**Published in:**  
Star Tribune  
Fargo Forum  
Bismarck Tribune  
Argus Leader  
October 14 & 21, 2019



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## I. Introduction

Proposals for the requested products and/or services are detailed in the accompanying Technical Specifications.

The Cooperative Purchasing Connection (CPC) is a joint powers group of service cooperatives in Minnesota, organized pursuant to Minnesota Statute 123A.21. Service cooperatives are public, nonprofit cooperatives designed to provide a variety of services to their participating agencies including, but not limited to, cooperative purchasing services. In addition, the North Dakota Educators Service Cooperative (NDESC) is a joint powers group organized under the provisions of Chapter 54-40.3 of the North Dakota Century Code. NDESC holds joint powers agreement with Lakes Country Service Cooperative (LCSC) in Fergus Falls, MN, to provide purchasing contracts to its participating agencies. South Dakota participating agencies are able to utilize CPC's purchasing contracts through South Dakota statute 5-18A-37.

Collectively, CPC's participating agencies purchase, on average, over \$60 million annually through its contracted Vendors.

LCSC provides the administrative functions of CPC. Administrative functions include, but are not limited to: bid and contract research, development, and negotiations; fiscal reporting agent; marketing; contract promotion and agency support services.

## II. Solicitation Procedures

### A. Vendor Qualifications

All proposals must contain answers, responses and/or documentation to the information requested. A Vendor failing to provide the required information/documentation will be considered non-responsive.

The Vendor must demonstrate their ability, capacity and available resources to provide the requested products and/or services to participating agencies. A Vendor will be required to communicate and demonstrate within their response that they have extensive knowledge, background, and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. CPC reserves the right to accept or reject any Vendor failing to demonstrate their abilities or capacity solely based on information provided in the solicitation response and/or its own investigation of the company.

### B. Required Securities

**Bid Bond:** By the due date and time of this solicitation, a Vendor shall submit with its response, an electronic PDF copy of a bid bond in the form of a bond, for \$2,500. Such bond is to be issued by a surety authorized to do business in the state of Minnesota, payable to CPC, Attn: Cooperative Purchasing, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537, as a guaranty that the Vendor will enter into a contract with CPC. If awarded, the Vendor will have five (5) business days from award notification to submit the original bid bond via postal mail to CPC. The bond will be immediately forfeited to CPC in the event the Vendor is selected to receive the contract and fails to negotiate or fails to deliver a fully executed contract after negotiation. This bond pledges that the Vendor will abide by the terms stated in this solicitation and in the Vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder. Failure to comply with the Vendor(s) proposal, the bid bond shall be forfeited to CPC as liquidated damages, not as a penalty. Loss of the bond may include but is not limited to poor customer service, poor quality of product, delivery issues, lack of reporting, and lack of administrative fee payments. The bond or check shall remain in force for the entire duration of the contract term and must be renewed annually upon contract renewal. The bond or approved security shall be returned to the Vendor upon the successful completion of the bid cycle, a maximum of four (4) contract terms.

Once the bid bond has been posted, failure from the Vendor to comply with this RFP and the terms and conditions, the bid bond shall be forfeited to CPC as liquidated damages, not as a penalty. The loss of the bid bond will include, but is not limited to:

1. Poor communication; multiple documented failures to correspond with CPC.
2. Poor customer service; failure to respond on multiple occasions to CPC's participating agencies within a timely manner.
3. Poor quality of product and failure to replace/refund agency purchases when appropriate.
4. Delivery issues; consistent and documented failures to deliver product on time or in proper condition.
5. Lack of on-time reporting and inaccurate quarterly reports.
6. Lack of on-time quarterly administrative fee payments.

**Performance Bond (for construction and/or installation related projects):** Performance bonds will be required on all projects valued at fifty-thousand dollars (\$50,000) or more in Minnesota and North Dakota and, twenty-five thousand dollars (\$25,000) or more in South Dakota. All performance bonds will be issued by a corporate surety authorized to do business in the state in which the work will be conducted and by a surety listed in the US Treasury Circular 570. Performance bonds will be posted by the Vendor and submitted to the specific participating agency for the assigned project. Should the contract be the result of a piggyback agreement, performance bonds will reflect each state's bonding requirements.

The Vendor will execute a performance bond in an amount equal to one hundred percent (100%) of the value specified in the contract between the participating agency and the Vendor unless the participating agency requires less to be posted. This bond will protect all persons supplying labor and material to the Vendor for the performance of the work provided in the contract. Subcontractors who may work on the contract may have to provide the Vendor with a performance bond. If the contract price increases after the bond is provided, the participating agency may consider obtaining additional bonds from the Vendor.

The Vendor will deliver the performance bond to the eligible participating agency at the time the contract is executed between the agency and the Vendor. Work will not commence between the Vendor and the eligible participating agency until the performance bond is received by the participating agency and a copy has been sent to CPC via email (info@purchasingconnection.org). The Vendor will be responsible for providing CPC with a copy of all contracts and bonds in accordance with CPC purchasing procedures. Should the Vendor fail to satisfactorily perform the contract, the bonding company that provided the performance bond will be required to pay the dollar amount of the bond to the participating agency.

It is the Vendor's responsibility to ensure that they can obtain the required bonding for all construction products based on an awarded contract arising from this solicitation. Payment will not be issued for any project for which the required bonds have not been received.

**C. RFP Timeline:**

| <b>Date/Time</b>                           | <b>Event</b>                                |
|--|---|
| October 14, 2019                           | Publication of RFP #20.8 – Office Solutions |
| October 28, 2019, at 9:30 a.m. CT          | Non-Required Conference Call                |
| November 1, 2019, at 10:00 a.m. CT         | Deadline for Vendors to Submit Questions    |
| <b>November 11, 2019, at 10:00 a.m. CT</b> | <b>Deadline for Submission</b>              |
|  | Vendor Presentations (if necessary)         |
| December 11, 2019                          | Contact Vendor/Award(s) Made                |
| January 1, 2019                            | Initial Start of Contract Term              |

**D. Non-Required Conference Call:** A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit <https://zoom.us/j/831785986>.

1. **Dial-in Number:** +1 929 436 2866
2. **Meeting ID:** 831 785 986

#### **E. RFP Submission**

**Public Purchase:** All solicitations can be found on a web-based system called Public Purchase. Public Purchase is an easy-to-use platform that provides Vendors with automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit a response to the solicitation. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process.

**Submission of Proposals:** It is the responsibility of the Vendor to be certain that the proposal being submitted has been uploaded to Public Purchase by the submission deadline, as described in the solicitation. All proposals will be submitted electronically via Public Purchase. If the proposal has not completed its upload to Public Purchase by the submission deadline, the Public Purchase system will not accept the proposal. If any issues occur during the upload of the proposal, Vendors should contact Public Purchase at [support@publicpurchase.com](mailto:support@publicpurchase.com) or, utilize the chat function within Public Purchase for immediate technical support. The data included in the submission will not be password protected. Hardcopy proposals are invalid and will not receive consideration.

#### **F. RFP Particulars**

**Correction of RFP Documents:** Upon examination of the solicitation, Vendors shall promptly notify the RFP Facilitator of any ambiguity, inconsistency or error, which they may discover. Any notification of ambiguity, corrections and/or requests for interpretation must be submitted, no later than seven (7) business days prior to the solicitation submission deadline. Interpretations, corrections, and changes to the documents will be made either by answers or an addendum.

**Addenda:** Addenda are written instruments issued by CPC which modify or interpret the solicitation documents by additions, deletions, clarification, or corrections. All addenda issued by CPC shall become a part of the specifications and will be made part of the contract. Addenda will be sent automatically through Public Purchase; being logged and tracked within the system. If such confirmation is not received, the Vendor may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and Vendors shall not rely upon such interpretations, corrections, and changes. No answers to questions or addenda will be issued later than seven (7) business days prior to the submission deadline, except an addendum withdrawing the proposal or one which includes postponement of the submission deadline.

**Interpretations:** Requests for additional information or questions in regards to the solicitation will be submitted through Public Purchase. CPC will respond accordingly through Public Purchase to all questions submitted by the question deadline and/or by issuing an addendum.

**Modifications or Withdrawal of a Proposal:** A proposal may not be modified, withdrawn or canceled by the Vendor for a period of one hundred twenty (120) days following the submission deadline of the proposal, as each Vendor so agrees in submitting a proposal. Prior to the submission deadline, any proposal submitted may be modified or withdrawn within Public Purchase. Withdrawn proposals may be resubmitted within Public Purchase prior to the submission deadline provided that they are in full conformance with this solicitation.

**Opening of Proposals (Opening Record):** Proposals that have been submitted on time will be opened after the submission deadline. An opening record of the proposals received will be made available in Public Purchase and posted to the CPC website, within 48-hours after the opening.

**G. Solicitation Evaluation**

No single factor will determine the final award decision. Proposals will be evaluated using a multi-step process:

1. Initial Review – CPC will perform an initial responsiveness review to determine compliance with the solicitation requirements. Vendors that do not meet the solicitation requirements as outlined in the solicitation shall be deemed non-responsive and will not receive further consideration. All proposals that meet the minimum solicitation requirements will proceed to the evaluation process.
2. Technical Proposal – The technical proposal will be evaluated based on the criteria outlined below. Total scores from the evaluation team will be averaged amongst the number of evaluators and then weighed. Vendors will need to meet a minimum cut score of 240 points for their proposal to proceed to the cost evaluation.
3. Cost Proposals – Cost proposals will be scored and averaged amongst the number of evaluators and then weighed. Scores from the technical proposal and cost proposal will be combined to determine the responses that provide the best value to participating agencies.
4. Presentations – At the sole discretion of CPC, a shortlist of Vendors may be developed of the highest-rated submissions based on proposal ranking. If CPC chooses, these Vendors would be invited to make a live presentation. If requested by CPC, this presentation will be mandatory to continue in the evaluation process. Details regarding potential presentation dates are outlined within the solicitation.

| Factor | Guidance  |
|--------|---|
| 5      | Outstanding far exceeds minimum requirements in most areas                      |
| 4      | Above average, exceeds minimum requirements in many or all areas                |
| 3      | Average, meets minimum requirements, exceeds minimum requirements in some areas |
| 2      | Slightly below average, meets minimum requirements                              |
| 1      | Well below average, barely meets minimum requirements                           |
| 0      | Totally unresponsive, does not meet minimum requirements                        |

|   |                 | <Vendor A>             |
|---|-----------------|------------------------|
| Technical Criteria                                    | Possible Points | Average Points Awarded |
| Qualifications & Experience                           | 45              |                        |
| Marketing & Partnership                               | 75              |                        |
| Financials & Level of Support                         | 35              |                        |
| Warranty  | 30              |                        |
| Industry Specific Information                         | 100             |                        |
| Exceptions & Deviations                               | 10              |                        |
| References  | 15              |                        |
| <b>Total Technical Points</b>                         | <b>310</b>      |                        |
| Meets Cut Score of 240 Points?                        | <b>Yes/No</b>   |                        |
| Proceed to Pricing Evaluation?                        | <b>Yes/No</b>   |                        |
| <b>Pricing</b>  |                 |                        |
| <i>Core List - Points Earned</i>                      |                 |                        |
| <b>Core List - Points Equalized to 60% of 155</b>     |                 |                        |
| <i>Non-Core List - Points Earned</i>                  |                 |                        |
| <b>Non-Core List - Points Equalized to 40% of 155</b> |                 |                        |

|   |            |  |
|---|------------|--|
| <b>Furniture - project/special [non-catalog] - 160 points</b> |            |  |
| <b>Services - 15 points</b>                                   |            |  |
| <b>Volume Discounts - 10 points</b>                           |            |  |
| <b>Total Pricing Points</b>                                   | <b>340</b> |  |
| <b>Total Score</b>  | <b>650</b> |  |

**Rejection of Any or All Proposals:** CPC reserves the right to award the entire contract to one Vendor, to award multiple contracts, or to reject any or all proposals.

## H. Contract Award

**Binding Contract:** A response to this solicitation is an offer to contract with CPC based upon the terms, conditions, scope of work, and specifications contained in the solicitation. The Vendor acknowledges that the Contract Offer and Award binds the party to all terms and conditions stated in the proposal.

**Notification of Intent to Award:** An award notification will be made by December 11, 2019. The actual award is subject to approval by the CPC Board of Directors.

**Contract Term:** The term of the contract resulting from this RFP will be from January 1, 2020, through December 31, 2021. There will be an optional renewal for a period lasting no longer than one (1), an additional two-year term, based on successful performance. CPC evaluates and reviews all contract agreements. CPC has established a set of performance criteria that will be used in the Vendor evaluation. Performance criteria will include:

1. Contract start-up and communication
2. Partnership responsiveness with CPC
3. Participating agencies evaluation(s)
4. Volume, sales, and competitiveness
5. Marketing

**Administrative Fee:** The Vendor will be required to pay a two (2.0%) percent administrative fee on all office solutions' and a minimum of one (1.0%) percent administrative fee on all furniture – project/special [non-catalog]. These administrative fees are to be paid on the total sales price of all purchases shipped and billed to participating agencies. These fees are used to cover CPC's program costs, including the cost of conducting the solicitation, continuing support of the contract, and marketing the contract to participating and potential agencies. Administrative fees shall be paid to CPC on a quarterly basis, within 20 business days after the end of each fiscal quarter.

**Sales Reports Required of the Vendor:** The Vendor will provide CPC with a quarterly report listing the sales volume showing the total gross dollar volume of all purchases made by participating agencies within the said quarter, the administrative fee calculations, and the correlating savings incurred by participating agencies. CPC may also request reports on commonly purchased items or top-selling items to create or update a market basket or core list of commonly purchased items. All reports will be submitted in MS Excel within 20 business days after the end of each fiscal quarter, (see Appendix A) listing the following information:

1. Name of purchasing agency
2. Address of purchasing agency (city, state, zip code)
3. Date of purchase
4. Invoice number
5. Amount of purchase
6. Administrative fee generated by sale
7. Savings generated by sale

**Contract Development:** Following the final evaluations and contract negotiations, CPC will develop a Master Contract Agreement with the most highly qualified Vendor(s). If a satisfactory contract cannot be developed with the most highly qualified Vendor(s) the second most qualified Vendor(s) may then be approached to develop a contract.

**Audit Packet:** Public inspection of the solicitation process will be made available during normal business hours in the RFP Facilitator's office (Fergus Falls, MN). Those requesting a printed, hard copy of the solicitation process will need to pay a twenty-five (\$25.00) service fee.

### III. Technical Specifications

A. **Scope of Work:** CPC is seeking to collaborate with an experienced Vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of office and furniture solutions, at consortium level discounted pricing. Agencies include educational institutions, cities, counties, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. A qualified Vendor shall have established a percentage discount from a catalog list, published prices, or price list. Discounts may be submitted for an entire catalog or for specific product categories or manufacturer categories. Office Solutions may include, but not limited to the following categories:

1. Office supplies and catalog furniture
2. Paper program
3. Breakroom and cleaning
4. Furniture – project/special [non-catalog]

**Objective:** Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates a vendor from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through CPC's purchasing procedures. CPC will work closely with the Vendor to market the contract not only to participating agencies but also to potential agencies where the contract would be an advantageous option for growing participation and purchases through the Vendor.

CPC intends to award this solicitation to one or more Vendors based on who can offer acceptable office solutions that can be of benefit to all participating agencies. Manufacturers may respond directly and will be required to identify regional suppliers to execute the contract as long as pricing is consistent in the tri-state area and designated suppliers adhere to the terms outlined in this solicitation.

CPC encourages providers of all manufacturers/brands to bid, providing the following criteria are met:

1. Pricing discounts offered on a full range of quality products and supplies.
2. Warranty protection.
3. Training and support, when applicable.
4. Installation, when applicable.
5. Guaranteed pricing discounts, held firm for the duration of the contract term.

Vendors who meet any or all the mentioned above must complete the required documents in their indicated format to be considered a responsive and responsible Vendor.

B. **Quantity History:** The contract(s) resulting from this solicitation will be Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). Historically, from November 2015, through September 2019, CPC participating agencies have purchased just over \$6.7 million in office solutions and \$11.1 million in furniture – project/special [non-catalog]. All quantities or dollar values listed within this solicitation are estimates.

Numerous factors could cause the actual value of the contract(s) resulting from this solicitation to vary substantially from the historical value. Such factors include, but are not limited to, the following:

1. There is no guarantee of volume to be purchased, nor is there any guarantee that demand will continue in any manner consistent with previous purchases; and
2. The individual value of each contract is indeterminate and will depend upon actual participating agency demand, and actual quantities ordered during the contract period.

In CPC's experience, depending on the price of a particular item, the actual volume of purchases could be substantially in excess of, or substantially below, estimated volumes. Specifically, if actual contract pricing is lower than anticipated or historical pricing, actual quantities purchased could be substantially greater than the estimates; conversely, if actual contract pricing is higher than anticipated or historical pricing, actual quantities purchased could be substantially lower than the estimates. By submitting a response, the Vendor acknowledges the foregoing and agrees that actual good faith purchasing volumes during the term of the resulting contract(s) could vary substantially from the estimates/historical values provided in this solicitation.

With CPC's intent to market the contract to participating and potential agencies and to possibly position the contract within the Express online marketplace, when applicable, it is CPC's belief that the program will continue to grow significantly throughout the course of the solicitation term, not to exceed four (4) years.

### **C. Terms and Conditions**

#### **General:**

1. The Vendor must have access to a full inventory of the proposed product line(s) while maintaining a minimum monthly average fill rate of 95% or above. Items that are reordered, back-ordered, or partially filled are not considered filled items when calculating this service level.
2. The Vendor must provide participating agencies who have questions, issues, and/or concerns with an efficient response; responding to agencies within 24 hours.

#### **Equipment and Supplies:**

1. All equipment, supplies, parts, and all related accessories that can be purchased must be new and actively marketed products by the manufacturer's authorized dealers.
2. An electronic online catalog for order entry must be provided for use by and suitable for participating agencies' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.
3. The Vendor will provide general office supplies that include, but are not limited to: pencils, pens, markers, and other writing instruments, correction fluid, tape, film, and other correction products; ink and toner cartridges, tape glue, past, and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and organization systems, bulletin boards, batteries, mailing and shipping supplies; storage files.
4. The Vendor will provide paper products that include but are not limited to: white and color copy and duplicator paper, linen office papers, envelopes, index cards, writing pads, composition books, loose-leaf paper, and card and cover stock papers.
  - a. Work with CPC to develop a paper program (i.e. pallet) where participating agencies can purchase bulk white and color copy paper at discounted rates.
  - b. Provide a shopping list of copy paper. Pricing on said paper or paper program shall remain locked for a minimum of one (1) fiscal quarter.
  - c. All copy paper shall meet the minimum specifications: 20# weight, 92 brightness per US Brightness Scale, 190 or better in smoothness.



5. The Vendor will provide catalog furniture suitable for offices, break rooms, conference rooms, classrooms, etc.
6. The Vendor will provide furniture – project/special [non-catalog] suitable for meeting specific agency needs.
7. The Vendor will provide breakroom and basic cleaning supplies.
8. The Vendor will provide a shopping list of core items for participating agencies to purchase from. The initial list will be composed of the core items listed in the pricing schedule.
  - a. The Vendor and CPC will collaborate to determine product additions/removals on an annual basis based on participating agency usage.
9. The Vendor may offer private label items. The Vendor will maintain the same manufacturer specification for private label products throughout the term of the contract. Any change of manufacturer for a private label will result in offering equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offer.
10. The Vendor will supply summary usage reports to participating agencies when requested. Usage reports may include products purchased, unit of measure, price per unit, total units, year-to-date quantity shipped, year-to-date price, and year-to-date frequency.
11. The Vendor will have the ability to offer a customized price list to participating agencies for items within the Vendor's catalog. The Vendor must notify CPC of the goals, pricing and status changes regarding the customized list.

**Pricing:**

1. Contract discounts and percentages must be held firm during the initial contract period. Additional discounts may be made to accommodate one-time bulk replacements, special promotions, or a large individual project. The Vendor cannot offer additional discounts and percentages to a participating agency beyond a single large project until following the steps outlined below and receiving approval by CPC. CPC may conduct periodic audits and the Vendor will be responsible for full reimbursement for any overcharge to a participating agency.
2. The Vendor must provide a discount price schedule for all categories of products available and offered in this solicitation.
3. New products and items, pertaining to the scope of this solicitation, can be added during the course of the contract term with notice, as outlined below, to CPC. These items shall meet or exceed all the specifications established in the solicitation and resulting contract. CPC may direct the Vendor to remove products that do not meet the intent or are otherwise in conflict with the contract requirements.
4. CPC may accept a future claim from the Vendor that a new threshold of performance or technology has been established. If CPC is satisfied with the evidence presented in support of the claim, appropriate pricing for such new technology may be established by applying the same pricing method used by the Vendor in their submission. The Vendor must be able to verify the pricing calculation.
5. When a manufacturer revises its product price list to add or delete models and accessories that result in revised contract pricing, the Vendor shall notify CPC in writing via email as follows: Request will be typed on the Vendor's letterhead and emailed to CPC;
  - a. It is filed with CPC, a minimum of 30 calendar days before the effective date of the proposed change;
  - b. It clearly identifies the items impacted by the change;
  - c. The change will not produce a higher profit margin than that on the original contract;
  - d. It is accompanied by documentation acceptable to the Bid & Contract Facilitator to warrant the change;
  - e. CPC reserves the right to accept such change and will confirm disposition in writing. For contract administration purposes, CPC must be able to verify the manufacturer's current product price. Price increases that cannot be verified shall not be reflected on the contract nor charged to the participating agency.

6. CPC expects a Vendor to offer their very best prices. If a Vendor offers lower prices to any participating agency outside of this contract, it must lower its prices under this contract at the same time by written notice, via email to CPC.

**Freight and Delivery:**

1. Include freight in all proposed pricing.
2. Large equipment or heavy products that cannot ship free of charge must be shipped prepaid with freight added to the invoice as a separate line item. Freight charges must be quoted to the participating agency prior to any purchase order being issued by the agency.
3. Ship all products within 48 hours or two (2) days upon receipt of an order from the participating agency.
4. Invoice and ship all items directly to CPC's participating agencies. A packing slip will be provided with all deliveries including the agencies' purchase order number. Orders not filled and partial shipments shall be indicated on the packing list. Participating agencies shall be notified of an anticipated availability date, within three (3) business days of receipt of order.
5. All equipment, supplies, and related accessories must be delivered during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the Vendor.

**Design Layout and/or Installation Services:**

1. Pricing for design layout and/or installation will be by hourly rate or percentage of the project cost. The Vendor must outline all service charges for design and installation. If the Vendor charges for installation by a method other than hourly or percentage, a complete explanation, and breakdown of how charges are calculated must be included with the submission.
2. The Vendor will maintain in current status, all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services in response to this solicitation. The Vendor must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.
3. The Vendor will possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased.
4. Installation times will be coordinated with the purchasing agency. All areas will be kept clean and free of debris. The Vendor must be able to provide the purchasing agency with a list of responsibilities for installation, a minimum of five (5) business days prior to the start of installation.
5. All personnel that are working in participating agencies must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors.
6. Use of Subcontractors.
  - a. The Vendor will not assign any duties to perform services nor to provide goods to purchasing agencies under this contract to a subcontractor that is not listed in the Subcontractor Utilization Form.
  - b. If a subcontractor is removed from the contract agreement at any time, the Vendor will submit to CPC in writing, the reason for removal and effective date.
  - c. To add a subcontractor to the contract agreement, the Vendor must submit to CPC an updated Subcontractor Utilization Form. The subcontractor may not begin providing service until approved by CPC.
  - d. The Vendor will be responsible for ensuring that all subcontractors who provide goods or services under the resulting contract agreement comply with the terms and conditions.
  - e. CPC reserves the right to require that a subcontractor be removed from the contract.
  - f. Any damage done to the participating agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the participating agency.

7. All services will be 100% guaranteed. Any service provided, which does not meet the end-user's expectations will either be redone until the end-user's expectations are met, or the charges for the services are refunded to the participating agency.

**Furniture – Project/Special [non catalog]:**

1. The Vendor must offer a percentage discount off manufacturer list price. The Vendor will be responsible for providing and maintaining current "pricing" with CPC both in their proposal and throughout the term of any resulting contract.
2. The Vendor is encouraged to offer additional discounts for one-time delivery of large single orders to CPC participating agencies.
3. The Vendor may conduct sales promotions involving price reductions for a specified lesser period. The Vendor shall submit to CPC documentation identifying the (1) proposed starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then authorized prices. Promotional prices shall be available to all CPC participating agencies. Upon approval, the Vendor will provide CPC conspicuous notice of the promotion.
4. The Vendor must warranty the product for no less than the manufacturer listed warranty. Warranties must be clearly identified and labeled. All products must carry a minimum industry standard manufacturer's warranty that includes materials and labor.
5. Shipping and installation charges will be clearly identified. This includes minimum order quantities for free delivery.
6. Electronic price lists must contain manufacturer, manufacturer brand/line, list price, and discount.
7. Vendor can include, but is not limited to offering the following furniture – project/special categories:
  - a. Category A – Audio/Visual/Technology
  - b. Category B – Cafeteria
  - c. Category C – Casegoods
  - d. Category D – Classroom & Library
  - e. Category E – Dormitory
  - f. Category F – Filing Storage
  - g. Category G – Lounge/Reception
  - h. Category H – Science Labs
  - i. Category I – Seating/Chairs
  - j. Category J – Tables/Meeting Conference Room
  - k. Category K – Workstation/Ergonomics
  - l. Category L – Related Products & Support Services
8. The Vendor is strongly encouraged to submit their entire offering and turn-key solutions within the scope of this solicitation.
9. Dealers/Resellers.
  - a. If Vendor is a dealer or re-seller, a Manufacturer's Dealer Certificate (Exhibit A) verifying Vendor is authorized to offer the product line must be included with their response. Failure to include may result in non-award.
10. Manufacturers.
  - a. A complete list of authorized dealers/resellers must be included in your proposal. Failure to include may result in non-award. It will be the responsibility of the manufacturer to ensure the list is current and to advise CPC of any additional or deletions to the list.
11. Unless otherwise noted in this section, all other terms and conditions apply to furniture – project/special [non-catalog].

**Maintenance Plans:**

1. The Vendor may offer pricing for maintenance for all equipment listed under the solicitation and include it in pricing proposals to participating agencies if requested.
2. A Vendor providing maintenance and repair options must provide and clearly state, pricing and terms of the various plans in their submission.

**Advertising and Marketing:**

1. The Vendor will provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC's participating agencies.
2. The Vendor will assist in developing marketing materials that support the contract.
3. The Vendor will provide a comprehensive training and support program on the operation and use of the contract agreement to all applicable personnel. Services offered must be appropriate and adequate to ensure a successful contract agreement.
4. All promotional marketing materials must have the prior approval of CPC before distribution and must include the CPC logo and pertinent contract information.

# Appendix A: Sales Report Template

CPC operates on a fiscal year (July through June). The Vendor will receive a sales report template similar to that shown below. Fiscal quarters are outlined as:

- July – September
- October – December
- January – March
- April – June

| Vendor Name<br>April - June 20XX Sales Report |      |       |     |                  |                |                          |                    |                          |
|---|------|-------|-----|------------------|----------------|--------------------------|--------------------|--------------------------|
| Purchasing Agency                             | City | State | Zip | Date of Purchase | Invoice Number | Invoice Amount Total USD | Administrative Fee | Member Savings Generated |
|   |      |       |     |                  |                |                          |                    |                          |
|   |      |       |     |                  |                |                          |                    |                          |
|   |      |       |     |                  |                |                          |                    |                          |
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|   |      |       |     |                  |                |                          |                    |                          |
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|   |      |       |     |                  |                |                          |                    |                          |
|   |      |       |     |                  |                |                          |                    |                          |
|   |      |       |     |                  |                |                          |                    |                          |
|   |      |       |     |                  |                | \$ -                     | \$ -               | \$ -                     |

## Appendix B: New Vendor Implementation Checklist – Sample

The following implementation checklist will commence once the Master Contract Agreement has been executed. Implementation and contract start-up are included as part of the evaluations that CPC conducts regarding renewing a contract for an additional contract term.

| Task Description  | Target Completion  | Completed By                |
|---|--|-----------------------------|
| <b>1. CPC Vendor Orientation</b><br>Discuss expectations<br>Establish contacts, people and roles<br>Discuss the reporting process and requirements<br>Discuss sales and ordering process<br>Outline kick-off plan; marketing needs<br>Establish Webinar training date | One Week   | CPC & Vendor                |
| <b>2. Vendor/Supplier Login Established – Express (if applicable)</b><br>Complete supplier initiation form<br>Complete supplier product template<br>Create a user account and user ID – communicate to supplier   | One Week   | Vendor                      |
| <b>3. Sales Training and Roll Out</b><br>CP Personnel Briefing; possible webinar training<br>Marketing information sent to CPC  | Two Weeks  | CPC to Coordinate<br>Vendor |
| <b>4. Web Development/Express Store (if applicable)</b><br>Initiate IT contact<br>Web store construction<br>Web store final edit<br>Product loaded into web store in Express<br>Test Store Functionality<br>Announce Store Availability                               | Two Weeks<br>Three Weeks<br>Four Weeks<br>Four Weeks<br>Five Weeks<br>Five Weeks | Vendor                      |
| <b>5. Marketing</b><br>General announcement<br>Vendor profile page<br>Email signature logo<br>Email communication announcement<br><i>*All materials will be approved by Vendor prior to disbursement</i>  | Three Weeks  | CPC                         |
| <b>6. Marketing – Vendor</b><br>General announcement<br>Sales/Account team training; contract highlights including pricing schedule<br><br><i>*All materials will be approved by CPC prior to disbursement</i>  | Four Weeks   | Vendor                      |
| <b>7. Management Strategies</b><br>Review kickoff and roll-out plan<br>Discuss and establish target communication strategy  | Eight Weeks  | CPC & Vendor                |
| <b>8. Semi-Annual Evaluation and/or Annual Evaluation</b>   | 6 months or 11 months  | CPC                         |

## General Terms & Conditions

Note, the Cooperative Purchasing Connection (CPC) may, from time to time, make amendments to the General Terms and Conditions when CPC determines that such amendments are in the best interest of its participants. Copies of the Terms and Conditions shall be provided to any individual or vendor. When responding to a solicitation, Vendors must certify that they have read the General Terms and Conditions and understand that they apply to all purchases of the resulting contract.

**Assignment:** Any contract awarded under the conditions of this solicitation shall be for the use of organizations eligible for participation in the CPC consortium. In addition, any eligible agency may participate (piggyback) with this contract at its discretion, with the consent of the awarded Vendor(s). Vendor(s) must seek approval from CPC prior to utilizing the contract with another eligible agency. CPC has partnerships with consortiums across the United States. CPC will work with the Vendor(s) to make such connections should the Vendor want to piggyback the contract as a vehicle for additional sales. All requirements of this solicitation will apply to all participating eligible agencies. Agencies participating in this contract shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold CPC harmless from any disputes, disagreements, or actions which may arise as a result of using this contract.

**Amendments:** This solicitation and resulting contract shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by the Parties hereto.

**Audit:** In accordance with applicable law, the Vendor will agree that members of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will ask participating agencies for invoices showing purchases from the Vendor. The Vendor will agree to provide verifiable documentation of all purchases made by said agencies and will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both CPC and the Vendor. CPC will require refunding of the agencies involved if any difference in price is found and will also require payment of any administrative fees due as a result of sales that were not listed on the sales report(s). CPC will give at least five (5) calendar days' notice of an audit. The audit will be conducted at a reasonable place and time.

**Awarded Vendor(s):** The company or companies chosen by CPC to provide goods and/or services to CPC participating agencies through the solicitation process.

**Awards:** Awards will be made with reasonable promptness and by written notice to the successful Vendor; solicitation responses are considered to be irrevocable for a period of one hundred twenty (120) days following the solicitation opening unless expressly provided for to the contrary in the solicitation, and may not be withdrawn during this period without the express permission of CPC.

1. Awards shall be made to the Vendor whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or for the solicitation as a whole, at the option of CPC. CPC reserves the right to determine those offers which are responsive to the solicitation, or which otherwise serve its best interests.
2. CPC reserves the right, before making award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the Vendor meet the requirements set forth in the proposal and specification, and are ample and sufficient to ensure the proper performance of the contract in the event of award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, CPC may reject such offer. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon CPC to make any

examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the Vendor from fulfilling all requirements and conditions of the contract.

3. Qualified or conditional offers which impose limitations of the Vendor's liability or modify the requirements of the solicitation, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by CPC may, at the option of the CPC, be:
  - a. Rejected as being non-responsive, or
  - b. Set aside in favor of the CPC's terms and conditions (with the consent of the respondent), or
  - c. Accepted, where CPC determines that such acceptance best serves the interests of participating agencies and CPC.

Acceptance or rejection of alternate or counter-offers by CPC shall not constitute a precedent that shall be considered to be binding on successive solicitations or procurements.

4. CPC reserves the right to determine the responsibility of any Vendor for a particular procurement.
5. CPC reserves the right to reject any and all responses in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offeror wherein its judgment the best interests of participating agencies will be served by so doing.
6. CPC reserves the right to make awards by items, group of items or on the total low response for all the items specified as indicated in the detailed specification unless the Vendor specifically indicates otherwise in their response.
7. Preference may be given to responses on products raised or manufactured in the state, other things being equal.

**Byrd Anti-Lobbying Amendment:** If a project, as a result of this solicitation, is in excess of \$100,000, the Vendor certifies that it will not, and has not, used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. The Vendor will also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. The Vendor will ensure compliance herewith by Seller's subcontractors.

**Christian Doctrine:** Any federal, state and local governing authority's/jurisdiction's statutes, codes, rules and regulations referenced and/or govern the products, services and activities relating to and are part of this solicitation, whether or not physically noted or included, shall be complied with and adhered to as required. It is the sole responsibility of the Vendor to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

**Collusion:** For the goods, services or public work specified under this solicitation, Vendor confirms that the offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive solicitation in connection with the above proposal, and that all statements contained within the offer are true and correct. Collusion between Vendors is a cause for rejection of those respondents involved.

**Confidential Information:** CPC is a public entity; the information contained in the proposals shall be considered public information under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 et. seq. No part of a proposal shall be treated as confidential unless so designated, by the Vendor submitting the proposal, as trade secret information having met the criteria under Minnesota Statutes § 13.37 Subd. 1(b) and other applicable laws. Any data claimed by the vendor submitting the proposal to be trade secret data must be clearly marked "proprietary and confidential." Should a challenge occur to said Vendor's designation of data as "proprietary and confidential," the vendor shall indemnify and hold CPC harmless for any attorney's fees, costs, penalties, or losses associated with such designation. CPC makes no representations to any vendor regarding their designation of data as "proprietary and confidential." CPC designates the sales reports and administrative fee data, references in this



solicitation, as confidential. Therefore, under no circumstances, release this data to any entity other than CPC. CPC, however, is a government entity, is required to, upon request of any individual organization; make this information available to the person(s) making the request to contact the CPC department.

**Construction Related Products and Services (*construction-related solicitations only*):** CPC will consider and determine if the qualified responses resulting from the solicitation are able to meet the necessary requirements for construction-related products and services and to enter and execute a contract in the state of Minnesota. The Vendor will be required to work with CPC's participating agencies and will require that an architect's signature or certification is noted on the specifications as required by [Minnesota Statute §326.12 subd. 3](#). With certain exceptions, [Minnesota Rules part 1800.5200, subpart 1](#), requires a licensed architect or engineer to prepare and certify specifications for building alterations or renovations. Once CPC and the Vendor are able to confirm that business is able to be conducted in Minnesota, CPC will make a final decision to complete the contract execution process.

In North Dakota, CPC will consider and determine if the qualified responses resulting from the solicitation are able to meet the necessary requirements for construction-related products and services, according to [Chapter 48-01.2 of the North Dakota Century Code](#), and to enter and execute a contract in the state of North Dakota. Once CPC and the Vendor are able to confirm that business is able to be conducted in North Dakota, CPC will make a final decision to complete the contract execution process.

For all quotes provided to participating agencies, for construction-related projects, products, and services, the Vendor must also send a duplicate quote to CPC. The quote provided to CPC must include the contact information of the participating agency.

**Costs of Preparation:** All costs associated with the preparation, development, or submission of a response or other offers will be borne by the Vendor. CPC will not reimburse any Vendor for such costs.

**Debarment and Suspension:** If within the past five (5) years, any Vendors that have been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state, or local government, the Vendor must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the debarment or suspension, the duration of the debarment or suspension, and the relevant circumstances relating to the debarment or suspension. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract.

**Default Contract:** The resulting contract shall be the default contract. All participating agencies' purchases will receive the pricing described in this contract and CPC will receive credit for those purchases made by participating agencies.

**Defects:** All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end-users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a participating agency receives product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating agencies will not be charged for items that are refused.

**Delivery:** Delivery must be made as ordered and in accordance with the solicitation. If delivery qualifications do not appear on the Vendor's proposal, it will be interpreted to mean that goods are in stock and that shipment will be made within five (5) calendar days. The decision of CPC, as to reasonable compliance with the delivery terms, shall be final. Burden of proof of delay in receipt of order shall rest with the Vendor. No delivery charges shall be added to invoices except when authorized on the Purchase Order. All prices submitted are to be F.O.B. Destination, Freight Pre-Paid, and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

**Express Online Marketplace:** CPC provides participating agencies with an online purchasing platform called Express. Through Express, agencies are able to search for and purchase items. Essentially, Express is a one-stop-shop for many of CPC's commodity-based contracts. A Vendor does not have to have an e-commerce site to be included in Express. Express offers integration into two (2) of the main K-12 school financial systems in Minnesota. CPC expects growth in the number of agencies utilizing the marketplace and the volume of sales to grow significantly. CPC will work with the Vendor to determine if the contract agreement is suitable for the online platform. If deemed suitable, CPC will require integration into Express in a timely manner as outlined in the solicitation.

**Entire Agreement:** The Master Contract Agreement, shall constitute the entire and exclusive agreement between CPC and any vendor receiving an award. In the event of any conflict between the bidder's standard terms of sale, these conditions or more specific provisions contained in the solicitation shall govern.

1. Each proposal will be received with the understanding that the acceptance, in writing, by contract or purchase order by the participating agency of the offer to do work or to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the Vendor and the participating agency. This shall bind the Vendor to furnish and deliver at the prices and in accordance with the conditions of said accepted proposal and detailed specifications and the participating agency to pay for at the agreed prices, all materials, equipment, supplies or services specified and delivered. A contract shall be deemed executory only to the extent of funds available for payment of the amounts shown on purchase orders issued by the participating agency to the Vendor.
2. No alterations or variations of the terms of the contract shall be valid or binding unless submitted in writing and accepted by CPC. All orders and changes thereof must originate from the participating agencies: no oral agreement or arrangement made by a contractor with an agency or employee will be considered to be binding on CPC and may be disregarded.
3. Contracts will remain in force for the contract period specified or until all articles or services ordered before date of termination shall have been satisfactorily delivered or rendered and accepted and thereafter until all terms and conditions have been met, unless
  - a. Terminated prior to expiration date by satisfactory delivery against orders of entire quantities, or
  - b. Extended upon written authorization of CPC and accepted by the Vendor, to permit ordering of the unordered balances or additional quantities at the contract price and in accordance with the contract terms, or
  - c. Canceled by CPC in accordance with other provisions stated herein.
4. It is mutually understood and agreed that the vendor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of CPC.
5. If subsequent to the submission of an offer or issuance of a purchase order or execution of a contract, the Vendor shall merge with or be acquired by another entity, the contract may be terminated, except as a corporate resolution prepared by the Vendor and the new entity ratifying acceptance of the original bid or contract terms, condition, and pricing is submitted to CPC, and expressly accepted.

**Federal Requirements:** The Vendor agrees, when working on any federally-assisted project with more than \$2,000.00 in labor costs for the construction, alteration, and/or repair, including painting and decorating, or a public building or public work, to comply with the Contract Work Hours and Safety Standards Act (40 USC) 3701 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR Parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (40 USC 3141), the Copeland "Anti-Kickback" Act (40 USC 3145 and USC 874) as supplemented in the Department of Labor regulation (29 CFR Part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor Regulations (41 CFR Part 60)).

In such projects, the Vendor agrees to post wage rates at the worksite and submit a copy of their payroll to the participating agency for their files. In addition, to comply with the Copeland Act, the Vendor must submit weekly payroll records to the participating agency. The Vendor must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to participating agencies that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Vendor. In projects that are not federally funded, the Vendor must agree to meet any federal, state, or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed-on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this solicitation. The Vendor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.), and Executive Order 11738 and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities.

**Federal Uniform Guidance:** By entering into a contract, the Vendor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in Title 2 C.F.R. § 200 et. seq.

**Fiscal Year:** a fiscal year is defined as July 1 through June 30 of the following calendar year. The fiscal quarters end on September 30, December 31, March 31, and June 30.

**Force Majeure:** Except for payments of sums due, neither party shall be liable to the other, nor deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-acts or failures; or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this agreement. Force majeure shall not include late deliveries of software or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 48 hours.

**Governing Law:** This resulting contract award shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota.

**Governing Venue:** The resulting contract award shall be deemed to have been made and performed in Otter Tail County, Minnesota. For the purpose of venue, all legal arbitration or causes for action arising out of the resulting agreement shall be brought to the courts of Otter Tail County, Minnesota.

**Hold Harmless:** All parties agree to hold the other harmless from any and all claims and demands of participating agencies which may result from the negligence of the other in connection with their duties and responsibilities under this agreement unless such action is a result of intentional wrongdoing of the other party.

**Insurance:** The Vendor shall purchase, maintain and provide certification from insurer(s) for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by

and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided. The Vendor shall provide a Certificate of Insurance (COI) from the issuing company or their authorized agent, identifying the coverage required below and identifying CPC as a "Certificate Holder". Any required insurance that is canceled before the expiration date of the contract agreement, the issuing company will send immediate notice to CPC. Respondents shall provide a statement of insurance from the issuing company or their authorized agent with their proposal. The Vendor shall meet the following requirements:

1. Commercial General Liability: \$1,000,000 each occurrence, \$500,000 annual aggregate
2. Automobile Liability: \$1,000,000 each occurrence
3. Workers Compensation: \$100,000

CPC reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. The Vendor shall provide the COI prior to the start of the contract term as a condition of award. Failure to comply with this provision will result in termination of the award.

**Leasing and Rental Agreements:** The Vendor may allow participating agencies to enter into a rental, lease, or lease-purchase agreements, providing such agreements are in compliance with Minnesota Statutes and guidelines. CPC must receive a report annually, summarizing the executed lease purchases along with a summary of the participating agencies' purchases. CPC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the Vendor and the participating agency. The Vendor agrees that leases will be in compliance with the Uniform Commercial Code. The applicable administrative fee must be included in the lease cost based on the total value of the goods and applicable services purchased. This fee is referred to under the Technical Specifications. The Vendor should attempt to work with CPC's current leasing vendor. Note, the current leasing vendor may require a minimum purchase amount to begin the leasing process. Should the Vendor be required to utilize their own financial leasing company, this should be noted/requested as an exception.

**Marketing and Promotion:** Upon award and completion of the vendor orientation, CPC will promote the contract opportunity via its websites. CPC will also announce the new partnership in its newsletters and will publish the contract and marketing information through hard copy marketing items (i.e. flyers, postcard) and electronic email. Contracts will also be promoted at applicable trade shows, conferences, and meetings on a regular basis.

CPC may assist in the development of these materials if requested by the Vendor, but in all cases shall have the authority to review and approve any marketing materials. If a website is used, the link will be made available from the CPC and NDESC websites. Any web page or link, or other marketing tools shall be dedicated to CPC information only.

**Minority and Women-Owned Business:** CPC's intent is to undertake every effort to increase the opportunity for utilization of minority and women-owned businesses in all aspects of procurement. In connection with the performance of this solicitation, the Vendor agrees to use their best effort to carry out this intent and ensure that minority and women-owned enterprises shall have the maximum practicable opportunity to compete for subcontract work under this solicitation consistent with the efficient performance of this solicitation. It is the desire of CPC to promote wherever possible equitable opportunities for minority and women-owned businesses to participate in the services associated with this solicitation.

**New Agency Notification:** CPC will email the current participating agency list to the Vendor each quarter. Those agencies not renewing their participation must not receive CPC agency pricing/discounts.

**Non-Discrimination:** Any resulting contract for or on behalf of participating agencies, said Vendor agrees to:

1. That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;

2. That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
3. That a violation of this section is a misdemeanor; and
4. That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

**Notices:** Notices permitted or required to be given hereunder shall be deemed sufficient if given by registered or certified mail, postage prepaid, return receipt requested, addressed to the following addresses of the parties, or at such other addresses as the respective parties may designate by like notice from time to time. Notices so given shall be effective upon (a) receipt by the party to which notice is given, or (b) on the seventh (7<sup>th</sup>) day following the date such notice was posted, whichever occurs first.

**Ordering:** All orders will be executed by participating agencies, directly, with the Vendor. The Vendor will provide products and/or service(s) directly to the specified agency and invoice that agency directly. The Vendor may offer a variety of options for agencies to place orders. The Vendor will make all deliveries and installation of products and services. CPC will not warehouse items or provide services.

**Patent Indemnification:** The Vendor agrees to hold harmless CPC, its successors, assigns, customers and the users of its products from any liability of any nature or kind for use of any copyrighted or copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract agreement, for which the contractor is not the patentee, assignee or licensee.

**Participating Agency:** A participating agency shall be defined in accordance with the Minnesota Statutes M.S. §471.59, and M.S. §123A.21, Sub. 11, North Dakota Century Code Chapter 54-40.3, and South Dakota Statutes §5-18A-37. An eligible agency includes any school, higher education, city, county, other governmental agency, nonprofit organization, or other entity contracted to conduct business on behalf of a participating agency provided that they are required to follow state and local procurement regulations.

**Party:** The name given to either organization who enters into a contractual agreement.

**Payment:** The participating agency using the contract agreement will make payments directly to the Vendor. Payment terms will be defined by the Vendor in their response. Vendors are encouraged to offer payment terms through procurement card (P Card) services, if applicable. Payments shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

1. Where a question of quality is involved, payment in whole or part against which to chargeback any adjustment required shall be withheld at the direction of the participating agency. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the participating agency of taking such a discount.
2. Payments for used portion of inferior delivery will be made by the participating agency on an adjusted price basis.

**Payment; Invoices:** The Vendor shall submit invoices to the participating agencies clearly stating "Per CPC Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

**Prompt Payment:** Participating Agencies will follow M.S. §471.425 regarding prompt payment of local government bills.

**Protests:** All protests pertaining to the specifications of the solicitation must be delivered in writing and received by the RFP Facilitator no later than 4:00 p.m. CT on the third (3) business day prior to the opening of proposals. Protest shall be filed no later than three (3) business days after the opening of the proposals or if the protest is based on subsequent action of CPC, not later than three (3) business days after the aggrieved person knows or should have knowledge of the fact giving rise to the protests. Protests of an award will only be accepted by Vendors who have submitted a response to the solicitation. Respondents may protest only deviations from laws, rules, regulations, or procedures. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in the scoring by individual evaluators may not be protested. Protests not filed within the time specified above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed. Should such a protest reach arbitration and result in a loss, the Vendor will be borne to all costs, including CPC's legal fees. Protests shall include the following:

1. Name, address and telephone number of protester;
2. Original signature of the protester or its representative;
3. Identification of the solicitation by RFP number;
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested; and
5. Any protest review and action shall be considered final with no further formalities being considered.

**Qualified Respondent:** A Vendor that has submitted a proposal meeting the due date and time of the solicitation and has submitted all of the requested documents in their entirety in their required format(s).

**Recalls:** The Vendor shall notify CPC and their participating agencies immediately of any product recalls. The Vendor will issue a credit or comparable substitute for any delivered, recalled product at the agency's discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the Vendor.

**Relationship of Parties:** No contract agreement resulting from this solicitation shall be considered a contract of employment. The relationship between CPC and an awarded Vendor is one of independent contractors each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties do not intend the proposed contract agreement to create or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this solicitation, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

**Respondent:** A respondent has notified CPC of a desire to respond to the proposal and/or has submitted a proposal in response to this solicitation.

**Rights and Obligations Upon Termination:** Termination of the resulting contract award shall not release the party from the obligation to make payment of all amounts due and payable. Regardless of cause, the Vendor must refrain from any activity which will create a negative relationship between participating agencies and CPC. Notification of termination to participating agencies shall not be made by the Vendor unless written approval has been received from CPC or its designee. Said approval shall include, but not be limited to, the content of the notice, its structure and timing. This will remain in effect for 60 days post-termination. When failure is deemed by the other party to be the result of willful and wanton negligence, it may result in civil action against the first party. The Vendor will continue to provide warranty and product support as specified in their proposed response to the solicitation or by the manufacturer, whichever is greater, on all services purchased by participating agencies during the contract term. Upon termination, any website references and/or email accounts, created by either the Vendor or CPC and designed to promote the contract agreement resulting from this solicitation shall be terminated within 48 hours of the termination.

**Risk of Loss:** Regardless of F.O.B., the Vendor) agree(s) to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur prior to delivery, and such loss or destruction shall not release the Vendor from any obligation hereunder.

**Safety Data Sheet (SDS):** Documentation providing workers and emergency personnel with procedures for handling or working with a specific substance in a safe manner, and information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. SDS documentation must accompany all deliveries when required by federal, state and local laws.

**Sales Representation and Marketing:** The Vendor agree(s) to provide identified sales/marketing representatives whom CPC can contact for sales and product information. The Vendor must exhibit the willingness and ability to actively market and develop contract specific marketing materials, including, but not limited to:

1. Printed marketing materials;
2. Contract announcements and advertisements; and
3. On the Vendor's website.

**Sales Tax:** Sales and other taxes shall not be included in the prices quoted. The Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each participating agency is responsible for providing verification of tax-exempt status to the Vendor. When ordering, participating agencies must indicate that they are tax-exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Vendor resulting from this solicitation.

**Severability:** In the event that any of the terms of this solicitation are in conflict with any rule of law or statutory provision or otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this agreement, and this agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial violence to, or where the invalid or unenforceable provisions compromise an integral part of or are otherwise inseparable from, the remainder of the resulting agreement.

**Substance Use and Conduct:** All Vendor partners and subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on a participating agencies' premises.

**Substitutions:** The materials, products or equipment described in these documents establish a standard of type, function, and quality to be met by any proposed substitution. Unless the particular specification prohibits substitution, vendors are encouraged to propose materials, products or equipment of comparable type, function, and quality. Proposals for substitute items shall be stated in the appropriate blank on the proposal form, or if the form does not contain blanks for substitution, on the Vendor's letterhead attached to the pricing form. Vendors shall attach to the form a statement of the manufacturer and brand name of each proposed substitution plus a complete description of the item, including descriptive literature, illustrations, performance, and test data and any other information necessary for evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.

**Termination:** In case of failure to deliver goods or provide services in accordance with the contract terms and conditions, CPC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever CPC determines that such termination is in the best interest of CPC and its participating agencies. CPC will give notice of termination specifying the extent to which performance shall be terminated and the date upon which such termination becomes effective, giving thirty (30) calendar days' written notice to the Vendor. The participating

agency will only be required to pay the Vendor for goods and services delivered prior to the terminating and not otherwise returned in accordance with the Vendor's return policy. If the participating agency has paid the Vendor for goods and services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s).

Termination shall occur immediately upon any one of the following events with the awarded vendor(s):

1. Voluntary or involuntary bankruptcy or insolvency;
2. Failure to remedy a material breach to the terms and conditions of this solicitation;
3. Receipt of written information from any authorized agency finding activities the awarded vendor(s) engaged in pursuant to this solicitation to be in violation of the law.

**Tri-State Area:** Defined as the three states participating in CPC (Minnesota, North Dakota and South Dakota) and their participating agencies.

**Value Added Attributes:** Attributes that a vendor can provide that assist in educating or providing additional service to CPC's participating agencies. This would include but is not limited to products/services, such as promotional items, participation in vendor shows, demonstration of products, training seminars, and the ability to integrate with CPC's Express online marketplace (if applicable).

**Vendor Orientation (CPC 101):** The Vendor and their participating resellers/sub-contractors will be required to participate in an online training session that is designed to educate the Vendor and resellers/sub-contractors on the purpose and nature of CPC. The Vendor will not be marketed to participating agencies until they have completed the vendor orientation session.

**Waiver:** No failure by either party to take any action or assert any right hereunder shall be deemed to be a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

Revised 09/2019



## Vendor Questionnaire

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Vendor Questionnaire – Name of Company***”.
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one (1) single PDF titled “Vendor Questionnaire – Name of Company”:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Warranty](#)
6. [Industry Specific Information](#)
7. [References](#)

# Company Information

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

|                          | Name | Email | Phone |
|--------------------------|------|-------|-------|
| General Manager          |      |       |       |
| Contract Manager         |      |       |       |
| Sales Manager            |      |       |       |
| Marketing Manager        |      |       |       |
| Customer Service Manager |      |       |       |
| Account Manager(s)       |      |       |       |

Who will be responsible for receiving updated membership lists? Include name, email and phone number(s).

| Name | Email | Phone |
|------|-------|-------|
|      |       |       |

Who will be responsible for submitting sales reports and administrative fee payments on a quarterly basis? Include name, email and phone number(s).

| Name | Email | Phone |
|------|-------|-------|
|      |       |       |

Who will be responsible for conducting audits as requested by CPC? Include name, email and phone number(s).

| Name | Email | Phone |
|------|-------|-------|
|      |       |       |

Identify any business types/classifications that your company holds. **\*Submit documentation in PDF format to verify business status.**

| x | Business Type/Classification                  |
|---|---|
|   | 8(a) 8(a) Qualified Business                  |
|   | DBE Disadvantaged Business Enterprise         |
|   | HUB Historically Underutilized Business Zone  |
|   | MBE Minority-Owned Business Enterprise        |
|   | MWBE Minority Women-Owned Business Enterprise |
|   | SBE Small Business Enterprise                 |
|   | Other; list name:                             |

| x | Business Type/Classification                  |
|---|---|
|   | SDB Small Disadvantaged Business              |
|   | SDVOB Service-Disabled Veteran Owned Business |
|   | SECTION 3 Section 3 Business Concern          |
|   | SSV Sole Source Vendor                        |
|   | VBE Veteran-Owned Business Enterprise         |
|   | WBE Woman-Owned Business Enterprise           |
|   |   |

## Qualifications & Experience *(45 points)*

**1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).**

Click or tap here to enter text.

**2. Provide evidence of what your organization is doing to remain viable in the industry.**

Click or tap here to enter text.

**3. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).**

Click or tap here to enter text.

**4. Describe the number of agencies your organization, on average, provides office solutions for each year in CPC's tri-state area of Minnesota, North Dakota and South Dakota?**

Click or tap here to enter text.

**5. Is your organization able to service all areas within CPC's tri-state area?**

\_\_\_\_\_ *Yes*

\_\_\_\_\_ *No*

**If NO, explain why your organization is not able to service a particular area and/or state.**

Click or tap here to enter text.

**6. List the other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in the tri-state area?**

Click or tap here to enter text.

**7. Provide a list of governmental, educational, and cooperative contracts that your company holds outside CPC's tri-state area.**

Click or tap here to enter text.

**8. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing through your company.**

Click or tap here to enter text.

**9. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).**

Click or tap here to enter text.

## Marketing & Partnership *(75 points)*

**1. Describe how your company currently markets to potential customers.**

Click or tap here to enter text.

**2. Describe marketing collateral and sales campaigns that have been successful for your organization in the past. Describe how your organization plans to utilize your marketing staff with this anticipated contract.**

Click or tap here to enter text.

**3. Describe your organization's ability to participate in conference tradeshows and how you will position the contract at those tradeshows. List all, conference tradeshows that your organization has attended in the last three (3) years.**

Click or tap here to enter text.

**4. Describe your company's sales force and how they will be distributed and communicate with participating agencies. Describe their modes and methods for communication (i.e. personal site visits).**

Click or tap here to enter text.

**5. Provide a detailed plan on how your company plans to inform and train your personnel on the details and promotion of the contract.**

Click or tap here to enter text.

**6. Describe situations where your sales representatives' wages and compensations are affected by different contracts they promote.**

Click or tap here to enter text.

**7. CPC has designated the area of city, county and other governmental agencies as an area of growth. Describe how your company plans to partner with CPC to reach this growth opportunity.**

Click or tap here to enter text.

**8. Describe what your company envisions as a 30/60-day roll-out and marketing plan. Describe how your company plans to roll-out a successful campaign to over 1,500 agencies in a timely, well communicated and responsive fashion. A plan should include, but not limited to: press release, social media, co-branded materials, email, and/or direct mail.**

Click or tap here to enter text.

**9. From the contracts listed under Qualifications & Experience, describe how your company will position this contract versus other contracts to participating agencies. Describe the process CPC would need to take to transition a current purchaser who requests to utilize the resulting CPC contract instead of their current contract.**

Click or tap here to enter text.

## **Financials & Level of Support** *(35 points)*

**1. Describe how your organization works with agencies to determine payment terms.**

Click or tap here to enter text.

**2. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?**

Click or tap here to enter text.

**3. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.**

Click or tap here to enter text.

**4. Describe your proposed order process for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.**

Click or tap here to enter text.

**5. Indicate the level of support your company will offer on this contract category.**

- \_\_\_\_\_ Pricing is the same as offered to individual education, government, and nonprofit agencies.
- \_\_\_\_\_ Pricing is the same as offered to cooperative purchasing organizations or state purchasing departments.
- \_\_\_\_\_ Pricing is better than what is offered to individual education, government, and nonprofit agencies.
- \_\_\_\_\_ Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
- \_\_\_\_\_ Other, please describe

**If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:**

Click or tap here to enter text.

**6. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?**

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

**If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.**

Click or tap here to enter text.

**7. Has your company been disbarred and or suspended in doing business within the United States?**

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

**If YES, list what states, the reason for debarment and/or suspension and its effective dates.**

Click or tap here to enter text.

## **Warranty (30 points)**

**1. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure.**

Click or tap here to enter text.

**2. Do all warranties cover all products/equipment parts and labor?**

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

**If NO, describe the exceptions to coverage.**

Click or tap here to enter text.

**3. Do warranties impose usage limit restrictions?**

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

**If YES, describe the restrictions.**

Click or tap here to enter text.

**4. Do warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?**

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

**If NO, describe why travel and mileage are not covered.**

Click or tap here to enter text.

**5. List any additional limitations or circumstances that would not be covered under your warranty?**

Click or tap here to enter text.

**6. List any geographic areas within CPC's tri-state area for which your organization cannot provide a certified technician to perform warranty repairs. How will CPC participating agencies in these areas be provided service for warranty repair?**

Click or tap here to enter text.

## Industry Specific Information *(100 points)*

- 1. Provide a general narrative description of the services you are offering in your proposal.**

Click or tap here to enter text.

- 2. Provide a general narrative description of your pricing model and identify how the model works.**

Click or tap here to enter text.

- 3. Detail any rebates, custom lists, or other incentive offers that will be extended through the resulting contract.**

Click or tap here to enter text.

- 4. Describe your inventory and distribution hubs, their location and their service/fill rate of inventory from those locations.**

Click or tap here to enter text.

- 5. Describe your company's ordering process and what methods can be utilized to place and create orders.**

Click or tap here to enter text.

- 6. For online ordering, describe how many personnel are dedicated to your online ordering helpdesk.**

Click or tap here to enter text.

- 7. Describe any minimum order requirements and applicable surcharges when not meeting a minimum.**

Click or tap here to enter text.

- 8. Describe how your company will promote and distribute furniture – project/special [non-catalog] and related products through this contract.**

Click or tap here to enter text.

- 9. Describe your company's delivery policy and lead time required from order placement to receipt of delivery for supplies and furniture – project/special [non-catalog].**

Click or tap here to enter text.

- 10. Describe how your company handles issues with service and deliveries. Describe how installers and subcontractors are made aware of the terms and conditions of the contract.**

Click or tap here to enter text.

- 11. Describe your company's process for handling exchanges, returns, and credits for both supplies and furniture – special/project [non-catalog]. Describe any and all restocking fees that may apply.**

Click or tap here to enter text.

- 12. Describe any retail locations that your company offers and how participating agencies would receive their discounts at those locations.**

Click or tap here to enter text.

- 13. Describe your company's environmental policy or green initiatives.**

Click or tap here to enter text.

## Exceptions & Deviations *(10 points)*

- 1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.**

Click or tap here to enter text.

**2. List any exceptions your company is requesting to the terms set forth in the Technical Specifications.**

**Respondents must include the following when requesting exceptions:**

- **RFP section number and page number**
- **Describe the exception**
- **Explanation of why this is an issue**
- **Proposed alternative to meet the needs of participating agencies and the cooperative**

Click or tap here to enter text.

## References

**Provide three (3) references that have purchased products and/or services that are applicable to the scope of this proposal within the last six (6) months. A contact name, phone number and email will be required.**

**Reference #1 – Business Name**

**Product/Service Purchased**

**Year of Purchase**

**Reference Contact**

**Phone**

**Email**

Click or tap here to enter text.

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Click or tap here to enter text.

**Reference #2 – Business Name**

**Product/Service Purchased**

**Year of Purchase**

**Reference Contact**

**Phone**

**Email**

Click or tap here to enter text.

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**Reference #3 – Business Name**

**Product/Service Purchased**

**Year of Purchase**

**Reference Contact**

**Phone**

**Email**

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# C.1 - Category Discount

\*Please note this workbook has multiple tabs.

**Instructions.** In the form below, define all categories, sub-categories, manufacturers, etc. and the discount associated with each of those categories. Form C.1 has been formatted to print to one page width. Please note this is a **required form.**

**Responding Company's Name:** [Redacted]

**REQUIRED FORM**

| Catalog/Category Grouping | Discount Offered | Comments |
|---------------------------|------------------|----------|
|                           |                  |          |
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# Form C.2A - Core Items Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the following information for all of the core items listed below. The items below are high usage items and it is anticipated that deeper discounts will be bid for those specific items. Form C.2A has been formatted to print to one-page width. Note, this is a required form.

Responding Company's Name: \_\_\_\_\_

**REQUIRED FORM**

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer | Manufacturer SKU | Vendor SKU | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|--------------|------------------|------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES      | ADHESIVE, ALL TEMP, GLUE STICKS, 25 PACK                                   | 721                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | ADHESIVE, FIN TAP, BLUJF   | 738                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | ADHESIVE, MOUNTING PUTTY   | 1,281                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, 100 BOX, ASSORTED SIZES, 1X3          | 919                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, EXTRA-LARGE, SPORT KNEE/ELBOW, 10 BOX | 275                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, PLASTIC, 3/4X4, 60CT                                   | 380                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AA, 24/BOX   | 707                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AAA, 24 BOX  | 429                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AA, 24 EACH, 1 BOX                                    | 606                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AAA, 24 EACH, 1 BOX                                   | 469                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AA, 24 BOX   | 664                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AAA, 24 BOX  | 745                       |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", WHITE  | 902                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", BLACK  | 1,732                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", BLACK  | 5,344                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", WHITE  | 9,954                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", BLACK  | 857                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", WHITE  | 4,693                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", BLACK  | 638                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", WHITE  | 4,014                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", BLACK  | 685                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", WHITE  | 1,335                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BOOK, STENO, GREGG, 80 SHEET, WHITE  | 623                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BOOK, STUDENT ASSIGNMENT, 40 WEEK  | 924                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | BOX, PENCIL, CLEAR   | 1,486                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CALCULATOR, 10 DIGIT, 2 LINE, SCIENTIFIC                                   | 1,066                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CALCULATOR, POKRET, 8 DIGIT LCD, HANDHELD                                  | 850                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CALENDAR, DESKPAD, ACADEMIC, 22X17   | 437                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 3X5, WHITE   | 2,925                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 4X6, WHITE   | 886                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 100 PACK                                   | 9,941                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 500 PACK                                   | 573                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 4X6, WHITE   | 2,958                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 5X8, WHITE   | 1,076                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CARTRIDGE, DUAL LAMINATE, REFILL, 3M 8.5X100 FEET, ROLL                    | 504                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, CITRUS/FRESH SCENT, 35 CANISTER, 3 PACK       | 260                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, FRESH SCENT, 75 CANISTER                      | 999                       |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLEANER, WHITEBOARD, SPRAY BOZ   | 6,584                     |              |                  |            | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, #1, GEM, NON-SKID, 1M/PACK   | 457                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 100/BX  | 5,093                     |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 1M/PK   | 1,705                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, #1, VINYL, ASSORTED, 500 PACK  | 416                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, 15MM   | 403                       |              |                  |            | DZ              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, 32MM, 24 PIECES, BLACK                                       | 524                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, 51MM, 12 PIECES, BLACK                                       | 511                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, LARGE  | 990                       |              |                  |            | DZ              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM   | 2,598                     |              |                  |            | DZ              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM, 36/PK  | 1,609                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL  | 2,212                     |              |                  |            | DZ              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 144 PACK  | 631                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 36 PK, BLACK  | 703                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, JUMBO, NON-SKID, 1M/PACK   | 549                       |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 100/BOX   | 7,105                     |              |                  |            | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 1M/PK   | 1,604                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIP, STIKKCLIPS, 20/PK, WHITE   | 1,790                     |              |                  |            | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | CLIPBOARD, STANDARD CLIP, LETTER   | 5,521                     |              |                  |            | EA              |                    |                   | \$ -                |          |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer | Manufacturer SKU | Vendor-SKU | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|--------------|------------------|------------|-----------------|--------------------|-------------------|---------------------|----------|
| BREAKROOM & FACILITY | COLD PACK, INSTANT COLD, 2 BOX                                 | 516                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 24 SET, ASSORTED                        | 1,271                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 8 SET, ASSORTED                         | 1,329                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 24 SET, ASSORTED                             | 423                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 8 SET, ASSORTED                              | 421                       |              |                  |            | BX              |                    |                   |                     |          |
| BREAKROOM & FACILITY | CUP, 8 OZ, FOAM, WHITE, 25 PACK                                | 111                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 1" CORE, DESK NON-SKID, BLACK                 | 2,801                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 3/4 IN  | 484                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | DIVIDER, PLASTIC, INSERT 8 TAB, ASSORTED                       | 898                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ENVELOPE, #10, WHITE, WOVEN, 24#                               | 1,434                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 10X13, 28#, BROWN                             | 885                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 6X9, 28#, BROWN                               | 1,230                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 9X12, 28#, BROWN                              | 1,630                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ERASER, DRY ERASE, BLACK                                       | 10,570                    |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | ERASER, PENCIL CAP, RED  | 522                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FILE, POLY, XL, REUSABLE ENV                                   | 795                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FLUID, CORRECTION, 20ML, WHITE                                 | 1,539                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FLUID, CORRECTION, FAST DRY, 3 PACK, WHITE                     | 526                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FOLDER, 2 POCKET, POLY PORTFOLIO                               | 426                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FOLDER, HANGING, 1/5 CUT, LETTER, 25 BOX                       | 1,361                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FOLDER, MANILA, 1/3 CUT, LETTER, 100                           | 5,241                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | FOLDER, REINFORCED, 1/3 CUT, MANILA, LETTER                    | 1,143                     |              |                  |            | BX              |                    |                   |                     |          |
| BREAKROOM & FACILITY | FORK, PLASTIC, HEAVY WEIGHT, 100 BOX                           | 115                       |              |                  |            | BX              |                    |                   |                     |          |
| BREAKROOM & FACILITY | GLASSES, SAFETY, SCRATCH-RESISTANT, CLEAR                      | 249                       |              |                  |            | EA              |                    |                   |                     |          |
| BREAKROOM & FACILITY | GLOVES, SAFETY, UNCOATED, CLEAR FRAME/LENS                     | 428                       |              |                  |            | EA              |                    |                   |                     |          |
| BREAKROOM & FACILITY | GLOVES, VINYL, EXAM, POWDER-FREE, MEDIUM, 100 BOX              | 340                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, RUBBER CEMENT, 4OZ                                       | 4,182                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, STICK, 24OZ, 30/BX, CLEAR                                | 1,692                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, STICK, 24OZ, 4 PACK, CLEAR                               | 420                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, STICK, 20 PACK   | 726                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, STICK, SCHOOL, .77 OZ                                    | 1,205                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | GLUE, WASHBLE, SCHOOL, WHITE, 4 OZ                             | 5,472                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HEADSET, EAR BUD, BLACK  | 424                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HEADSET, EAR BUD, BLACK  | 541                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HEADSET, HEADPHONE, BLACK, OVERHEAD                            | 1,412                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, DESK, 5 SET                                       | 513                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, DESK, CHISEL, FLUORESCENT YELLOW                  | 960                       |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, 5 SET, ASSORTED                           | 1,020                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, CHISEL, FLUORESCENT YELLOW                | 418                       |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, TANK STYLE, CHISEL, 6 SET, ASSORTED               | 407                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | HOLDER, PEN, PEN PAL, 50/BX                                    | 1,460                     |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, 5 TAB, TRANSLUCENT, ASSORTED                            | 430                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 CLEAR/SET                             | 711                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 COLOR/SET                             | 1,874                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 8 COLOR/SET                             | 706                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 8 COLORED                               | 3,166                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, BINDER, LETTER, 8 TAB, COATED WRITE-ON, ERASABLE, WHITE | 486                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, ERASE, 1-5 TAB, WHITE                                   | 535                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, ERASE, 1-5 TAB, WHITE                                   | 476                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | INDEX, RULED, 3x5, 100 PACK, WHITE                             | 515                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | JOURNAL, PICTURE SPACE, PRIMARY, 5/8" - 9.5X7.5, 100 SHEET     | 459                       |              |                  |            | EA              |                    |                   |                     |          |
| OFFICE SUPPLIES      | LABEL, ADDRESS, 1X2.625, 30/SHEET                              | 1,227                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | LABEL, LASER, 2-5/8X1, WHITE                                   | 1,529                     |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | LEAD, PENCIL, 5MM, HB, 12 PACK                                 | 644                       |              |                  |            | PK              |                    |                   |                     |          |
| OFFICE SUPPLIES      | LEAD, PENCIL, 7MM, HB, 12 PACK                                 | 623                       |              |                  |            | PK              |                    |                   |                     |          |
| BREAKROOM & FACILITY | LINER, ECO-SAFE, 30X39, 30 GALLON, 1.10 MIL, GREEN, 48 BOX     | 143                       |              |                  |            | BX              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, BROAD LINE, 12 SET, ASSORTED                           | 503                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, CHISEL, DRY ERASE, 8 SET                               | 814                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, CLASSIC, BROAD, 8/SET                                  | 1,579                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, CLASSIC, WASHABLE, BROAD, 8/SET                        | 2,131                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, 4 SET                               | 1,001                     |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLACK                               | 1,438                     |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLUE                                | 784                       |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, GREEN                               | 507                       |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, RED                                 | 552                       |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, 4 SET                                  | 618                       |              |                  |            | ST              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLACK                                  | 2,465                     |              |                  |            | DZ              |                    |                   |                     |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLUE                                   | 1,589                     |              |                  |            | DZ              |                    |                   |                     |          |

| Product Category     | Product Description  | Est. Volume<br>Contract<br>Term | Manufacturer | Manufacturer<br>SKU | Vendor-SKU | Unit of<br>Measure | Catalog List<br>Price | Category<br>Discount | Net Price<br>To Member | Comments |
|----------------------|--|---------------------------------|--------------|---------------------|------------|--------------------|-----------------------|----------------------|------------------------|----------|
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, GREEN  | 1,140                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, RED  | 1,154                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, FINE, BLACK  | 406                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, EXPO, LOW CHISEL, ASSORTED, 36 BOX                             | 415                             |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, EXPO2, DRY ERASE, CHISEL, 16 SET                               | 1,137                           |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, FLIP CHART, 8 SET  | 509                             |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, MRSKETCH, 12 SET   | 412                             |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, PAPERMATE FLAIR, FIBRE-TIP, BLACK                              | 665                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, PAPERMATE FLAIR, FIBRE-TIP, BLUE                               | 438                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, PERMANENT FINE, BLACK  | 1,154                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, PERMANENT CHISEL, REGULAR, BLACK                               | 507                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                                     | 1,585                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                                     | 408                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, ULTRAFINE, BLACK                                      | 594                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | MARKER, WASHABLE, BROAD, 12 SET, ASSORTED                              | 453                             |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| BREAKROOM & FACILITY | NAPKINS, BOUNTY, 1-PLY, 12X12, WHITE, 100 PACK                         | 133                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, ASSORTED                                   | 467                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, CAPE TOWN                                  | 531                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, SELF STICK 3X3, 18 PAD/PK, YELLOW                                | 935                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, SELF STICK, 3X3, 12 PACK, YELLOW, 100 SHEET                      | 504                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, SELF STICK, 3X3, 12 PAD, PASTEL, ASSORTED                        | 1,295                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 1.5X2, YELLOW, 12 PADS                                 | 1,978                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 3X3, YELLOW, 12 PADS                                   | 2,067                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 3X5, YELLOW, 12 PAD                                    | 635                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, 1 SUBJECT, 8X10.5, ASSORTED                                  | 1,354                           |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, 9.75X7.5, 100 SHEET, BLACK                                   | 486                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, 9.75X7.5, 100 SHEET, ASSORTED                   | 953                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, COLLEGE, BLACK                                  | 543                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, WIDE RULE, MARBLE COVER, 9.75X7.5, 100 SHEET    | 947                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, SPIRAL, COLLEGE RULED, 10.5X8, 70 SHEET                      | 737                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | NOTEBOOK, WIDE RULED, 10.5X8, 70 SHEET, ASSORTED COLORS                | 515                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, 12 SELF-STICK, 1.5X2, ASSORTED                                    | 417                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, CHART 24X32, 1.5", 25 SHEET                                       | 730                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, EASEL RULED, 27X34, 50 SHEET                                      | 412                             |              |                     |            | CT                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, EASEL, SELF-STICK, 2/EACH   | 440                             |              |                     |            | CT                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED, 5X8, WHITE                               | 467                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED LETTER, CANARY                            | 596                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED, LETTER, WHITE                            | 679                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, BLACK  | 406                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, BLUE   | 437                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, ORANGE                                       | 437                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, RED  | 544                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, WHITE  | 585                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTSTA II, YELLOW                                       | 497                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, 24#, 8.5X11, GREEN, 500 SHEETS                                  | 410                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, 24#, 8.5X11, RED, 500 SHEETS                                    | 520                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, 96 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON | 934                             |              |                     |            | CT                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 65#, 8.5X11, WHITE, 100 PACK                        | 440                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 92 BRIGHT, 90#, 8.5X11, WHITE, 250 PACK             | 457                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 110#, 8.5X11, WHITE, 250 PACK                       | 1,189                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 94 BRIGHT, 90#, 8.5X11, WHITE, 250 PACK             | 591                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 96 BRIGHT, 65#, 8.5X11, STARDUST WHITE, 250 PACK    | 514                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, CARDESTOCK, 96 BRIGHT, 65#, 8.5X11, WHITE, 250 PACK             | 1,129                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, ASSORTED                            | 407                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BLACK                               | 4,126                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BLUE                                | 1,079                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BROWN                               | 4,383                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, DARK BLUE                           | 1,281                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY GREEN                       | 1,637                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY RED                         | 1,824                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, ORANGE                              | 1,312                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, PINK                                | 531                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, SKY BLUE                            | 572                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, TURQUOISE                           | 506                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, VIOLET                              | 1,237                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, WHITE                               | 7,367                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |

| Product Category     | Product Description  | Est. Volume<br>Contract<br>Term | Manufacturer | Manufacturer<br>SKU | Vendor-SKU | Unit of<br>Measure | Catalog List<br>Price | Category<br>Discount | Net Price<br>To Member | Comments |
|----------------------|--|---------------------------------|--------------|---------------------|------------|--------------------|-----------------------|----------------------|------------------------|----------|
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, YELLOW  | 2,442                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 300 PK, ASSORTED  | 477                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BLACK  | 4,910                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BLUE   | 1,979                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BRIGHT GREEN   | 423                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BROWN  | 4,591                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, DARK BLUE  | 456                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREEN  | 981                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREY   | 674                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY GREEN  | 1,810                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY RED  | 2,572                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOT PINK   | 650                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BLUE   | 676                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BROWN  | 1,008                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT GREEN  | 565                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, MAGENTA  | 570                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, ORANGE   | 2,283                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, PINK   | 1,342                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, RED  | 854                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, SKY BLUE   | 416                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, TURQUOISE  | 575                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, VIOLET   | 1,178                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, WHITE  | 7,521                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, YELLOW   | 3,262                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PAPER, ECOLOGY FILLER, WIDE RULED, 3 HOLE, 8X10.5, 150 SHEETS                            | 422                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BLUE  | 1,916                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BOTTLE ROCKET BLUE                            | 1,514                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CANARY  | 1,851                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CHERRY CHARGE                                 | 461                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CRACKLING CANARY                              | 2,129                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, FLASHING IVORY                                | 433                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GARDEN SPRINGS GREEN                          | 618                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDEN GLIMMER                                | 545                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDENROD                                     | 1,276                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GREEN   | 1,534                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, JAWMIN SALMON                                 | 1,274                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, LUMINOUS LAVENDER                             | 936                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, ORCHID  | 656                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PINK  | 1,367                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, POPPERMINT GREEN                              | 1,546                           |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PUMPKIN GLOW                                  | 758                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, TURBOLENT TURQUOISE                           | 430                             |              |                     |            | RM                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, X-9 MULTI-USE, 92 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM,<br>10 REAMS/CARTON | 755                             |              |                     |            | CT                 |                       |                      | \$ -                   |          |
| PAPER                | PAPER, XEROGRAPHIC, 93 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM,<br>10 REAMS/CARTON   | 9,147                           |              |                     |            | CT                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PEN, BALLPOINT, ECONOMY, MEDIUM, BLACK   | 1,163                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PEN, ROUND STIC 60 BOX, BLACK  | 575                             |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, #2 BLACK LEAD, 144/PK  | 1,667                           |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, #2, BLACK/STONIAN  | 843                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, COLORED, 3.3MM, 12 SET   | 416                             |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 12 SET  | 1,088                           |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 24 SET  | 1,057                           |              |                     |            | ST                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, TIC #2 FRESHARPENED, YELLOW  | 440                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, TICONDEROGA, #2  | 771                             |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PENCIL, WOOD, #2, YELLOW BARREL  | 8,710                           |              |                     |            | DZ                 |                       |                      | \$ -                   |          |
| BREAKROOM & FACILITY | PLATE, PAPER, 6", COATED, 100 PACK, WHITE  | 121                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | POCKET, FILE, LETTER, 2/5 R, 1" EXPANSION, MANILA  | 530                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | POCKET, TWISTED TWIN, ASSORTED   | 1,265                           |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, ASSORTED  | 659                             |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, DARK BLUE   | 416                             |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, LIGHT BLUE  | 568                             |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | POUCH, PENCIL, BINDER, BLACK   | 989                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | POUCH, THERMAL, 3MIL, 100 CLEAR  | 613                             |              |                     |            | PK                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, CLEAR  | 2,475                           |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, LETTER, TOP LOAD, CLEAR  | 1,593                           |              |                     |            | BX                 |                       |                      | \$ -                   |          |
| OFFICE SUPPLIES      | PUNCH, 1-HOLE, RUBBER GRIP   | 799                             |              |                     |            | EA                 |                       |                      | \$ -                   |          |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer | Manufacturer SKU | Vendor-SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|--------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES      | PUSHPIN, PLASTIC, 100 PACK, CLEAR                                | 403                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | RECEPTACLE, MEDIUM, RECYCLE CONTAINER, BLUE, 28.13 QT            | 173                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | REMOVER, STAPLE, JAW STYLE, BROWN                                | 905                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RIBBON, CALCULATOR, RED/BLACK/INK                                | 542                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RIBBON, F/CNMM310 BLACK/RED                                      | 449                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | ROLL, ADD/CALC, 2.25, 12 PACK                                    | 438                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RUBBERBANDS, ASSORTED SIZE, 1/4 LB.                              | 797                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, 12" WOOD, ENGLISH/METRIC                                  | 573                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, 12", NON-SHATTER, CLEAR                                   | 805                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, ACRYLIC, CLEAR, 12"                                       | 3,106                     |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, WOOD, 12", DOUBLE EDGE                                    | 413                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, WOOD, 12", METRIC & IN                                    | 695                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | SANITIZER, HAND, PURELL, 90Z PUMP BOTTLE                         | 146                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, 8", STRAIGHT, STAINLESS STEEL                          | 5,236                     |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 7", STRAIGHT, STAINLESS STEEL BLADE           | 892                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 8", BENT, STAINLESS STEEL                     | 811                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SHARPENER, PENCIL, CHROME/BLACK, WALL MOUNTED, MANUAL            | 410                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SHEET, FILLER, 11X8.5, 200 SHEET                                 | 1,157                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLER, DESK, FULL STRIP, BLACK                                 | 1,717                     |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLER, ECONOMY, FULL   | 2,100                     |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, 25TH/PK                                   | 1,197                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, FULL STRIP, 5M/BX                         | 6,310                     |              |                  |              | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, FULL STRIP, 5M/BOX                                      | 1,266                     |              |                  |              | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, .75X1000, 6 ROLL PACK, CLEAR                               | 999                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, 1"X60, CREPE, MASKING                                      | 1,902                     |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, 2"X55 YD, 6 PK, CLEAR                                      | 687                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 1.5X15 YDS                              | 839                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 2X15 YDS                                | 1,551                     |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 3X15 YDS                                | 1,130                     |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CELLO, TRANSPARENT, 1/2X450                                | 656                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 1/6X400", WHITEOUT                             | 477                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 10PK, WHITE                                    | 800                       |              |                  |              | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, DOUBLE STICK, 1/2X250                                      | 578                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, HEAVY DUTY PACKING, 2"X800", 6 PACK, CLEAR                 | 639                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, HEAVY-DUTY MAILING, 2"X800" WITH DISPENSER, CLEAR          | 463                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, INVISIBLE, .75X83, 12/PK, CLEAR                            | 1,740                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75"X1000", CLEAR                                   | 949                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75X1M, 10 ROLL, CLEAR                              | 491                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, 3/4X1296  | 476                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASK, 3/4"X60 YDS  | 1,444                     |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60 YDS   | 673                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60 YDS   | 1,201                     |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, .75X60 YD, 6/PK                                   | 1,387                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60 YD, 3/PK                                    | 2,641                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, PERMANENT, 3/4X1296                               | 681                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, PAINTERS, BLUE   | 859                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 1/2X1296, CLEAR                               | 432                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 3/4X1296                                      | 714                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD, 12                                    | 974                       |              |                  |              | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD, 12                                    | 1,003                     |              |                  |              | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, FLAT BOX, 100 SHEETS/BOX, 30 BOXES/CARTON | 133                       |              |                  |              | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/BOX                    | 196                       |              |                  |              | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/BOX, 36 BOXES/CARTON   | 175                       |              |                  |              | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 125 SHEETS/BOX                    | 334                       |              |                  |              | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 95 SHEETS/BOX, 6 BOXES/PACK       | 180                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX, 2-PLY, 125 SHEETS/BOX, 12 BOXES/CARTON          | 371                       |              |                  |              | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX, ULTRA SOFT, 75 SHEETS, WHITE                    | 194                       |              |                  |              | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, NATURAL, 125 SHEETS/BOX                    | 131                       |              |                  |              | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, WHITE, 180 SHEETS/BOX                      | 233                       |              |                  |              | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TOWEL ROLL, 2-PLY, 11X9, WHITE, 85 SHEETS/ROLL, 30 ROLLS/CARTON  | 217                       |              |                  |              | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | VEST, SAFETY, POLYESTER MESH, ORANGE, ONE SIZE                   | 170                       |              |                  |              | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | WATER, SPRING, 16.9Z, 35 BOTTLE                                  | 198                       |              |                  |              | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | WATERCOLORS, 9 SET, ASSORTED                                     | 2,244                     |              |                  |              | EA              |                    |                   | \$ -                |          |
| <b>TOTALS</b>        |  |                           |              |                  | <b>Count</b> | <b>0</b>        | <b>\$</b>          | <b>#DIV/0!</b>    | <b>\$</b>           |          |





# C.4 - Services Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the tables below if your company offers any of the following services. Note, this is an **optional form**.

**Responding Company's Name:**

#VALUE!

**OPTIONAL FORM**

| Description                        | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|------------------------------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Design &amp; Print Services</b> |                       |                          |                           |                          |  |
|                                    |                       |                          |                           |                          |  |
|                                    |                       |                          |                           |                          |  |
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|                                    |                       |                          |                           |                          |  |
|                                    |                       |                          |                           |                          |  |

| Description                            | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|--|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Training &amp; Support Services</b> |                       |                          |                           |                          |  |
|  |                       |                          |                           |                          |  |
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|  |                       |                          |                           |                          |  |

| Description           | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|-----------------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Other Services</b> |                       |                          |                           |                          |  |
|                       |                       |                          |                           |                          |  |
|                       |                       |                          |                           |                          |  |
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|                       |                       |                          |                           |                          |  |
|                       |                       |                          |                           |                          |  |



# Form C.5 - Volume Discounts

**\*Please note this workbook has multiple tabs.**

**Instructions.** Complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Note, this is an **optional form**.

**Responding Company's Name:**

#VALUE!

**OPTIONAL FORM**

| Dollar Amount From | Dollar Amount To | Catalog/Category | Additional Discount Offered |
|--------------------|------------------|------------------|-----------------------------|
|                    |                  |                  |                             |
|                    |                  |                  |                             |
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## Vendor Forms & Signatures

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled “***Vendor Forms & Signatures – Name of Company***”.
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one single PDF titled “Vendor Forms & Signatures – Name of Company”:**

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance “EDGAR” Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

# Addendum Acknowledgement

**Instructions:** Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum Numbers Received** (check the box next to each addendum received):

- |                |                |
|----------------|----------------|
| Addendum No. 1 | Addendum No. 5 |
| Addendum No. 2 | Addendum No. 6 |
| Addendum No. 3 | Addendum No. 7 |
| Addendum No. 4 | Addendum No. 8 |

I understand that failure to confirm receipt of addenda may cause for rejection of this response.

---

*Authorized Signature*

---

*Date*

**Acknowledgment:** I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

---

*Authorized Signature*

---

*Date*

## 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.

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Business Name</b> _____        | <b>Date</b> _____             |
| <b>Address</b> _____              | <b>City, State, Zip</b> _____ |
| <b>Contact Person</b> _____       | <b>Title</b> _____            |
| <b>Authorized Signature</b> _____ | <b>Title</b> _____            |
| <b>Email</b> _____                | <b>Phone</b> _____            |

**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** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

**Name Printed or Typed** \_\_\_\_\_

**Awarded this** \_\_\_\_\_ **day of** \_\_\_\_\_ **Contract Number** \_\_\_\_\_

**Contract to Commence** \_\_\_\_\_

# Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

**Instructions:** When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

## 1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

## 2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

## 3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

#### **4. Davis Bacon Act**

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor’s acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

#### **5. Contract Work Hours and Safety Standards Act**

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **6. Right to Inventions Made Under a Contract or Agreement**

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

#### **7. Clean Air Act and Federal Water Pollution Control Act**

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

## **8. Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

## **9. Byrd Anti-Lobbying Amendment**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

## **10. Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

## **11. Profit as a Separate Element of Price**

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

## **12. General Compliance with Participating Agencies**

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

**By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.**

| <b>Vendor Certification (By Item)</b>                     | <b>Vendor Certification:<br/>YES, I agree or<br/>NO, I do NOT agree</b> | <b>Initial</b> |
|---|---|----------------|
| 1. Violation of Contract Terms and Conditions             |   |                |
| 2. Termination for Cause of Convenience                   |   |                |
| 3. Equal Employment Opportunity                           |   |                |
| 4. Davis-Bacon Act  |   |                |
| 5. Contract Work Hours and Safety Standards Act           |   |                |
| 6. Right to Inventions Made Under a Contract or Agreement |   |                |
| 7. Clean Air Act and Federal Water Pollution Control Act  |   |                |
| 8. Debarment and Suspension                               |   |                |
| 9. Byrd Anti-Lobbying Amendment                           |   |                |
| 10. Procurement of Recovered Materials                    |   |                |
| 11. Profit as a Separate Element of Price                 |   |                |
| 12. General Compliance with Participating Agencies        |   |                |

\_\_\_\_\_  
*Name of Business*

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

\_\_\_\_\_  
*Printed Name/Title*

\_\_\_\_\_  
*Date*



# Subcontractor Utilization Form

**Instructions:** List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_

If a subcontractor will not be used, check this box:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

# Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

**Your organization's uploaded proposal should include the following submitted and correctly labeled documents:**

| X | Document Title   | How to be Submitted   |
|---|--|---|
|   | Performance Bond of \$2,500 (Copy)   | Submit as PDF   |
|   | Pricing Schedule – Name of Company   | Submit as an Excel document                                   |
|   | Vendor Questionnaire – Name of Company   | Submit as a Word document                                     |
|   | Vendor Forms & Signatures – Name of Company  | Submit as one (1), single PDF.<br><b>*Signatures Required</b> |
|   | Certificate of Insurance – Name of Company   | Submit as PDF   |
|   | Exhibit A – Dealers Certificate/Name – Name of Company   | Submit as PDF   |
|   | Additional Information – as required <ul style="list-style-type: none"> <li>• Manufacturer/Catalog price lists</li> <li>• Business Type Certificate, if applicable</li> <li>• Manufacturer – Dealer List, if applicable</li> </ul> | Submit as PDF   |

**IMPORTANT:** All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.

---

*Authorized Signature*

---

*Printed Name/Title*

---

*Date*

## Exhibit A – Dealers Certificate

### RFP #20.8 – Office Solutions

Attention Dealers: This certificate is to be completed and returned with each Dealer’s proposal. Return one (1) original certificate for each manufacturer/brand that you are proposing.

\*\*\*\*\* MANUFACTURER’S DEALER CERTIFICATE \*\*\*\*\*

This certifies that: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_ is a valid Reseller in  
*(Dealer’s Name)*

good standing of: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_  
*(Manufacturer/Brand Name)*

Note, this must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed, signed and notarized form with your response will result in rejection of your bid for that manufacturer’s line and products.

This certificate indicates that the Vendor is currently an authorized dealer in good standing of this manufacturer’s products but will not authorize the Vendor to create or impose any obligation or liability on the manufacturer. The Manufacturer will have the right to remove this certification by written notice to CPC if the Dealer’s good standing status with the manufacturer should change.

Manufacturer’s Name: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

Address: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

Printed Name: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

Date: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

Phone: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

Email: \_\_\_\_\_ **Click or tap here to enter text.** \_\_\_\_\_

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

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

My commission expires on \_\_\_\_\_ **Signature** \_\_\_\_\_

Notary Stamp

### Questions for Bid RFP #20.8 - Office Solutions

#### Question #1

Would this bid include printer supplies?

#### Answers

Per the Terms & Conditions, under Equipment and Supplies:

The Vendor will provide general office supplies that include, but are not limited to: pencils, pens, markers, and other writing instruments, correction fluid, tape, film, and other correction products; ink and toner cartridges, tape glue, past, and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers and organization systems, bulletin boards, batteries, mailing and shipping supplies; storage files.

[Answer](#)

[Archive](#)

[Reject](#)

Oct 14, 2019 9:17:56 AM CDT

By: Coast To Coast Computer Products, Inc. - mirandap

Oct 15, 2019 1:09:48 PM CDT

By: Itruax

#### Question #2

Do you require a website for endusers to order from?

#### Answers

CPC will issue an amendment clarifying online ordering/website requirements.

[Answer](#)

[Archive](#)

[Reject](#)

Oct 14, 2019 2:54:32 PM CDT

By: Amitesh Inc - abkamani

Oct 15, 2019 1:10:27 PM CDT

By: Itruax

#### Question #3

The General Terms and Conditions document mentioned the Christian Doctrine on page two. How is the Christian Doctrine applied in this RFP and will the CPC issue further guidance regarding compliance with the Christian Doctrine?

#### Answers

No further guidance will be issued regarding the Christian Doctrine.

[Answer](#)

[Archive](#)

[Reject](#)

Oct 15, 2019 4:11:54 PM CDT

By: Agati, Inc. - nhawkins2.0

Oct 22, 2019 11:40:50 AM CDT

By: Itruax

[Ask a Question](#)

[View Bid](#)

**Bid RFP #20.8 - Office Solutions  
Addendum #1 - Addendum**

Information Deleted: Deleted

Information Added: Added

Bid Type **RFP**  
 Bid Number **20.8**  
 Title **Office Solutions**  
 Start Date **Oct 14, 2019 9:02:16 AM CDT**  
 End Date **Nov 11, 2019 10:00:00 AM CST**  
 Agency **Cooperative Purchasing Connection**  
 Bid Contact **Lisa M Truax**  
 (218) 737-6535  
 ltruax@lcsc.org  
 1001 E. Mount Faith Avenue  
 Fergus Falls, MN 56537

**Description**

**Scope of Work:** CPC is seeking to collaborate with an experienced Vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of office and furniture solutions, at consortium level discounted pricing. Agencies include educational institutions, cities, counties, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. A qualified Vendor shall have established a percentage discount from a catalog list, published prices, or price list. Discounts may be submitted for an entire catalog or for specific product categories or manufacturer categories. Office Solutions may include, but not limited to the following categories:

1. Office supplies and catalog furniture
2. Paper program
3. Breakroom and cleaning
4. Furniture – project/special [non-catalog]

**RFP Timeline:**

|                                     |   |
|-------------------------------------|---|
| October 14, 2019                    | Publication of RFP #20.8 – Office Solutions |
| October 28, 2019, at 9:30 a.m. CT   | Non-Required Conference Call                |
| November 1, 2019, at 10:00 a.m. CT  | Deadline for Vendors to Submit Questions    |
| November 11, 2019, at 10:00 a.m. CT | Deadline for Submission                     |
| December 11, 2019                   | Contact Vendor/Award(s) Made                |
| January 1, 2019                     | Initial Start of Contract Term              |

**Pre-Bid Conference**

Date: Oct 28, 2019 9:30:00 AM CDT  
 Location: Non-Required Conference Call  
 Notes: A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit <https://zoom.us/j/831785986>.

1. Dial-in Number: +1 929 436 2866
2. Meeting ID: 831 785 986

No Attachments

**Documents**

| Name  | Posting Date                           | Acceptance     |
|---|--|----------------|
| RFP #20.8 - General Terms and Conditions.pdf      | Oct 11, 2019 3:39:35 PM CDT            | Yes            |
| <del>RFP #20.8 - Office Solutions.pdf</del>       | <del>Oct 11, 2019 3:39:42 PM CDT</del> | <del>Yes</del> |
| RFP #20.8 - Pricing Schedule.xlsx                 | Oct 11, 2019 3:39:48 PM CDT            | Yes            |
| RFP #20.8 - Vendor Forms & Signatures.pdf         | Oct 11, 2019 3:39:56 PM CDT            | Yes            |
| RFP #20.8 - Vendor Questionnaire.docx             | Oct 11, 2019 3:40:03 PM CDT            | Yes            |
| RFP #20.8 - Exhibit A - Dealers Certificate.docx  | Oct 11, 2019 3:40:08 PM CDT            | Yes            |
| RFP #20.8 - Office Solutions_Amended 10.15.19.pdf | Oct 15, 2019 1:16:36 PM CDT            | Yes            |

[Return to Bid](#)

**Lisa Truax**

---

**From:** Public Purchase <notices@publicpurchase.com>  
**Sent:** Monday, November 11, 2019 10:00 AM  
**To:** Lisa Truax  
**Subject:** Public Purchase - RFP #20.8 - Office Solutions Closed Notification

Lisa M Truax:

The bid RFP #20.8 - Office Solutions has closed on Nov 11, 2019 9:00:00 AM MST

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=119025>

Thank you for using Public Purchase.

MK= jauxcJzl0VeCaXF2fz9jMA==

# Notifications Report

Agency  
Bid Number  
Bid Title

Cooperative Purchasing Connection  
20.8  
Office Solutions

| Vendor Name                                   | State | Invitation     | Date                | Email                                 | Reason                |
|---|-------|----------------|---------------------|---------------------------------------|-----------------------|
| 111 Veteran Direct, LLC                       | CA    | Classification | 2019-10-14 08:13:45 | michael@111VeteranDirect.com          | Bid Notification      |
| 2 Earth                                       | TX    | Classification | 2019-10-14 08:13:45 | venetia.flowers@2-earth.com           | Bid Notification      |
| 307 Companies Inc                             | WY    | Classification | 2019-10-14 08:13:45 | orders@starawards.promo               | Bid Notification      |
| A1 Trophies & Awards, Inc.                    | IL    | Classification | 2019-10-14 08:13:45 | a1trophies@msn.com                    | Bid Notification      |
| AAAA Designs                                  | CO    | Classification | 2019-10-14 08:13:45 | richard@aaaadesigns.com               | Bid Notification      |
| AAA Business Supplies & Interiors             | CA    | Classification | 2019-10-14 08:13:45 | bids@aaasolutions.com                 | Bid Notification      |
| AAA Office Supplies                           | WA    | Classification | 2019-10-14 08:13:45 | jasminb@aaaofficesupplies.com         | Bid Notification      |
| AACTUM, LLC                                   | TX    | Classification | 2019-10-14 08:13:45 | ecotonerAustin@gmail.com              | Bid Notification      |
| Aaron Solutions Company                       | PA    | Classification | 2019-10-14 08:13:45 | jgrant@aaronolutionsco.com            | Bid Notification      |
| ABC LASER JET INC.                            | GA    | Classification | 2019-10-14 08:13:45 | SALES@ABCLASERUSA.COM                 | Bid Notification      |
| ABC Promos & Gifts                            | IL    | Classification | 2019-10-14 08:13:45 | abc.bids@yahoo.com                    | Bid Notification      |
| Access Press                                  | TX    | Classification | 2019-10-14 08:13:45 | accesspress@verizon.net               | Bid Notification      |
| ACCO Brands USA LLC                           | IL    | Classification | 2019-10-14 08:13:45 | directbid@acco.com                    | Bid Notification      |
| ACCO Brands USA LLC                           | IL    | Classification | 2019-10-15 12:09:49 | directbid@acco.com                    | Bid Answer            |
| ACCO Brands USA LLC                           | IL    | Classification | 2019-10-15 12:10:28 | directbid@acco.com                    | Bid Answer            |
| ACCO Brands USA LLC                           | IL    | Classification | 2019-10-15 12:29:02 | directbid@acco.com                    | Addendum Notification |
| ACCO Brands USA LLC                           | IL    | Classification | 2019-10-22 10:40:50 | directbid@acco.com                    | Bid Answer            |
| Accolade Binders, Inc.                        | CA    | Classification | 2019-10-14 08:13:45 | johnharkins1942@gmail.com             | Bid Notification      |
| Accurate Forms & Supplies                     | TX    | Classification | 2019-10-14 08:13:45 | salinas@accuratesupplies.com          | Bid Notification      |
| ACE Educational Supplies                      | FL    | Classification | 2019-10-14 08:13:45 | bids@ACEeducational.com               | Bid Notification      |
| AC Supply                                     | MO    | Classification | 2019-10-14 08:13:45 | acsupply@swbell.net                   | Bid Notification      |
| ActONE Government Solutions, Inc.             | CA    | Classification | 2019-10-14 08:13:45 | govnotices@a1governmentsolutions.com  | Bid Notification      |
| ADAPT CONSULTING, INC                         | CA    | Classification | 2019-10-14 08:13:45 | YBERKE@AOL.COM                        | Bid Notification      |
| Ad Image                                      | TX    | Classification | 2019-10-14 08:13:45 | vlees@adimageonline.com               | Bid Notification      |
| Adonai Perazim Inc                            | CA    | Classification | 2019-10-14 08:13:45 | snorton@printscharlesrepro.com        | Bid Notification      |
| Ad Specialties & Promotions, Inc              | WA    | Classification | 2019-10-14 08:13:45 | asap@asap-promotions.com              | Bid Notification      |
| Advantage Imaging Supply                      | CA    | Classification | 2019-10-14 08:13:45 | kurtis@aisink.com                     | Bid Notification      |
| Advantage Imaging Supply, Inc                 | CA    | Classification | 2019-10-14 08:13:45 | jamesr@aisink.com                     | Bid Notification      |
| advantage supply                              | TX    | Classification | 2019-10-14 08:13:45 | larry.vrana@advantagesupply.us        | Bid Notification      |
| Advantage Supply                              | TX    | Classification | 2019-10-14 08:13:45 | deals@advantagesupply.us              | Bid Notification      |
| Advertising/Marketing/Strategic Planning, LLC | OR    | Classification | 2019-10-14 08:13:45 | lpocan@pacinfo.com                    | Bid Notification      |
| afflink                                       | AL    | Classification | 2019-10-14 08:13:45 | awright@afflink.com                   | Bid Notification      |
| AFFLINK, LLC                                  | AL    | Classification | 2019-10-14 08:13:45 | dhargrave@afflink.com                 | Bid Notification      |
| Agati, Inc.                                   | IL    | Self Invited   | 2019-10-22 10:40:50 | nhawkins@agati.com                    | Bid Answer            |
| A GROUP LLC                                   | FL    | Classification | 2019-10-14 08:13:45 | a_group_llc@hotmail.com               | Bid Notification      |
| A J PRINTING SERVICES, INC.                   | PA    | Classification | 2019-10-14 08:13:45 | bille@ajprinting.net                  | Bid Notification      |
| Aleph Objects, Inc.                           | CO    | Classification | 2019-10-14 08:13:45 | sales@lulzbot.com                     | Bid Notification      |
| All American                                  | NJ    | Classification | 2019-10-14 08:13:45 | zeke@allampoly.com                    | Bid Notification      |
| All American Balloons Wholesale Dist.         | TX    | Classification | 2019-10-14 08:13:45 | cheryl@allamericanballoons.net        | Bid Notification      |
| Allegra Print and Imaging                     | MI    | Classification | 2019-10-14 08:13:45 | angie@ally-press.com                  | Bid Notification      |
| American Awards & Promotions                  | WI    | Classification | 2019-10-14 08:13:45 | sales@AmericanAwardsOnline.com        | Bid Notification      |
| American Commoditiesawob Inc.                 | CA    | Classification | 2019-10-14 08:13:45 | tonyduhig@yahoo.com                   | Bid Notification      |
| American Commodities AWOB inc                 | CA    | Classification | 2019-10-14 08:13:45 | mark.cook@americancommoditiesawob.com | Bid Notification      |
| American International Sales Corp.            | AZ    | Classification | 2019-10-14 08:13:45 | info@aisale.com                       | Bid Notification      |
| American Pacific Promotions                   | CA    | Classification | 2019-10-14 08:13:45 | scague@appromo.net                    | Bid Notification      |
| AmeriComp Group Imaging LLC                   | CA    | Classification | 2019-10-14 08:13:45 | kyle.jewell@americompgroup.com        | Bid Notification      |
| Amitesh Inc                                   | FL    | Classification | 2019-10-14 08:13:45 | abkamani2002@aceofficesupply.com      | Bid Notification      |
| Amitesh Inc                                   | FL    | Classification | 2019-10-15 12:09:49 | abkamani2002@aceofficesupply.com      | Bid Answer            |
| Amitesh Inc                                   | FL    | Classification | 2019-10-15 12:10:27 | abkamani2002@aceofficesupply.com      | Bid Answer            |
| Amitesh Inc                                   | FL    | Classification | 2019-10-15 12:29:02 | abkamani2002@aceofficesupply.com      | Addendum Notification |
| Amitesh Inc                                   | FL    | Classification | 2019-10-22 10:40:50 | abkamani2002@aceofficesupply.com      | Bid Answer            |
| Anchor Paper Company                          | MN    | Classification | 2019-10-14 08:13:45 | danderson@anchorpaper.com             | Bid Notification      |
| ANCHORTEX CORPORATION                         | NJ    | Classification | 2019-10-14 08:13:45 | BIDS@ANCHORTEX.COM                    | Bid Notification      |
| Appleone Employment Services                  | CA    | Self Invited   | 2019-10-15 12:09:49 | govnotices@ain1.com                   | Bid Answer            |
| Appleone Employment Services                  | CA    | Self Invited   | 2019-10-15 12:10:28 | govnotices@ain1.com                   | Bid Answer            |
| Appleone Employment Services                  | CA    | Self Invited   | 2019-10-15 12:29:02 | govnotices@ain1.com                   | Addendum Notification |
| Appleone Employment Services                  | CA    | Self Invited   | 2019-10-22 10:40:50 | govnotices@ain1.com                   | Bid Answer            |
| APS USA                                       | CA    | Classification | 2019-10-14 08:13:45 | derek.ballot@apslaminating.com        | Bid Notification      |
| Aramark Uniform Services                      | MO    | Classification | 2019-10-14 08:13:45 | laura.schmidt@uniform.aramark.com     | Bid Notification      |
| Asel Art Supply                               | TX    | Classification | 2019-10-14 08:13:45 | tcicherski@aselart.com                | Bid Notification      |
| Atazz Technical Services                      | CA    | Classification | 2019-10-14 08:13:45 | chad@atazz1.com                       | Bid Notification      |
| Augmentative Communication Consultants Inc    | PA    | Classification | 2019-10-14 08:13:45 | acc1@earthlink.net                    | Bid Notification      |
| AVIATE ENTERPRISES, INC.                      | CA    | Classification | 2019-10-14 08:13:45 | sales@aviateinc.com                   | Bid Notification      |
| Aviator Gear, Inc.                            | FL    | Classification | 2019-10-14 08:13:45 | trap@aviatorgear.com                  | Bid Notification      |
| Award Company of America                      | AL    | Classification | 2019-10-14 08:13:45 | TedBjorn@awardcompany.com             | Bid Notification      |
| Award Company of America                      | AL    | Classification | 2019-10-15 12:09:49 | TedBjorn@awardcompany.com             | Bid Answer            |
| Award Company of America                      | AL    | Classification | 2019-10-15 12:10:28 | TedBjorn@awardcompany.com             | Bid Answer            |
| Award Company of America                      | AL    | Classification | 2019-10-15 12:29:02 | TedBjorn@awardcompany.com             | Addendum Notification |
| Award Company of America                      | AL    | Classification | 2019-10-22 10:40:50 | TedBjorn@awardcompany.com             | Bid Answer            |

|  |    |                |                     |  |                       |
|--|----|----------------|---------------------|--|-----------------------|
| Award Concepts, Inc.                   | IL | Classification | 2019-10-14 08:13:45 | djeanis@awardconcepts.net                              | Bid Notification      |
| Awards and Frames                      | IL | Classification | 2019-10-14 08:13:45 | mike@awardsandframes.com                               | Bid Notification      |
| AwardsMart                             | TX | Classification | 2019-10-14 08:13:45 | awards@awards-mart.com                                 | Bid Notification      |
| BahFed Corp                            | OR | Classification | 2019-10-14 08:13:45 | govsales@bahfed.com                                    | Bid Notification      |
| Banner Incorporated                    | FL | Classification | 2019-10-14 08:13:45 | monty@banner-inc.com                                   | Bid Notification      |
| Barbarian Usa Inc.                     | TX | Classification | 2019-10-14 08:13:45 | info@barbarianusainc.com                               | Bid Notification      |
| Barbelo Group                          | WA | Classification | 2019-10-14 08:13:45 | charina.flores@barbelogroup.com                        | Bid Notification      |
| Bargain Business Supplies, Inc.        | MI | Classification | 2019-10-14 08:13:45 | neelk323@gmail.com                                     | Bid Notification      |
| bay area doctors inc                   | CA | Classification | 2019-10-14 08:13:45 | bayareadoctors@gmail.com                               | Bid Notification      |
| Big Hit Productions                    | TX | Classification | 2019-10-14 08:13:45 | info@bighitcreative.com                                | Bid Notification      |
| Big Red Print Solutions, LLC           | CA | Classification | 2019-10-14 08:13:45 | rudy@bigredink.com                                     | Bid Notification      |
| Big Star Branding, Inc.                | TX | Classification | 2019-10-14 08:13:45 | rebecca@bigstarbranding.com                            | Bid Notification      |
| Blackinton                             | MA | Classification | 2019-10-14 08:13:45 | ehirsch@blackinton.com                                 | Bid Notification      |
| Blusource                              | OK | Classification | 2019-10-14 08:13:45 | lsmith@myblusource.com                                 | Bid Notification      |
| Bob Barker Company, Inc                | NC | Classification | 2019-10-14 08:13:45 | bidnotices@bobbarker.com                               | Bid Notification      |
| Buffalo Envelope                       | NY | Classification | 2019-10-14 08:13:45 | marcy.reamsnyder@buffaloenvelope.com                   | Bid Notification      |
| BURKETT'S OFFICE SUPPLY                | CA | Classification | 2019-10-14 08:13:45 | efarrington@burkettsoffice.com                         | Bid Notification      |
| Busch Systems International Inc.       | ON | Classification | 2019-10-14 08:13:45 | michaelan@buschsystems.com,elaine@buschsys<br>tems.com | Bid Notification      |
| Busch Systems International Inc.       | ON | Classification | 2019-10-15 12:09:49 | michaelan@buschsystems.com,elaine@buschsys<br>tems.com | Bid Answer            |
| Busch Systems International Inc.       | ON | Classification | 2019-10-15 12:10:28 | michaelan@buschsystems.com,elaine@buschsys<br>tems.com | Bid Answer            |
| Busch Systems International Inc.       | ON | Classification | 2019-10-15 12:29:02 | michaelan@buschsystems.com,elaine@buschsys<br>tems.com | Addendum Notification |
| Busch Systems International Inc.       | ON | Classification | 2019-10-22 10:40:50 | michaelan@buschsystems.com,elaine@buschsys<br>tems.com | Bid Answer            |
| Buy Rite                               | OH | Classification | 2019-10-14 08:13:45 | bwilliams.buyrite@gmail.com                            | Bid Notification      |
| Buy Smart                              | CA | Classification | 2019-10-14 08:13:45 | davec@buysmart-gsa.com                                 | Bid Notification      |
| BW Printworks                          | CA | Classification | 2019-10-14 08:13:45 | joe@bwprintworks.com                                   | Bid Notification      |
| C3 Document Solutions                  | FL | Classification | 2019-10-14 08:13:45 | steveb@c3documentsolutions.com                         | Bid Notification      |
| Canon USA                              | NY | Classification | 2019-10-14 08:13:45 | Kdantone@cusa.canon.com                                | Bid Notification      |
| Cartridge Plus, Inc                    | TX | Classification | 2019-10-14 08:13:45 | quinteros59@yahoo.com                                  | Bid Notification      |
| central jersey office equipment        | NJ | Classification | 2019-10-14 08:13:45 | betty@govdepot.net                                     | Bid Notification      |
| Century 2001 Inc                       | FL | Classification | 2019-10-14 08:13:45 | beth@century2001.com                                   | Bid Notification      |
| Cenveo, Inc.                           | CT | Classification | 2019-10-14 08:13:45 | Joel.Nickerson@cenveo.com                              | Bid Notification      |
| Cenveo Incorporated                    | CA | Classification | 2019-10-14 08:13:45 | pat.verdoorn@cenveo.com                                | Bid Notification      |
| CFJ Manufacturing                      | TX | Classification | 2019-10-14 08:13:45 | m mesa@cfjmf.com                                       | Bid Notification      |
| CF Motion                              | FL | Classification | 2019-10-14 08:13:45 | mikem@cfmotions.com                                    | Bid Notification      |
| Champion Awards                        | TX | Classification | 2019-10-14 08:13:45 | juan@champtx.com                                       | Bid Notification      |
| Christopher Pierce Enterprises         | CA | Classification | 2019-10-14 08:13:45 | robbwelchpe@msn.com                                    | Bid Notification      |
| Chuckals Inc.                          | WA | Classification | 2019-10-14 08:13:45 | kothk@chuckals.net                                     | Bid Notification      |
| Chuckals Inc.                          | WA | Classification | 2019-10-15 12:09:49 | kothk@chuckals.net                                     | Bid Answer            |
| Chuckals Inc.                          | WA | Classification | 2019-10-15 12:10:28 | kothk@chuckals.net                                     | Bid Answer            |
| Chuckals Inc.                          | WA | Classification | 2019-10-15 12:29:02 | kothk@chuckals.net                                     | Addendum Notification |
| Chuckals Inc.                          | WA | Classification | 2019-10-22 10:40:50 | kothk@chuckals.net                                     | Bid Answer            |
| Citation Box & Paper Company           | IL | Classification | 2019-10-14 08:13:45 | bgierke@citationbox.com                                | Bid Notification      |
| CJ DUFFEY PAPER COMPANY                | MN | Classification | 2019-10-14 08:13:45 | canderson@duffeypaper.com                              | Bid Notification      |
| Coastal Tag & Label, Inc.              | CA | Classification | 2019-10-14 08:13:45 | juan@coastaltag.com                                    | Bid Notification      |
| Coast to Coast Computer Products       | CA | Classification | 2019-10-14 08:13:45 | rfeller@coastcoast.com                                 | Bid Notification      |
| Coast to Coast Computer Products       | CA | Classification | 2019-10-14 08:13:45 | bmartinelli@coastcoast.com                             | Bid Notification      |
| Coast To Coast Computer Products       | CA | Classification | 2019-10-14 08:13:45 | lashford@coastcoast.com                                | Bid Notification      |
| Coast To Coast Computer Products, Inc. | CA | Classification | 2019-10-14 08:13:45 | mirandah@coastcoast.com                                | Bid Notification      |
| Coast To Coast Computer Products, Inc. | CA | Classification | 2019-10-15 12:09:48 | mirandah@coastcoast.com                                | Bid Answer            |
| Coast To Coast Computer Products, Inc. | CA | Classification | 2019-10-15 12:10:28 | mirandah@coastcoast.com                                | Bid Answer            |
| Coast To Coast Computer Products, Inc. | CA | Classification | 2019-10-15 12:29:02 | mirandah@coastcoast.com                                | Addendum Notification |
| Coast To Coast Computer Products, Inc. | CA | Classification | 2019-10-22 10:40:50 | mirandah@coastcoast.com                                | Bid Answer            |
| Coffey Management LLC                  | WA | Classification | 2019-10-14 08:13:45 | sales@ablelabel.com                                    | Bid Notification      |
| Coffey Management LLC                  | WA | Classification | 2019-10-15 12:09:49 | sales@ablelabel.com                                    | Bid Answer            |
| Coffey Management LLC                  | WA | Classification | 2019-10-15 12:10:28 | sales@ablelabel.com                                    | Bid Answer            |
| Coffey Management LLC                  | WA | Classification | 2019-10-15 12:29:02 | sales@ablelabel.com                                    | Addendum Notification |
| Coffey Management LLC                  | WA | Classification | 2019-10-22 10:40:50 | sales@ablelabel.com                                    | Bid Answer            |
| Cole Enterprise LLC                    | TN | Classification | 2019-10-14 08:13:45 | joshua.richardson@coleenterprisellc.com                | Bid Notification      |
| ColorID, LLC                           | NC | Classification | 2019-10-14 08:13:45 | Julie.Westhofen@colorid.com                            | Bid Notification      |
| CompNation                             | TN | Classification | 2019-10-14 08:13:45 | rdugas@compnation.com                                  | Bid Notification      |
| COMPUPRO GLOBAL                        | TX | Classification | 2019-10-14 08:13:45 | TAMMYL@COMPUPROGLOBAL.COM                              | Bid Notification      |
| Computer Networking Inc                | NJ | Classification | 2019-10-14 08:13:45 | bids@cniofficesupplies.com                             | Bid Notification      |
| Computer Solutions, Inc.               | TX | Classification | 2019-10-14 08:13:45 | duke@cs-inc.co   | Bid Notification      |
| Computize                              | TX | Classification | 2019-10-14 08:13:45 | benniem@computize.com                                  | Bid Notification      |
| ConServ Flag Company                   | NE | Classification | 2019-10-14 08:13:45 | conservflag@conservflag.com                            | Bid Notification      |
| ConServ Flag Company                   | NE | Classification | 2019-10-14 08:13:45 | conservflag@conservflag.com                            | Bid Notification      |
| Contract Paper Group, Inc.             | OH | Classification | 2019-10-14 08:13:45 | nmasturzo@cpgbid.com                                   | Bid Notification      |
| Contract Paper Group, Inc.             | OH | Classification | 2019-10-15 12:09:49 | nmasturzo@cpgbid.com                                   | Bid Answer            |
| Contract Paper Group, Inc.             | OH | Classification | 2019-10-15 12:10:28 | nmasturzo@cpgbid.com                                   | Bid Answer            |
| Contract Paper Group, Inc.             | OH | Classification | 2019-10-15 12:29:02 | nmasturzo@cpgbid.com                                   | Addendum Notification |
| Contract Paper Group, Inc.             | OH | Classification | 2019-10-22 10:40:50 | nmasturzo@cpgbid.com                                   | Bid Answer            |
| Cooper's Office Supply, Inc.           | MN | Classification | 2019-10-14 08:13:45 | sshale@coopersinc.com                                  | Bid Notification      |
| Cooper's Office Supply, Inc.           | MN | Classification | 2019-10-15 12:09:49 | sshale@coopersinc.com                                  | Bid Answer            |



|   |    |                |                     |                                     |                       |
|---|----|----------------|---------------------|-------------------------------------|-----------------------|
| Cooper's Office Supply, Inc.                      | MN | Classification | 2019-10-15 12:10:28 | sshale@coopersinc.com               | Bid Answer            |
| Cooper's Office Supply, Inc.                      | MN | Classification | 2019-10-15 12:29:02 | sshale@coopersinc.com               | Addendum Notification |
| Cooper's Office Supply, Inc.                      | MN | Classification | 2019-10-22 10:40:50 | sshale@coopersinc.com               | Bid Answer            |
| Corneli Systems, LLC                              | TX | Classification | 2019-10-14 08:13:45 | cordelia.nformi@cornelissystems.com | Bid Notification      |
| Cory M Dean LLC                                   | WA | Classification | 2019-10-14 08:13:45 | RecPlusInc@gmail.com                | Bid Notification      |
| Costco Wholesale                                  | MO | Classification | 2019-10-14 08:13:45 | w375mkt04@costco.com                | Bid Notification      |
| Creative Menus & Folders, LLC                     | TX | Classification | 2019-10-14 08:13:45 | renee.ferguson@texascovers.com      | Bid Notification      |
| Crestline Specialties Inc                         | ME | Classification | 2019-10-14 08:13:45 | crestlinehelp@crestline.com         | Bid Notification      |
| Crystal Images INC                                | TX | Classification | 2019-10-14 08:13:45 | sales@crystalimagesinc.com          | Bid Notification      |
| Cubic Group Inc                                   | IL | Classification | 2019-10-14 08:13:45 | andy.kong@jetech-us.com             | Bid Notification      |
| Custom On It LLC                                  | NV | Classification | 2019-10-14 08:13:45 | ab@customonit.com                   | Bid Notification      |
| CW Nielsen Manufacturing                          | WA | Classification | 2019-10-14 08:13:45 | Accounting@cwnielsenmfg.com         | Bid Notification      |
| Daze Printer Products DBA Ink Direct USA, LLC     | TN | Classification | 2019-10-14 08:13:45 | tenders@inkdirectusa.com            | Bid Notification      |
| Dee and Jay the Djs                               | MO | Classification | 2019-10-14 08:13:45 | jimkellyjimk@aol.com                | Bid Notification      |
| DeepSleep Studio                                  | FL | Classification | 2019-10-14 08:13:45 | Zac@DeepSleepStudio.com             | Bid Notification      |
| Delfin Trading Company                            | FL | Classification | 2019-10-14 08:13:45 | alex@delfintrading.com              | Bid Notification      |
| DEMCO, Inc.                                       | WI | Classification | 2019-10-14 08:13:45 | quote@demco.com                     | Bid Notification      |
| Demlan Solutions                                  | TX | Classification | 2019-10-14 08:13:45 | bids@demlansolutions.com            | Bid Notification      |
| Diamond Light LLC dba CircleTerra                 | TX | Classification | 2019-10-14 08:13:45 | kellyfree@diamondlightllc.com       | Bid Notification      |
| Digital Vision Resources Group, LLC               | KS | Classification | 2019-10-14 08:13:45 | diane.stlouis@dvr.com               | Bid Notification      |
| DirectSource Imaging LLC                          | TX | Classification | 2019-10-14 08:13:45 | dane@dsimaging.com                  | Bid Notification      |
| Discount PC                                       | TX | Classification | 2019-10-14 08:13:45 | ciara@discountpc.com                | Bid Notification      |
| DI TECHNOLOGY GROUP                               | CA | Classification | 2019-10-14 08:13:45 | amie@dataimpressions.com            | Bid Notification      |
| DMB Academics                                     | IL | Classification | 2019-10-14 08:13:45 | diane@dmbackademics.com             | Bid Notification      |
| DOVE DATA PRODUCTS, INC.                          | SC | Classification | 2019-10-14 08:13:45 | JMILLER@DOVEDATA.COM                | Bid Notification      |
| Dream Ranch LLC                                   | TX | Classification | 2019-10-14 08:13:45 | sheri@dreamranchtx.com              | Bid Notification      |
| ds technologies, inc                              | CA | Classification | 2019-10-14 08:13:45 | dstechologies@live.com              | Bid Notification      |
| DuncanDay Advertising                             | TX | Classification | 2019-10-14 08:13:45 | chris@duncanday.com                 | Bid Notification      |
| Eagle Enterprises                                 | TX | Classification | 2019-10-14 08:13:45 | pbjinc@msn.com                      | Bid Notification      |
| EARLYCHILDHOOD LLC                                | CA | Classification | 2019-10-14 08:13:45 | BIDS@Discountschoolsupply.com       | Bid Notification      |
| E-Complete LLC                                    | NV | Classification | 2019-10-14 08:13:45 | tessa@completek-12.com              | Bid Notification      |
| ECONOMY ADVERTISING COMPANY                       | OH | Classification | 2019-10-14 08:13:45 | aimeemeier@economyadvertising.com   | Bid Notification      |
| Edokia Inc  | NY | Classification | 2019-10-14 08:13:45 | fb331@nyu.edu                       | Bid Notification      |
| Educational Outfitters                            | TX | Classification | 2019-10-14 08:13:45 | Cindy.Schoel@EdOutfitters.com       | Bid Notification      |
| Education Supply Network, Inc.                    | MD | Classification | 2019-10-14 08:13:45 | ceo@education-supply.net            | Bid Notification      |
| EIS Office Solutions                              | TX | Classification | 2019-10-14 08:13:45 | merrill@eisoffice.net               | Bid Notification      |
| Electric Ants                                     | FL | Classification | 2019-10-14 08:13:45 | education@electric-ants.com         | Bid Notification      |
| Elite Textile Trading LLC                         | CA | Classification | 2019-10-14 08:13:45 | elite@elitetex.us                   | Bid Notification      |
| ELP Enterprises, Inc. dba MC Business Products    | TX | Classification | 2019-10-14 08:13:45 | martha@elpenterprisesinc.com        | Bid Notification      |
| Emgence Technologies                              | CA | Classification | 2019-10-14 08:13:45 | amather@emgence.com                 | Bid Notification      |
| Empire Safety                                     | CA | Classification | 2019-10-14 08:13:45 | srigsby@empiresafety.com            | Bid Notification      |
| Encon Systems, Inc.                               | TX | Classification | 2019-10-14 08:13:45 | chashovitz@enconsupplies.com        | Bid Notification      |
| EngineerSupply LLC                                | VA | Classification | 2019-10-14 08:13:45 | customerservice@engineersupply.com  | Bid Notification      |
| Enhanced Laser Products                           | TX | Classification | 2019-10-14 08:13:45 | mmcmurrer@enhancedlaser.com         | Bid Notification      |
| Enhanced Laser Products                           | TX | Classification | 2019-10-15 12:09:49 | mmcmurrer@enhancedlaser.com         | Bid Answer            |
| Enhanced Laser Products                           | TX | Classification | 2019-10-15 12:10:28 | mmcmurrer@enhancedlaser.com         | Bid Answer            |
| Enhanced Laser Products                           | TX | Classification | 2019-10-15 12:29:02 | mmcmurrer@enhancedlaser.com         | Addendum Notification |
| Enhanced Laser Products                           | TX | Classification | 2019-10-22 10:40:50 | mmcmurrer@enhancedlaser.com         | Bid Answer            |
| Environmental Image Solutions                     | FL | Classification | 2019-10-14 08:13:45 | acribby@enviroimage.com             | Bid Notification      |
| EPA Consultants dba Business Branding Specialties | WA | Classification | 2019-10-14 08:13:45 | suziesresale@gmail.com              | Bid Notification      |
| EPIC Business Essentials                          | IL | Classification | 2019-10-14 08:13:45 | Szintz@epicbusinessessentials.com   | Bid Notification      |
| EST Group, LLC                                    | TX | Classification | 2019-10-14 08:13:45 | mhanna@est-grp.com                  | Bid Notification      |
| EVERGREEN QUALITY INC.                            | NJ | Classification | 2019-10-14 08:13:45 | sgamericany@aol.com                 | Bid Notification      |
| Evolis, Inc.                                      | RI | Classification | 2019-10-14 08:13:45 | pstone@evolis.com                   | Bid Notification      |
| Evolv Solutions                                   | KS | Classification | 2019-10-14 08:13:45 | ggonzales@mbeconnect.com            | Bid Notification      |
| ExteriorBox                                       | TX | Classification | 2019-10-14 08:13:45 | info@exteriorbox.com                | Bid Notification      |
| Fast RFID   | FL | Classification | 2019-10-14 08:13:45 | frank@fastrfid.com                  | Bid Notification      |
| Fazzari Inc                                       | WA | Classification | 2019-10-14 08:13:45 | ERIC@FAZZARI.CO                     | Bid Notification      |
| FBA HOLDING INC.                                  | FL | Classification | 2019-10-14 08:13:45 | mikek@martek-1.com                  | Bid Notification      |
| F & H Office systems                              | CA | Classification | 2019-10-14 08:13:45 | yosi@fhos.net                       | Bid Notification      |
| File Mart   | IL | Classification | 2019-10-14 08:13:45 | truffin@filemart.com                | Bid Notification      |
| FileSource  | CA | Classification | 2019-10-14 08:13:45 | len@filesource.com                  | Bid Notification      |
| Filing Supplies Online                            | FL | Classification | 2019-10-14 08:13:45 | davidj@filingsonline.com            | Bid Notification      |
| Find Import Corporation                           | MA | Classification | 2019-10-14 08:13:45 | vendor@opentip.com                  | Bid Notification      |
| Fitzgerald Enterprises                            | WA | Classification | 2019-10-14 08:13:45 | jessica.grove@advinadv.com          | Bid Notification      |
| Forestry Suppliers, Inc.                          | MS | Classification | 2019-10-14 08:13:45 | dawsonb@forestry-suppliers.com      | Bid Notification      |
| Freestone Peach                                   | CA | Classification | 2019-10-14 08:13:45 | rfratrick@freestonepeach.com        | Bid Notification      |
| Fresh State Marketing                             | MI | Classification | 2019-10-14 08:13:45 | matt@freshstatemarketing.com        | Bid Notification      |
| Fresh State Marketing                             | MI | Classification | 2019-10-15 12:09:49 | matt@freshstatemarketing.com        | Bid Answer            |
| Fresh State Marketing                             | MI | Classification | 2019-10-15 12:10:28 | matt@freshstatemarketing.com        | Bid Answer            |
| Fresh State Marketing                             | MI | Classification | 2019-10-15 12:29:02 | matt@freshstatemarketing.com        | Addendum Notification |
| Fresh State Marketing                             | MI | Classification | 2019-10-22 10:40:50 | matt@freshstatemarketing.com        | Bid Answer            |
| Friends Business Source                           | OH | Classification | 2019-10-14 08:13:45 | JForgach@FriendsOffice.com          | Bid Notification      |
| From the Hart                                     | CA | Classification | 2019-10-14 08:13:45 | harleyshellos@msn.com               | Bid Notification      |
| G2G INTERNATIONAL LLC                             | TX | Classification | 2019-10-14 08:13:45 | koorosh@g2ginternational.com        | Bid Notification      |

|  |    |                |                     |  |                       |
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| GBS Corp.                              | OH | Classification | 2019-10-14 08:13:45 | abart@gbscorp.com  | Bid Notification      |
| GBS Corp.                              | OH | Classification | 2019-10-15 12:09:49 | abart@gbscorp.com  | Bid Answer            |
| GBS Corp.                              | OH | Classification | 2019-10-15 12:10:28 | abart@gbscorp.com  | Bid Answer            |
| GBS Corp.                              | OH | Classification | 2019-10-15 12:29:02 | abart@gbscorp.com  | Addendum Notification |
| GBS Corp.                              | OH | Classification | 2019-10-22 10:40:50 | abart@gbscorp.com  | Bid Answer            |
| Geiger Promotions                      | ME | Classification | 2019-10-14 08:13:45 | melissa@geiger.com   | Bid Notification      |
| GEM Supplies LLC                       | CA | Classification | 2019-10-14 08:13:45 | Albertr@gslsdirect.com                                     | Bid Notification      |
| General Data Company                   | CA | Classification | 2019-10-14 08:13:45 | Carolyne@universallaser.com                                | Bid Notification      |
| G&E officeworld                        | NY | Classification | 2019-10-14 08:13:45 | henny@fernofficesupplies.com                               | Bid Notification      |
| G & E OFFICE WORLD                     | NY | Classification | 2019-10-14 08:13:45 | malky@fernofficesupplies.com                               | Bid Notification      |
| GEORGIA EXPO MANUFACTURING CORP        | GA | Classification | 2019-10-14 08:13:45 | JULIE@GEORGIAEXPO.COM                                      | Bid Notification      |
| GHA Technologies, Inc                  | AZ | Classification | 2019-10-14 08:13:45 | derrick.luther@gha-technologies.com                        | Bid Notification      |
| Global Computer Supplies, Inc.         | NJ | Classification | 2019-10-14 08:13:45 | tvanduyne@globalcomputer.com                               | Bid Notification      |
| Global Products Inc.                   | MO | Classification | 2019-10-14 08:13:45 | mkt02@gpii.com   | Bid Notification      |
| Goddess Products Inc                   | AR | Classification | 2019-10-14 08:13:45 | leanna@goddessproductsinc.com                              | Bid Notification      |
| Goddess Products Inc                   | AR | Classification | 2019-10-15 12:09:49 | leanna@goddessproductsinc.com                              | Bid Answer            |
| Goddess Products Inc                   | AR | Classification | 2019-10-15 12:10:28 | leanna@goddessproductsinc.com                              | Bid Answer            |
| Goddess Products Inc                   | AR | Classification | 2019-10-15 12:29:02 | leanna@goddessproductsinc.com                              | Addendum Notification |
| Goddess Products Inc                   | AR | Classification | 2019-10-22 10:40:50 | leanna@goddessproductsinc.com                              | Bid Answer            |
| Go-Green Recycling Systems             | CA | Classification | 2019-10-14 08:13:45 | mark@ggo-greenrecyclingsystems.com                         | Bid Notification      |
| Golden Rule Creations                  | NJ | Classification | 2019-10-14 08:13:45 | info@goldenrulecreations.com                               | Bid Notification      |
| Gordon Products                        | WA | Classification | 2019-10-14 08:13:45 | theadrick@creativeof.com                                   | Bid Notification      |
| Gorilla Office Supplies                | TX | Classification | 2019-10-14 08:13:45 | cwallace@gorillaofficesupplies.com                         | Bid Notification      |
| GovGroup                               | CA | Classification | 2019-10-14 08:13:45 | amanda@govgroup.com  | Bid Notification      |
| GOV GROUP                              | CA | Classification | 2019-10-14 08:13:45 | andy@govgroup.com  | Bid Notification      |
| Granite Telecommunications, LLC        | MA | Classification | 2019-10-14 08:13:45 | govtproposals@granitenet.com                               | Bid Notification      |
| Greenfield Distribution, Corp.         | NJ | Classification | 2019-10-14 08:13:45 | jw@biddesk.com   | Bid Notification      |
| GTM Sportswear                         | KS | Classification | 2019-10-14 08:13:45 | christie.wyckoff@igtm.com                                  | Bid Notification      |
| HALO Branded Solutions                 | IL | Classification | 2019-10-14 08:13:45 | lindsey.farnish@halo.com                                   | Bid Notification      |
| Haney Enterprises Inc.                 | CA | Classification | 2019-10-14 08:13:45 | danell@haneyis.com   | Bid Notification      |
| Harris Technologies, Inc.              | MO | Classification | 2019-10-14 08:13:45 | jim.heffernan@harristechnologies.com                       | Bid Notification      |
| Hasty Awards                           | KS | Classification | 2019-10-14 08:13:45 | thad@hastyawards.com                                       | Bid Notification      |
| HBH Promos, Inc.                       | FL | Classification | 2019-10-14 08:13:45 | sharring@jbedwards.com                                     | Bid Notification      |
| HD SUPPLY FACILITIES MAINTENANCE, LTD. | CA | Classification | 2019-10-14 08:13:45 | HDS-FMBIDS@HDSUPPLY.COM                                    | Bid Notification      |
| Health Enterprises, Inc                | MA | Classification | 2019-10-14 08:13:45 | leaton@healthenterprises.com                               | Bid Notification      |
| HERTZ ASSOCIATES INC                   | PA | Classification | 2019-10-14 08:13:45 | lisa@allentowntoy.com                                      | Bid Notification      |
| HiEd Inc                               | TX | Classification | 2019-10-14 08:13:45 | benniem@hied.com   | Bid Notification      |
| HiLo Carter Enterprises, LLC           | AZ | Classification | 2019-10-14 08:13:45 | heidcarter951@gmail.com                                    | Bid Notification      |
| hitech paper                           | MN | Classification | 2019-10-14 08:13:45 | joe@paperrollproducts.com                                  | Bid Notification      |
| Hitmaster Graphics LLC                 | FL | Classification | 2019-10-14 08:13:45 | sales@hitmastergraphics.org                                | Bid Notification      |
| Hoffman Technologies                   | CA | Classification | 2019-10-14 08:13:45 | Samantha.Orange@itemgrabber.com                            | Bid Notification      |
| Howard Industries, Inc.                | MS | Classification | 2019-10-14 08:13:45 | bids@howardcomputers.com                                   | Bid Notification      |
| IBuy Office Supply                     | MN | Classification | 2019-10-14 08:13:45 | mlanders@ibuyofficesupply.com                              | Bid Notification      |
| ID Edge                                | CO | Classification | 2019-10-14 08:13:45 | stacie@idedge.com  | Bid Notification      |
| IDW LLC                                | FL | Classification | 2019-10-14 08:13:45 | stephenb@idwholesaler.com                                  | Bid Notification      |
| IDW, LLC                               | FL | Classification | 2019-10-14 08:13:45 | sales@IDWholesaler.com                                     | Bid Notification      |
| Igoodz Inc                             | FL | Classification | 2019-10-14 08:13:45 | lee@discountsignshop.com                                   | Bid Notification      |
| IGWT Partners                          | TN | Classification | 2019-10-14 08:13:45 | Timothy.cole@coleenterprisellc.com                         | Bid Notification      |
| Image Access Corp.                     | NJ | Classification | 2019-10-14 08:13:45 | csaunders@imageaccesscorp.com,krodgers@imageaccesscorp.com | Bid Notification      |
| Image Access, Inc                      | FL | Classification | 2019-10-14 08:13:45 | bidresponse@imageaccess.com                                | Bid Notification      |
| imagestuff.com                         | CA | Classification | 2019-10-14 08:13:45 | juli@imagestuff.com  | Bid Notification      |
| IMAGING TECHNOLOGIES DIRECT LLC        | CA | Classification | 2019-10-14 08:13:45 | jenniferr@itdprintsolutions.com                            | Bid Notification      |
| Impact Promotions, LLC                 | MI | Classification | 2019-10-14 08:13:45 | cporter@cagbrands.com                                      | Bid Notification      |
| Imprint Group LLC                      | FL | Classification | 2019-10-14 08:13:45 | jerry@shrevepress.com                                      | Bid Notification      |
| Independent Living Aids                | NY | Classification | 2019-10-14 08:13:45 | karin@independentliving.com                                | Bid Notification      |
| Independent Living Aids                | NY | Classification | 2019-10-14 08:13:45 | mindy@independentliving.com                                | Bid Notification      |
| Independent Tabulation, Inc.           | NC | Classification | 2019-10-14 08:13:45 | sales@intab.net  | Bid Notification      |
| Information Management Services        | OR | Classification | 2019-10-14 08:13:45 | michelle.velasco@mybinding.com                             | Bid Notification      |
| Information Management Services LLC    | OR | Classification | 2019-10-14 08:13:45 | aaron.haddock@mybinding.com                                | Bid Notification      |
| Ink and Image Printing                 | TX | Classification | 2019-10-14 08:13:45 | amarillospeedprint@gmail.com                               | Bid Notification      |
| InkHead, Inc.                          | GA | Classification | 2019-10-14 08:13:45 | aboyd@inkhead.com  | Bid Notification      |
| Inland Associates, Inc.                | KS | Classification | 2019-10-14 08:13:45 | mflloyd@inlandassoc.com                                    | Bid Notification      |
| Innovative Office Solutions            | MN | Classification | 2019-10-14 08:13:45 | cboerigter@innovativeos.com                                | Bid Notification      |
| Innovative Office Solutions            | MN | Classification | 2019-10-15 12:09:49 | cboerigter@innovativeos.com                                | Bid Answer            |
| Innovative Office Solutions            | MN | Classification | 2019-10-15 12:10:28 | cboerigter@innovativeos.com                                | Bid Answer            |
| Innovative Office Solutions            | MN | Classification | 2019-10-15 12:29:02 | cboerigter@innovativeos.com                                | Addendum Notification |
| Innovative Office Solutions            | MN | Classification | 2019-10-22 10:40:50 | cboerigter@innovativeos.com                                | Bid Answer            |
| Intelligent Technology Solutions       | TX | Classification | 2019-10-14 08:13:45 | rahmadi@its-itsm.com                                       | Bid Notification      |
| International Promotional Ideas Inc.   | IL | Classification | 2019-10-14 08:13:45 | intl.ideas@sbcglobal.net                                   | Bid Notification      |
| Interstate & Associates LLC            | AR | Classification | 2019-10-14 08:13:45 | sam@inbzsolutions.com                                      | Bid Notification      |
| Interstate & Associates LLC            | AR | Classification | 2019-10-15 12:09:49 | sam@inbzsolutions.com                                      | Bid Answer            |
| Interstate & Associates LLC            | AR | Classification | 2019-10-15 12:10:28 | sam@inbzsolutions.com                                      | Bid Answer            |
| Interstate & Associates LLC            | AR | Classification | 2019-10-15 12:29:02 | sam@inbzsolutions.com                                      | Addendum Notification |
| Interstate & Associates LLC            | AR | Classification | 2019-10-22 10:40:50 | sam@inbzsolutions.com                                      | Bid Answer            |
| IPC, Inc                               | ND | Classification | 2019-10-14 08:13:45 | ron.griffith@ipc-labels.com                                | Bid Notification      |
| IRIS Ltd. Inc.                         | PA | Classification | 2019-10-14 08:13:45 | cynthiat@irisltd.com                                       | Bid Notification      |

|  |    |                |                     |                                     |                       |
|--|----|----------------|---------------------|-------------------------------------|-----------------------|
| IRIS Ltd., Inc   | PA | Classification | 2019-10-14 08:13:45 | bids@irisltd.com                    | Bid Notification      |
| IRIS Ltd., Inc.  | PA | Classification | 2019-10-14 08:13:45 | bids@irisltd.com                    | Bid Notification      |
| ITSavvy, LLC   | IL | Classification | 2019-10-14 08:13:45 | drussell@itsavvy.com                | Bid Notification      |
| JANCO & WINNEX INC.  | CA | Classification | 2019-10-14 08:13:45 | jennifer@janmartusa.com             | Bid Notification      |
| JB Office  | CA | Classification | 2019-10-14 08:13:45 | mfutrell@shopjboffice.com           | Bid Notification      |
| J. Brandt Recognition, Ltd.                                  | TX | Classification | 2019-10-14 08:13:45 | alicia.brandt@jbrandt.com           | Bid Notification      |
| JB's Awards & Engraving                                      | CA | Classification | 2019-10-14 08:13:45 | aaron@jbawards.net                  | Bid Notification      |
| JetCo Solutions  | MI | Classification | 2019-10-14 08:13:45 | psaites@jetcosolutions.com          | Bid Notification      |
| JG Imprinters  | MO | Classification | 2019-10-14 08:13:45 | valleau25@comcast.net               | Bid Notification      |
| J. Jenkins Sons Co, Inc.                                     | MD | Classification | 2019-10-14 08:13:45 | sparagana828@aol.com                | Bid Notification      |
| Joni Industries  | FL | Classification | 2019-10-14 08:13:45 | joseph@joniindustries.com           | Bid Notification      |
| Joseph Thibault  | MA | Classification | 2019-10-14 08:13:45 | masscobra@aol.com                   | Bid Notification      |
| Jose Robledo   | TX | Classification | 2019-10-14 08:13:45 | Joe@MeVida.Net                      | Bid Notification      |
| JourneyEd.com, Inc   | TX | Classification | 2019-10-14 08:13:45 | bmoore@journeyed.com                | Bid Notification      |
| J.P. Cooke Company   | NE | Classification | 2019-10-14 08:13:45 | jbluvas@jpcooke.com                 | Bid Notification      |
| Juice That Brand   | NC | Classification | 2019-10-14 08:13:45 | tim@juicethatbrand.com              | Bid Notification      |
| Just Call, Inc.  | CA | Classification | 2019-10-14 08:13:45 | jperri@justcall.com                 | Bid Notification      |
| Kaeser & Blair, Inc.   | CA | Classification | 2019-10-14 08:13:45 | friends@tedpendlebury.com           | Bid Notification      |
| KD8 Enterprises, LLC   | UT | Classification | 2019-10-14 08:13:45 | debbie@kd8.com                      | Bid Notification      |
| Kettle Creek Corporation                                     | PA | Classification | 2019-10-14 08:13:45 | bonnie@kettlecreek.com              | Bid Notification      |
| Keywest Technology Inc.                                      | KS | Classification | 2019-10-14 08:13:45 | katiea@keywesttechnology.com        | Bid Notification      |
| KLAS Products, Inc. powered by Boundless network             | TX | Classification | 2019-10-14 08:13:45 | kristin@klasproducts.com            | Bid Notification      |
| K-Log Inc  | IL | Classification | 2019-10-14 08:13:45 | ebid@k-log.com                      | Bid Notification      |
| K-Log Inc  | IL | Classification | 2019-10-15 12:09:49 | ebid@k-log.com                      | Bid Answer            |
| K-Log Inc  | IL | Classification | 2019-10-15 12:10:28 | ebid@k-log.com                      | Bid Answer            |
| K-Log Inc  | IL | Classification | 2019-10-15 12:29:02 | ebid@k-log.com                      | Addendum Notification |
| K-Log Inc  | IL | Classification | 2019-10-22 10:40:50 | ebid@k-log.com                      | Bid Answer            |
| Knox Supply Company  | TX | Classification | 2019-10-14 08:13:45 | knox752@gmail.com                   | Bid Notification      |
| Konica Minolta Business Solutions                            | VA | Classification | 2019-10-14 08:13:45 | statebids@kmb.konicaminolta.us      | Bid Notification      |
| Kui Kei & S.D. Inc.  | CA | Classification | 2019-10-14 08:13:45 | regalgreetings@sbcglobal.net        | Bid Notification      |
| KV & Associates  | CA | Classification | 2019-10-14 08:13:45 | info@kvapromotions.com              | Bid Notification      |
| Kyocera Document Solutions                                   | CA | Classification | 2019-10-14 08:13:45 | katie.o'neill@da.kyocera.com        | Bid Notification      |
| LAKESHORE EQUIPMENT COMPANY DBA LAKESHORE LEARNING MATERIALS | CA | Classification | 2019-10-14 08:13:45 | BIDDEPT@LAKESHORELEARNING.COM       | Bid Notification      |
| LAKESHORE EQUIPMENT COMPANY DBA LAKESHORE LEARNING MATERIALS | CA | Classification | 2019-10-15 12:09:49 | BIDDEPT@LAKESHORELEARNING.COM       | Bid Answer            |
| LAKESHORE EQUIPMENT COMPANY DBA LAKESHORE LEARNING MATERIALS | CA | Classification | 2019-10-15 12:10:28 | BIDDEPT@LAKESHORELEARNING.COM       | Bid Answer            |
| LAKESHORE EQUIPMENT COMPANY DBA LAKESHORE LEARNING MATERIALS | CA | Classification | 2019-10-15 12:29:02 | BIDDEPT@LAKESHORELEARNING.COM       | Addendum Notification |
| LAKESHORE EQUIPMENT COMPANY DBA LAKESHORE LEARNING MATERIALS | CA | Classification | 2019-10-22 10:40:50 | BIDDEPT@LAKESHORELEARNING.COM       | Bid Answer            |
| Laminating and Binding Solutions, Inc                        | IL | Classification | 2019-10-14 08:13:45 | amy@laminator.com                   | Bid Notification      |
| Laminator.com  | IL | Classification | 2019-10-14 08:13:45 | amy@laminator.com                   | Bid Notification      |
| Larry Rosenbaum  | VA | Classification | 2019-10-14 08:13:45 | jelaro@aol.com                      | Bid Notification      |
| LaserCycle, Inc.   | KS | Classification | 2019-10-14 08:13:45 | jtrask@lasercycle.com               | Bid Notification      |
| LD Products  | CA | Classification | 2019-10-14 08:13:45 | DianaA@LDProducts.com               | Bid Notification      |
| LD Products  | CA | Classification | 2019-10-15 12:09:49 | DianaA@LDProducts.com               | Bid Answer            |
| LD Products  | CA | Classification | 2019-10-15 12:10:28 | DianaA@LDProducts.com               | Bid Answer            |
| LD Products  | CA | Classification | 2019-10-15 12:29:02 | DianaA@LDProducts.com               | Addendum Notification |
| LD Products  | CA | Classification | 2019-10-22 10:40:50 | DianaA@LDProducts.com               | Bid Answer            |
| Leon Smith   | AZ | Classification | 2019-10-14 08:13:45 | leon.smith@desertofficesupplies.com | Bid Notification      |
| LexJet Corporation   | FL | Classification | 2019-10-14 08:13:45 | tricia.pokorney@lexjet.com          | Bid Notification      |
| LexJet LLC.  | FL | Classification | 2019-10-14 08:13:45 | brennan.dearing@lexjet.com          | Bid Notification      |
| LIFETIME MEMORY PRODUCTS, INC.                               | CA | Classification | 2019-10-14 08:13:45 | mel@lifetimememory.com              | Bid Notification      |
| Lighthouse for the Blind, Inc                                | WA | Classification | 2019-10-14 08:13:45 | lpschon@seattlelh.org               | Bid Notification      |
| L & M Food Service Inc.                                      | NV | Classification | 2019-10-14 08:13:45 | joshua@btsupplies.com               | Bid Notification      |
| LOTUS USA,INC  | CA | Classification | 2019-10-14 08:13:45 | madhu@lotususainc.com               | Bid Notification      |
| Lowmarkup Inc.   | CA | Classification | 2019-10-14 08:13:45 | carlo.lmu@gmail.com                 | Bid Notification      |
| LRE INC DBA LEE RYDER LAMINATION                             | FL | Classification | 2019-10-14 08:13:45 | OFFICE@LEERYDER.COM                 | Bid Notification      |
| Lyme Computer Systems, Inc                                   | NH | Classification | 2019-10-14 08:13:45 | Steve@Lyme.com                      | Bid Notification      |
| Majestic Document Holders                                    | MD | Classification | 2019-10-14 08:13:45 | nancy@majesticholders.com           | Bid Notification      |
| Makit Supply, Inc.   | TX | Classification | 2019-10-14 08:13:45 | scott@laminatorwarehouse.com        | Bid Notification      |
| MALIK PROMOTIONS LLC   | GA | Classification | 2019-10-14 08:13:45 | fatina@letsgetpersonal.co           | Bid Notification      |
| MALL OFFICE PRODUCTS OF TAMPA, LLC                           | FL | Classification | 2019-10-14 08:13:45 | DAVE@MALLOFFICEPRODUCTS.COM         | Bid Notification      |
| Marez & Associates   | TX | Classification | 2019-10-14 08:13:45 | jmar326@yahoo.com                   | Bid Notification      |
| Marketing and Technical Materials                            | OR | Classification | 2019-10-14 08:13:45 | samantha@mtmimagingsupplies.com     | Bid Notification      |
| Market Street Office Supplies                                | WA | Classification | 2019-10-14 08:13:45 | b2b@marketstreetace.com             | Bid Notification      |
| Mark My Words LLC  | AZ | Classification | 2019-10-14 08:13:45 | susan@walkerbookstore.com           | Bid Notification      |
| Memco Inc  | MO | Classification | 2019-10-14 08:13:45 | Elise.Altenbernd@MemcoSafety.com    | Bid Notification      |
| M.E. Sharpe, Inc.  | NY | Classification | 2019-10-14 08:13:45 | jwright@mesharpe.com                | Bid Notification      |
| metis inc  | OK | Classification | 2019-10-14 08:13:45 | asmith@metisinc.com                 | Bid Notification      |
| metrofuser   | NJ | Classification | 2019-10-14 08:13:45 | wdemuth@metrofuser.com              | Bid Notification      |
| Metrofuser LLC   | NJ | Classification | 2019-10-14 08:13:45 | kl@metrofuser.com                   | Bid Notification      |
| Metrofuser LLC   | NJ | Classification | 2019-10-15 12:09:49 | kl@metrofuser.com                   | Bid Answer            |
| Metrofuser LLC   | NJ | Classification | 2019-10-15 12:10:28 | kl@metrofuser.com                   | Bid Answer            |

|   |    |                |                     |                                      |                       |
|---|----|----------------|---------------------|--------------------------------------|-----------------------|
| Metrofuser LLC                                  | NJ | Classification | 2019-10-15 12:29:02 | kl@metrofuser.com                    | Addendum Notification |
| Metrofuser LLC                                  | NJ | Classification | 2019-10-22 10:40:50 | kl@metrofuser.com                    | Bid Answer            |
| M.H. Sevice                                     | TX | Classification | 2019-10-14 08:13:45 | michael@michaelholdman.com           | Bid Notification      |
| Minnesota Computer Systems Inc.                 | MN | Classification | 2019-10-14 08:13:45 | mikeh@mncopy.com                     | Bid Notification      |
| Missouri Office Systems & Supplies, Inc.        | MO | Classification | 2019-10-14 08:13:45 | greg@8asupplier.com                  | Bid Notification      |
| MMG Technology Group inc                        | CA | Classification | 2019-10-14 08:13:45 | dgross@mmgtech.com                   | Bid Notification      |
| Mobile ID Solutions, Inc.                       | CA | Classification | 2019-10-14 08:13:45 | sales@mobileidsolutions.com          | Bid Notification      |
| Modern Data Products                            | CA | Classification | 2019-10-14 08:13:45 | roannl@moderndataproducs.com         | Bid Notification      |
| MODERN DATA PRODUCTS                            | CA | Classification | 2019-10-14 08:13:45 | suzetht@modernimagingssolutions.com  | Bid Notification      |
| Modern Imaging Solutions                        | CA | Classification | 2019-10-14 08:13:45 | richs@modernimagingssolutions.com    | Bid Notification      |
| Modern Imaging Solutions                        | CA | Classification | 2019-10-14 08:13:45 | Kraymerp@modernimagingssolutions.com | Bid Notification      |
| Modern Imaging Solutions Inc                    | CA | Classification | 2019-10-14 08:13:45 | joanae@modernimagingssolutions.com   | Bid Notification      |
| Modern Imaging Solutions, Inc.                  | CA | Classification | 2019-10-14 08:13:45 | raffy@modernimagingssolutions.com    | Bid Notification      |
| MODITY INC                                      | WI | Classification | 2019-10-14 08:13:45 | PAT@MODITY.COM                       | Bid Notification      |
| Momentum Procurement Group                      | OR | Classification | 2019-10-14 08:13:45 | jessicam@mpg-us.com                  | Bid Notification      |
| Momentum Procurement Group                      | OR | Classification | 2019-10-14 08:13:45 | imillican@mpg-us.com                 | Bid Notification      |
| Monarch Trophy Studio                           | TX | Classification | 2019-10-14 08:13:45 | sales@mtsawards.com                  | Bid Notification      |
| Mongoose LTD                                    | MD | Classification | 2019-10-14 08:13:45 | sales@molloglobal.com                | Bid Notification      |
| Moos Printing & Advertising                     | OH | Classification | 2019-10-14 08:13:45 | mattmoos@moosprinting.com            | Bid Notification      |
| Mount Airy Woodcraft                            | MD | Classification | 2019-10-14 08:13:45 | support@mountairywoodcraft.com       | Bid Notification      |
| MRC Smart Technology Solutions                  | CA | Classification | 2019-10-14 08:13:45 | ghuey@mrc360.com                     | Bid Notification      |
| MRC, Smart Technology Solutions                 | CA | Classification | 2019-10-14 08:13:45 | kmccarthy@mrc360.com                 | Bid Notification      |
| MSA SYSTEMS INC                                 | CA | Classification | 2019-10-14 08:13:45 | SHADI.GHOLAMI@MSASYS.COM             | Bid Notification      |
| MTM Recognition Corporation                     | OK | Classification | 2019-10-14 08:13:45 | jthompson@mtmrecognition.com         | Bid Notification      |
| MTS Partners                                    | CA | Classification | 2019-10-14 08:13:45 | damienv@iprinttechnologies.com       | Bid Notification      |
| MTS Partners, Inc.                              | CA | Classification | 2019-10-14 08:13:45 | scott@iPrintTechnologies.com         | Bid Notification      |
| Mustang Computers & Supplies                    | GA | Classification | 2019-10-14 08:13:45 | jessica@mustangcpu.com               | Bid Notification      |
| My Marketing Department, Inc.                   | FL | Classification | 2019-10-14 08:13:45 | promo@mmdept.com                     | Bid Notification      |
| MyOfficeProducts                                | OH | Classification | 2019-10-14 08:13:45 | scott.miller@myofficeproducts.com    | Bid Notification      |
| Namifiers, LLC                                  | UT | Classification | 2019-10-14 08:13:45 | nick@namifiers.com                   | Bid Notification      |
| NATIONAL ART & SCHOOL SUPPLIES                  | NJ | Classification | 2019-10-14 08:13:45 | levy@nationalartsupplies.com         | Bid Notification      |
| NATIONAL ART & SCHOOL SUPPLIES                  | NJ | Classification | 2019-10-22 10:40:50 | levy@nationalartsupplies.com         | Bid Answer            |
| Navrat's Inc.                                   | KS | Classification | 2019-10-14 08:13:45 | rduncan@navrats.com                  | Bid Notification      |
| New Century Technologies Inc                    | CA | Classification | 2019-10-14 08:13:45 | tammy@nctsolution.com                | Bid Notification      |
| New Computech, Inc                              | NY | Classification | 2019-10-14 08:13:45 | elena@newcomputech.com               | Bid Notification      |
| New Precision Technology, LLC                   | CT | Classification | 2019-10-14 08:13:45 | agianacoplos@usi-corp.com            | Bid Notification      |
| Nobelus   | TN | Classification | 2019-10-14 08:13:45 | clayt.holt@nobelus.com               | Bid Notification      |
| Nobelus   | TN | Classification | 2019-10-15 12:09:49 | clayt.holt@nobelus.com               | Bid Answer            |
| Nobelus   | TN | Classification | 2019-10-15 12:10:28 | clayt.holt@nobelus.com               | Bid Answer            |
| Nobelus   | TN | Classification | 2019-10-15 12:29:02 | clayt.holt@nobelus.com               | Addendum Notification |
| Nobelus   | TN | Classification | 2019-10-22 10:40:50 | clayt.holt@nobelus.com               | Bid Answer            |
| North America Procurement Council               | CO | Self Invited   | 2019-10-15 12:09:49 | bids@napc.me                         | Bid Answer            |
| North America Procurement Council               | CO | Self Invited   | 2019-10-15 12:10:28 | bids@napc.me                         | Bid Answer            |
| North America Procurement Council               | CO | Self Invited   | 2019-10-15 12:29:02 | bids@napc.me                         | Addendum Notification |
| North America Procurement Council               | CO | Self Invited   | 2019-10-22 10:40:50 | bids@napc.me                         | Bid Answer            |
| North America Procurement Council               | CO | Self Invited   | 2019-10-22 10:40:50 | sourcemanagement@napc.me             | Bid Answer            |
| Northstar Computer Forms                        | MN | Classification | 2019-10-14 08:13:45 | ken.riles@northstar-mn.net           | Bid Notification      |
| Northwest Engravers, LLC                        | TX | Classification | 2019-10-14 08:13:45 | terry@northwestengravers.com         | Bid Notification      |
| OFFICE DEPOT                                    | CA | Classification | 2019-10-14 08:13:45 | michele.gaspard@officedepot.com      | Bid Notification      |
| Office Depot, Inc.                              | FL | Classification | 2019-10-14 08:13:45 | douglas.grove@officedepot.com        | Bid Notification      |
| Office Depot, Inc.                              | MN | Classification | 2019-10-14 08:13:45 | christopher.ceynowa@officedepot.com  | Bid Notification      |
| OfficeMax                                       | CA | Classification | 2019-10-14 08:13:45 | nicholaslombardo@officemax.com       | Bid Notification      |
| Office Tree LLC                                 | NV | Classification | 2019-10-14 08:13:45 | andrea@officetreeproducts.com        | Bid Notification      |
| OFFICE TREE LLC                                 | NV | Classification | 2019-10-14 08:13:45 | jamesp@officetreeproducts.com        | Bid Notification      |
| OFFICE TREE PRODUCTS LLC                        | NV | Classification | 2019-10-14 08:13:45 | jr@officetreeproducts.com            | Bid Notification      |
| OM Office Supply Inc                            | PA | Classification | 2019-10-14 08:13:45 | bids@omos.com                        | Bid Notification      |
| Onestop   | TX | Classification | 2019-10-14 08:13:45 | taniac@callonestop.com               | Bid Notification      |
| Onvia   | WA | Self Invited   | 2019-10-15 12:09:49 | sourcecmgmt@onvia.net                | Bid Answer            |
| Onvia   | WA | Self Invited   | 2019-10-15 12:10:28 | sourcecmgmt@onvia.net                | Bid Answer            |
| Onvia   | WA | Self Invited   | 2019-10-15 12:29:02 | sourcecmgmt@onvia.net                | Addendum Notification |
| Onvia   | WA | Self Invited   | 2019-10-22 10:40:50 | sourcecmgmt@onvia.net                | Bid Answer            |
| Pacific Office Solutions                        | WA | Classification | 2019-10-14 08:13:45 | abladel@posolutions.com              | Bid Notification      |
| Pacific Office Solutions                        | WA | Classification | 2019-10-14 08:13:45 | jvaldez@posolutions.com              | Bid Notification      |
| Pacific OneSource                               | CA | Classification | 2019-10-14 08:13:45 | matt.jenkins@schooltechsupply.com    | Bid Notification      |
| Paige Company Containers Inc.                   | NJ | Classification | 2019-10-14 08:13:45 | gknoll@paigecompany.com              | Bid Notification      |
| Pala Supply Company, Inc                        | TX | Classification | 2019-10-14 08:13:45 | larryjost@sbcglobal.net              | Bid Notification      |
| paper and graphics inc                          | MN | Classification | 2019-10-14 08:13:45 | info@paperandgraphics.com            | Bid Notification      |
| Paper Solutions, Inc. dba Partek Solutions, Inc | IN | Classification | 2019-10-14 08:13:45 | mlillge@parteksolutions.com          | Bid Notification      |
| PartStock Computer                              | MN | Classification | 2019-10-14 08:13:45 | eogden@partstock.com                 | Bid Notification      |
| Payton's Blend LLC                              | TX | Classification | 2019-10-14 08:13:45 | paytonblend@hotmail.com              | Bid Notification      |
| PCdisposal.com LLC                              | KS | Classification | 2019-10-14 08:13:45 | yrokb@cs.com                         | Bid Notification      |
| PCMG, Inc. DBA Global GovEd                     | OH | Classification | 2019-10-14 08:13:45 | penny.musser@pcmg.com                | Bid Notification      |
| PCM Inc   | CA | Classification | 2019-10-14 08:13:45 | steven.lubom@TigerDirect.com         | Bid Notification      |
| PED-Stuart Corporation                          | FL | Classification | 2019-10-14 08:13:45 | erik@ped-stuart.com                  | Bid Notification      |
| PEPPM   | PA | Classification | 2019-10-14 08:13:45 | mcarollo@peppm.org                   | Bid Notification      |
| Perfect Output, LLC                             | KS | Classification | 2019-10-14 08:13:45 | aevans@perfectoutput.com             | Bid Notification      |
| Phoenix Promotional Products LLC                | FL | Classification | 2019-10-14 08:13:45 | phoenixpromotionalproducts@gmail.com | Bid Notification      |

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|---|----|----------------|---------------------|--|-----------------------|
| Pioneer Products                        | NY | Classification | 2019-10-14 08:13:45 | matt.london@pioneers.com   | Bid Notification      |
| Pitsco, Inc                             | KS | Classification | 2019-10-14 08:13:45 | awatson@pitsco.com   | Bid Notification      |
| Pittsburgh Public Safety Supply         | PA | Classification | 2019-10-14 08:13:45 | Matt@PittsburghPublicSafety.com  | Bid Notification      |
| Pixel Technology Consultants            | FL | Classification | 2019-10-14 08:13:45 | dmartin@pixeltechfl.com  | Bid Notification      |
| Platinum Venture Group                  | UT | Classification | 2019-10-14 08:13:45 | jay@platinumventuregroup.com   | Bid Notification      |
| Point Emblems                           | UT | Classification | 2019-10-14 08:13:45 | lori@pointemblems.com  | Bid Notification      |
| Positive Impressions Inc                | KS | Classification | 2019-10-14 08:13:45 | mingle@positiveimpressionsks.com   | Bid Notification      |
| Positive Promotions                     | NY | Classification | 2019-10-14 08:13:45 | bids@positivepromotions.com  | Bid Notification      |
| POS Supply Solutions Inc.               | MA | Classification | 2019-10-14 08:13:45 | bids@possupply.com   | Bid Notification      |
| Precision Micrographics & Imaging, Inc. | TX | Classification | 2019-10-14 08:13:45 | barry@imagescan.com  | Bid Notification      |
| Premier Paper and Packaging             | MO | Classification | 2019-10-14 08:13:45 | bandb@premierpaper.com   | Bid Notification      |
| Premier Paper and Packaging, Inc.       | MO | Classification | 2019-10-14 08:13:45 | lindsay@premierpaper.com   | Bid Notification      |
| Premium Stationers                      | CA | Classification | 2019-10-14 08:13:45 | logans@premiumstationers.com   | Bid Notification      |
| Presslink Printing, Ltd.                | TX | Classification | 2019-10-14 08:13:45 | rholmes@presslinkusa.com   | Bid Notification      |
| Prime Educational Products, LLC         | OH | Classification | 2019-10-14 08:13:45 | info@geverinstructional.com  | Bid Notification      |
| Printing Pros                           | CA | Classification | 2019-10-14 08:13:45 | sales@myprintingpros.com   | Bid Notification      |
| Pristore Services, Inc                  | KY | Classification | 2019-10-14 08:13:45 | patelb@pristoreservices.com  | Bid Notification      |
| Pro Brand LLC                           | TX | Classification | 2019-10-14 08:13:45 | pro@probrandllc.com  | Bid Notification      |
| Productive Office & School Environments | CO | Classification | 2019-10-14 08:13:45 | sandy@prooficeenvironments.com   | Bid Notification      |
| Professional Procurement Services       | WA | Classification | 2019-10-14 08:13:45 | probuyerllc@gmail.com  | Bid Notification      |
| Profiles Systems Inc                    | WA | Classification | 2019-10-14 08:13:45 | ryan@magnumlaser.com   | Bid Notification      |
| Progressive Business Supplies           | CA | Classification | 2019-10-14 08:13:45 | brian@probizcorp.com   | Bid Notification      |
| Project:Promotions                      | TX | Classification | 2019-10-14 08:13:45 | steely@projectpromotion.com  | Bid Notification      |
| Pro Specialties Group, Inc.             | CA | Classification | 2019-10-14 08:13:45 | aarons@psginc.com  | Bid Notification      |
| PRO STAMPS                              | CA | Classification | 2019-10-14 08:13:45 | BRIAN@PROSTAMPS.BIZ  | Bid Notification      |
| Pyramid Paper Company                   | FL | Classification | 2019-10-14 08:13:45 | biddept@pyramidsp.com  | Bid Notification      |
| Qcorp Printing Solutions                | CA | Classification | 2019-10-14 08:13:45 | kim@qcorpco.com  | Bid Notification      |
| Quill Corporation                       | IL | Classification | 2019-10-14 08:13:45 | bid@quill.com  | Bid Notification      |
| Quill Corporation                       | IL | Classification | 2019-10-15 12:09:49 | bid@quill.com  | Bid Answer            |
| Quill Corporation                       | IL | Classification | 2019-10-15 12:10:28 | bid@quill.com  | Bid Answer            |
| Quill Corporation                       | IL | Classification | 2019-10-15 12:29:02 | bid@quill.com  | Addendum Notification |
| Quill Corporation                       | IL | Classification | 2019-10-22 10:40:50 | bid@quill.com  | Bid Answer            |
| Rain Design Inc.                        | CA | Classification | 2019-10-14 08:13:45 | partners@raindesigninc.com   | Bid Notification      |
| Rasix Computer Center, Inc              | CA | Classification | 2019-10-14 08:13:45 | jeff@academicsupplier.com  | Bid Notification      |
| Raymond Geddes & Co., Inc               | MD | Classification | 2019-10-14 08:13:45 | shayes@raymondgeddes.com   | Bid Notification      |
| Ray Morgan Company                      | CA | Classification | 2019-10-14 08:13:45 | jmilan@raymorgan.com   | Bid Notification      |
| rbiCompany                              | OK | Classification | 2019-10-14 08:13:45 | jsmith@rbicompany.com  | Bid Notification      |
| RE Business Solutions                   | NJ | Classification | 2019-10-14 08:13:45 | tbryson@reonline.com   | Bid Notification      |
| Reliable Imaging Computer Products Inc  | CA | Classification | 2019-10-14 08:13:45 | mikec@reliableimaging.net  | Bid Notification      |
| RELIABLE OFFICE SOLUTIONS               | CA | Classification | 2019-10-14 08:13:45 | WENDYW@RELIABLE-OS.COM   | Bid Notification      |
| Remi Corporation                        | NC | Classification | 2019-10-14 08:13:45 | marketingrpf@theremigroup.com  | Bid Notification      |
| Restockit                               | FL | Classification | 2019-10-14 08:13:45 | sales@restockit.com  | Bid Notification      |
| Retrieval Business Systems, Inc         | IA | Classification | 2019-10-14 08:13:45 | ken.rbs@sbcglobal.net  | Bid Notification      |
| Ricoh America's                         | TX | Classification | 2019-10-14 08:13:45 | kerry.walsh@ricoh-usa.com  | Bid Notification      |
| RIS Paper Company, Inc                  | OH | Classification | 2019-10-14 08:13:45 | deborah.mckee@rispaper.com   | Bid Notification      |
| Ristech Company Inc.                    | ON | Classification | 2019-10-14 08:13:45 | jgalardo@ristech.ca  | Bid Notification      |
| RL Enterprises                          | CA | Classification | 2019-10-14 08:13:45 | rwl@rlntrprzs.com  | Bid Notification      |
| Roanoke Stamp & Seal Co.                | VA | Classification | 2019-10-14 08:13:45 | frankf@usacustom.com   | Bid Notification      |
| RoseDrew, Inc                           | FL | Classification | 2019-10-14 08:13:45 | showcases1@aol.com   | Bid Notification      |
| Royal Media Inc.                        | MD | Classification | 2019-10-14 08:13:45 | koi@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network                     | MD | Classification | 2019-10-14 08:13:45 | jojo@royalimagingolutions.com,eddie@royalimagingolutions.com,kristofferson@royalimagingolutions.com,PIA@ROYALIMAGINGSOLUTIONS.COM,marivic@royalimagingolutions.com,rodolfo@royalimagingolutions.com,Evado@royalimagingolutions.com,christian.a@royalimagingolutions.com,regielynne@royalimagingolutions.com,john.rick@royalimagingolutions.com,khrissaliz@royalimagingolutions.com | Bid Notification      |
| Royal Media Network                     | MD | Classification | 2019-10-14 08:13:45 | michaeljerome@royalimagingolutions.com   | Bid Notification      |
| Royal Media network inc                 | MD | Classification | 2019-10-14 08:13:45 | jojo@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network Inc.                | MD | Classification | 2019-10-14 08:13:45 | lorence@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network Inc.                | MD | Classification | 2019-10-14 08:13:45 | jude@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network Inc.                | MD | Classification | 2019-10-14 08:13:45 | kristopher@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network, Inc                | MD | Classification | 2019-10-14 08:13:45 | jeserie@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network, Inc                | MD | Classification | 2019-11-06 10:22:06 | cristine@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | william@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | rolando@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | maricris@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | arnulfo@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | simon@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | nestor@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | aldrin@royalimagingolutions.com  | Bid Notification      |
| Royal Media Network, Inc.               | MD | Classification | 2019-10-14 08:13:45 | krisrimae@royalimagingolutions.com   | Bid Notification      |
| Royal Media Network INC                 | MD | Classification | 2019-10-14 08:13:45 | Mica@royalimagingolutions.com  | Bid Notification      |
| RPT Toner                               | IL | Classification | 2019-10-14 08:13:45 | sonya@rpttoner.com   | Bid Notification      |
| R-SAFE Specialty                        | CA | Classification | 2019-10-14 08:13:45 | mike@r-safe.net  | Bid Notification      |
| Russell-Hampton                         | KS | Classification | 2019-10-14 08:13:45 | j.robinson@ruh.com   | Bid Notification      |

|   |    |                |                     |                                   |                       |
|---|----|----------------|---------------------|-----------------------------------|-----------------------|
| Safari Micro                                    | AZ | Classification | 2019-10-14 08:13:45 | tina@safarimicro.com              | Bid Notification      |
| sage global products and services llc           | CA | Classification | 2019-10-14 08:13:45 | tony@sageglobal-llc.com           | Bid Notification      |
| Samsung Electronics America Inc.                | NJ | Classification | 2019-10-14 08:13:45 | d.curran@sea.samsung.com          | Bid Notification      |
| Samsung Electronics America, Inc.               | NJ | Classification | 2019-10-14 08:13:45 | d.schmidig@sea.samsung.com        | Bid Notification      |
| Sandia International                            | TX | Classification | 2019-10-14 08:13:45 | rwebb@sandiainternational.com     | Bid Notification      |
| SAN UNIVERSAL INC                               | GA | Classification | 2019-10-14 08:13:45 | SANUNIVERS@GMAIL.COM              | Bid Notification      |
| Schoolkidz                                      | IL | Classification | 2019-10-14 08:13:45 | a.bolhuis@kitsforkidz.org         | Bid Notification      |
| School Life, a division of imagestuff.com, inc. | TX | Classification | 2019-10-14 08:13:45 | juli@schoollife.com               | Bid Notification      |
| School Specialty                                | WI | Classification | 2019-10-14 08:13:45 | bidnotices@schoolspecialty.com    | Bid Notification      |
| School Specialty                                | WI | Classification | 2019-10-15 12:09:49 | bidnotices@schoolspecialty.com    | Bid Answer            |
| School Specialty                                | WI | Classification | 2019-10-15 12:10:28 | bidnotices@schoolspecialty.com    | Bid Answer            |
| School Specialty                                | WI | Classification | 2019-10-15 12:29:02 | bidnotices@schoolspecialty.com    | Addendum Notification |
| School Specialty                                | WI | Classification | 2019-10-22 10:40:50 | bidnotices@schoolspecialty.com    | Bid Answer            |
| School Wholesale Supplies LLC                   | TN | Self Invited   | 2019-10-22 10:40:50 | jpdas@eii-usa.com                 | Bid Answer            |
| Schweizer Emblem Company                        | WI | Classification | 2019-10-14 08:13:45 | emily@schweizer-emblem.com        | Bid Notification      |
| Shoplet.com                                     | NY | Classification | 2019-10-14 08:13:45 | biddesk@shoplet.com               | Bid Notification      |
| Showtime Awards                                 | CA | Classification | 2019-10-14 08:13:45 | luann@showtimeawards.com          | Bid Notification      |
| Shree Laxmi, Inc.                               | CT | Classification | 2019-10-14 08:13:45 | slibiz@gmail.com                  | Bid Notification      |
| Skyline Book Binding & Presentation Supplies    | CA | Classification | 2019-10-14 08:13:45 | customerservice@onlineskyline.com | Bid Notification      |
| Skyline Communications                          | CA | Classification | 2019-10-14 08:13:45 | peter@onlineskyline.com           | Bid Notification      |
| SmartProcure                                    | FL | Self Invited   | 2019-10-15 12:09:49 | jeff@smartprocure.us              | Bid Answer            |
| SmartProcure                                    | FL | Self Invited   | 2019-10-15 12:10:28 | jeff@smartprocure.us              | Bid Answer            |
| SmartProcure                                    | FL | Self Invited   | 2019-10-15 12:29:02 | jeff@smartprocure.us              | Addendum Notification |
| SmartProcure                                    | FL | Self Invited   | 2019-10-22 10:40:50 | jeff@smartprocure.us              | Bid Answer            |
| SMITH OFFICE & COMPUTER SUPPLY                  | FL | Classification | 2019-10-14 08:13:45 | brucek@smithoff.com               | Bid Notification      |
| Source Rite                                     | CA | Classification | 2019-10-14 08:13:45 | ritchartz@sourcerite-gsa.com      | Bid Notification      |
| Source Rite                                     | CA | Classification | 2019-10-14 08:13:45 | julia@sourcerite-gsa.com          | Bid Notification      |
| Source Rite LLC                                 | CA | Classification | 2019-10-14 08:13:45 | jonm@sourcerite-gsa.com           | Bid Notification      |
| Source Rite LLC                                 | CA | Classification | 2019-10-14 08:13:45 | sheila@sourceritegsa.com          | Bid Notification      |
| Southland Envelope Co., Inc                     | CA | Classification | 2019-10-14 08:13:45 | nmendez@southlandenvelope.com     | Bid Notification      |
| SPIRAL BINDING JB                               | NJ | Classification | 2019-10-14 08:13:45 | rsims@spiralbinding.com           | Bid Notification      |
| SRA Office Solutions LLC                        | FL | Classification | 2019-10-14 08:13:45 | rsantos@sraofficesolutions.com    | Bid Notification      |
| Stag Enterprise, Inc.                           | GA | Classification | 2019-10-14 08:13:45 | ericn@stagenterprise.com          | Bid Notification      |
| Staples   | CA | Classification | 2019-10-14 08:13:45 | kenneth.jones@staples.com         | Bid Notification      |
| Staples   | TX | Classification | 2019-10-14 08:13:45 | geraldlyn.williams@staples.com    | Bid Notification      |
| Staples Contract & Commercial LLC               | CO | Classification | 2019-10-14 08:13:45 | StaplesPublicBidsDesk@staples.com | Bid Notification      |
| STAR POLY BAG INC                               | NY | Classification | 2019-10-14 08:13:45 | REPSTEIN@STARPOLY.COM             | Bid Notification      |
| Stormforce Corporation                          | CA | Classification | 2019-10-14 08:13:45 | matt@myschoolthings.com           | Bid Notification      |
| Stratix Systems                                 | PA | Classification | 2019-10-14 08:13:45 | mdaniels@stratixsystems.com       | Bid Notification      |
| Sun Badge Company                               | CA | Classification | 2019-10-14 08:13:45 | bdawson@sunbadgco.com             | Bid Notification      |
| Sunset Survival & First Aid, Inc.               | CA | Classification | 2019-10-14 08:13:45 | info@sunsetssurvival.com          | Bid Notification      |
| Super Inkjet Systems, LLC DBA Save Techs        | TX | Classification | 2019-10-14 08:13:45 | lee@savetechs.com                 | Bid Notification      |
| Supplies Hotline Corporation                    | PA | Classification | 2019-10-14 08:13:45 | rmerwine@supplieshotline.com      | Bid Notification      |
| Supplies Now, Inc.                              | OH | Classification | 2019-10-14 08:13:45 | bmcloud@suppliesnow.com           | Bid Notification      |
| Swift Print Solutions, LLC                      | NJ | Classification | 2019-10-14 08:13:45 | linda@swiftprintsolutions.com     | Bid Notification      |
| Systems & Space, Inc.                           | CA | Classification | 2019-10-14 08:13:45 | dback@systemsnspace.com           | Bid Notification      |
| TAB Products Co, LLC                            | WI | Classification | 2019-10-14 08:13:45 | bidsus@tab.com                    | Bid Notification      |
| TAB Products Co, LLC                            | WI | Classification | 2019-10-14 08:13:45 | bidsus@tab.com                    | Bid Notification      |
| Tatooine Electronic Systems Inc                 | WY | Classification | 2019-10-14 08:13:45 | recycle@tatooineinc.com           | Bid Notification      |
| TCP, Inc.                                       | OH | Classification | 2019-10-14 08:13:45 | cdelehanty@printplususa.com       | Bid Notification      |
| Technal, Inc.                                   | CA | Classification | 2019-10-14 08:13:45 | neal@technal.com                  | Bid Notification      |
| Tera Consulting Inc./Tera Office Solutions      | NY | Classification | 2019-10-14 08:13:45 | tpowell@teraconsultinginc.com     | Bid Notification      |
| Texas Custom Prints                             | TX | Classification | 2019-10-14 08:13:45 | texascustomprints@att.net         | Bid Notification      |
| Texas Health Supply Inc                         | TX | Classification | 2019-10-14 08:13:45 | gms@medisouth.com                 | Bid Notification      |
| Texas Health Supply Inc                         | TX | Classification | 2019-10-15 12:09:49 | gms@medisouth.com                 | Bid Answer            |
| Texas Health Supply Inc                         | TX | Classification | 2019-10-15 12:10:28 | gms@medisouth.com                 | Bid Answer            |
| Texas Health Supply Inc                         | TX | Classification | 2019-10-15 12:29:02 | gms@medisouth.com                 | Addendum Notification |
| Texas Health Supply Inc                         | TX | Classification | 2019-10-22 10:40:50 | sales@medisouth.com               | Bid Answer            |
| The Aby Manufacturing Group Inc.                | CA | Classification | 2019-10-14 08:13:45 | sales@erbadge.com                 | Bid Notification      |
| The Educational Outback                         | AK | Classification | 2019-10-14 08:13:45 | educationoutback@yahoo.com        | Bid Notification      |
| The Hitt Companies, Inc.                        | CA | Classification | 2019-10-14 08:13:45 | K.Hitt@HittCompanies.com          | Bid Notification      |
| The J Paul Company                              | TX | Classification | 2019-10-14 08:13:45 | Lindsay@jpaulco.com               | Bid Notification      |
| The Library Store, Inc.                         | IL | Classification | 2019-10-14 08:13:45 | districtbids@thelibrarystore.com  | Bid Notification      |
| the office pal                                  | NJ | Classification | 2019-10-14 08:13:45 | gsa@theofficepal.com              | Bid Notification      |
| The Office Pal                                  | NJ | Classification | 2019-10-14 08:13:45 | latzie@theofficepal.com           | Bid Notification      |
| The Paper Corporation                           | IA | Classification | 2019-10-14 08:13:45 | Papercorp@fcdist.com              | Bid Notification      |
| The Paper Corporation                           | IA | Classification | 2019-10-15 12:09:49 | Papercorp@fcdist.com              | Bid Answer            |
| The Paper Corporation                           | IA | Classification | 2019-10-15 12:10:28 | Papercorp@fcdist.com              | Bid Answer            |
| The Paper Corporation                           | IA | Classification | 2019-10-15 12:29:02 | Papercorp@fcdist.com              | Addendum Notification |
| The Paper Corporation                           | IA | Classification | 2019-10-22 10:40:50 | Papercorp@fcdist.com              | Bid Answer            |
| The Student Planner                             | CO | Classification | 2019-10-14 08:13:45 | Josh@studentplannerUSA.com        | Bid Notification      |
| Tigerdirect Inc                                 | FL | Classification | 2019-10-14 08:13:45 | Derek.James@Tigerdirect.com       | Bid Notification      |
| TNT Promotions                                  | FL | Classification | 2019-10-14 08:13:45 | suzi@sharpmarketing.com           | Bid Notification      |
| Tonerama Inc                                    | NY | Classification | 2019-10-14 08:13:45 | gb@toneramainc.com                | Bid Notification      |

|  |    |                |                     |                                      |                       |
|--|----|----------------|---------------------|--------------------------------------|-----------------------|
| Top Choice International Trading         | CA | Classification | 2019-10-23 22:41:17 | ueiling.lee@topchoicecorp.com        | Bid Notification      |
| Toshiba America Business Solutions, Inc. | CA | Classification | 2019-10-14 08:13:45 | gem@tabs.toshiba.com                 | Bid Notification      |
| Toshiba Business Solutions               | MI | Classification | 2019-10-14 08:13:45 | charles.davidson@tbs.toshiba.com     | Bid Notification      |
| Tri State Camera                         | NY | Classification | 2019-10-14 08:13:45 | shmayaf@tristatecamera.com           | Bid Notification      |
| Tri-Tech Forensics, Inc                  | NC | Classification | 2019-10-14 08:13:45 | cspec@tritechusa.com                 | Bid Notification      |
| Trivex Trading, Inc.                     | NH | Classification | 2019-10-14 08:13:45 | camden@trivextrading.com             | Bid Notification      |
| T-Shirt King, Inc.                       | MO | Classification | 2019-10-14 08:13:45 | chris@kingpromo.com                  | Bid Notification      |
| TS&J INC                                 | GA | Classification | 2019-10-14 08:13:45 | tsjinc@verizon.net                   | Bid Notification      |
| TTI Business Products, Inc.              | NY | Classification | 2019-10-14 08:13:45 | billiejean@ttibusiness.com           | Bid Notification      |
| Ultimate Office Solutions, Inc.          | NJ | Classification | 2019-10-14 08:13:45 | customerservice@ultoffice.com        | Bid Notification      |
| Unified Packaging, Inc.                  | CO | Classification | 2019-10-14 08:13:45 | HelenS@UnifiedBinders.com            | Bid Notification      |
| United Art and Education Inc             | IN | Classification | 2019-10-14 08:13:45 | kwarran@unitednow.com                | Bid Notification      |
| United Graphics Forms & Systems, Inc.    | PA | Classification | 2019-10-14 08:13:45 | unijb@comcast.net                    | Bid Notification      |
| United Imaging Inc.                      | CA | Classification | 2019-10-14 08:13:45 | asullivan@coastcoast.com             | Bid Notification      |
| Unity Printing Co., Inc.                 | PA | Classification | 2019-10-14 08:13:45 | WBENC@unityprinting.com              | Bid Notification      |
| University Custom                        | TX | Classification | 2019-10-14 08:13:45 | chase@universitycustom.com           | Bid Notification      |
| USCOMPUTERS                              | CA | Classification | 2019-10-14 08:13:45 | info@uscomputersinc.com              | Bid Notification      |
| US Laser LLC                             | OH | Classification | 2019-10-14 08:13:45 | ksimmons@uslaser.com                 | Bid Notification      |
| US Pan American Solutions                | MD | Classification | 2019-10-14 08:13:45 | admin@uspasgov.com                   | Bid Notification      |
| Value Retail Group Inc.                  | FL | Classification | 2019-10-14 08:13:45 | mweb72@yahoo.com                     | Bid Notification      |
| Venus Supplies and Services Company      | PA | Classification | 2019-10-14 08:13:45 | carlac@venussuppliescompany.com      | Bid Notification      |
| VERITIV OPERATING COMPANY                | FL | Classification | 2019-10-14 08:13:45 | uwwbids@unisourceworldwide.com       | Bid Notification      |
| VERITIV OPERATING COMPANY                | FL | Classification | 2019-10-22 10:40:50 | uwwbids@unisourceworldwide.com       | Bid Answer            |
| VIKING GRAPHICS                          | PA | Classification | 2019-10-14 08:13:45 | bharkins@vikinggraphics.com          | Bid Notification      |
| Visual Horizons Inc                      | NY | Classification | 2019-10-14 08:13:45 | laura@storesmart.com                 | Bid Notification      |
| VRS Inc                                  | TN | Classification | 2019-10-14 08:13:45 | jusey@nucycle.com                    | Bid Notification      |
| V & V MANUFACTURING, INC.                | CA | Classification | 2019-10-14 08:13:45 | vandvmfg@aol.com                     | Bid Notification      |
| V'z Custom Design, LLC                   | OH | Classification | 2019-10-31 09:42:42 | customersupport@vzcustomdesign.com   | Bid Notification      |
| Walker Group, LLC                        | OK | Classification | 2019-10-14 08:13:45 | krscampbell@hotmail.com              | Bid Notification      |
| WALTER KLEIN                             | NY | Classification | 2019-10-14 08:13:45 | walter@alphasum.com                  | Bid Notification      |
| WALTER KLEIN                             | NY | Classification | 2019-10-15 12:09:49 | walter@alphasum.com                  | Bid Answer            |
| WALTER KLEIN                             | NY | Classification | 2019-10-15 12:10:28 | walter@alphasum.com                  | Bid Answer            |
| WALTER KLEIN                             | NY | Classification | 2019-10-15 12:29:02 | walter@alphasum.com                  | Addendum Notification |
| WALTER KLEIN                             | NY | Classification | 2019-10-22 10:40:50 | walter@alphasum.com                  | Bid Answer            |
| Washington Correctional Industries       | WA | Classification | 2019-10-14 08:13:45 | donna.gober@doc.wa.gov               | Bid Notification      |
| W.B. Mason Co. Inc.                      | MA | Classification | 2019-10-14 08:13:45 | stewart.hinman@wbmason.com           | Bid Notification      |
| Weisenbach Recycled Products             | OH | Classification | 2019-10-14 08:13:45 | sales@weisenbach.com                 | Bid Notification      |
| Wellness Way Inc.                        | ON | Classification | 2019-10-14 08:13:45 | billm@wellnessway.com                | Bid Notification      |
| Wess Holdings                            | TX | Classification | 2019-10-14 08:13:45 | darlene.lopez@mavich.com             | Bid Notification      |
| Whitaker Brothers Business Machines Inc. | MD | Classification | 2019-10-14 08:13:45 | jbrown@whitakerbrothers.com          | Bid Notification      |
| Wilcox Paper                             | MN | Classification | 2019-10-14 08:13:45 | canderson@wilcoxpaper.com            | Bid Notification      |
| Windswept Marketing                      | NC | Classification | 2019-10-14 08:13:45 | brian@windsweptmarketing.com         | Bid Notification      |
| Witz Sport Cases Inc.                    | CA | Classification | 2019-10-14 08:13:45 | rob@witzcases.com                    | Bid Notification      |
| Woodburn company                         | WA | Classification | 2019-10-14 08:13:45 | Ben.johnson@woodburnco.com           | Bid Notification      |
| Woodeez Woodcrafts, LLC                  | TX | Classification | 2019-10-14 08:13:45 | contact@woodeezstonelaserimaging.com | Bid Notification      |
| Xerox                                    | TX | Classification | 2019-10-14 08:13:45 | tsbsalesteam@xerox.com               | Bid Notification      |
| Xerox Corporation                        | TX | Classification | 2019-10-14 08:13:45 | tsb.sales.team@xerox.com             | Bid Notification      |
| XYPLES LLC                               | TX | Classification | 2019-10-14 08:13:45 | tokonkwor@xyple.com                  | Bid Notification      |
| YBA Shirts                               | UT | Classification | 2019-10-14 08:13:45 | RUSS@ybashirts.com                   | Bid Notification      |
| YORKTOWN INDUSTRIES CALIFORNIA, INC      | CA | Classification | 2019-10-14 08:13:45 | CF@YORKTOWNINDUSTRIES.COM            | Bid Notification      |
| YORKTOWN INDUSTRIES, INC                 | CA | Classification | 2019-10-14 08:13:45 | ddavis@yorktownindustries.com        | Bid Notification      |
| Zapopan Business Group. LLC              | TX | Classification | 2019-10-14 08:13:45 | Jesse@WorldWideImagingSupplies.com   | Bid Notification      |
| Zones, Inc.                              | WA | Classification | 2019-10-14 08:13:45 | jonathan.paddock@zones.com           | Bid Notification      |

**Access Report**

**Agency**  
**Bid Number**  
**Bid Title**

**Cooperative Purchasing Connection**  
**20.8**  
**Office Solutions**

| Vendor Name   | Accessed First Time     | Most Recent Access      | Documents  | Most Recent Response Date |
|---|-------------------------|-------------------------|--|---------------------------|
| My Marketing Department, Inc.                                   | 2019-10-14 09:33 AM CDT | 2019-10-14 09:33 AM CDT |  |                           |
| LD Products   | 2019-10-14 02:00 PM CDT | 2019-10-21 01:52 PM CDT | RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx  |                           |
| GBS Corp.   | 2019-10-14 09:17 AM CDT | 2019-10-14 09:27 AM CDT | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf  |                           |
| TS&J INC  | 2019-10-22 10:40 AM CDT | 2019-10-22 10:40 AM CDT |  |                           |
| Schoolkidz  | 2019-10-14 09:28 AM CDT | 2019-10-14 09:28 AM CDT |  |                           |
| NATIONAL ART & SCHOOL SUPPLIES                                  | 2019-10-18 12:05 PM CDT | 2019-11-08 09:14 AM CST | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx                                     |                           |
| Raymond Geddes & Co., Inc                                       | 2019-10-14 09:23 AM CDT | 2019-10-14 09:24 AM CDT |  |                           |
| Appleone Employment Services                                    | 2019-10-14 05:59 PM CDT | 2019-10-22 12:16 PM CDT | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf  |                           |
| Attainment Company Inc.   | 2019-10-15 12:19 PM CDT | 2019-10-15 12:19 PM CDT |  |                           |
| VERITIV OPERATING COMPANY                                       | 2019-10-16 01:41 PM CDT | 2019-10-16 01:42 PM CDT | RFP #20.8 - Pricing Schedule.xlsx  |                           |
| ACCO Brands USA LLC   | 2019-10-14 11:23 AM CDT | 2019-10-23 08:39 AM CDT | RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx  |                           |
| The Paper Corporation   | 2019-10-14 09:19 AM CDT | 2019-10-14 09:20 AM CDT | RFP #20.8 - Pricing Schedule.xlsx  |                           |
| Texas Health Supply Inc   | 2019-10-14 09:49 AM CDT | 2019-10-21 12:06 PM CDT | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf  |                           |
| Pyramid Paper Company   | 2019-10-14 10:27 AM CDT | 2019-10-14 10:27 AM CDT |  |                           |
| MSA SYSTEMS INC   | 2019-10-14 10:32 AM CDT | 2019-10-14 10:32 AM CDT |  |                           |
| Busch Systems International Inc.                                | 2019-10-15 09:45 AM CDT | 2019-10-23 08:49 AM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Office Solutions.pdf  |                           |
| Onvia   | 2019-10-14 06:03 PM CDT | 2019-11-06 09:17 PM CST | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.pdf<br>RFP #20.8 - Vendor Questionnaire.pdf<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.pdf<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf    |                           |
| Fresh State Marketing   | 2019-10-14 09:17 AM CDT | 2019-10-14 09:18 AM CDT | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf  |                           |
| SO  | 2019-10-14 02:15 PM CDT | 2019-10-14 02:15 PM CDT |  |                           |
| Howard Industries, Inc.   | 2019-10-14 04:26 PM CDT | 2019-10-14 04:26 PM CDT |  |                           |
| ID Edge   | 2019-10-14 11:52 AM CDT | 2019-10-14 11:52 AM CDT |  |                           |
| Chuckals Inc.   | 2019-10-14 10:08 AM CDT | 2019-10-14 10:13 AM CDT | RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Office Solutions.pdf  |                           |
| Contract Paper Group, Inc.                                      | 2019-10-15 09:51 AM CDT | 2019-10-22 01:38 PM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx |                           |
| Interstate & Associates LLC                                     | 2019-10-14 12:44 PM CDT | 2019-10-15 04:03 PM CDT | RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf   |                           |
| Roanoke Stamp & Seal Co.  | 2019-10-14 09:46 PM CDT | 2019-10-14 09:46 PM CDT |  |                           |
| LAKESHORE EQUIPMENT COMPANY DBA<br>LAKESHORE LEARNING MATERIALS | 2019-10-14 10:59 AM CDT | 2019-11-08 12:09 PM CST | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf | 2019-11-04 04:55 PM CST   |



|  |                         |                         |  |                         |
|--|-------------------------|-------------------------|--|-------------------------|
| Amitesh Inc                            | 2019-10-14 09:27 AM CDT | 2019-10-14 02:55 PM CDT | RFP #20.8 - Office Solutions.pdf   |                         |
| Veritiv Operating Company              | 2019-10-14 10:37 AM CDT | 2019-10-22 01:50 PM CDT |  |                         |
| Advantage Imaging Supply               | 2019-10-14 09:48 AM CDT | 2019-10-14 09:48 AM CDT |  |                         |
| Award Company of America               | 2019-10-14 09:51 AM CDT | 2019-10-15 01:37 PM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf |                         |
| Witz Sport Cases Inc.                  | 2019-10-14 10:29 AM CDT | 2019-10-14 10:29 AM CDT |  |                         |
| SmartProcure                           | 2019-10-14 11:35 AM CDT | 2019-11-11 08:29 AM CST | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Office Solutions.pdf |                         |
| Dodge Data & Analytics                 | 2019-10-14 12:11 PM CDT | 2019-11-10 12:28 PM CST |  |                         |
| Coast To Coast Computer Products, Inc. | 2019-10-14 09:16 AM CDT | 2019-10-22 12:33 PM CDT | RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Office Solutions.pdf | 2019-10-15 01:47 PM CDT |
| Follett School Solutions, Inc.         | 2019-10-16 10:59 AM CDT | 2019-10-16 10:59 AM CDT |  |                         |
| Intelligent Design Corp.               | 2019-10-17 05:34 PM CDT | 2019-10-17 05:34 PM CDT |  |                         |
| Big Hit Productions                    | 2019-10-14 12:20 PM CDT | 2019-10-14 12:20 PM CDT |  |                         |
| Innovative Office Solutions            | 2019-10-15 08:54 AM CDT | 2019-11-11 10:01 AM CST | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf | 2019-11-11 09:44 AM CST |
| Cooper's Office Supply, Inc.           | 2019-10-14 09:26 AM CDT | 2019-10-14 09:28 AM CDT | RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - General Terms and Conditions.pdf   |                         |
| Sunset Survival & First Aid, Inc.      | 2019-10-14 06:19 PM CDT | 2019-10-14 06:19 PM CDT |  |                         |
| Royal Media Network, Inc.              | 2019-11-04 03:40 PM CST | 2019-11-04 03:40 PM CST |  |                         |
| Nobelus                                | 2019-10-14 10:59 AM CDT | 2019-11-04 07:42 AM CST | RFP #20.8 - Pricing Schedule.xlsx  |                         |
| Visual Horizons Inc                    | 2019-10-14 10:27 AM CDT | 2019-10-14 10:27 AM CDT |  |                         |
| Coffey Management LLC                  | 2019-10-14 09:57 AM CDT | 2019-10-14 09:58 AM CDT | RFP #20.8 - Office Solutions.pdf   |                         |
| Goddess Products Inc                   | 2019-10-14 09:39 AM CDT | 2019-10-30 10:41 AM CDT | RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Office Solutions.pdf  |                         |
| Royal Media Network, Inc               | 2019-11-06 11:24 AM CST | 2019-11-06 11:24 AM CST |  |                         |
| Agati, Inc.                            | 2019-10-15 03:46 PM CDT | 2019-10-22 12:26 PM CDT | RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Pricing Schedule.xlsx  |                         |
| Top Choice International Trading       | 2019-10-24 03:23 AM CDT | 2019-10-24 03:24 AM CDT | RFP #20.8 - Pricing Schedule.xlsx  |                         |
| Konica Minolta Business Solutions      | 2019-10-16 08:33 AM CDT | 2019-10-16 08:33 AM CDT |  |                         |
| Navrat's Inc.                          | 2019-10-14 09:47 AM CDT | 2019-10-14 09:47 AM CDT |  |                         |
| Metrofuser LLC                         | 2019-10-14 09:16 AM CDT | 2019-10-14 09:16 AM CDT | RFP #20.8 - Pricing Schedule.xlsx  |                         |
| Onvia                                  | 2019-10-21 03:39 PM CDT | 2019-11-08 12:06 PM CST |  |                         |
| School Wholesale Supplies LLC          | 2019-10-16 04:13 AM CDT | 2019-10-16 04:13 AM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf  |                         |
| The Office Pal                         | 2019-10-28 03:06 PM CDT | 2019-10-28 03:07 PM CDT | RFP #20.8 - Pricing Schedule.xlsx  |                         |
| K-Log Inc                              | 2019-10-14 09:16 AM CDT | 2019-10-15 01:46 PM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - General Terms and Conditions.pdf<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - Pricing Schedule.xlsx  |                         |
| School Specialty                       | 2019-10-14 09:34 AM CDT | 2019-10-16 05:56 AM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf |                         |

|  |                         |                         |  |  |
|--|-------------------------|-------------------------|--|--|
| New Precision Technology, LLC            | 2019-10-23 01:15 PM CDT | 2019-10-23 01:16 PM CDT | RFP #20.8 - Pricing Schedule.xlsx  |  |
| Profile Systems, Inc.                    | 2019-10-14 11:06 AM CDT | 2019-10-14 11:06 AM CDT |  |  |
| Staples Contract & Commercial LLC        | 2019-10-14 09:27 AM CDT | 2019-10-14 09:27 AM CDT |  |  |
| LRE INC DBA LEE RYDER LAMINATION         | 2019-10-14 10:25 AM CDT | 2019-10-14 01:33 PM CDT |  |  |
| Royal Media Network                      | 2019-10-25 04:54 PM CDT | 2019-10-25 04:54 PM CDT |  |  |
| Igoodz Inc                               | 2019-10-14 09:17 AM CDT | 2019-10-14 09:17 AM CDT |  |  |
| Quill Corporation                        | 2019-10-14 12:58 PM CDT | 2019-10-15 01:51 PM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Exhibit A - Dealers Certificate.docx<br>RFP #20.8 - Vendor Questionnaire.docx<br>RFP #20.8 - Vendor Forms & Signatures.pdf<br>RFP #20.8 - Pricing Schedule.xlsx<br>RFP #20.8 - Office Solutions.pdf<br>RFP #20.8 - General Terms and Conditions.pdf |  |
| Toshiba America Business Solutions, Inc. | 2019-10-14 05:18 PM CDT | 2019-10-14 05:18 PM CDT |  |  |
| IMS                                      | 2019-10-17 05:41 AM CDT | 2019-10-17 05:46 AM CDT |  |  |
| WALTER KLEIN                             | 2019-10-15 10:19 AM CDT | 2019-10-15 10:20 AM CDT | RFP #20.8 - Pricing Schedule.xlsx  |  |
| Unified Packaging, Inc.                  | 2019-10-14 10:27 AM CDT | 2019-10-14 10:27 AM CDT |  |  |
| Enhanced Laser Products                  | 2019-10-14 09:22 AM CDT | 2019-10-14 09:23 AM CDT | RFP #20.8 - Office Solutions.pdf   |  |
| North America Procurement Council        | 2019-10-15 12:48 AM CDT | 2019-10-23 04:45 AM CDT | RFP #20.8 - Office Solutions_Amended 10.15.19.pdf<br>RFP #20.8 - Office Solutions.pdf  |  |
| Evolis, Inc.                             | 2019-10-25 10:41 AM CDT | 2019-10-25 10:41 AM CDT |  |  |
| Retrieval Business Systems, Inc          | 2019-10-15 10:41 AM CDT | 2019-10-15 10:41 AM CDT |  |  |

# Opening Record

**RFP #20.8 – Office Solutions**

**November 11, 2019**

**10:07 a.m. CT**

*Request for Proposal*

*Date*

*Time*

DocuSigned by:  
  
9A083C86EB089A22...  
 Lisa Truax, Procurement Solutions Coordinator

DocuSigned by:  
  
608897C944F0240B...  
 Lori Mittelstadt, CPC Assistant

| Company Responding  | Coast to Coast Computer Products, Inc. | Innovative Office Solutions<br>151 East Cliff Road<br>Burnsville, MN 55337 | Lakeshore Equipment Company<br>2695 E. Dominguez Street<br>Carson, CA 90895 |
|---|--|--|---|
| <b>Copy of Bid Bond - \$2,500</b><br><i>Yes/No</i>                      | No                                     | Yes - cashier's check  | Yes   |
| <b>Certificate of Insurance</b><br><i>Yes/No</i>                        | No                                     | Yes  | Yes   |
| <b>Pricing Schedule</b><br><i>Yes/No</i>                                | No                                     | Yes  | Yes   |
| <b>Vendor Forms &amp; Signatures</b><br><i>Yes/No</i>                   | No                                     | Yes  | Yes   |
| <b>Vendor Questionnaire</b><br><i>Yes/No</i>                            | No                                     | Yes  | Yes   |
| <b>Exhibit A - Dealer Certificate [if furniture]</b><br><i>Yes/No</i>   | N/A                                    | No   | Yes   |
| Additional Information  |  |  |   |
| <b>Business Type Certificate</b><br><i>If applicable, submit as PDF</i> | N/A                                    | Yes - WBENC & WOSB   | Yes - WBE & MBE   |
| <b>Other</b>  |  |  |   |
| <b>Qualified (Responsive) Respondent</b><br><i>Yes/No</i>               | No                                     | Yes  | Yes   |

**Cooperative Purchasing Connection**  
Tabulation Report RFP #20.8 - Office Solutions  
Vendor: Innovative Office Solutions

**General Comments:** Attached is Innovative Office Solution's response to CPC RFP 20.8 for Office Solutions.

**General Attachments:** Certificate of Insurance - Innovative Office Solutions.pdf  
Exhibit A Dealers Certificate - Innovative Office Solutions.pdf  
Performance Bond of \$2500 Copy.pdf  
Pricing Schedule - Innovative Office Solutions.xlsx  
Vendor Forms - Signatures - Innovative Office Solutions.pdf  
Vendor Questionnaire - Innovative Office Solutions.docx  
WBENCCertificate2019.pdf  
WBENCSmallBus2019.pdf

**OLD NATIONAL BANK**

1790525

REMITTER

BRANCH # 438 Your bank. For life.

DATE

71-1/863

INNOVATIVE OFFICE SOLUTIONS

November 7, 2019

PAY TO THE ORDER OF \*\*CPC\*\*

\$2,500.00

\*\*Two Thousand Five Hundred Dollars and No Cents\*\*

VOID AFTER 90 DAYS

*Noah Gienther*

NAME AND TITLE

NOAH GIENTHER, RB  
PRINTED NAME AND TITLE

**CASHIER'S CHECK**

⑈ 1790525⑈ ⑆086300012⑆ ⑈902000705⑈

THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |                             |
|---|--|-----------------------------|
| PRODUCER<br>FEDERATED MUTUAL INSURANCE COMPANY<br>HOME OFFICE: P.O. BOX 328<br>OWATONNA, MN 55060 | CONTACT NAME: CLIENT CONTACT CENTER<br>PHONE (A/C, No, Ext): 888-333-4949<br>E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM                          | FAX (A/C, No): 507-446-4664 |
|   | INSURER(S) AFFORDING COVERAGE<br>INSURER A: FEDERATED MUTUAL INSURANCE COMPANY<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |                             |
| INSURED<br>INNOVATIVE OFFICE SOLUTIONS LLC<br>151 CLIFF RD E<br>BURNSVILLE, MN 55337-1533         | 320-922-8  |                             |

**COVERAGES**

CERTIFICATE NUMBER: 0


REVISION NUMBER: 9

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | N         | N        | 9872356       | 06/04/2019              | 06/04/2020              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) EXCLUDED<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000 |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  | N         | N        | 9872356       | 06/04/2019              | 06/04/2020              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION   | N         | N        | 9872357       | 06/04/2019              | 06/04/2020              | EACH OCCURRENCE \$15,000,000<br>AGGREGATE \$15,000,000  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | 9411355       | 06/04/2019              | 06/04/2020              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$500,000<br>E.L. DISEASE - EA EMPLOYEE \$500,000<br>E.L. DISEASE - POLICY LIMIT \$500,000                                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.**

**CERTIFICATE HOLDER****CANCELLATION**

|   |   |
|---|---|
| 09<br>A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS. | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

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## Vendor Questionnaire

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Vendor Questionnaire – Name of Company***”.
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one (1) single PDF titled “Vendor Questionnaire – Name of Company”:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Warranty](#)
6. [Industry Specific Information](#)
7. [References](#)

## Company Information

**Name of Company:** Innovative Office Solutions

**Company Address:** 151 East Cliff Rd

**City, State, Zip code:** Burnsville, MN 55337

**Website:** www.innovativeos.com

**Phone:** 952-808-9900

**Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).**

|                                 | Name                | Email  | Phone        |
|---------------------------------|---------------------|--|--------------|
| <b>General Manager</b>          | Jennifer Smith      | <a href="mailto:jsmith@innovativeos.com">jsmith@innovativeos.com</a>           | 952-237-3972 |
| <b>Contract Manager</b>         | Leah Halvorson      | <a href="mailto:lhalvorson@innovativeos.com">lhalvorson@innovativeos.com</a>   | 952-698-9490 |
| <b>Sales Manager</b>            | Ryan Burgwald       | <a href="mailto:rburgwald@innovativeos.com">rburgwald@innovativeos.com</a>     | 612-859-2500 |
| <b>Marketing Manager</b>        | Bridget Smith       | <a href="mailto:Bsmith2@innovativeos.com">Bsmith2@innovativeos.com</a>         | 952-698-9287 |
| <b>Customer Service Manager</b> | Jennifer Rosenzweig | <a href="mailto:jrosenzweig@innovativeos.com">jrosenzweig@innovativeos.com</a> | 952-426-2652 |
| <b>Account Manager(s)</b>       | DeAnn Player        | <a href="mailto:dplayer@innovativeos.com">dplayer@innovativeos.com</a>         | 952-698-9239 |

**Who will be responsible for receiving updated membership lists? Include name, email and phone number(s).**

| Name         | Email  | Phone        |
|--------------|--|--------------|
| DeAnn Player | <a href="mailto:dplayer@innovativeos.com">dplayer@innovativeos.com</a> | 952-698-9239 |

**Who will be responsible for submitting sales reports and administrative fee payments on a quarterly basis? Include name, email and phone number(s).**

| Name        | Email  | Phone        |
|-------------|--|--------------|
| Ann Dalhoff | <a href="mailto:adalhoff@innovativeos.com">adalhoff@innovativeos.com</a> | 952-698-9268 |

**Who will be responsible for conducting audits as requested by CPC? Include name, email and phone number(s).**

| Name        | Email  | Phone        |
|-------------|--|--------------|
| Ann Dalhoff | <a href="mailto:adalhoff@innovativeos.com">adalhoff@innovativeos.com</a> | 952-698-9268 |

**Identify any business types/classifications that your company holds. \*Submit documentation in PDF format to verify business status.**

| x | Business Type/Classification                  |
|---|---|
|   | 8(a) 8(a) Qualified Business                  |
|   | DBE Disadvantaged Business Enterprise         |
|   | HUB Historically Underutilized Business Zone  |
|   | MBE Minority-Owned Business Enterprise        |
|   | MWBE Minority Women-Owned Business Enterprise |
| X | SBE Small Business Enterprise                 |
|   | Other; list name:                             |

| x | Business Type/Classification                  |
|---|---|
|   | SDB Small Disadvantaged Business              |
|   | SDVOB Service-Disabled Veteran Owned Business |
|   | SECTION 3 Section 3 Business Concern          |
|   | SSV Sole Source Vendor                        |
|   | VBE Veteran-Owned Business Enterprise         |
| X | WBE Woman-Owned Business Enterprise           |
|   |   |



## Qualifications & Experience *(45 points)*

### **1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).**

Innovative Office Solutions was founded in June 2001, with a focus on providing office supplies, school supplies and furniture in a way that brought high-touch service back to the industry. Recognizing the high service levels and value of single sourcing with our unique model, customers expressed a desire to supply more of their business needs through Innovative. In the years since, Innovative has expanded into many more categories to be a single source solution. Our expansions have focused around hiring top talent in each category of product and building a team around them, moving into categories such as Cleaning & Facilities Supplies, Safety products, Breakroom & Coffee, Technology Solutions including Managed Print Services & Audio Visual, Commercial and Education Furniture & Design, Workplace Branding and Kitting & Assembly. These category expansions have been incredibly successful and a major driver of growth for Innovative.

Innovative is highly regarded as a market leader in K-12 supplies and furniture for the Upper Midwest. Our Sales, Customer Care and Leadership teams represent decades of experience with K-12, giving you the confidence that you're working with the best the Upper Midwest has to offer in support of your contract. Additionally, Innovative continues to grow and add new locations, now totaling 10, to provide greater coverage and support throughout Minnesota, North Dakota and South Dakota.

### **2. Provide evidence of what your organization is doing to remain viable in the industry.**

Since 2001, Innovative has a long history of reinvention in pursuit of remaining relevant to our customers and making workplaces more productive. This is evidencing by our continued growth and expansion of products and services, driven entirely by meeting customer need.

A few highlights on how Innovative remains competitive in the market with respect to the services in this RFP:

- Ongoing investment in technology, talent and training.
- Strategic partnerships with manufacturers to provide competitive pricing programs.
- Challenging the status quo within each product category through customer-centric innovation; bringing cross-industry technology and best-practices to solve problems and drive new operating models.

Our nimble and independent operating model affords us the ability to more rapidly adapt to our customers and provide customized solutions in a way that larger national organizations cannot. To cite one example, our customer RiverEast is a highly specialized school focused on providing therapeutic services to students K-8 with advanced mental health needs. Innovative collaborated with the team at RiverEast and St. Paul Public Schools to select furniture that was designed to hold up in this very tough environment. This required furniture that was more durable, hard to throw, and the ability to clean it more than in a typical K-12 environment. We asked the 15 questions to ensure that the product selected was the right product and didn't endanger any children or staff. For the student desking, there wasn't an option that felt up to par to withstand the type of abuse it might see. Innovative worked with the manufacturer to re-engineer a desk that would have a leg bolt enhancement. The desk would be bolted into the floor to prevent it from being thrown. In addition, to it being thrown, the screws couldn't have the ability to be removed. Through a couple of demo pieces we provided a solution that met the needs of the school and more importantly the students. It's through our best practices, ability to solve problems and our partnerships that we were able to provide a customized solution for RiverEast.

### **3. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).**

Since our first days in 2001, we built a company around service and flexibility that focused on driving customer/employee/supplier success first and business profit second. We believed, and still do to this day, that if our partners win, we win. With a foundation of Relationships Matter we set out to bring small company service at large company scale and expertise. This philosophy has been incredibly successful as Innovative has now passed the \$140M mark in revenue and is the largest independent women-owned supplier in the country.

Incredibly high customer retention has both been a reason for this success, and a product of it. Once a customer or contract is awarded to Innovative, we have a very strong track record of retaining that business after the customers experience the level of service and flexibility that we offer. Innovative and its competitors all generally sell the same products, and can be competitive with each other, its how that product is delivered and serviced that makes the difference.

**4. Describe the number of agencies your organization, on average, provides office solutions for each year in CPC's tri-state area of Minnesota, North Dakota and South Dakota?**

Innovative has approximately 700 K-12 customers purchasing Office & School Supplies in Minnesota, North Dakota, and South Dakota.

**5. Is your organization able to service all areas within CPC's tri-state area?**

  X   Yes                             No

**If NO, explain why your organization is not able to service a particular area and/or state.**

[Click or tap here to enter text.](#)

**6. List the other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in the tri-state area?**

We hold contracts with cmERDC (Office Supplies, Furniture) and Districts 196 and 622 (Office Supplies), State of Minnesota (Office Supplies), State of North Dakota (Office Supplies) and State of South Dakota (Office Supplies).

The contracts that are held by each state are limited in their K-12 offerings and the core and non-core lists of CPC are more designed for K-12 and their needs.

**7. Provide a list of governmental, educational, and cooperative contracts that your company holds outside CPC's tri-state area.**

Innovative only holds contracts within CPC's tri-state area, none outside of that area.

**8. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing through your company.**

Accurate and Consistent Pricing: It might seem assumed that accurate and consistent pricing exist for any awarded contract, however several of our competitors nationally have faced challenges with delivering on this foundational element. Innovative takes this very seriously and has measures in place to ensure accuracy. We have been frequently recognized for providing accurate and consistent pricing throughout the life of a contract. For example, Innovative is audited quarterly by the State of South Dakota for pricing accuracy and has shown consistent excellence in accuracy for the life of that contract. Additionally, Innovative was honored by the University of Minnesota as Corporate Supplier of the Year for pricing accuracy and eliminating costly invoice reconciliation time from the University payables process.

Dedicated Studio: Innovative provides a unique dedicated Customer Care experience in the form of a "Dedicated Studio". It's a team concept where all of your members have a direct line & email contact to a team specifically experienced with the K-12 market and your contract. They're not calling a general call center, but a dedicated team of individuals located in Minnesota who have all of the knowledge and experience with your contract to best help your members.

Dedication to the K-12 Market: Innovative offers the largest and most experienced K-12 Sales and Support team in the Upper Midwest. We bring 15 full-time Sales professionals serving office supplies, furniture, facilities, break room,

managed print services and print production services to the table each day and are in the best possible position to ensure adequate coverage throughout the tri-state region for CPC.

Specific CPC Experience: As the previous contract holder Innovative offers the unique ability to have no change necessary for CPC and its members. Business can continue as normal without disruption, costly change management and the risk of losing business.

Technical Capability: Innovative is constantly investing in new technology to remain competitive and provide our customers with the power of a multi-billion-dollar organization, but with the specialized service of a local business. Our technical expertise allows us to quickly integrate with our customers systems, provide customized approval and billing processes, customized reports and more. Additionally, Innovative is currently investing in an upgrade to our website to further improve the user experience.

Community Commitment: Innovative believes strongly in supporting and giving back to the community. In addition to volunteer work performed by our company and employees, Innovative has partnered with local professional sports organizations to provide charitable give-back programs.

- Minnesota Vikings – Field Goals for Charity
- Minnesota Vikings – In the Game Award
  - This award recognizes a Minnesota community for their community and school spirit. The winning community is rewarded with a cash donation to invest in their school sports programs and a town-takeover by the Minnesota Vikings, KFAN, and Innovative Office Solutions.
  - Recipients to date: Bold Public Schools - CPC Member, Marshall Public Schools - CPC Member, Mahnomen-Wabun Public Schools - CPC Member and Morris Public Schools - CPC Member.
- Minnesota Wild – Charity of the Month
- Minnesota Twins – Double Plays for Charity & Back-to-School Backpack Program
- Saint Paul Saints – Toilet Paper Drive benefiting Second Harvest Heartland
- In Sports – Founded by Innovative Office Solutions, provides Scholarships and Camps to youth in the tri-state region to promote involvement in sports as a pathway to student success.

Marketing and Promotions: Innovative has a full-service Marketing Department as well as in-house Print and Promotional Item Departments with staff who are experienced in designing and producing marketing materials. Innovative can support email or social media marketing campaigns as well as traditional, in-person, telephone or print marketing campaigns to promote the contract.

Green Practices: Innovative currently provides a toner and ink recycling program free of charge to our customers. Customers can either receive a pre-paid shipping label to return empty toners or inks directly to our recycling partner or, for customers serviced by our own delivery drivers, they can return their empty toners and inks to Innovative via their driver and Innovative will send them to our recycling partner.

Furniture: Innovative has a highly experienced office and scholastic furniture team and is a market leader in the tri-state areas. Our furniture team is comprised of over 40 professionals in the areas of Design, Project Management, Customer Service, Installation and Specialist. Our furniture team offers a local presence in Minnesota, North Dakota and South Dakota.

Capability: Innovative currently serves a large portfolio of commercial business, K-12 and post-secondary education, statewide government (Minnesota, North Dakota and South Dakota), as well as dozens of county governments, municipalities and non-for-profit customers. Our attention to detail, budgetary management solutions, approval processes and accountability has made Innovative a valued partner and solutions provider.

Managed Print Services: Customers who are concerned about fleet health and the lowest prices available should strongly consider the Innovative Managed Print Services approach.

- 1) OEM toners prolong the life of the printer.
- 2) HP offers a price lock under the Innovative program for toners that qualify.
- 3) Innovative subject matter experts evaluate the current state and design a future state as an added value if an MPS agreement is completed free of charge.
- 4) Reporting tools assist in continued improvement of practices and processes under an MPS agreement.

**9. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).**

Pricing submitted under this proposal is available for any agency who chooses to participate with the CPC program.

## **Marketing & Partnership** *(75 points)*

**1. Describe how your company currently markets to potential customers.**

The primary vehicle for reaching potential customers is our strong team of field sales representatives who have extensive experience in K12 and coverage within the tri-state CPC region. We have unmatched experience and coverage and you can count on this team to continue to carry the CPC contract and message. As part of reaching the K-12 audience, Innovative has strong presence at tradeshow and conference specific to K12 and we're active with numerous trade organizations as described below in question 3.

Additionally, Innovative has strong partnerships with leading manufacturers and has access to new products, concepts and solutions for the scholastic market. Through our sales team and other marketing channels such as email, website, social media, tradeshow, we bring this information to the market to ensure your users are informed of the latest opportunities.

**2. Describe marketing collateral and sales campaigns that have been successful for your organization in the past. Describe how your organization plans to utilize your marketing staff with this anticipated contract.**

Innovative utilizes a variety of marketing efforts to inform, educate and communicate with our customers. Some of the available tools and methods are outlined below:

**Sales Collateral** – With an in-house and local marketing team, our ability to create highly customized marketing content is second to none. This has been extensively leveraged as we work with our experienced field Sales Team to carry our messages to the K-12 audience.

**Digideck** – We have a digital presentation platform that allows our Sales Team to create highly customized, relevant and engaging presentations to showcase Innovative/CPC capabilities.

**Educational Blog, Social Media & Email Campaigns** – Innovative issues regularly scheduled content to go out through these platforms to inform and educate our customer base on the latest trends, products and solutions.

**CPC Collaboration** – Our team is available at your disposal to collaborate directly on any content or campaigns deemed useful to the support and growth of the contract.

New Technologies – Innovative has taken advantage of new technology to create VR walkthroughs of various K-12 and showroom spaces to bring the latest knowledge and experience out to your member schools.

Sales Campaigns – For example, Innovative is currently working with RB Lysol on their Box Tops for Education program. From August 15<sup>th</sup> – November 15<sup>th</sup> sales of box top products will result in a donation from Innovative and RB Lysol to local schools in our community. This is just one example of our strong local community commitment and a reason that many customers choose to do business with Innovative as the dominant local and community focus K-12 option in the market.

**3. Describe your organization's ability to participate in conference tradeshows and how you will position the contract at those tradeshows. List all, conference tradeshows that your organization has attended in the last three (3) years.**

Innovative has a strong presence and regular attendance at trade shows and conferences throughout each of our three states. We are active with several statewide organizations, such as:

Minnesota:

1. MESBA
2. MASBO
3. MASMS
4. MSBA

North Dakota

1. NDCEL

South Dakota

1. SDSSA
2. ASBSD
3. SASD
4. SDASBO

National

1. EdSpaces

We are sponsors and regular attendees of events and conferences provided by these organizations. Through partnerships with our suppliers, we regularly provide seminars and product introductions at prominent education conferences, as well as within districts as necessary.

At tradeshows and conferences, Innovative responds to the needs and questions from our customers and potential customers in regard to information about the CPC contract. For example, in South Dakota at the SDSSA show we promoted the CPC cooperative with each of our conversations with the Superintendents.

**4. Describe your company's sales force and how they will be distributed and communicate with participating agencies. Describe their modes and methods for communication (i.e. personal site visits).**

Our K-12 vertical market is represented by 15 Account Executives in 3 states ranging from 3 years to 30+ years of experience. This team has served CPC for the most recent four years, are highly educated on the CPC message and value proposition, and fully prepared to continue this relationship and adapt as necessary based on any feedback from your organization.

Our K-12 dedicated Sales Team performs regular personal site visits and attend conferences and tradeshow in order to be highly visible and engaged with your member schools. You can continue to expect the Innovative K-12 to act as an extension of your own team, delivering the CPC message with pride through the states of Minnesota, North Dakota and South Dakota.

**5. Provide a detailed plan on how your company plans to inform and train your personnel on the details and promotion of the contract.**

As the incumbent supplier, the Innovative team already has the knowledge necessary to continue serving CPC and its members without the need for costly training, change management and the risk of losing contract membership through a supplier conversion. We believe the member schools are incredibly satisfied with Innovative as the supplier and will focus on continuing education with our team to ensure we're delivering the best possible solution to your members.

**6. Describe situations where your sales representatives' wages and compensations are affected by different contracts they promote.**

Our sales representatives are paid the same commission rate on contracts, there is no difference between the programs they present, or incentive to sell one over the other.

**7. CPC has designated the area of city, county and other governmentally agencies as an area of growth. Describe how your company plans to partner with CPC to reach this growth opportunity.**

Innovative has extensive experience working with city, county and government agencies as a whole. We can work with CPC to identify a target list and build a strategy around approaching those agencies. Particularly those agencies purchasing from a contract holder other than Innovative where the benefit of CPC and Innovative combined presents a strong local option.

**8. Describe what your company envisions as a 30/60-day roll-out and marketing plan. Describe how your company plans to roll-out a successful campaign to over 1,500 agencies in a timely, well communicated and responsive fashion. A plan should include, but not limited to: press release, social media, co-branded materials, email, and/or direct mail.**

As the current incumbent, a transition roll-out and marketing plan would not be required, ensuring consistency for your membership and avoiding the losing members through the transition to a new contract holder.

**9. From the contracts listed under Qualifications & Experience, describe how your company will position this contract versus other contracts to participating agencies. Describe the process CPC would need to take to transition a current purchaser who requests to utilize the resulting CPC contract instead of their current contract.**

Innovative positions CPC as a key contract in our K-12 market and strongly encourages potential agencies to consider it as an option. Innovative has been shown to grow the CPC Contract throughout the four years we've been the incumbent supplier. This growth is on average 16% over the past four years.

Any agency who wishes to be moved to the CPC contract simply can email DeAnn Player who is responsible for the CPC Dedicated Customer Care Studio and the transition will be seamlessly made.

## **Financials & Level of Support** *(35 points)*

**1. Describe how your organization works with agencies to determine payment terms.**

Innovative's standard payment terms are Net 30.

**2. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?**

Innovative accepts payment via procurement/credit card. Visa, Mastercard, Discover and American Express are all accepted as forms of payment. Members would not be assessed a fee for purchases made with a procurement/credit card.

**3. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.**

The contract pricing is reviewed quarterly to ensure compliance with the agreed upon terms. Changes to pricing are reviewed and approved by CPC before going into effect.

**4. Describe your proposed order process for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.**

CPC Members can continue to purchase through our integration with CPC Express, or they can utilize the Innovative website, call, or email your Dedicated Customer Care Studio. Additionally, Innovative offers an extensive array of integrations with other software systems as preferred by individual schools, such as Skyward, Smart Finance, Ariba, and more.

**5. Indicate the level of support your company will offer on this contract category.**

- Pricing is the same as offered to individual education, government, and nonprofit agencies.
- Pricing is the same as offered to cooperative purchasing organizations or state purchasing departments.
- Pricing is better than what is offered to individual education, government, and nonprofit agencies.
- Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
- Other, please describe.

**If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:**

CPC can rest assured that the pricing offered is highly competitive with other programs available in the marketplace. The differences typically lie in either the core list where different products are required or in how discount structures for non-core items are requested. It is therefore difficult to draw exact comparisons to other programs, however at an overall level the historical performance of this contract shows consistency with other programs in the market.

**6. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?**

Yes  No

**If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.**

[Click or tap here to enter text.](#)

**7. Has your company been disbarred and or suspended in doing business within the United States?**

Yes  No

**If YES, list what states, the reason for debarment and/or suspension and its effective dates.**

[Click or tap here to enter text.](#)

**Warranty (30 points)**

**1. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure.**

Innovative warrants that all products shall be new, unused, current production models, where applicable, and shall be free from defects in materials, design and manufacture for manufacturer's standard warranty period. Innovative agrees to assist the customer with manufacturer warranty issues where necessary.

If the standard manufacturer's warranty for parts and labor is less than one year and a mechanical supply item is defective, Innovative will work with the customer directly to replace the item.

**2. Do all warranties cover all products/equipment parts and labor?**

Yes  No

**If NO, describe the exceptions to coverage.-**

Office supply items can be returned for a full refund within 90 days of receipt if the product has not been used, is in its original packaging and is in resalable condition. Items such as food, beverages and first aid supplies are not returnable and are marked accordingly. Returns are picked up within two business days and credits are issued within 2-3 days. Returns are picked up and returned to our warehouse at no cost to our customers.

Furniture Product, Cleaning Equipment and Audio Visual / Technology product warranties are specific to the individual manufacturer. In the rare case that furniture does need to be returned, all furniture has a 35% restocking fee plus freight. All products must be returned in their original carton (packaging) and unused. In the case of a warranty concern, Innovative will work with the customer and the manufacturer to identify the best solution.

**3. Do warranties impose usage limit restrictions?**

Yes  No

**If YES, describe the restrictions.**

Some product warranties may impose usage within specific recommended guidelines by the manufacturer.

**4. Do warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?**

Yes  No

**If NO, describe why travel and mileage are not covered.**

In some warranty cases, the manufacturer warranty may not cover the cost of technician travel time and mileage. Innovative will work with CPC to aid in any warranty claims.

**5. List any additional limitations or circumstances that would not be covered under your warranty?**

Not applicable.

**6. List any geographic areas within CPC's tri-state area for which your organization cannot provide a certified technician to perform warranty repairs. How will CPC participating agencies in these areas be provided service for warranty repair?**

We can provide a certified technician or installer in Minnesota, North Dakota and South Dakota as needed for Furniture or Technology service.

**Industry Specific Information (100 points)**



**1. Provide a general narrative description of the services you are offering in your proposal.**

Innovative is offering Office Supplies, School Supplies and Furniture as part of this proposal. In addition, Innovative offers additional products that could be accessed by your members including Cleaning & Facilities Supplies, Safety products, Breakroom & Coffee, Technology Solutions including Managed Print Services & Audio Visual, Workplace Branding and Kitting & Assembly.

**2. Provide a general narrative description of your pricing model and identify how the model works.**

The pricing model includes a highly competitive core list on the highest used and most visible items to provide the highest value and ability to promote the contract to new potential members.

Non-Contract items have been categorized in a way to be able to provide the most aggressive discounts where the products allow it. You'll notice in this response; we've significantly increased the number of categories. This is due to the fact that the larger and broader a category is, the discount that can be tolerated doesn't give the best discount on items that can accommodate a deeper discount. Therefore, we've defined more categories in order to provide deeper discounts on the products that can support it. This provides the best overall value to CPC and its members.

**3. Detail any rebates, custom lists, or other incentive offers that will be extended through the resulting contract.**

Innovative has worked in specific cases to allow the flexibility of adding a small amount of items to the core list to support the unique needs of some customers. Innovative is open to continuing this process as needed.

Members will be able to take advantage of any manufacturer rebates for the products contained within this program. Innovative will continue to promote and share details of available rebates to the membership.

**4. Describe your inventory and distribution hubs, their location and their service/fill rate of inventory from those locations.**

Innovative has a long-standing strategic relationship with Essendant, which allows us to operate with the logistical power of a \$4 billion enterprise, with access to 29 office supply distribution centers nationwide, carrying more than \$600 million in inventory on a daily basis with an order accuracy rate of 99.7%.

The primary distribution center for the state of Minnesota and eastern North Dakota and eastern South Dakota is located in Eagan, MN, with backup next-day fill from Chicago, IL. CPC members in western North Dakota and South Dakota will be serviced by the United Denver location and will receive 2- day delivery.

To further improve fill rates, the Innovative website provides real-time feedback as to any out of stock items to prevent backorders. In the event that an order is placed for a backordered item, the Innovative team reaches out to the end user to notify them as to when they can expect delivery, and work with them on available alternative products as needed.

**5. Describe your company's ordering process and what methods can be utilized to place and create orders.**

Innovative offers a variety of ordering methods for our customers. The majority of customers use our website to meet their ordering needs. Our site is easy-to-use and provides users with the search ability, product information and pricing that they need, right at their fingertips. We are able to receive cXML PO's electronically from CPC members who use the Express Online Marketplace, and also offer existing punchout capability with Smart Finance and Skyward today. Our team of Customer Care professionals also enter orders received from customers via email, fax, phone call or Live Chat.

**6. For online ordering, describe how many personnel are dedicated to your online ordering helpdesk.**

All members of your Dedicated Customer Care Studio are trained to handle online ordering questions on the first call without having to transfer to our IT helpdesk. This ensures your users can get help quickly, from people who know their unique ordering situation. In the event that an issue requires deeper investigation, our local IT team of 10 are available to assist with a bench of additional partnerships and consulting relationships at our disposal.

**7. Describe any minimum order requirements and applicable surcharges when not meeting a minimum.**

Innovative does not require a minimum order threshold and does not assess any fuel surcharges. However, we do encourage our customers to order as efficiently as possible by grouping orders to maximize efficiency, reduce cost and environmental impact.

**8. Describe how your company will promote and distribute furniture – project/special [non-catalog] and related products through this contract.**

Innovative offers a broad selection of contractually priced educational and commercial furniture. Furniture solutions are an integrated component of our selling strategy. Our Account Executives and Specialists have extensive knowledge and experience to promote and provide furniture specification, design, project management and install in all geographies served in this contract.

Conferences, tradeshow, K-12 showroom tours and appointments are all used in our sales process and relationship building with our customers to promote our K-12 furniture expertise.

**9. Describe your company's delivery policy and lead time required from order placement to receipt of delivery for supplies and furniture – project/special [non-catalog].**

CPC members in Minnesota and eastern North Dakota and South Dakota should expect next-day delivery for in-stock office supply items ordered by 5:00 pm via phone/fax and 5:30pm online. CPC members in western North Dakota and South Dakota should expect a 2- day delivery.

Orders for locations within the local delivery area of any Innovative location area are delivered on Innovative delivery vehicles. Locations outside of this area are serviced via UPS or via a courier service. Innovative has locations with employee drivers in Minneapolis/St Paul Metro, Bemidji, Alexandria, Sioux Falls, Mandan, Fargo and Jamestown.

Furniture product will be drop-shipped or installed per the specific lead times of the product or project. Our Account Executives and Project teams will work with each customer to align with their specific needs. Innovative leverages the strengths of our internal install team and our 3<sup>rd</sup> party installers to complete installation of all of our projects.

**10. Describe how your company handles issues with service and deliveries. Describe how installers and subcontractors are made aware of the terms and conditions of the contract.**

Our culture is built on the compelling Brand Promise of Expect Response, Expect Reduction and Expect Relief. This is the measurement against which all of our performance is measured. If at any time we do not live up to this brand promise, we will do whatever is necessary to remedy the situation. This counts equally for employees and any subcontractors utilized for delivery or installation.

Front line employees at Innovative have been empowered and are uniquely equipped to remedy service issues on the spot, without corporate red tape and lengthy approval processes. They're taught to take care of the customer first and foremost. This ensures the fastest resolution possible for any service or delivery issues.

If there are any delivery issues with an employee, there are internal processes in place to remedy the situation. With subcontractors we ensure they are fully aware of customer and Innovative expectations and any failure to comply will be managed through our strong relationships with our delivery/install partners.

Specific to furniture installation; Our Installation and Services teams (internal and sub-contracted) are committed to our Core Value of "Just Communicate" throughout the course of any Service or product provided. Frequently in these types of projects, there are multiple interdependent components that must be coordinated in order to initially install

or service a project. For large projects we assign dedicated project managers to ensure that all parties have the necessary information about the status of the product and any issues. Our internal team and/or trusted sub-contractors will work with manufacturers to resolve issues and adhere to contractual terms and conditions.

**11. Describe your company's process for handling exchanges, returns, and credits for both supplies and furniture – special/project [non-catalog]. Describe any and all restocking fees that may apply.**

Office supply items can be returned for a full refund within 30 days of receipt if the product has not been used, is in its original packaging and is in resalable condition. Some items such as food and first aid supplies are not returnable and are marked accordingly in our catalog. Returns will be picked up within 2-3 business days and credits will be issued within 48 hours of product pickup. Returns are picked up and returned to our warehouse at no cost to our customers. Requests for returns can be processed online or by calling Customer Care.

Furniture Returns, Cancellations and Change Orders: All new furniture is made to your specifications. Furniture that is made and or assembled to your specifications is not returnable and is only replaceable if deemed defective by the original manufacturer or damaged when received. Please report any damage or errors immediately so a claim can be filled with the carrier.

Returns or canceled merchandise incur a cancellation fee or restock charge. Once the manufacturing process has been initiated, orders cannot be changed or cancelled. All furniture has a 35% restocking fee plus freight. All products must be returned in their original carton (packaging) and unused.

**12. Describe any retail locations that your company offers and how participating agencies would receive their discounts at those locations.**

Innovative is a business-to-business provider and does not have retail store locations. With the ease of ordering using the Innovative website as well as access to our Customer Care Team coupled with our 98.6% fill rate for orders, members should be able to receive the items they need in a timely manner without having to leave work to procure supplies. We believe this method is safer and more cost effective than having employees leave work to visit a retail location. This business model also keeps purchasing in line with the budgeting, accounting, and product selection control needs of individual members, as well as preventing commonly seen issues in our industry where retailers may not appropriately honor consistent contract pricing.

**13. Describe your company's environmental policy or green initiatives.**

Innovative has an everyday commitment to reducing our carbon footprint, reclaiming and recycling products and packaging and being good stewards of our resources and environment. Our Recycling Committee is continually looking for new options to improve our recycling efforts. Our most significant sustainability examples include:

Operationally:

- Nearly 99 percent fill rates because of high inventory levels from a single warehouse that stocks nearly 40,000 SKUs (more than three times that of the competitors). This allows us to deliver a completed order next day in a single box which,
  - Reduces the number of cartons on trucks;
  - Reduces the number of packages to be delivered;
  - Reduces the package fill materials;
  - Lower the number of packages that need delivery within your organization.
- Recycled content, environmental attributes and certifications are published in our catalogs and highlighted with a special symbol.
- Our online ordering site can be customized to provide environmentally friendly products depending on the university initiatives.

## Our Facilities:

- Our offices and warehouses have had an energy audit and changed out lighting fixtures to reduce energy consumption.
- Occupancy sensors in common areas of the building.
- Control timers that increase and decrease temperature based on occupancy and time of day.
- Route optimization software to reduce our fuel consumption on local deliveries .
- Lighter-weight trucks fleet with higher mileage ratings.
- Dedication to low idle times.
- Recycle our corrugated cartons to offset and negate our garbage removal.
- Donate plastic wrapping to an organization to fund occupational programs for challenged individuals.
- All corrugated cartons are recycle-friendly and carry the mark “Sustainable Forestry Initiative Certified Sourcing.”

## Customer Programs:

- Terracycle receptacles program to reclaim pens and pencils to recycle and repurpose.
- A comprehensive and well-respected remanufactured toner program with a strong track record and warranty.
- Several methods for toner and ink returns for recycling and repurposing, including:
  - Our premier toner partner offers a purchase and returns program that rewards customers with points that can be redeemed for infrastructure upgrades such as printers and devices.
  - Or, customers can receive a pre-paid shipping label to return empty toners or inks directly to our recycling partner.
  - In both instances, the recycled cartridges are inspected and graded for remanufacturing. If the cartridges are unusable, the units are dismantled and the materials are then sold to manufacturers who can reconstitute the materials into other goods.
- Batching and processing weekly returns from large customer locations with multiple end users is another sustainable best practice. This process optimizes human resources and reduces our carbon footprint by minimizing driver pickups.

## Exceptions & Deviations *(10 points)*

### 1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

Innovative does not have any additional stipulations or requirements that are not covered in the RFP.

### 2. List any exceptions your company is requesting to the terms set forth in the Technical Specifications.

Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- Proposed alternative to meet the needs of participating agencies and the cooperative

Innovative does not have exceptions to the terms set forth in the Technical Specifications.

## References

**Provide three (3) references that have purchased products and/or services that are applicable to the scope of this proposal within the last six (6) months. A contact name, phone number and email will be required.**

|                                     |   |
|-------------------------------------|---|
| <b>Reference #1 – Business Name</b> | ISD 599 Fertile-Beltrami                                    |
| <b>Product/Service Purchased</b>    | Office and Classroom supplies and K-12 scholastic furniture |
| <b>Year of Purchase</b>             | Customer since 2014   |
| <b>Reference Contact</b>            | Brian Clarke, Superintendent                                |
| <b>Phone</b>                        | 218-945-6933  |
| <b>Email</b>                        | bclarke@isd599.org  |

|                                     |   |
|-------------------------------------|---|
| <b>Reference #2 – Business Name</b> | ISD 196 Rosemount, Eagan, Apple Valley                      |
| <b>Product/Service Purchased</b>    | Office and Classroom supplies and K-12 scholastic furniture |
| <b>Year of Purchase</b>             | Customer since 2003   |
| <b>Reference Contact</b>            | Carol Hauschild, Purchasing, Receiving & Energy Supervisor  |
| <b>Phone</b>                        | 651-683-6952  |
| <b>Email</b>                        | Carol.Hauschild@district196.org                             |

|                                     |   |
|-------------------------------------|---|
| <b>Reference #3 – Business Name</b> | ISD 622 North St Paul, Maplewood, Oakdale                   |
| <b>Product/Service Purchased</b>    | Office and Classroom supplies and K-12 scholastic furniture |
| <b>Year of Purchase</b>             | Customer since 2005   |
| <b>Reference Contact</b>            | Holly Butterfield, Procurement Coordinator                  |
| <b>Phone</b>                        | 651-748-7521  |
| <b>Email</b>                        | HButterfield@isd622.org                                     |

# C.1 - Category Discount

\*Please note this workbook has multiple tabs.

**Instructions.** In the form below, define all categories, sub-categories, manufacturers, etc. and the discount associated with each of those categories. Form C.1 has been formatted to print to one page width. Please note this is a **required form**.

Responding Company's Name:

Innovative Office Solutions

**REQUIRED FORM**

| Catalog/Category Grouping                       | Discount Offered | Comments                           |
|---|------------------|------------------------------------|
| 1 - CUT SHEET PAPER, COMMODITY - 12             | 68%              |                                    |
| 1UNV - CUT SHEET PAPER, COMMODITY - 12UNV       | 74%              | Universal Brand                    |
| 1UNV30 - CUT SHEET PAPER, COMMODITY - 12UNV30   | 79%              | Universal Brand 30% & 50% Recycled |
| 1UNV100 - CUT SHEET PAPER, COMMODITY - 12UNV100 | 70%              | Universal Brand 100% Recycled      |
| 1CASCSW - CUT SHEET PAPER, COMMODITY - 12CASCSW | 74%              | Cascade Brand Basic White Paper    |
| 1DMR - CUT SHEET PAPER, COMMODITY - 12DMR       | 76%              | Domtar Brand                       |
| 1HAM - CUT SHEET PAPER, COMMODITY - 12HAM       | 76%              | Hammermill Brand                   |
| 1HEW - CUT SHEET PAPER, COMMODITY - 12HEW       | 72%              | HP Brand                           |
| 1MOW - CUT SHEET PAPER, COMMODITY - 12MOW       | 40%              | Mohawk Brand                       |
| 1NSN - CUT SHEET PAPER, COMMODITY - 12NSN       | 40%              | Ability One Brand                  |
| 1SGH - CUT SHEET PAPER, COMMODITY - 12SGH       | 35%              | Springhill Brand                   |
| 1SNA - CUT SHEET PAPER, COMMODITY - 12SNA       | 30%              | Navigator Brand                    |
| 1XER - CUT SHEET PAPER, COMMODITY - 12XER       | 45%              | Xerox Brand                        |
| 1XERCAR - CUT SHEET PAPER, COMMODITY - 12XERCAR | 25%              | Xerox Brand Carbonless             |
| 2 - CUT SHEET PAPER, PREMIUM - 13               | 35%              |                                    |
| 2CAS - CUT SHEET PAPER, PREMIUM - 13CAS         | 67%              | Cascade Brand                      |
| 2CNM - CUT SHEET PAPER, PREMIUM - 13CNM         | 15%              | Canon Brand                        |
| 2DMR - CUT SHEET PAPER, PREMIUM - 13DMR         | 65%              | Domtar Brand                       |
| 2EPS - CUT SHEET PAPER, PREMIUM - 13EPS         | 25%              | Epson Brand                        |
| 2HAM - CUT SHEET PAPER, PREMIUM - 13HAM         | 65%              | Hammermill Brand                   |
| 2HAMCOV - CUT SHEET PAPER, PREMIUM - 13HAMCOV   | 50%              | Hammermill Brand Cover Stock       |
| 2IVR - CUT SHEET PAPER, PREMIUM - 13IVR         | 50%              | Innovera Brand                     |
| 2KOD - CUT SHEET PAPER, PREMIUM - 13KOD         | 25%              | Kodak Brand                        |
| 2NEE - CUT SHEET PAPER, PREMIUM - 13NEE         | 45%              | Neenah Brand                       |
| 2SGH - CUT SHEET PAPER, PREMIUM - 13SGH         | 47%              | Springhill Brand                   |
| 2SNA - CUT SHEET PAPER, PREMIUM - 13SNA         | 65%              | Navigator Brand                    |
| 2STT - CUT SHEET PAPER, PREMIUM - 13STT         | 45%              | Strathmore Brand                   |
| 2SOU - CUT SHEET PAPER, PREMIUM - 13SOU         | 44%              | Southworth Brand                   |
| 2UNV - CUT SHEET PAPER, PREMIUM - 13UNV         | 75%              | Universal Brand                    |
| 2UNVHVV - CUT SHEET PAPER, PREMIUM - 13UNVHVV   | 55%              | Universal Heavyweight Brand        |
| 2WAU - CUT SHEET PAPER, PREMIUM - 13WAU         | 56%              | Wausau Brand                       |
| 2XER - CUT SHEET PAPER, PREMIUM - 13XER         | 45%              | Xerox Brand                        |
| 2XERCAR - CUT SHEET PAPER, PREMIUM - 13XERCAR   | 25%              | Xerox Brand Carbonless             |
| 3 - ARTS & CRAFTS - 14                          | 35%              |                                    |
| 3CDP - ARTS & CRAFTS - 14CDP                    | 30%              | Carson-Dellosa Brand               |
| 3DIX - ARTS & CRAFTS - 14DIX                    | 45%              | Dixon Brand                        |
| 3SAN - ARTS & CRAFTS - 14SAN                    | 50%              | Sanford Brand                      |
| 3EPI - ARTS & CRAFTS - 14EPI                    | 42%              | Hunt Manufacturing                 |
| 3GEO - ARTS & CRAFTS - 14GEO                    | 45%              | Geographics Brand                  |
| 3LEO - ARTS & CRAFTS - 14LEO                    | 55%              | Charles Leonard Brand              |
| 3PAC - ARTS & CRAFTS - 14PAC                    | 50%              | Pacon Brand                        |
| 3SHS - ARTS & CRAFTS - 14SHS                    | 30%              | Scholastic Brand                   |
| 3SOU - ARTS & CRAFTS - 14SOU                    | 45%              | Southworth Brand                   |
| 3TEP - ARTS & CRAFTS - 14TEP                    | 30%              | Trend Enterprises Brand            |
| 3UNV - ARTS & CRAFTS - 14UNV                    | 40%              | Universal Brand                    |
| 3WAU - ARTS & CRAFTS - 14WAU                    | 50%              | Wausau Brand                       |
| 4 - BATTERIES & CHARGERS - 15                   | 45%              |                                    |
| 4DURMN - BATTERIES & CHARGERS - 15DURMN         | 50%              | Duracell MN Series                 |
| 4DURPRO - BATTERIES & CHARGERS - 15DURPRO       | 62%              | Duracell Procell                   |
| 4EVEIND - BATTERIES & CHARGERS - 15EVEIND       | 62%              | Eveready Industrial                |

|  |     |                            |
|--|-----|----------------------------|
| 4REC - BATTERIES & CHARGERS - 15REC          | 30% | Rechargable Batteries      |
| 4RAY - BATTERIES & CHARGERS - 15RAY          | 30% | Rayovac                    |
| 4RAYCON - BATTERIES & CHARGERS - 15RAYCON    | 65% | Rayovac Contract           |
| 4RAYCONA - BATTERIES & CHARGERS - 15RAYCONA  | 75% | Rayovac Contract AA-AAA    |
| 5 - BINDERS - 16                             | 45% |                            |
| 5ACCBR - BINDERS - 16ACCBR                   | 63% | Acco Book Rings            |
| 5AVEECO - BINDERS - 16AVEECO                 | 68% | Avery Economy Brand        |
| 5CLI - BINDERS - 16CLI                       | 40% | C-Line Brand               |
| 5CRD - BINDERS - 16CRD                       | 40% | Cardinal Brand             |
| 5MEA - BINDERS - 16MEA                       | 35% | Mead Brand                 |
| 5UNV - BINDERS - 16UNV                       | 65% | Universal Brand            |
| 5UNVECO - BINDERS - 16UNVECO                 | 68% | Universal Brand Economy    |
| 5WLJ - BINDERS - 16WLJ                       | 47% | Wilson Jones Brand         |
| 6 - BINDING & LAMINATION - 17                | 45% |                            |
| 6COM - BINDING & LAMINATION - 17COM          | 70% | Binding Combs              |
| 6FEL - BINDING & LAMINATION - 17FEL          | 40% | Fellowes Brand             |
| 6LAMGBC - BINDING & LAMINATION - 17LAMGBC    | 35% | GBC Laminators             |
| 6LAMUNV - BINDING & LAMINATION - 17LAMUNV    | 50% | Universal Brand Lamination |
| 7 - BOARDS & EASELS - 18                     | 40% |                            |
| 7ICE - BOARDS & EASELS - 18ICE               | 30% | Iceberg Brand              |
| 7IMV - BOARDS & EASELS - 18IMV               | 10% | Kent Displays Brand        |
| 7MEA - BOARDS & EASELS - 18MEA               | 50% | Mead Brand                 |
| 7QRT - BOARDS & EASELS - 18QRT               | 37% | Quartet Brand              |
| 7UNV - BOARDS & EASELS - 18UNV               | 60% | Universal Brand            |
| 7UNVEAS - BOARDS & EASELS - 18UNVEAS         | 70% | Universal Brand Easals     |
| 8 - BUSINESS FORMS & RECORD KEEPING - 19     | 40% |                            |
| 9 - BUSINESS CASES - 21                      | 30% |                            |
| 9BUG - BUSINESS CASES - 21BUG                | 20% | Bond Street Brand          |
| 9CLG - BUSINESS CASES - 21CLG                | 20% | Caselogic Brand            |
| 9SWZ - BUSINESS CASES - 21SWZ                | 20% | Swiss Mobility Brand       |
| 10 - COMPUTER ACCESSORIES - 22               | 35% |                            |
| 10KMW - COMPUTER ACCESSORIES - 22KMW         | 20% | Kensington Brand           |
| 10LNK - COMPUTER ACCESSORIES - 22LNK         | 20% | Linksys Brand              |
| 10LOG - COMPUTER ACCESSORIES - 22LOG         | 10% | Logitech Brand             |
| 11 - COMPUTER CLEANING SUPPLIES - 23         | 45% |                            |
| 11END - COMPUTER CLEANING SUPPLIES - 23END   | 40% | Endust Brand               |
| 11FAL - COMPUTER CLEANING SUPPLIES - 23FAL   | 48% | Falcon Brand               |
| 11IVR - COMPUTER CLEANING SUPPLIES - 23IVR   | 50% | Innovera Brand             |
| 11MEV - COMPUTER CLEANING SUPPLIES - 23MEV   | 25% |                            |
| 11PDC - COMPUTER CLEANING SUPPLIES - 23PDC   | 50% |                            |
| 12 - COMPUTER ERGONOMICS - 24                | 40% |                            |
| 12FEL - COMPUTER ERGONOMICS - 24FEL          | 35% | Fellowes Brand             |
| 12KCS - COMPUTER ERGONOMICS - 24KCS          | 25% | Kelly Computer Brand       |
| 13 - COMPUTER SPEAKERS - 25                  | 20% |                            |
| 14 - INPUT DEVICES - 26                      | 15% |                            |
| 14FEL - INPUT DEVICES - 26FEL                | 25% | Fellowes Brand             |
| 14IVR - INPUT DEVICES - 26IVR                | 35% | Innovera Brand             |
| 15 - MOBILE CHARGING - 27                    | 15% |                            |
| 15BTH - MOBILE CHARGING - 27BTH              | 35% | Bytech Brand               |
| 16 - OTHER COMPUTER ACCESSORIES - 28         | 30% |                            |
| 16IVR - OTHER COMPUTER ACCESSORIES - 28IVR   | 44% | Innovera Brand             |
| 16TRP - OTHER COMPUTER ACCESSORIES - 28TRP   | 20% | Tripplite Brand            |
| 17 - TABLET & CELL PHONE ACCESSORIES - 29    | 40% |                            |
| 17 - TABLET & CELL PHONE ACCESSORIES - 29IMV | 10% | Kent Displays Brand        |
| 17 - TABLET & CELL PHONE ACCESSORIES - 29LOG | 10% | Logitech Brand             |
| 17 - TABLET & CELL PHONE ACCESSORIES - 29ZEB | 30% | Zebra Brand                |
| 18 - CREDENZAS & HUTCHES - 31                | 40% |                            |
| 19 - DESKS & WORKSTATIONS - 32               | 40% |                            |
| 19ERG - DESKS & WORKSTATIONS - 32ERG         | 15% | Ergotron Brand             |
| 19FEL - DESKS & WORKSTATIONS - 32FEL         | 20% | Fellowes Brand             |
| 19MLN - DESKS & WORKSTATIONS - 32MLN         | 20% | Mayline Brand              |

|   |     |                            |
|---|-----|----------------------------|
| 19SAF - DESKS & WORKSTATIONS - 32SAF      | 30% | Safco Brand                |
| 19VCT - DESKS & WORKSTATIONS - 32VCT      | 15% | Victor Brand               |
| 20 - PANELS & ACCESSORIES - 33            | 40% |                            |
| 20ALE - PANELS & ACCESSORIES - 33ALE      | 40% | Alera Brand                |
| 21 - TABLES - 34                          | 45% |                            |
| 21ALE - TABLES - 34ALE                    | 50% | Alera Brand                |
| 21BLT - TABLES - 34BLT                    | 30% | Balt Brand                 |
| 21BRK - TABLES - 34BRK                    | 30% | Barricks Brand             |
| 21ICE - TABLES - 34ICE                    | 30% | Iceberg Brand              |
| 21MLN - TABLES - 34MLN                    | 20% | Mayline Brand              |
| 21SAF - TABLES - 34SAF                    | 30% | Safco Brand                |
| 22 - FILE CABINET ACCESSORIES - 35        | 50% |                            |
| 22VRT - FILE CABINET ACCESSORIES - 35VRT  | 25% | Vertiflex Brand            |
| 23 - FILE CABINETS - 36                   | 45% |                            |
| 23MLN - FILE CABINETS - 36MLN             | 20% | Mayline Brand              |
| 24 - FILE CABINETS, SPECIALTY - 37        | 40% |                            |
| 24ALE - FILE CABINETS, SPECIALTY - 37ALE  | 50% | Alera Brand                |
| 24FIR - FILE CABINETS, SPECIALTY - 37FIR  | 35% | Fireking Brand             |
| 24SAF - FILE CABINETS, SPECIALTY - 37SAF  | 35% | Safco Brand                |
| 24SEN - FILE CABINETS, SPECIALTY - 37SEN  | 20% | Sentry Brand               |
| 24STX - FILE CABINETS, SPECIALTY - 37STX  | 20% | Storex Brand               |
| 24TNN - FILE CABINETS, SPECIALTY - 37TNN  | 30% | Tennsco Brand              |
| 24VRT - FILE CABINETS, SPECIALTY - 37VRT  | 20% | Vertiflex Brand            |
| 25 - CHAIR MATS - 38                      | 40% |                            |
| 25FEL - CHAIR MATS - 38FEL                | 30% | Fellowes Brand             |
| 25FLR - CHAIR MATS - 38FLR                | 30% | Floortex Brand             |
| 26 - FURNITURE ACCESSORIES - 39           | 40% |                            |
| 26ABA - FURNITURE ACCESSORIES - 39ABA     | 30% | Alba Brand                 |
| 26FLR - FURNITURE ACCESSORIES - 39FLR     | 30% | Floortex Brand             |
| 26GEL - FURNITURE ACCESSORIES - 39GEL     | 20% | General Electric Brand     |
| 26SAF - FURNITURE ACCESSORIES - 39SAF     | 30% | Safco Brand                |
| 26UNV - FURNITURE ACCESSORIES - 39UNV     | 50% | Universal Brand            |
| 26VCT - FURNITURE ACCESSORIES - 39VCT     | 20% | Victor Brand               |
| 27 - BEVERAGE SUPPLIES - 41               | 40% |                            |
| 27ITD - BEVERAGE SUPPLIES - 41ITD         | 35% | Dean Foods                 |
| 27JOJ - BEVERAGE SUPPLIES - 41JOJ         | 33% | McNeil Div. of J & J Brand |
| 27TRU - BEVERAGE SUPPLIES - 41TRU         | 30% | Five Star Brand - Truvia   |
| 28 - BEVERAGES - 42                       | 40% |                            |
| 28DIE - BEVERAGES - 42DIE                 | 50% | Kuerig Green Brand         |
| 28FOL - BEVERAGES - 42FOL                 | 45% | Folgers Brand              |
| 28GMT - BEVERAGES - 42GMT                 | 50% | Green Mountain Brand       |
| 29 - FOOD PRODUCTS - 43                   | 40% |                            |
| 30 - CARRY-OUT - 44                       | 50% |                            |
| 31 - CATERING - 45                        | 50% |                            |
| 32 - FOOD PREPARATION - 46                | 55% |                            |
| 32BAG - FOOD PREPARATION - 46BAG          | 63% | GEN BAG Brand              |
| 32BWK - FOOD PREPARATION - 46BWK          | 60% | Boardwalk Brand            |
| 32DCC - FOOD PREPARATION - 46DCC          | 75% | Dart Brand                 |
| 32GEN - FOOD PREPARATION - 46GEN          | 42% | GEN Brand                  |
| 32SCC - FOOD PREPARATION - 46SCC          | 65% | Dart Solo Brand            |
| 33 - TABLE TOP, DISPOSABLE - 48           | 55% |                            |
| 33DCC - TABLE TOP, DISPOSABLE - 48DCC     | 70% | Dart Brand                 |
| 33DXE - TABLE TOP, DISPOSABLE - 48DXE     | 58% | Dixie Brand                |
| 33ECO - TABLE TOP, DISPOSABLE - 48ECO     | 60% | Eco-Products Brand         |
| 33FAB - TABLE TOP, DISPOSABLE - 48FAB     | 65% | Fabri-Kal Brand            |
| 33GEN - TABLE TOP, DISPOSABLE - 48GEN     | 70% | GEN Brand                  |
| 33SCC - TABLE TOP, DISPOSABLE - 48SCC     | 60% | Solo Cup Brand             |
| 33SCCUT - TABLE TOP, DISPOSABLE - 48SCCUT | 46% | Solo Cup Cutlery           |
| 33SVA - TABLE TOP, DISPOSABLE - 48SVA     | 46% | Savannah Brand             |
| 33TBL - TABLE TOP, DISPOSABLE - 48TBL     | 46% | Tablemate Brand            |
| 33WNA - TABLE TOP, DISPOSABLE - 48WNA     | 50% | WNA Brand                  |



|   |     |                          |
|---|-----|--------------------------|
| 34 - EQUIPMENT & APPLIANCES - 49              | 40% |                          |
| 34BUN - EQUIPMENT & APPLIANCES - 49BUN        | 35% | Bunn Brand               |
| 34OGF - EQUIPMENT & APPLIANCES - 49OGF        | 20% | RDI USA Brand            |
| 35 - ADHESIVES & LUBRICANTS - 51              | 40% |                          |
| 35GOR - ADHESIVES & LUBRICANTS - 51GOR        | 20% | Gorilla Glue Brand       |
| 35LOC - ADHESIVES & LUBRICANTS - 51LOC        | 30% | Loctite Brand            |
| 36 - CLEANING CHEMICALS - 52                  | 48% |                          |
| 36BWK - CLEANING CHEMICALS - 52BWK            | 52% | Boardwalk Brand          |
| 36CLO - CLEANING CHEMICALS - 52CLO            | 52% | Clorox Brand             |
| 36DVO - CLEANING CHEMICALS - 52DVO            | 50% | Diversey Brand           |
| 36DVS - CLEANING CHEMICALS - 52DVS            | 50% | Diversey Brand           |
| 36GOJ - CLEANING CHEMICALS - 52GOJ            | 45% | GoJo Brand               |
| 36ITW - CLEANING CHEMICALS - 52ITW            | 43% | ITW Pro Brands           |
| 36MTH - CLEANING CHEMICALS - 52MTH            | 40% | Method Products Brand    |
| 36PGC - CLEANING CHEMICALS - 52PGC            | 52% | Procter & Gamble Brand   |
| 36RAC - CLEANING CHEMICALS - 52RAC            | 53% | Reckitt Benckiser Brand  |
| 36SEV - CLEANING CHEMICALS - 52SEV            | 45% | Seventh Generation Brand |
| 36WMN - CLEANING CHEMICALS - 52WMN            | 20% | Weiman Brand             |
| 36ZPE - CLEANING CHEMICALS - 52ZPE            | 42% | ZEP Brand                |
| 37 - CAN LINERS/BAGS - 53                     | 45% |                          |
| 37BWK - CAN LINERS/BAGS - 53BWK               | 63% | Boardwalk Brand          |
| 37ESX - CAN LINERS/BAGS - 53ESX               | 58% | Flexsol Brand            |
| 37HER - CAN LINERS/BAGS - 53HER               | 56% | Heritage Brand           |
| 37IBS - CAN LINERS/BAGS - 53IBS               | 65% | Integrated Brand         |
| 37JAG - CAN LINERS/BAGS - 53JAG               | 65% | Jaguar Brand             |
| 37WBI - CAN LINERS/BAGS - 53WBI               | 53% | Webster Brand            |
| 38 - CLEANING EQUIPMENT - 54                  | 40% |                          |
| 38BWK - CLEANING EQUIPMENT - 54BWK            | 52% | Boardwalk Brand          |
| 38DVO - CLEANING EQUIPMENT - 54DVO            | 50% | Diversey Brand           |
| 38DVS - CLEANING EQUIPMENT - 54DVS            | 50% | Diversey Brand           |
| 38SGS - CLEANING EQUIPMENT - 54SGS            | 10% | Special Made Products    |
| 39 - FLOOR CARE - 56                          | 40% |                          |
| 39BWK - FLOOR CARE - 56BWK                    | 52% | Boardwalk Brand          |
| 39SGS - FLOOR CARE - 56SGS                    | 10% | Special Made Products    |
| 40 - HVAC - 57                                | 40% |                          |
| 40ALE - HVAC - 57ALE                          | 50% | Alera Brand              |
| 40HWL - HVAC - 57HWL                          | 30% | Honeywell Brand          |
| 41 - MAINTENANCE EQUIPMENT - 58               | 40% |                          |
| 41CSC - MATERIAL HANDLING - 58CSC             | 50% | Cosco Brand              |
| 41KWD - MATERIAL HANDLING - 58KWD             | 30% | Kenwood Brand            |
| 41MII - MATERIAL HANDLING - 58MII             | 25% | Medline Brand            |
| 41SGS - MAINTENANCE EQUIPMENT - 58SGS         | 10% | Special Made Products    |
| 42 - MATERIAL HANDLING - 59                   | 40% |                          |
| 42SGS - MATERIAL HANDLING - 59SGS             | 10% | Special Made Products    |
| 43 - FIRE, GAS & WATER SAFETY - 65            | 40% |                          |
| 44 - FIRST AID - 66                           | 30% |                          |
| 45 - PERSONAL PROTECTION EQUIPMENT - 67       | 45% |                          |
| 45ANS - PERSONAL PROTECTION EQUIPMENT - 67ANS | 40% |                          |
| 45BWK - PERSONAL PROTECTION EQUIPMENT - 67BWK | 65% | Boardwalk Brand          |
| 45EGO - PERSONAL PROTECTION EQUIPMENT - 67EGO | 20% | Ergodyne Brand           |
| 45GEN - PERSONAL PROTECTION EQUIPMENT - 67GEN | 55% | Gen Brand                |
| 45KCC - PERSONAL PROTECTION EQUIPMENT - 67KCC | 55% | Kimberly Clark Brand     |
| 46 - SAFETY STORAGE - 68                      | 40% |                          |
| 47 - SECURITY - 69                            | 40% |                          |
| 48 - CARDS & CARD STORAGE - 1A                | 47% |                          |
| 48AVE - CARDS & CARD STORAGE - 1AAVE          | 35% | Avery Brand              |
| 48CRD - CARDS & CARD STORAGE - 1ACRD          | 35% | Cardinal Brand           |
| 48DBL - CARDS & CARD STORAGE - 1ADEF          | 30% | Deflecto Brand           |
| 48DEF - CARDS & CARD STORAGE - 1ADBL          | 30% | Durable Brand            |
| 48OXFIND - CARDS & CARD STORAGE - 1AOXFIND    | 55% | Oxford Brand Index Cards |
| 48SAM - CARDS & CARD STORAGE - 1ASAM          | 35% | Samsill Brand            |

|  |     |                                  |
|--|-----|----------------------------------|
| 48UNVIND - CARDS & CARD STORAGE - 1AUNVIND         | 55% | Universal Brand Index Cards      |
| 49 - CASH HANDLING - 1B                            | 40% |                                  |
| 50 - CLASSROOM SUPPLIES - 1C                       | 40% |                                  |
| 50CSI - CLASSROOM SUPPLIES - 1CCSI                 | 30% | Champion Sport Brand             |
| 51 - CLIPS & RUBBER BANDS - 1D                     | 40% |                                  |
| 51ACC - CLIPS & RUBBER BANDS - 1DACC               | 57% | Acco Brand                       |
| 51UNVCLI - CLIPS & RUBBER BANDS - 1DUNVCLI         | 60% | Universal Brand Clips            |
| 51UNVCLIBULK - CLIPS & RUBBER BANDS - 1DUNVCLIBULK | 88% | Universal Brand Bulk Clips       |
| 51UNVRB - CLIPS & RUBBER BANDS - 1DUNVRB           | 88% | Universal Brand Rubber Bands     |
| 52 - DATED GOODS - 1E                              | 45% |                                  |
| 52SAM - DATED GOODS - 1ESAM                        | 35% | Samsill Brand                    |
| 53 - DESK ACCESSORIES - 1F                         | 45% |                                  |
| 53AOP - DESK ACCESSORIES - 1FAOP                   | 30% | Artistic Brand                   |
| 53SAF - DESK ACCESSORIES - 1FSAF                   | 30% | Safco Brand                      |
| 53SWI - DESK ACCESSORIES - 1FSWI                   | 25% | Swingline Brand                  |
| 53UNV - DESK ACCESSORIES - 1FUNV                   | 50% | Universal Brand                  |
| 53VCT - DESK ACCESSORIES - 1FVCT                   | 15% | Victor Brand                     |
| 54 - DRAFTING SUPPLIES - 1G                        | 45% |                                  |
| 54KOH - DRAFTING SUPPLIES - 1GKOH                  | 30% | Koh-I-Noor Brand                 |
| 54UNV - DRAFTING SUPPLIES - 1GUNV                  | 65% | Universal Brand                  |
| 54VCT - DRAFTING SUPPLIES - 1GVCT                  | 25% | Victor Brand                     |
| 55 - FILING & ACCESSORIES - 1H                     | 50% |                                  |
| 55AVT - FILING & ACCESSORIES - 1HAVT               | 30% | Advantus Brand                   |
| 55CLI - FILING & ACCESSORIES - 1HCLI               | 40% | C-Line Brand                     |
| 55DEF - FILING & ACCESSORIES - 1HDEF               | 30% | Deflecto Brand                   |
| 55FEL - FILING & ACCESSORIES - 1HFEL               | 30% | Fellowes Brand                   |
| 55IDE - FILING & ACCESSORIES - 1HIDE               | 40% | Ideastream Brand                 |
| 55MEA - FILING & ACCESSORIES - 1HMEA               | 40% | Mead Brand                       |
| 55PFXPOC - FILING & ACCESSORIES - 1HPFXPOC         | 44% | Pendaflex Brand File Pockets     |
| 55SMDINT - FILING & ACCESSORIES - 1HSMDINT         | 40% | Smead Brand Interior Folders     |
| 55UNV - FILING & ACCESSORIES - 1HUNV               | 54% | Universal Brand                  |
| 55UNVFF - FILING & ACCESSORIES - 1HUNVFF           | 62% | Universal Brand                  |
| 55UNVHNG - FILING & ACCESSORIES - 1HUNVHNG         | 65% | Universal Brand Hanging Folders  |
| 55UNVINT - FILING & ACCESSORIES - 1HUNVINT         | 60% | Universal Brand Interior Folders |
| 56 - GENERAL OFFICE - 1I                           | 40% |                                  |
| 56ACP - GENERAL OFFICE - 1IACP                     | 30% | Acro Print Brand                 |
| 56AVE - GENERAL OFFICE - 1IAVE                     | 47% | Avery Brand                      |
| 56AVT - GENERAL OFFICE - 1IAVT                     | 30% | Advantus Brand                   |
| 56DBL - GENERAL OFFICE - 1IDBL                     | 33% | Durable Brand                    |
| 56LTH - GENERAL OFFICE - 1ILTH                     | 20% | Lathem Time Brand                |
| 56MER - GENERAL OFFICE - 1IMER                     | 30% | Advantus Merrian Brand           |
| 56MIL - GENERAL OFFICE - 1IMIL                     | 35% | Howard Miller Brand              |
| 56MMM - GENERAL OFFICE - 1IMMM                     | 50% | 3M Brand                         |
| 56SAU - GENERAL OFFICE - 1ISAU                     | 35% | Saunders Brand                   |
| 56TEP - GENERAL OFFICE - 1ITEP                     | 25% | Trend Enterprises Brand          |
| 56TOM - GENERAL OFFICE - 1ITOM                     | 46% | Tombow Brand                     |
| 56UNV - GENERAL OFFICE - 1IUNV                     | 55% | Universal Brand                  |
| 56UNVSTA - GENERAL OFFICE - 1IUNVSTA               | 46% | Universal Brands Stamps          |
| 56XST - GENERAL OFFICE - 1IXST                     | 46% | X-Stamper Brand                  |
| 57 - GLUES & ADHESIVES - 1J                        | 40% |                                  |
| 57AVE - GLUES & ADHESIVES - 1JAVE                  | 55% | Avery Brand                      |
| 57EPI - GLUES & ADHESIVES - 1JEPI                  | 47% | Hunt Manufacturing               |
| 57FPR - GLUES & ADHESIVES - 1JFPR                  | 30% | FPC Corporation                  |
| 57GOR - GLUES & ADHESIVES - 1JGOR                  | 20% | Gorilla Glue Brand               |
| 57LOC - GLUES & ADHESIVES - 1JLOC                  | 30% | Loctite Brand                    |
| 57UNV - GLUES & ADHESIVES - 1JUNV                  | 47% | Universal Brand                  |
| 57UNVSTI - GLUES & ADHESIVES - 1JUNVSTI            | 70% | Universal Brand Glue Sticks      |
| 58 - INDEXES & SHEET PROTECTORS - 1K               | 40% |                                  |
| 58AVE - INDEXES & SHEET PROTECTORS - 1KAVE         | 43% | Avery Brand                      |
| 58UNV - INDEXES & SHEET PROTECTORS - 1KUNV         | 70% | Universal Brand                  |
| 59 - LABELS & BADGES - 1L                          | 40% |                                  |

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| 59AVEOE - LABELS & BADGES - 1LAVEOE                 | 72% | Avery Office Essential Labels |
| 59AVT - LABELS & BADGES - 1LAVT                     | 30% | Advantus Brand                |
| 59DBL - LABELS & BADGES - 1LDBL                     | 30% | Durable Brand                 |
| 59PCI - LABELS & BADGES - 1LPCI                     | 25% | Panter Brand                  |
| 59TAB - LABELS & BADGES - 1LTAB                     | 25% | Tabbies Brand                 |
| 59UNV - LABELS & BADGES - 1LUNV                     | 74% | Universal Brand               |
| 60 - LITERATURE FILES - 1M                          | 35% |                               |
| 60FEL - LITERATURE FILES - 1MFEL                    | 30% | Fellowes Brand                |
| 60SHS - LITERATURE FILES - 1MSHS                    | 30% | Scholastic Brand              |
| 61 - OFFICE SUPPLIES (NL) - 1O                      | 40% |                               |
| 62 - PACKAGING, SHIPPING & MAILING - 1P             | 40% |                               |
| 62DUC - PACKAGING, SHIPPING & MAILING - 1PDUC       | 35% | Shurtech Brand                |
| 62MMM - PACKAGING, SHIPPING & MAILING - 1PMMM       | 43% | 3M Brand                      |
| 62PRE - PACKAGING, SHIPPING & MAILING - 1PPRE       | 35% | Premier Martin Brand          |
| 62PMC - PACKAGING, SHIPPING & MAILING - 1PPMC       | 30% | Paper Mfg Brand               |
| 62QUA - PACKAGING, SHIPPING & MAILING - 1PQUA       | 43% | Quality Park Brand            |
| 62SEL - PACKAGING, SHIPPING & MAILING - 1PSEL       | 35% | Sealed Air Brand              |
| 62SHU - PACKAGING, SHIPPING & MAILING - 1PSHU       | 20% | Shurtape Brand                |
| 62STT - PACKAGING, SHIPPING & MAILING - 1PSTT       | 25% | Strathmore Brand              |
| 62UNVENV - PACKAGING, SHIPPING & MAILING - 1PUNVENV | 68% | Universal Brand Envelopes     |
| 62UNVBOX - PACKAGING, SHIPPING & MAILING - 1PUNVBOX | 45% | Universal Brand Box Tape      |
| 62UNVFT - PACKAGING, SHIPPING & MAILING - 1PUNVFT   | 48% | Universal Brand Filament Tape |
| 62UNVMAS - PACKAGING, SHIPPING & MAILING - 1PUNVMAS | 50% | Universal Brand Masking Tape  |
| 62UNVSTR - PACKAGING, SHIPPING & MAILING - 1PUNVSTR | 40% | Universal Brand Stretch Film  |
| 62UNV - PACKAGING, SHIPPING & MAILING - 1PUNV       | 57% | Universal Brand               |
| 63 - PAPER PRODUCTS - 1Q                            | 40% |                               |
| 63GEO - PAPER PRODUCTS - 1QGEO                      | 50% | Geographics Brand             |
| 63HEW - PAPER PRODUCTS - 1QHEW                      | 25% | Hewlett Packard Brand         |
| 63MMM - PAPER PRODUCTS - 1QMMM                      | 47% | 3M Brand                      |
| 63PAC - PAPER PRODUCTS - 1QPAC                      | 50% | Pacon Brand                   |
| 63PMC - PAPER PRODUCTS - 1QPMC                      | 50% | Paper Mfg Brand               |
| 63ROA - PAPER PRODUCTS - 1QROA                      | 50% | Roaring Spring Brand          |
| 63TOP - PAPER PRODUCTS - 1QTOP                      | 45% | Tops Brand                    |
| 63UNVFIL - PAPER PRODUCTS - 1QUNVFIL                | 35% | Universal Brand Filler Paper  |
| 63UNVROL - PAPER PRODUCTS - 1QUNVROL                | 47% | Universal Brand Paper Rolls   |
| 63UNVEAS - PAPER PRODUCTS - 1QUNVEAS                | 70% | Universal Brand Easal Pads    |
| 63UNVPAD - PAPER PRODUCTS - 1QUNVPAD                | 65% | Universal Brand Pads          |
| 63UNV - PAPER PRODUCTS - 1QUNV                      | 47% | Universal Brand               |
| 64 - RECORD STORAGE - 1R                            | 40% |                               |
| 64FEL - RECORD STORAGE - 1RFEL                      | 54% | Fellowes Brand                |
| 64UNV - RECORD STORAGE - 1RUNV                      | 60% | Universal Brand               |
| 65 - REPORT COVERS - 1S                             | 40% |                               |
| 65AVE - REPORT COVERS - 1SAVE                       | 60% | Avery Brand                   |
| 65AVEPLA - REPORT COVERS - 1SAVEPLA                 | 40% | Avery Brand Plastic           |
| 65OXFPOR - REPORT COVERS - 1SOXFPOR                 | 52% | Oxford Brand Portfolios       |
| 65UNV - REPORT COVERS - 1SUNV                       | 60% | Universal Brand               |
| 66 - SCISSORS & TRIMMERS - 1T                       | 40% |                               |
| 66EPI - SCISSORS & TRIMMERS - 1TEPI                 | 30% | Xacto Brand                   |
| 66MMM - SCISSORS & TRIMMERS - 1TMMM                 | 75% | 3M Brand                      |
| 66SWI - SCISSORS & TRIMMERS - 1TSWI                 | 30% | Swingline Brand               |
| 66UNV - SCISSORS & TRIMMERS - 1TUNV                 | 55% | Universal Brand               |
| 66UNVKID - SCISSORS & TRIMMERS - 1TUNVKID           | 50% | Universal Brand Kids          |
| 67 - SHREDDERS - 1U                                 | 40% |                               |
| 67SWI - SHREDDERS - 1USWI                           | 25% | Swingline Shredders           |
| 68 - STAPLING & PUNCHES - 1V                        | 40% |                               |
| 68ACI - STAPLING & PUNCHES - 1VACI                  | 45% | Stanley Bostitch Action Brand |
| 68ARR - STAPLING & PUNCHES - 1VARR                  | 25% | Arrow Brand                   |
| 68AVT - STAPLING & PUNCHES - 1VAVT                  | 25% | Advantus Brand                |
| 68BOS - STAPLING & PUNCHES - 1VBOS                  | 55% | Stanley Bostitch Brand        |
| 68SWIPUN - STAPLING & PUNCHES - 1VSWIPUN            | 42% | Swingline Punches             |
| 68SWI - STAPLING & PUNCHES - 1VSWI                  | 45% | Swingline Staplers            |

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| 68SWISTA - STAPLING & PUNCHES - 1VSWISTA   | 50% | Swingline Staples and Removers         |
| 68UNV - STAPLING & PUNCHES - 1VUNV         | 70% | Universal Brand                        |
| 69 - STICKY NOTES & FLAGS - 1W             | 40% |  |
| 69UNVFLA - STICKY NOTES & FLAGS - 1WUNVFLA | 50% | Universal Brand Flags                  |
| 69UNV - STICKY NOTES & FLAGS - 1WUNV       | 65% | Universal Brand Sticky Notes           |
| 70 - TAPE - 1X                             | 40% |  |
| 70GOR - TAPE - 1XGOR                       | 20% | Gorilla Glue Brand                     |
| 70DUC - TAPE - 1XDUC                       | 30% | Duck Tape Brand                        |
| 70OIC - TAPE - 1XOIC                       | 60% | OfficeMate Intl                        |
| 70MMM - TAPE - 1XMMM                       | 45% | 3M Brand                               |
| 70UNV - TAPE - 1XUNV                       | 70% | Universal Brand Tape                   |
| 70UNVPT - TAPE - 1XUNVPT                   | 43% | Universal Brand Painters Tape          |
| 71 - WRITING INSTRUMENTS - 1Y              | 43% |  |
| 71AVE - WRITING INSTRUMENTS - 1YAVE        | 52% | Avery Brand                            |
| 71BICCRI - WRITING INSTRUMENTS - 1YBICCRI  | 52% | Bic Brand Cristal Pen                  |
| 71BICROL - WRITING INSTRUMENTS - 1YBICROL  | 60% | Bic Brand Roller Glide                 |
| 71BICRND - WRITING INSTRUMENTS - 1YBICRND  | 60% | Bic Brand Round Stic                   |
| 71CRO - WRITING INSTRUMENTS - 1YCRO        | 35% | Cross Brand                            |
| 71DIX - WRITING INSTRUMENTS - 1YDIX        | 50% | Dixon Brand                            |
| 71DIX - WRITING INSTRUMENTS - 1YDIXPNC     | 55% | Dixon Brand Pencil                     |
| 71PAP - WRITING INSTRUMENTS - 1YPAP        | 47% | Papermate Brand                        |
| 71PAPSTK - WRITING INSTRUMENTS - 1YPAPSTK  | 65% | Papermate Brand Ballpoint Stick        |
| 71PENROL - WRITING INSTRUMENTS - 1YPENROL  | 60% | Pentel Brand Rolling Writer            |
| 71SAN - WRITING INSTRUMENTS - 1YSAN        | 47% | Sanford Brand                          |
| 71SAN400 - WRITING INSTRUMENTS - 1YSAN400  | 70% | Sanford Brand 4009 Highlighter         |
| 71SANACC - WRITING INSTRUMENTS - 1YSANACC  | 55% | Sanford Brand Major Accent             |
| 71SANONX - WRITING INSTRUMENTS - 1YSANONX  | 65% | Sanford Brand Uniball Onyx             |
| 71SANUNI - WRITING INSTRUMENTS - 1YSANUNI  | 50% | Sanford Brand Uniball                  |
| 71UNV - WRITING INSTRUMENTS - 1YUNV        | 67% | Universal Brand                        |
| 71UNVCOU - WRITING INSTRUMENTS - 1YUNVCOU  | 45% | Universal Brand Counter Pen            |
| 71UNVGEL - WRITING INSTRUMENTS - 1YUNVGEL  | 70% | Universal Brand Gel Pen                |
| 71UNVHIG - WRITING INSTRUMENTS - 1YUNVHIG  | 77% | Universal Brand Hilighter              |
| 71UNVPNC - WRITING INSTRUMENTS - 1YUNVPNC  | 68% | Universal Brand Pencil                 |
| 71UNVERA - WRITING INSTRUMENTS - 1YUNVERA  | 55% | Universal Brand Pencil Eraser          |
| 71UNVSHR - WRITING INSTRUMENTS - 1YUNVSHR  | 40% | Universal Brand Pencil Sharpener       |
| 71UNVSTK - WRITING INSTRUMENTS - 1YUNVSTK  | 80% | Universal Brand Stick Pen              |
| 71ZEB - WRITING INSTRUMENTS - 1YZEB        | 35% | Zebra Brand                            |
| 72 - INK & TONER - 2A                      | 37% |  |
| 72BRT - INK & TONER - 2ABRT                | 15% | Brothers Brand                         |
| 72CNM - INK & TONER - 2ACNM                | 20% | Canon Brand                            |
| 72DLL - INK & TONER - 2ADLL                | 0%  | Dell Brand                             |
| 72EPS - INK & TONER - 2AEPS                | 10% | Epson Brand                            |
| 72HEW - INK & TONER - 2AHEW                | 20% | Hewlett Packard Brand Fuser, MtnC Kits |
| 72HEWBD - INK & TONER - 2AHEWBD            | 45% | Hewlett Packard Brand Big Deal Items   |
| 72HEWINK - INK & TONER - 2AHEWINK          | 25% | Hewlett Packard Brand Ink              |
| 72HEWTON - INK & TONER - 2AHEWTON          | 37% | Hewlett Packard Brand Toner            |
| 72IFP - INK & TONER - 2AIFP                | 20% | IBM Brand                              |
| 72IVR - INK & TONER - 2AIVR                | 45% | Innovera Brand                         |
| 72KYO - INK & TONER - 2AKYO                | 15% | Kyocera Brand                          |
| 72LEX - INK & TONER - 2ALEX                | 20% | Lexmark Brand                          |
| 72MCR - INK & TONER - 2AMCR                | 20% | MICR Print Solutions                   |
| 72PAN - INK & TONER - 2APAN                | 20% | Panasonic Brand                        |
| 72RIC - INK & TONER - 2ARIC                | 12% | Ricoh Brand                            |
| 72SAS - INK & TONER - 2ASAS                | 25% | Samsung Brand                          |
| 72SHR - INK & TONER - 2ASHR                | 20% | Sharp Brand                            |
| 72TRS - INK & TONER - 2ATRS                | 10% | Troy Brand                             |
| 72XER - INK & TONER - 2AXER                | 17% | Xerox Brand                            |
| 73 - RIBBONS & THERMAL SUPPLIES - 2D       | 37% |  |
| 73DPS - RIBBONS & THERMAL SUPPLIES - 2DDPS | 45% | DataProducts Brand                     |
| 73EPS - RIBBONS & THERMAL SUPPLIES - 2DEPS | 15% | Epson Brand                            |
| 73IFP - RIBBONS & THERMAL SUPPLIES - 2DIFP | 15% | IBM Brand                              |

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| 73LEX - RIBBONS & THERMAL SUPPLIES - 2DLEX  | 15% | Lexmark Brand           |
| 73MMT - RIBBONS & THERMAL SUPPLIES - 2DMMT  | 15% | Mannesman Tally Brand   |
| 73PAN - RIBBONS & THERMAL SUPPLIES - 2DPAN  | 15% | Panasonic Brand         |
| 73PRT - RIBBONS & THERMAL SUPPLIES - 2DPRT  | 15% | Printronix Brand        |
| 74 - CONSUMER ELECTRONICS - 2E              | 10% |                         |
| 74APL - CONSUMER ELECTRONICS - 2EAPL        | 30% | Amplivox Brand          |
| 74EPS - CONSUMER ELECTRONICS - 2EEPS        | 5%  | Epson Brand             |
| 74IVR - CONSUMER ELECTRONICS - 2EIVR        | 47% | Innovera Brand          |
| 74PSP - CONSUMER ELECTRONICS - 2EPSP        | 5%  | Phillips Brand          |
| 74SOF - CONSUMER ELECTRONICS - 2ESOF        | 47% | Softalk Brand           |
| 75 - DATA STORAGE - 2F                      | 30% |                         |
| 75VER - DATA STORAGE - 2FVER                | 20% | Verbatim Brand          |
| 76 - NETWORKING - 2G                        | 30% |                         |
| 76BLK - NETWORKING - 2GBLK                  | 15% | Belkin Brand            |
| 76KMW - NETWORKING - 2GKMW                  | 15% | Kensington Brand        |
| 76LNK - NETWORKING - 2GLNK                  | 15% | Belkin Linksys Brand    |
| 76TRP - NETWORKING - 2GTRP                  | 40% | Tripplite Brand         |
| 77 - POWER - 2H                             | 30% |                         |
| 77APW - POWER - 2HAPW                       | 20% | APC Brand               |
| 77FEL - POWER - 2HFEL                       | 35% | Fellowes Brand          |
| 77IVR - POWER - 2HIVR                       | 35% | Innovera Brand          |
| 77TRP - POWER - 2HTRP                       | 20% | Tripplite Brand         |
| 78 - PRINTING & SCANNING DEVICES - 2I       | 35% |                         |
| 78BRT - PRINTING & SCANNING DEVICES - 2IBRT | 20% | Brothers Brand          |
| 78EPS - PRINTING & SCANNING DEVICES - 2IEPS | 5%  | Epson Brand             |
| 78HEW - PRINTING & SCANNING DEVICES - 2IHEW | 15% | Hewlett Packard Brand   |
| 78LEX - PRINTING & SCANNING DEVICES - 2ILEX | 10% | Lexmark Brand           |
| 79 - TABLETS, NOTEBOOKS & PCS - 2J          | 15% |                         |
| 80 - BUSINESS ELECTRONICS - 2K              | 40% |                         |
| 81 - MEDIA STORAGE - 2L                     | 40% |                         |
| 82 - OFFICE ELECTRONICS - 2M                | 27% |                         |
| 82APO - OFFICE ELECTRONICS - 2MAPO          | 50% | Apollo Brand            |
| 82GBC - OFFICE ELECTRONICS - 2MGBC          | 15% | GBC Brand               |
| 82HEW - OFFICE ELECTRONICS - 2MHEW          | 15% | Hewlett Packard Brand   |
| 82PSP - OFFICE ELECTRONICS - 2MPSP          | 10% | Phillips Brand          |
| 82SKK - OFFICE ELECTRONICS - 2MSKK          | 10% | SMK-Link Brand          |
| 82TEX - OFFICE ELECTRONICS - 2MTEX          | 15% | Texas Instruments Brand |
| 83 - WARRANTIES & SOFTWARE - 2O             | 0%  |                         |
| 84 - LABEL MACHINE SUPPLIES - 2P            | 40% |                         |
| 84BRT - LABEL MACHINE SUPPLIES - 2PBRT      | 30% | Brothers Brand          |
| 84SKP - LABEL MACHINE SUPPLIES - 2PSKP      | 20% | Seiko Brand             |
| 85 - PRESENTATION EQUIPMENT - 3A            | 40% |                         |
| 86 - SEATING - 3B                           | 45% |                         |
| 86ALE - SEATING - 3BALE                     | 59% | Alera Brand             |
| 86BSX - SEATING - 3BBSX                     | 50% | Hon Basyx Brand         |
| 86CSI - SEATING - 3BCSI                     | 30% | Champion Sport Brand    |
| 86FEL - SEATING - 3BFEL                     | 40% | Fellowes Brand          |
| 86HON - SEATING - 3BHON                     | 47% | Hon Brand               |
| 86ICE - SEATING - 3BICE                     | 37% | Iceberg Brand           |
| 86MLN - SEATING - 3BMLN                     | 30% | Mayline Brand           |
| 86SAF - SEATING - 3BSAF                     | 35% | Safco Brand             |
| 86SGS - SEATING - 3BSGS                     | 10% | Special Made Products   |
| 87 - STORAGE & SHELVING - 3D                | 30% |                         |
| 87ALE - STORAGE & SHELVING - 3DALE          | 52% | Alera Brand             |
| 87BSX - STORAGE & SHELVING - 3DBSX          | 45% | Basyx Brand             |
| 87BSH - STORAGE & SHELVING - 3DBSH          | 45% | Bush Brand              |
| 87FIR - STORAGE & SHELVING - 3DFIR          | 35% | Fireking Brand          |
| 87HON - STORAGE & SHELVING - 3DHON          | 45% | Hon Brand               |
| 88 - FOOD & BEVERAGE SERVICE - 4A           | 40% |                         |
| 88VRT - FOOD & BEVERAGE SERVICE - 4AVRT     | 30% | Vertiflex Brand         |
| 89 - KITCHEN SUPPLIES - 4B                  | 40% |                         |

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| 89SGS - KITCHEN SUPPLIES - 4BSGS             | 10% | Special Made Products         |
| 90 - TABLE TOP, REUSABLE - 4C                | 40% |                               |
| 91 - STORAGE - 5A                            | 40% |                               |
| 91UNX - STORAGE - 5AUNX                      | 25% | UNX Brand                     |
| 92 - WASTE RECEPTACLES - 5B                  | 40% |                               |
| 92BWK - WASTE RECEPTACLES - 5BBWK            | 55% | Boardwalk Brand               |
| 92CWD - WASTE RECEPTACLES - 5BCWD            | 30% | Crown Brand                   |
| 92EXC - WASTE RECEPTACLES - 5BEXC            | 30% | Excell Metal Brand            |
| 92FEL - WASTE RECEPTACLES - 5BFEL            | 30% | Fellowes Brand                |
| 92IMP - WASTE RECEPTACLES - 5BIMP            | 50% | Impact Brand                  |
| 92SGS - WASTE RECEPTACLES - 5BSGS            | 10% | Special Made Products         |
| 93 - HEALTH - 5C                             | 40% |                               |
| 93PFI - HEALTH - 5CPFI                       | 65% | Acme United Brand             |
| 93PGC - HEALTH - 5CPGC                       | 47% | Procter & Gamble Brand        |
| 93RAC - HEALTH - 5CRAC                       | 47% | Reckitt Brand                 |
| 94 - MEDICAL - 5D                            | 30% |                               |
| 95 - PERSONAL CARE - 5E                      | 40% |                               |
| 95BWK - PERSONAL CARE - 5EBWK                | 60% | Boardwalk Brand               |
| 95CPC - PERSONAL CARE - 5ECPC                | 50% | Colgate Palmolive Brand       |
| 95GOJ - PERSONAL CARE - 5EGOJ                | 50% | GoJo Brand                    |
| 95GPC - PERSONAL CARE - 5EGPC                | 50% | Georgia Pacific Brand         |
| 95KCC - PERSONAL CARE - 5EKCC                | 50% | Kimberly Clark Brand          |
| 95MTH - PERSONAL CARE - 5EMTH                | 43% | Method Products Brand         |
| 95NIC - PERSONAL CARE - 5ENIC                | 50% | Sani Professional Brand       |
| 95UNI - PERSONAL CARE - 5EUNI                | 25% | Unilever Brand                |
| 96 - ODOR CONTROL - 5F                       | 50% |                               |
| 96BWK - ODOR CONTROL - 5FBWK                 | 58% | Boardwalk Brand               |
| 96BRI - ODOR CONTROL - 5FBRI                 | 45% | Bright Air Brand              |
| 96CDC - ODOR CONTROL - 5FCDC                 | 60% | Church & Dwight Company Brand |
| 96DVO - ODOR CONTROL - 5FDVO                 | 55% | Diversey Brand                |
| 96DVS - ODOR CONTROL - 5FDVS                 | 55% | Diversey Brand                |
| 96PGC - ODOR CONTROL - 5FPGC                 | 45% | Procter & Gamble Brand        |
| 96TOC - ODOR CONTROL - 5FTOC                 | 40% | Tolco Brand                   |
| 96ZPE - ODOR CONTROL - 5FZPE                 | 35% | Zep Brand                     |
| 97 - TOWEL/TISSUE - 5G                       | 50% |                               |
| 97BWK - TOWEL/TISSUE - 5GBWK                 | 55% | Boardwalk Brand               |
| 97CSD - TOWEL/TISSUE - 5GCSD                 | 52% | Cascades Brand                |
| 97GEN - TOWEL/TISSUE - 5GGEN                 | 52% | GEN Brand                     |
| 97GPC - TOWEL/TISSUE - 5GGPC                 | 52% | Georgia Pacific Brand         |
| 97ITW - TOWEL/TISSUE - 5GITW                 | 25% | ITW Pro Brand                 |
| 97KCC - TOWEL/TISSUE - 5GKCC                 | 52% | Kimberly Clark Brand          |
| 97KTK - TOWEL/TISSUE - 5GKTK                 | 40% | Kantek Brand                  |
| 97NIC - TOWEL/TISSUE - 5GNIC                 | 40% | Nice-Pak Brand                |
| 97RCP - TOWEL/TISSUE - 5GRCP                 | 40% | Rubermid Brand                |
| 97SOD - TOWEL/TISSUE - 5GSOD                 | 30% | Sofidel America Brand         |
| 97TRK - TOWEL/TISSUE - 5GTRK                 | 45% | Tork Brand                    |
| 97TRKCON - TOWEL/TISSUE - 5GTRKCON           | 64% | Tork Brand Contract Items     |
| 97WIN - TOWEL/TISSUE - 5GWIN                 | 62% | Winsoft Brand                 |
| 98 - WASHROOM FIXTURES & SUPPLIES - 5I       | 40% |                               |
| 98BOB - WASHROOM FIXTURES & SUPPLIES - 5IBOB | 50% | Bobrick Brand                 |
| 98BWK - WASHROOM FIXTURES & SUPPLIES - 5IBWK | 50% | Boardwalk Brand               |
| 98GEN - WASHROOM FIXTURES & SUPPLIES - 5IGEN | 30% | GEN Brand                     |
| 98GOJ - WASHROOM FIXTURES & SUPPLIES - 5IGOJ | 50% | GoJo Brand                    |
| 98HOS - WASHROOM FIXTURES & SUPPLIES - 5IHOS | 50% | Hospeco Brand                 |
| 98KCC - WASHROOM FIXTURES & SUPPLIES - 5IKCC | 50% | Kimberly Clark Brand          |
| 98SJM - WASHROOM FIXTURES & SUPPLIES - 5ISJM | 50% | San Jamar Brand               |
| 99 - INSECT & WEED CONTROL - 5J              | 40% |                               |
| 99DVO - INSECT & WEED CONTROL - 5JDVO        | 50% | Diversey Brand                |
| 100 - SPILL CONTROL - 6B                     | 40% |                               |
| 101 - TRAFFIC & PEDESTRIAN SAFETY - 6C       | 40% |                               |
| 102 - ELECTRICAL & LIGHTING - 6E             | 40% |                               |

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| 102RAY - ELECTRICAL & LIGHTING - 6ERAY | 30% | Ray-O-Vac Brand |
| 103 - MACHINERY - 6F                   | 40% |                 |
| 104 - PLUMBING - 6H                    | 40% |                 |
| 105 - TOOLS & HARDWARE - 6J            | 35% |                 |
| 105 - TOOLS & HARDWARE - 6JCHT         | 10% | Apex Tool Group |
| 105 - TOOLS & HARDWARE - 6JGDB         | 25% | Gardner Brand   |
| 105 - TOOLS & HARDWARE - 6JIRW         | 20% | Irwin Brand     |
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# Form C.2A - Core Items Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the following information for all of the core items listed below. The items below are high usage items and it is anticipated that deeper discounts will be bid for those specific items. Form C.2A has been formatted to print to one-page width. Note, this is a required form.

**Responding Company's Name:** Innovative Office Solutions

**REQUIRED FORM**

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer              | Manufacturer SKU | Vendor SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|---------------------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES      | ADHESIVE, ALL TEMP, GLUE STICKS, 25 PACK                             | 721                       | PCC Corporation           | PPRDT25          | PPRDT25      | PK              | \$ 2.99            | 42%               | \$ 1.73             |          |
| OFFICE SUPPLIES      | ADHESIVE, FUN TAK, BLUE  | 738                       | LOCTITE CORP.             | LOC1270884       | LOC1270884   | EA              | \$ 2.99            | 40%               | \$ 1.79             |          |
| OFFICE SUPPLIES      | ADHESIVE, MOUNTING PUTTY   | 1,281                     | SHURTECH                  | DUCPTV2          | DUCPTV2      | EA              | \$ 3.22            | 64%               | \$ 1.16             |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, 100 BOX, ASSORTED SIZES, 1X3    | 919                       | JOHNSON & JOHNS           | JO14444          | JO14444      | BX              | \$ 8.59            | 52%               | \$ 4.32             |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, EXTRA-LARGE, SPORT              | 275                       | JOHNSON & JOHNS           | JO15685          | JO15685      | BX              | \$ 4.94            | 35%               | \$ 3.21             |          |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, PLASTIC, 3/4X4, 60CT                             | 380                       | JOHNSON & JOHNS           | JO1100563500     | JO1100563500 | BX              | \$ 3.37            | 35%               | \$ 2.19             |          |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AA, 24/BOX                                       | 707                       | DURACELL COMPANY          | DURMN1500B2      | DURMN1500B2  | BX              | \$ 37.99           | 59%               | \$ 15.58            |          |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AAA, 24 BOX                                      | 429                       | DURACELL PRODUC           | DURMN2400B2      | DURMN2400B2  | BX              | \$ 37.99           | 59%               | \$ 15.58            |          |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AA, 24 EACH, 1 BOX                              | 606                       | EVEREADY BATTER           | EVEEN91          | EVEEN91      | BX              | \$ 26.66           | 77%               | \$ 6.13             |          |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AAA, 24 EACH, 1 BOX                             | 469                       | EVEREADY BATTER           | EVEEN92          | EVEEN92      | BX              | \$ 26.42           | 77%               | \$ 6.08             |          |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AA, 24 BOX   | 664                       | DURACELL COMPANY          | DURPCT1500BK     | DURPCT1500BK | BX              | \$ 26.99           | 77%               | \$ 6.21             |          |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AAA, 24 BOX  | 745                       | DURACELL COMPANY          | DURPC2400BK      | DURPC2400BK  | BX              | \$ 26.99           | 77%               | \$ 6.21             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", BLACK                                      | 902                       | UNIVERSAL OFFICE PRODUCTS | UNV20951         | UNV20951     | EA              | \$ 7.08            | 77%               | \$ 1.63             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", WHITE                                      | 1,732                     | UNIVERSAL OFFICE PRODUCTS | UNV20952         | UNV20952     | EA              | \$ 7.15            | 77%               | \$ 1.64             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", BLACK                                      | 5,344                     | UNIVERSAL OFFICE PRODUCTS | UNV20961         | UNV20961     | EA              | \$ 7.14            | 78%               | \$ 1.57             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", WHITE                                      | 9,954                     | UNIVERSAL OFFICE PRODUCTS | UNV20962         | UNV20962     | EA              | \$ 7.49            | 79%               | \$ 1.57             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", BLACK                                    | 857                       | UNIVERSAL OFFICE PRODUCTS | UNV20971         | UNV20971     | EA              | \$ 9.90            | 79%               | \$ 2.08             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", WHITE                                    | 4,693                     | UNIVERSAL OFFICE PRODUCTS | UNV20972         | UNV20972     | EA              | \$ 9.82            | 79%               | \$ 2.06             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", BLACK                                      | 638                       | UNIVERSAL OFFICE PRODUCTS | UNV20981         | UNV20981     | EA              | \$ 12.26           | 77%               | \$ 2.82             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", WHITE                                      | 4,014                     | UNIVERSAL OFFICE PRODUCTS | UNV20982         | UNV20982     | EA              | \$ 12.26           | 77%               | \$ 2.82             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", BLACK                                      | 685                       | UNIVERSAL OFFICE PRODUCTS | UNV20991         | UNV20991     | EA              | \$ 17.21           | 79%               | \$ 3.61             |          |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", WHITE                                      | 1,335                     | UNIVERSAL OFFICE PRODUCTS | UNV20992         | UNV20992     | EA              | \$ 17.20           | 79%               | \$ 3.61             |          |
| OFFICE SUPPLIES      | BOOK, STENO, GREGG, 80 SHEET, WHITE                                  | 623                       | UNIVERSAL OFFICE PRODUCTS | UNV96920         | UNV96920     | EA              | \$ 4.54            | 75%               | \$ 1.14             |          |
| OFFICE SUPPLIES      | BOOK, STUDENT ASSIGNMENT, 40 WEEK                                    | 924                       | THE HUBBARD COMPANY       | HUBSA98          | HUBSA98      | EA              | \$ 5.36            | 49%               | \$ 2.73             |          |
| OFFICE SUPPLIES      | BOX, PENCIL, CLEAR   | 1,486                     | ADVANTUS CORPORATION      | AVT34104         | AVT34104     | EA              | \$ 3.15            | 43%               | \$ 1.80             |          |
| OFFICE SUPPLIES      | CALCULATOR, 10 DIGIT, 2 LINE, SCIENTIFIC                             | 1,066                     | TEXAS INSTRUMENTS         | TEXT130XIS       | TEXT130XIS   | EA              | \$ 19.99           | 40%               | \$ 11.99            |          |
| OFFICE SUPPLIES      | CALCULATOR, POCKET, 8 DIGIT, LCD, HANDHELD                           | 850                       | VICTOR TECHNOLO           | VCT900           | VCT900       | EA              | \$ 7.47            | 47%               | \$ 3.96             |          |
| OFFICE SUPPLIES      | CALENDAR, DESKPAD, ACADEMIC, 22X17                                   | 437                       | HOUSE OF DOOLIT           | HOD155HD         | HOD155HD     | EA              | \$ 14.59           | 54%               | \$ 6.71             |          |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 3X5, WHITE                                       | 2,925                     | UNIVERSAL OFFICE PRODUCTS | UNV47200         | UNV47200     | PK              | \$ 1.85            | 79%               | \$ 0.39             |          |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 4X6, WHITE                                       | 886                       | UNIVERSAL OFFICE PRODUCTS | UNV47220         | UNV47220     | PK              | \$ 3.25            | 80%               | \$ 0.65             |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 100 PACK                             | 9,941                     | UNIVERSAL OFFICE PRODUCTS | UNV47210         | UNV47210     | PK              | \$ 1.85            | 79%               | \$ 0.39             |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 500 PACK                             | 573                       | UNIVERSAL OFFICE PRODUCTS | UNV47215         | UNV47215     | PK              | \$ 8.42            | 64%               | \$ 3.03             |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 4X6, WHITE                                       | 2,958                     | UNIVERSAL OFFICE PRODUCTS | UNV47230         | UNV47230     | PK              | \$ 3.25            | 80%               | \$ 0.65             |          |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 5X8, WHITE                                       | 1,076                     | UNIVERSAL OFFICE PRODUCTS | UNV47250         | UNV47250     | PK              | \$ 4.77            | 79%               | \$ 1.00             |          |
| OFFICE SUPPLIES      | CARTRIDGE, DUAL LAMINATE, REFILL, 3M 8.5x10 FEET, ROLL               | 504                       | 3M/COMMERCIAL             | MMMD1951         | MMMD1951     | EA              | \$ 86.77           | 55%               | \$ 39.05            |          |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, CITRUS/FRESH SCENT, 35 GANISTER, 3 PACK | 260                       | CLOROX SALES CO.          | CLO30112         | CLO30112     | PK              | \$ 16.03           | 55%               | \$ 7.21             |          |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, FRESH SCENT, 75 GANISTER                | 999                       | CLOROX SALES CO.          | CLO15949EA       | CLO15949EA   | EA              | \$ 11.62           | 57%               | \$ 5.00             |          |
| OFFICE SUPPLIES      | CLEANER, WHITEBOARD, SPRAY 8OZ                                       | 6,584                     | UNIVERSAL OFFICE PRODUCTS | UNV43661         | UNV43661     | EA              | \$ 4.32            | 66%               | \$ 1.47             |          |



| Product Category     | Product Description                               | Est. Volume Contract Term | Manufacturer                     | Manufacturer SKU | Vendor SKU  | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments                    |
|----------------------|---|---------------------------|----------------------------------|------------------|-------------|-----------------|--------------------|-------------------|---------------------|-----------------------------|
| OFFICE SUPPLIES      | CLIP, #1, GEM, NON-SKID, 1M/PACK                  | 457                       | UNIVERSAL OFFICE                 | UNV72230         | UNV72230    | PK              | \$ 6.05            | 74%               | \$ 1.57             |                             |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 100/BX                     | 5,093                     | UNIVERSAL OFFICE PRODUCTS        | UNV72210BX       | UNV72210BX  | BX              | \$ 0.50            | 72%               | \$ 0.14             |                             |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 1M/PK                      | 1,705                     | UNIVERSAL OFFICE PRODUCTS        | UNV72210         | UNV72210    | PK              | \$ 6.19            | 77%               | \$ 1.42             |                             |
| OFFICE SUPPLIES      | CLIP, #1, VINYL, ASSORTED, 500/PACK               | 416                       | UNIVERSAL OFFICE PRODUCTS        | UNV95001         | UNV95001    | PK              | \$ 5.45            | 74%               | \$ 1.42             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, 15MM                                | 403                       | UNIVERSAL OFFICE                 | UNV10199         | UNV10199    | DZ              | \$ 1.97            | 88%               | \$ 0.24             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, 32MM, 24 PIECES, BLACK              | 524                       | UNIVERSAL OFFICE                 | UNV11124         | UNV11124    | PK              | \$ 4.48            | 60%               | \$ 1.79             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, 51MM, 12 PIECES, BLACK              | 511                       | UNIVERSAL OFFICE                 | UNV11112         | UNV11112    | PK              | \$ 4.52            | 50%               | \$ 2.26             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, LARGE                               | 990                       | UNIVERSAL OFFICE PRODUCTS        | UNV10220         | UNV10220    | DZ              | \$ 1.12            | 83%               | \$ 1.89             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM                              | 2,598                     | UNIVERSAL OFFICE PRODUCTS        | UNV10210         | UNV10210    | DZ              | \$ 3.88            | 83%               | \$ 0.66             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM, 36/PK                       | 1,609                     | UNIVERSAL OFFICE PRODUCTS        | UNV10210VP       | UNV10210VP  | PK              | \$ 10.59           | 89%               | \$ 1.80             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL                               | 2,212                     | UNIVERSAL OFFICE PRODUCTS        | UNV10200         | UNV10200    | DZ              | \$ 2.02            | 86%               | \$ 0.28             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 144/PACK                     | 631                       | UNIVERSAL OFFICE                 | UNV10200VP       | UNV10200VP  | PK              | \$ 19.26           | 86%               | \$ 2.70             |                             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 36 PK, BLACK                 | 703                       | UNIVERSAL OFFICE PRODUCTS        | UNV10200VP3      | UNV10200VP3 | PK              | \$ 5.90            | 87%               | \$ 0.77             |                             |
| OFFICE SUPPLIES      | CLIP, JUMBO, NON-SKID, 1M/PACK                    | 549                       | UNIVERSAL OFFICE                 | UNV72240         | UNV72240    | PK              | \$ 19.40           | 77%               | \$ 4.46             |                             |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 100/BOX                      | 7,105                     | UNIVERSAL OFFICE PRODUCTS        | UNV7220BX        | UNV7220BX   | BX              | \$ 1.49            | 70%               | \$ 0.45             |                             |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 1M/PK                        | 1,604                     | UNIVERSAL OFFICE PRODUCTS        | UNV72220         | UNV72220    | PK              | \$ 16.38           | 74%               | \$ 4.26             |                             |
| OFFICE SUPPLIES      | CLIP, STIKKCLIPS, 20/PK, WHITE                    | 1,790                     | ADVANTUS CORPORATION             | AVT01220         | AVT01220    | PK              | \$ 5.12            | 40%               | \$ 3.07             |                             |
| OFFICE SUPPLIES      | CLIPBOARD, STANDARD CLIP, LETTER                  | 5,521                     | UNIVERSAL OFFICE PRODUCTS        | UNV40304         | UNV40304    | EA              | \$ 4.27            | 78%               | \$ 1.97             |                             |
| BREAKROOM & FACILITY | COLD PACK, INSTANT COLD, 2 BOX                    | 516                       | MIDLINE INDUSTRIES               | MICUR961R        | MICUR961R   | BX              | \$ 4.31            | 65%               | \$ 1.51             |                             |
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 24 SET, ASSORTED           | 1,271                     | DIXON TICONDEROGA CO.            | DIX00400         | DIX00400    | BX              | \$ 2.93            | 58%               | \$ 1.23             |                             |
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 8 SET, ASSORTED            | 1,329                     | DIXON TICONDEROGA CO.            | DIX00000         | DIX00000    | BX              | \$ 1.25            | 57%               | \$ 0.54             |                             |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 24 SET ASSORTED                 | 423                       | BINNEY & SMITH / TICONDEROGA CO. | CY0523024        | CY0523024   | BX              | \$ 2.71            | 50%               | \$ 1.36             |                             |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 8 SET ASSORTED                  | 421                       | BINNEY & SMITH / TICONDEROGA CO. | CY0520008        | CY0520008   | BX              | \$ 1.09            | 50%               | \$ 0.55             |                             |
| BREAKROOM & FACILITY | CUP, 8 OZ, FOAM, WHITE, 25 PACK                   | 111                       | DART                             | DC0818BG         | DC0818BG    | PK              | \$ 1.85            | 70%               | \$ 0.56             |                             |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 1" CORE, DESK NON-SKID, BLACK    | 2,801                     | UNIVERSAL OFFICE PRODUCTS        | UNV15001         | UNV15001    | EA              | \$ 7.51            | 82%               | \$ 1.35             |                             |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 3/4 IN                           | 484                       | 3M/COMMERCIAL                    | MMMH127          | MMMH127     | EA              | \$ 1.52            | 54%               | \$ 0.70             |                             |
| OFFICE SUPPLIES      | DIVIDER, PLASTIC INSERT 8 TAB, ASSORTED           | 898                       | AVERY PRODUCTS CORPORATION       | AVE11467         | AVE11467    | ST              | \$ 1.85            | 52%               | \$ 0.89             |                             |
| OFFICE SUPPLIES      | ENVELOPE, #10, WHITE, WOVEN, 24#                  | 1,434                     | UNIVERSAL OFFICE PRODUCTS        | UNV35210         | UNV35210    | BX              | \$ 46.44           | 77%               | \$ 10.68            |                             |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 10X13, 28#, BROWN                | 885                       | UNIVERSAL OFFICE PRODUCTS        | UNV35267         | UNV35267    | BX              | \$ 45.54           | 74%               | \$ 11.84            |                             |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 6X9, 28#, BROWN                  | 1,230                     | UNIVERSAL OFFICE PRODUCTS        | UNV35260         | UNV35260    | BX              | \$ 29.73           | 70%               | \$ 8.92             |                             |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 9X12, 28#, BROWN                 | 1,630                     | UNIVERSAL OFFICE PRODUCTS        | UNV35264         | UNV35264    | BX              | \$ 37.69           | 81%               | \$ 7.16             |                             |
| OFFICE SUPPLIES      | ERASER, DRY ERASE, BLACK                          | 10,570                    | UNIVERSAL OFFICE PRODUCTS        | UNV43663         | UNV43663    | EA              | \$ 5.05            | 77%               | \$ 1.16             |                             |
| OFFICE SUPPLIES      | ERASER, PENCIL CAP, RED                           | 522                       | SANFORD                          | PAP73015         | PAP73015    | BX              | \$ 14.34           | 70%               | \$ 4.30             |                             |
| OFFICE SUPPLIES      | FILE, POLY, XL, REUSABLE ENV                      | 795                       | C-LINE PRODUCTS, INC.            | CL158030         | CL158030    | EA              | \$ 13.80           | 50%               | \$ 6.90             | CL158030 sold in pack of 10 |
| OFFICE SUPPLIES      | FLUID, CORRECTION, 20ML, WHITE                    | 1,539                     | BIG CORP.                        | BICWOC12WE       | BICWOC12WE  | EA              | \$ 1.25            | 59%               | \$ 0.51             |                             |
| OFFICE SUPPLIES      | FLUID, CORRECTION, FASTDRY, 3 PACK, WHITE         | 526                       | SANFORD                          | PAP5643115       | PAP5643115  | PK              | \$ 7.30            | 44%               | \$ 4.09             |                             |
| OFFICE SUPPLIES      | FOLDER, 2 PCKET, POLY PORTFOLIO                   | 426                       | C-LINE PRODUCTS                  | CL139930         | CL139930    | EA              | \$ 1.54            | 40%               | \$ 0.92             |                             |
| OFFICE SUPPLIES      | FOLDER, HANGING, 1/5 CUT, LETTER, 25 BOX          | 1,361                     | UNIVERSAL OFFICE PRODUCTS        | UNV44115         | UNV44115    | BX              | \$ 33.58           | 81%               | \$ 6.38             |                             |
| OFFICE SUPPLIES      | FOLDER, MANILA, 1/3 CUT, LETTER, 100              | 5,241                     | UNIVERSAL OFFICE PRODUCTS        | UNV12113         | UNV12113    | BX              | \$ 29.72           | 76%               | \$ 7.13             |                             |
| OFFICE SUPPLIES      | FOLDER, REINFORCED, 1/3 CUT, MANILA, LETTER       | 1,143                     | UNIVERSAL OFFICE PRODUCTS        | UNV16113         | UNV16113    | BX              | \$ 42.69           | 74%               | \$ 11.10            |                             |
| BREAKROOM & FACILITY | FORK, PLASTIC, HEAVY-WEIGHT, 100 BOX              | 115                       | DIXIE FOOD SERVICE               | DXFH207          | DXFH207     | BX              | \$ 12.37           | 72%               | \$ 3.46             |                             |
| BREAKROOM & FACILITY | GLASSES, SAFETY, SCRATCH-RESISTANT, CLEAR         | 249                       | MCR SAFETY                       | CRWCL110         | CRWCL110    | EA              | \$ 2.80            | 66%               | \$ 0.95             |                             |
| BREAKROOM & FACILITY | GLASSES, SAFETY, UNCOATED, CLEAR FRAME/LENS       | 428                       | MCR SAFETY                       | CRWCL010         | CRWCL010    | EA              | \$ 1.98            | 61%               | \$ 0.77             |                             |
| BREAKROOM & FACILITY | GLOVES, VINYL, EXAM, POWDER-FREE, MEDIUM, 100 BOX | 340                       | MIDLINE INDUSTRIES               | M16C0R2835       | M16C0R2835  | BX              | \$ 11.19           | 47%               | \$ 5.93             |                             |
| OFFICE SUPPLIES      | GLUE, RUBBER CEMENT, 4OZ                          | 4,182                     | ELMER'S PRODUCTS, INC.           | EPIE904          | EPIE904     | EA              | \$ 3.47            | 54%               | \$ 1.60             |                             |
| OFFICE SUPPLIES      | GLUE, STICK, 24OZ, 30/BX, CLEAR                   | 1,692                     | HUNT MFG.                        | EPIE556          | EPIE556     | BX              | \$ 27.01           | 55%               | \$ 12.15            |                             |
| OFFICE SUPPLIES      | GLUE, STICK, 24OZ, 4/PACK, CLEAR                  | 420                       | HUNT MFG.                        | EPIE542          | EPIE542     | PK              | \$ 5.04            | 55%               | \$ 2.27             |                             |
| OFFICE SUPPLIES      | GLUE, STICK, 20/PACK                              | 726                       | PFC Corporation                  | PPROT20          | PPROT20     | PK              | \$ 4.59            | 44%               | \$ 2.57             |                             |
| OFFICE SUPPLIES      | GLUE, STICK, SCHOOL, .77 OZ                       | 1,205                     | ELMER'S PRODUCTS, INC.           | EPIE524          | EPIE524     | EA              | \$ 2.17            | 53%               | \$ 1.02             |                             |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer               | Manufacturer SKU | Vendor SKU | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|----------------------------|------------------|------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES      | GLUE, WASHABLE, SCHOOL, WHITE, 4 OZ                            | 5,472                     | ELMER'S PRODUCTS, INC.     | EPIE304          | EPIE304    | EA              | \$ 2.43            | 57%               | \$ 1.04             |          |
| OFFICE SUPPLIES      | HEADPHONES, STEREO, HP200F                                     | 424                       | MAXWELL CORP. OF AMERICA   | MAX190318        | MAX190318  | EA              | \$ 6.00            | 34%               | \$ 3.96             |          |
| OFFICE SUPPLIES      | HEADSET, EAR BUD, BLACK  | 541                       | MAXWELL CORP. OF AMERICA   | MAX190560        | MAX190560  | EA              | \$ 2.99            | 11%               | \$ 2.66             |          |
| OFFICE SUPPLIES      | HEADSET, HEADPHONE, BLACK, OVERHEAD                            | 1,412                     | MAXWELL CORP. OF AMERICA   | MAX190319        | MAX190319  | EA              | \$ 4.00            | 44%               | \$ 2.24             |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, DESK, 5 SET                                       | 513                       | UNIVERSAL OFFICE PRODUCTS  | UNV08860         | UNV08860   | ST              | \$ 5.57            | 77%               | \$ 1.28             |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, DISK, CHISEL, FLUORESCENT YELLOW                  | 960                       | UNIVERSAL OFFICE PRODUCTS  | UNV08861         | UNV08861   | DZ              | \$ 12.38           | 78%               | \$ 2.72             |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, 5 SET, ASSORTED                           | 1,020                     | UNIVERSAL OFFICE PRODUCTS  | UNV08850         | UNV08850   | ST              | \$ 5.41            | 82%               | \$ 0.97             |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, CHISEL, FLUORESCENT YELLOW                | 418                       | UNIVERSAL OFFICE PRODUCTS  | UNV08851         | UNV08851   | DZ              | \$ 12.25           | 86%               | \$ 1.72             |          |
| OFFICE SUPPLIES      | HIGHLIGHTER, TANK STYLE, CHISEL, 6 SET, ASSORTED               | 407                       | SANFORD                    | SAN25876PP       | SAN25876PP | ST              | \$ 8.38            | 64%               | \$ 3.02             |          |
| OFFICE SUPPLIES      | HOLDER, PEN, PENPAL, 50/BX                                     | 1,460                     | TOPS BUSINESS FORMS        | TOPPENPAL1       | TOPPENPAL1 | EA              | \$ 1.71            | 51%               | \$ 0.84             |          |
| OFFICE SUPPLIES      | INDEX, 5 TAB, TRANSLUCENT, ASSORTED                            | 430                       | AVERY PRODUCTS CORPORATION | AVE16170         | AVE16170   | ST              | \$ 4.25            | 43%               | \$ 2.42             |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 CLEAR/SET                             | 711                       | AVERY PRODUCTS CORPORATION | AVE11110         | AVE11110   | ST              | \$ 1.37            | 62%               | \$ 0.52             |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 COLORED                               | 1,874                     | AVERY PRODUCTS CORPORATION | AVE11109         | AVE11109   | ST              | \$ 1.37            | 53%               | \$ 0.64             |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 8 COLOR/SET                             | 706                       | AVERY PRODUCTS CORPORATION | AVE11112         | AVE11112   | ST              | \$ 1.97            | 60%               | \$ 0.79             |          |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 8 COLORED                               | 3,166                     | AVERY PRODUCTS CORPORATION | AVE11111         | AVE11111   | ST              | \$ 1.97            | 51%               | \$ 0.97             |          |
| OFFICE SUPPLIES      | INDEX, BINDER, LETTER, 8 TAB, COATED WRITE-ON, ERASABLE, WHITE | 486                       | UNIVERSAL OFFICE PRODUCTS  | UNV20819         | UNV20819   | ST              | \$ 2.92            | 83%               | \$ 0.50             |          |
| OFFICE SUPPLIES      | INDEX, ERASE, 1-5 TAB, WHITE                                   | 535                       | UNIVERSAL OFFICE PRODUCTS  | UNV20815         | UNV20815   | ST              | \$ 1.71            | 82%               | \$ 0.31             |          |
| OFFICE SUPPLIES      | INDEX, PLASTIC, 2 POCKET, 8 TAB, ASSORTED                      | 476                       | AVERY PRODUCTS CORPORATION | AVE11907         | AVE11907   | ST              | \$ 7.11            | 49%               | \$ 3.63             |          |
| OFFICE SUPPLIES      | INDEX, RULED, 3-5, 100 PACK, WHITE                             | 515                       | UNIVERSAL OFFICE PRODUCTS  | UNV47210         | UNV47210   | PK              | \$ 1.85            | 79%               | \$ 0.39             |          |
| OFFICE SUPPLIES      | JOURNAL, PICTURE SPACE, PRIMARY, 5 7/8", 9.5X7.5, 100 SHEET    | 459                       | FALCON CORPORATE PRODUCTS  | PAC2428          | PAC2428    | EA              | \$ 4.59            | 36%               | \$ 2.17             |          |
| OFFICE SUPPLIES      | LABEL, ADDRESS, 1X2.625, 30/SHEET                              | 1,227                     | AVERY PRODUCTS CORPORATION | AVE30600         | AVE30600   | BX              | \$ 46.94           | 89%               | \$ 5.16             |          |
| OFFICE SUPPLIES      | LABEL, LASER, 2-5/8X1, WHITE                                   | 1,529                     | AVERY PRODUCTS CORPORATION | AVE30600         | AVE30600   | BX              | \$ 46.94           | 89%               | \$ 5.16             |          |
| OFFICE SUPPLIES      | LEAD, PENCIL, .5MM, HB, 12 PACK                                | 644                       | PENEL OF AMERICA           | PENC505HB        | PENC505HB  | PK              | \$ 1.19            | 60%               | \$ 0.48             |          |
| OFFICE SUPPLIES      | LEAD, PENCIL, .7MM, HB, 12 PACK                                | 623                       | PENEL OF AMERICA           | PENC505HB        | PENC505HB  | PK              | \$ 1.19            | 58%               | \$ 0.50             |          |
| BREAKROOM & FACILITY | LINER, ECO-SAFE, 30X59, 30 GALLON, 1.10 MIL, GREEN, 48 BOX     | 143                       | STOUT                      | STO3039E11       | STO3039E11 | BX              | \$ 59.03           | 45%               | \$ 32.47            |          |
| OFFICE SUPPLIES      | MARKER, BROAD LINE, 12 SET, ASSORTED                           | 503                       | BINNEY & SMITH CORPORATION | CYO587712        | CYO587712  | ST              | \$ 5.18            | 50%               | \$ 2.59             |          |
| OFFICE SUPPLIES      | MARKER, CHISEL, DRY ERASE, 8 SET                               | 814                       | AVERY PRODUCTS CORPORATION | AVE24411         | AVE24411   | ST              | \$ 15.57           | 57%               | \$ 6.70             |          |
| OFFICE SUPPLIES      | MARKER, CLASSIC, BROAD, 8/SET                                  | 1,579                     | BINNEY & SMITH / CRAYOLA   | CYO587708        | CYO587708  | ST              | \$ 4.11            | 50%               | \$ 2.06             |          |
| OFFICE SUPPLIES      | MARKER, CLASSIC, WASHABLE, BROAD, 8/SET                        | 2,131                     | BINNEY & SMITH / CRAYOLA   | CYO587808        | CYO587808  | ST              | \$ 5.33            | 50%               | \$ 2.67             |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, 4 SET                               | 1,001                     | UNIVERSAL OFFICE PRODUCTS  | UNV43650         | UNV43650   | ST              | \$ 8.24            | 85%               | \$ 1.24             |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLACK                               | 1,438                     | UNIVERSAL OFFICE PRODUCTS  | UNV43651         | UNV43651   | DZ              | \$ 21.18           | 84%               | \$ 3.39             |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLUE                                | 784                       | UNIVERSAL OFFICE PRODUCTS  | UNV43653         | UNV43653   | DZ              | \$ 21.18           | 84%               | \$ 3.39             |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, GREEN                               | 507                       | UNIVERSAL OFFICE PRODUCTS  | UNV43654         | UNV43654   | DZ              | \$ 21.18           | 84%               | \$ 3.39             |          |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, RED                                 | 552                       | UNIVERSAL OFFICE PRODUCTS  | UNV43652         | UNV43652   | DZ              | \$ 21.18           | 84%               | \$ 3.39             |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, 4 SET                                  | 618                       | SANFORD                    | SAN80074         | SAN80074   | ST              | \$ 9.46            | 60%               | \$ 3.78             |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLACK                                  | 2,465                     | SANFORD                    | SAN80001         | SAN80001   | DZ              | \$ 30.72           | 62%               | \$ 11.67            |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLUE                                   | 1,589                     | SANFORD                    | SAN80003         | SAN80003   | DZ              | \$ 30.72           | 62%               | \$ 11.67            |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, GREEN                                  | 1,140                     | SANFORD                    | SAN80004         | SAN80004   | DZ              | \$ 30.72           | 62%               | \$ 11.67            |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, RED                                    | 1,154                     | SANFORD                    | SAN80002         | SAN80002   | DZ              | \$ 30.72           | 62%               | \$ 11.67            |          |
| OFFICE SUPPLIES      | MARKER, EXPO 2, FINE, BLACK                                    | 406                       | SANFORD                    | SAN86001         | SAN86001   | DZ              | \$ 25.08           | 59%               | \$ 10.28            |          |
| OFFICE SUPPLIES      | MARKER, EXPO, LOW CHISEL, ASSORTED, 36 BOX                     | 415                       | SANFORD                    | SAN1921061       | SAN1921061 | BX              | \$ 70.86           | 50%               | \$ 35.43            |          |
| OFFICE SUPPLIES      | MARKER, EXPO2, DRY ERASE, CHISEL, 16 SET                       | 1,137                     | SANFORD                    | SAN81045         | SAN81045   | ST              | \$ 35.79           | 52%               | \$ 17.18            |          |
| OFFICE SUPPLIES      | MARKER, FLIP CHART, 8 SET                                      | 509                       | SANFORD                    | SAN22478         | SAN22478   | ST              | \$ 13.97           | 57%               | \$ 6.01             |          |
| OFFICE SUPPLIES      | MARKER, PAPERMAATE FLAIR, FIBRE-TIP, BLACK                     | 412                       | SANFORD                    | SAN1905069       | SAN1905069 | ST              | \$ 13.82           | 57%               | \$ 5.94             |          |
| OFFICE SUPPLIES      | MARKER, PAPERMAATE FLAIR, FIBRE-TIP, BLUE                      | 665                       | SANFORD                    | PAP8430152       | PAP8430152 | DZ              | \$ 30.24           | 58%               | \$ 12.70            |          |
| OFFICE SUPPLIES      | MARKER, PAPERMAATE FLAIR, FIBRE-TIP, BLUE                      | 438                       | SANFORD                    | PAP8410152       | PAP8410152 | DZ              | \$ 30.24           | 58%               | \$ 12.70            |          |
| OFFICE SUPPLIES      | MARKER, PERMANENT FINE, BLACK                                  | 1,154                     | UNIVERSAL OFFICE PRODUCTS  | UNV07071         | UNV07071   | DZ              | \$ 13.30           | 85%               | \$ 2.00             |          |
| OFFICE SUPPLIES      | MARKER, PERMANENT, CHISEL, REGULAR, BLACK                      | 507                       | UNIVERSAL OFFICE PRODUCTS  | UNV07051         | UNV07051   | DZ              | \$ 14.14           | 80%               | \$ 2.83             |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                             | 1,585                     | SANFORD                    | SAN30001         | SAN30001   | DZ              | \$ 20.04           | 59%               | \$ 8.22             |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                             | 408                       | SANFORD                    | SAN30001EA       | SAN30001EA | EA              | \$ 1.67            | 59%               | \$ 0.68             |          |
| OFFICE SUPPLIES      | MARKER, SHARPIE, ULTRAFINE, BLACK                              | 594                       | SANFORD                    | SAN37001         | SAN37001   | DZ              | \$ 20.04           | 59%               | \$ 8.22             |          |
| OFFICE SUPPLIES      | MARKER, WASHABLE, BROAD, 12 SET, ASSORTED                      | 453                       | BINNEY & SMITH / CRAYOLA   | CYO587812        | CYO587812  | ST              | \$ 8.04            | 50%               | \$ 4.02             |          |
| BREAKROOM & FACILITY | NAPKINS, BOUNTY, 1-PLY, 12X12, WHITE, 100 PACK                 | 133                       | PROCTER & GAMBLE           | PGC34884PK       | PGC34884PK | PK              | \$ 3.82            | 54%               | \$ 1.76             |          |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, ASSORTED                           | 467                       | 3M COMMERCIAL              | MMM6545UC        | MMM6545UC  | PK              | \$ 12.30           | 43%               | \$ 7.01             |          |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, CAPE TOWN                          | 531                       | 3M COMMERCIAL              | MMM6545PK        | MMM6545PK  | PK              | \$ 12.30           | 53%               | \$ 5.78             |          |

| Product Category | Product Description   | Est. Volume Contract Term | Manufacturer              | Manufacturer SKU | Vendor SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|------------------|---|---------------------------|---------------------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES  | NOTE, SELF-STICK, 3X3, 18 PAD/PK, YELLOW                              | 935                       | UNIVERSAL OFFICE PRODUCTS | UNV35688         | UNV35688     | PK              | \$ 22.34           | 70%               | \$ 4.91             |          |
| OFFICE SUPPLIES  | NOTE, SELF-STICK, 3X3, 12 PAD, PASTEL, ASSORTED                       | 504                       | UNIVERSAL OFFICE PRODUCTS | MM6549YW         | MM6549YW     | PK              | \$ 9.14            | 68%               | \$ 2.92             |          |
| OFFICE SUPPLIES  | NOTE, SELF-STICK, 3X3, 12 PAD, PASTEL, ASSORTED                       | 1,295                     | UNIVERSAL OFFICE PRODUCTS | UNV35669         | UNV35669     | PK              | \$ 19.88           | 82%               | \$ 3.58             |          |
| OFFICE SUPPLIES  | NOTE, STICK-IT, 4.5X2, YELLOW, 12 PADS                                | 1,978                     | UNIVERSAL OFFICE PRODUCTS | UNV35662         | UNV35662     | PK              | \$ 8.19            | 82%               | \$ 1.47             |          |
| OFFICE SUPPLIES  | NOTE, STICK-IT, 3X3, YELLOW, 12 PADS                                  | 2,067                     | UNIVERSAL OFFICE PRODUCTS | UNV35668         | UNV35668     | PK              | \$ 16.80           | 83%               | \$ 2.86             |          |
| OFFICE SUPPLIES  | NOTE, STICK-IT, 3X5, YELLOW, 12 PAD                                   | 635                       | UNIVERSAL OFFICE PRODUCTS | UNV35672         | UNV35672     | PK              | \$ 23.55           | 78%               | \$ 5.18             |          |
| OFFICE SUPPLIES  | NOTEBOOK, 1 SUBJECT, 8X10.5, ASSORTED                                 | 1,354                     | UNIVERSAL OFFICE PRODUCTS | UNV66610         | UNV66610     | EA              | \$ 2.80            | 56%               | \$ 1.23             |          |
| OFFICE SUPPLIES  | NOTEBOOK, 9.75X7.5, 100 SHEET, BLACK                                  | 486                       | MEAD PRODUCTS             | MEAD0910         | MEAD0910     | EA              | \$ 5.19            | 74%               | \$ 1.35             |          |
| OFFICE SUPPLIES  | NOTEBOOK, COMPOSITION, 9.75X7.5, 100 SHEET, ASSORTED                  | 953                       | TOPS BUSINESS FORMS       | TOP63794         | TOP63794     | EA              | \$ 3.41            | 50%               | \$ 1.71             |          |
| OFFICE SUPPLIES  | NOTEBOOK, COMPOSITION, COLLEGE, BLACK SHEET                           | 543                       | UNIVERSAL OFFICE PRODUCTS | UNV20940         | UNV20940     | EA              | \$ 3.42            | 60%               | \$ 1.37             |          |
| OFFICE SUPPLIES  | NOTEBOOK, COMPOSITION, WIDE RULE, MARBLE COVER, 9.75X7.5, 100 SHEET   | 947                       | UNIVERSAL OFFICE PRODUCTS | UNV20930         | UNV20930     | EA              | \$ 3.42            | 60%               | \$ 1.37             |          |
| OFFICE SUPPLIES  | NOTEBOOK, SPIRAL, COLLEGE RULED, 10.5X8, 70 SHEET                     | 737                       | MEAD PRODUCTS             | MEAD0512         | MEAD0512     | EA              | \$ 3.29            | 74%               | \$ 0.86             |          |
| OFFICE SUPPLIES  | NOTEBOOK, WIDE RULED, 10.5X8, 70 SHEET, ASSORTED COLORS               | 515                       | MEAD PRODUCTS             | MEAD0510         | MEAD0510     | EA              | \$ 3.29            | 77%               | \$ 0.76             |          |
| OFFICE SUPPLIES  | PAD, 12 SELF-STICK, 1.5X2, ASSORTED                                   | 417                       | UNIVERSAL OFFICE PRODUCTS | UNV35663         | UNV35663     | PK              | \$ 9.90            | 82%               | \$ 1.78             |          |
| OFFICE SUPPLIES  | PAD, CHART 24X32, 1.5" X 7.25 SHEET                                   | 730                       | PACON CORPORATION         | PAC74710         | PAC74710     | EA              | \$ 11.19           | 74%               | \$ 2.91             |          |
| OFFICE SUPPLIES  | PAD, EASEL, RULED, 27X34, 50 SHEET                                    | 412                       | UNIVERSAL OFFICE PRODUCTS | UNV35601         | UNV35601     | CT              | \$ 77.57           | 72%               | \$ 21.72            |          |
| OFFICE SUPPLIES  | PAD, EASEL, SELF-STICK, 2/EACH  | 440                       | UNIVERSAL OFFICE PRODUCTS | UNV35603         | UNV35603     | CT              | \$ 70.55           | 70%               | \$ 21.17            |          |
| OFFICE SUPPLIES  | PAD, LEGAL RULED, PERFORATED, 5X8, WHITE                              | 467                       | UNIVERSAL OFFICE PRODUCTS | UNV46300         | UNV46300     | DZ              | \$ 39.87           | 83%               | \$ 6.78             |          |
| OFFICE SUPPLIES  | PAD, LEGAL RULED, PERFORATED, LETTER, CANARY                          | 596                       | UNIVERSAL OFFICE PRODUCTS | UNV10630         | UNV10630     | DZ              | \$ 58.65           | 85%               | \$ 8.80             |          |
| OFFICE SUPPLIES  | PAD, LEGAL RULED, PERFORATED, LETTER, WHITE                           | 679                       | UNIVERSAL OFFICE PRODUCTS | UNV20630         | UNV20630     | DZ              | \$ 58.65           | 85%               | \$ 8.80             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, BLACK                                      | 406                       | BINNEY & SMITH            | CY0543115051     | CY0543115051 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, BLUE                                       | 466                       | BINNEY & SMITH            | CY0543115042     | CY0543115042 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, ORANGE                                     | 437                       | BINNEY & SMITH            | CY0543115036     | CY0543115036 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, RED  | 544                       | BINNEY & SMITH            | CY0543115038     | CY0543115038 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, WHITE                                      | 585                       | BINNEY & SMITH            | CY0543115053     | CY0543115053 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| OFFICE SUPPLIES  | PAINT, TEMPRA, ARTISTA II, YELLOW                                     | 497                       | BINNEY & SMITH            | CY0543115034     | CY0543115034 | EA              | \$ 4.49            | 50%               | \$ 2.25             |          |
| PAPER            | PAPER, 24# 8.5X11, GREEN, 500 SHEETS                                  | 410                       | NEENAH PAPER              | WAU22541         | WAU22541     | RM              | \$ 26.46           | 67%               | \$ 8.73             |          |
| PAPER            | PAPER, 24# 8.5X11, RED, 500 SHEETS                                    | 520                       | NEENAH PAPER              | WAU22551         | WAU22551     | RM              | \$ 26.46           | 67%               | \$ 8.73             |          |
| PAPER            | PAPER, 96 BRIGHT, 20# 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON | 934                       | UNIVERSAL OFFICE PRODUCTS | UNV91200         | UNV91200     | CT              | \$ 190.27          | 78%               | \$ 41.86            |          |
| PAPER            | PAPER, CARDS TOCK, 65# 8.5X11, WHITE, 100 PACK                        | 440                       | PACON CORPORATION         | PAC101188        | PAC101188    | PK              | \$ 15.63           | 45%               | \$ 8.60             |          |
| PAPER            | PAPER, CARDS TOCK, 92 BRIGHT, 90# 8.5X11, WHITE, 250 PACK             | 457                       | INTERNATIONAL PAPER       | SGH015101        | SGH015101    | PK              | \$ 14.40           | 48%               | \$ 7.49             |          |
| PAPER            | PAPER, CARDS TOCK, 94 BRIGHT, 110# 8.5X11, WHITE, 250 PACK            | 1,189                     | NEENAH PAPER              | WAU40411         | WAU40411     | PK              | \$ 24.72           | 69%               | \$ 7.66             |          |
| PAPER            | PAPER, CARDS TOCK, 94 BRIGHT, 90# 8.5X11, WHITE, 250 PACK             | 591                       | NEENAH PAPER              | WAU40311         | WAU40311     | PK              | \$ 20.81           | 67%               | \$ 6.87             |          |
| PAPER            | PAPER, CARDS TOCK, 96 BRIGHT, 65# 8.5X11, STARDUST WHITE, 250 PACK    | 514                       | NEENAH PAPER              | WAU22401         | WAU22401     | PK              | \$ 28.71           | 58%               | \$ 12.06            |          |
| PAPER            | PAPER, CARDS TOCK, 96 BRIGHT, 65# 8.5X11, WHITE, 250 PACK             | 1,129                     | NEENAH PAPER              | WAU91904         | WAU91904     | PK              | \$ 25.94           | 57%               | \$ 11.15            |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, ASSORTED                           | 407                       | PACON CORPORATION         | PAC6507          | PAC6507      | PK              | \$ 4.67            | 69%               | \$ 1.45             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, BLACK                              | 4,126                     | PACON CORPORATION         | PAC6307          | PAC6307      | PK              | \$ 4.59            | 69%               | \$ 1.42             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, BLUE                               | 1,079                     | PACON CORPORATION         | PAC7307          | PAC7307      | PK              | \$ 4.67            | 69%               | \$ 1.45             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, BROWN                              | 4,383                     | PACON CORPORATION         | PAC6707          | PAC6707      | PK              | \$ 4.67            | 69%               | \$ 1.45             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, DARK BLUE                          | 1,281                     | PACON CORPORATION         | PAC7307          | PAC7307      | PK              | \$ 4.67            | 69%               | \$ 1.45             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY GREEN                      | 1,637                     | PACON CORPORATION         | PAC8007          | PAC8007      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY RED                        | 1,824                     | PACON CORPORATION         | PAC9907          | PAC9907      | PK              | \$ 4.67            | 63%               | \$ 1.73             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, ORANGE                             | 1,312                     | PACON CORPORATION         | PAC6607          | PAC6607      | PK              | \$ 4.67            | 67%               | \$ 1.54             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, PINK                               | 531                       | PACON CORPORATION         | PAC7007          | PAC7007      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, SKY BLUE                           | 572                       | PACON CORPORATION         | PAC7607          | PAC7607      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, TURQUOISE                          | 506                       | PACON CORPORATION         | PAC7007          | PAC7007      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, VIOLET                             | 1,237                     | PACON CORPORATION         | PAC7207          | PAC7207      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, WHITE                              | 7,367                     | PACON CORPORATION         | PAC9207          | PAC9207      | PK              | \$ 4.67            | 69%               | \$ 1.45             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 12X18, 50 PK, YELLOW                             | 2,442                     | PACON CORPORATION         | PAC8407          | PAC8407      | PK              | \$ 4.67            | 72%               | \$ 1.31             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 9X12, 300 PK, ASSORTED                           | 477                       | PACON CORPORATION         | PAC6525          | PAC6525      | PK              | \$ 12.29           | 50%               | \$ 6.15             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 9X12, 50 PK, BLACK                               | 4,910                     | PACON CORPORATION         | PAC6303          | PAC6303      | PK              | \$ 2.28            | 69%               | \$ 0.71             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 9X12, 50 PK, BLUE                                | 1,979                     | PACON CORPORATION         | PAC7403          | PAC7403      | PK              | \$ 2.30            | 70%               | \$ 0.69             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 9X12, 50 PK, BRIGHT GREEN                        | 423                       | PACON CORPORATION         | PAC9603          | PAC9603      | PK              | \$ 2.38            | 71%               | \$ 0.69             |          |
| OFFICE SUPPLIES  | PAPER, CONSTRUCTION, 9X12, 50 PK, BROWN                               | 4,591                     | PACON CORPORATION         | PAC103024        | PAC103024    | PK              | \$ 4.29            | 65%               | \$ 1.50             |          |

| Product Category     | Product Description   | Est. Volume Contract Term | Manufacturer              | Manufacturer SKU | Manufacturer SKU | Vendor SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments                      |
|----------------------|---|---------------------------|---------------------------|------------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|-------------------------------|
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, DARK BLUE   | 456                       | PACON CORPORATION         | PAC7303          | PAC7303          | PAC7303      | PK              | \$ 2.30            | 69%               | \$ 0.71             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREEN   | 981                       | PACON CORPORATION         | PAC103596        | PAC103596        | PAC103596    | PK              | \$ 2.96            | 57%               | \$ 1.27             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREY  | 674                       | PACON CORPORATION         | PAC103027        | PAC103027        | PAC103027    | PK              | \$ 4.29            | 65%               | \$ 1.50             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY GREEN                                       | 1,810                     | PACON CORPORATION         | PAC8003          | PAC8003          | PAC8003      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY RED   | 2,572                     | PACON CORPORATION         | PAC9903          | PAC9903          | PAC9903      | PK              | \$ 2.69            | 67%               | \$ 0.89             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOT PINK  | 650                       | PACON CORPORATION         | PAC9103          | PAC9103          | PAC9103      | PK              | \$ 2.38            | 70%               | \$ 0.71             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BLUE  | 676                       | PACON CORPORATION         | PAC103599        | PAC103599        | PAC103599    | PK              | \$ 2.96            | 59%               | \$ 1.21             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BROWN   | 1,008                     | PACON CORPORATION         | PAC6903          | PAC6903          | PAC6903      | PK              | \$ 2.30            | 69%               | \$ 0.71             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT GREEN   | 565                       | PACON CORPORATION         | PAC8103          | PAC8103          | PAC8103      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, MAGENTA   | 570                       | PACON CORPORATION         | PAC6403          | PAC6403          | PAC6403      | PK              | \$ 2.38            | 70%               | \$ 0.71             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, ORANGE  | 2,283                     | PACON CORPORATION         | PAC6603          | PAC6603          | PAC6603      | PK              | \$ 2.30            | 66%               | \$ 0.78             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, PINK  | 1,342                     | PACON CORPORATION         | PAC7003          | PAC7003          | PAC7003      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, RED   | 854                       | PACON CORPORATION         | PAC6103          | PAC6103          | PAC6103      | PK              | \$ 2.67            | 67%               | \$ 0.88             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, SKY BLUE  | 416                       | PACON CORPORATION         | PAC7603          | PAC7603          | PAC7603      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, TURQUOISE   | 575                       | PACON CORPORATION         | PAC7703          | PAC7703          | PAC7703      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, VIOLET  | 1,178                     | PACON CORPORATION         | PAC7203          | PAC7203          | PAC7203      | PK              | \$ 2.30            | 70%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, WHITE   | 7,521                     | PACON CORPORATION         | PAC9203          | PAC9203          | PAC9203      | PK              | \$ 2.38            | 71%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, YELLOW  | 3,262                     | PACON CORPORATION         | PAC8403          | PAC8403          | PAC8403      | PK              | \$ 2.38            | 71%               | \$ 0.69             |                               |
| OFFICE SUPPLIES      | PAPER, ECOLOGY FILLER, WIDE RULED, 3 HOLE, 8X10.5, 150 SHEETS                         | 422                       | PACON CORPORATION         | PAC3203          | PAC3203          | PAC3203      | PK              | \$ 3.84            | 50%               | \$ 1.92             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BLUE                                       | 1,916                     | UNIVERSAL OFFICE          | UNV11202         | UNV11202         | UNV11202     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BOTTLE ROCKET BLUE                         | 1,514                     | CASCADES                  | CASMP2201BE      | CASMP2201BE      | CASMP2201BE  | RM              | \$ 18.58           | 74%               | \$ 4.83             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CANARY                                     | 1,851                     | UNIVERSAL OFFICE          | UNV11201         | UNV11201         | UNV11201     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CHERRY CHARGE                              | 461                       | CASCADES                  | CASMP2201CHE     | CASMP2201CHE     | CASMP2201CHE | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CRACKLING CANARY                           | 2,129                     | CASCADES                  | CASMP2201CY      | CASMP2201CY      | CASMP2201CY  | RM              | \$ 18.58           | 74%               | \$ 4.83             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, FLASHING IVORY                             | 433                       | CASCADES                  | CASMP2201IV      | CASMP2201IV      | CASMP2201IV  | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GARDEN SPRINGS GREEN                       | 618                       | CASCADES                  | CASMP2201GS      | CASMP2201GS      | CASMP2201GS  | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDEN GILMER                              | 545                       | CASCADES                  | CASMP2201GRF     | CASMP2201GRF     | CASMP2201GRF | RM              | \$ 18.32           | 73%               | \$ 4.95             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDENROD                                  | 1,276                     | UNIVERSAL OFFICE          | UNV11205         | UNV11205         | UNV11205     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GREEN                                      | 1,534                     | UNIVERSAL OFFICE          | UNV11203         | UNV11203         | UNV11203     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, JAMMIN SALMON                              | 1,274                     | CASCADES                  | CASMP2201SN      | CASMP2201SN      | CASMP2201SN  | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, LUMINOUS LAVENDER                          | 936                       | CASCADES                  | CASMP2201LV      | CASMP2201LV      | CASMP2201LV  | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, ORCHID                                     | 656                       | UNIVERSAL OFFICE          | UNV11212         | UNV11212         | UNV11212     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PINK                                       | 1,367                     | UNIVERSAL OFFICE          | UNV11204         | UNV11204         | UNV11204     | RM              | \$ 17.39           | 70%               | \$ 5.22             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, POPPERMINT GREEN                           | 1,546                     | CASCADES                  | CASMP2201GN      | CASMP2201GN      | CASMP2201GN  | RM              | \$ 18.58           | 74%               | \$ 4.83             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, POWDER PINK                                | 758                       | CASCADES                  | CASMP2201PK      | CASMP2201PK      | CASMP2201PK  | RM              | \$ 18.58           | 74%               | \$ 4.83             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PUMPKIN GLOW                               | 741                       | CASCADES                  | CASMP2201PKN     | CASMP2201PKN     | CASMP2201PKN | RM              | \$ 18.58           | 73%               | \$ 5.02             |                               |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, TURBULENT TURQUOISE                        | 430                       | CASCADES                  | CASMP2201TT      | CASMP2201TT      | CASMP2201TT  | RM              | \$ 18.32           | 73%               | \$ 4.95             |                               |
| PAPER                | PAPER, X-9 MULTI-USE, 92 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON | 755                       | CASCADES                  | CASOX9001        | CASOX9001        | CASOX9001    | CT              | \$ 241.36          | 84%               | \$ 38.62            |                               |
| PAPER                | PAPER, XEROGRAPHIC, 93 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON   | 9,147                     | UNIVERSAL OFFICE          | UNV21200         | UNV21200         | UNV21200     | CT              | \$ 245.42          | 86%               | \$ 34.36            |                               |
| OFFICE SUPPLIES      | PEN, BALLPOINT, ECONOMY, MEDIUM, BLACK  | 1,163                     | UNIVERSAL OFFICE PRODUCTS | UNV27410         | UNV27410         | UNV27410     | DZ              | \$ 6.98            | 86%               | \$ 0.98             |                               |
| OFFICE SUPPLIES      | PEN, ROUND STIC, 60 BOX, BLACK  | 575                       | BIC CORP.                 | BIGSM609BK       | BIGSM609BK       | BIGSM609BK   | BX              | \$ 13.66           | 63%               | \$ 5.05             |                               |
| OFFICE SUPPLIES      | PENCIL, #2 BLACK LEAD, 144/PK   | 1,667                     | UNIVERSAL OFFICE PRODUCTS | UNV55144         | UNV55144         | UNV55144     | PK              | \$ 57.25           | 86%               | \$ 8.02             |                               |
| OFFICE SUPPLIES      | PENCIL, #2, BLACK/STONIAN   | 843                       | UNIVERSAL OFFICE PRODUCTS | UNV55520         | UNV55520         | UNV55520     | DZ              | \$ 6.37            | 87%               | \$ 0.83             |                               |
| OFFICE SUPPLIES      | PENCIL, COLORED, 3 MM, 12 SET   | 416                       | DIXON TICONDEROGA         | DIX21210         | DIX21210         | DIX21210     | ST              | \$ 4.25            | 57%               | \$ 1.83             |                               |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 12 SET   | 1,088                     | BINNEY & SMITH / CRAYOLA  | CY0684012        | CY0684012        | CY0684012    | ST              | \$ 3.20            | 50%               | \$ 1.60             |                               |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 24 SET   | 1,057                     | BINNEY & SMITH / CRAYOLA  | CY0684024        | CY0684024        | CY0684024    | ST              | \$ 6.04            | 47%               | \$ 3.20             |                               |
| OFFICE SUPPLIES      | PENCIL, TIC #2 PRESHARPENED, YELLOW   | 440                       | DIXON TICONDEROGA         | DIX13830         | DIX13830         | DIX13830     | PK              | \$ 14.89           | 60%               | \$ 5.96             |                               |
| OFFICE SUPPLIES      | PENCIL, TICONDEROGA, #2   | 771                       | DIXON TICONDEROGA CO.     | DIX13882         | DIX13882         | DIX13882     | DZ              | \$ 5.80            | 69%               | \$ 1.80             |                               |
| OFFICE SUPPLIES      | PENCIL, WOOD, #2, YELLOW BARREL   | 8,710                     | UNIVERSAL OFFICE PRODUCTS | UNV55400         | UNV55400         | UNV55400     | DZ              | \$ 4.91            | 86%               | \$ 0.69             |                               |
| BREAKROOM & FACILITY | PLATE, PAPER, 6", COATED, 100 PACK, WHITE   | 121                       | DIXIE FOOD SERVICE        | DXEDBP06W        | DXEDBP06W        | DXEDBP06W    | PK              | \$ 16.18           | 80%               | \$ 3.24             |                               |
| OFFICE SUPPLIES      | POCKET, FILE, LETTER, 2 1/8, 1" EXPANSION, MANILA                                     | 530                       | SMEAD MANUFACTURING       | SMD75487         | SMD75487         | SMD75487     | EA              | \$ 1.63            | 50%               | \$ 0.82             |                               |
| OFFICE SUPPLIES      | POCKET, TWISTED TWIN, ASSORTED  | 1,265                     | TOPS BUSINESS FOLDER      | OXF51274         | OXF51274         | OXF51274     | EA              | \$ 8.48            | 47%               | \$ 4.49             | OXF51274 sold in a pack of 10 |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, ASSORTED   | 659                       | UNIVERSAL OFFICE          | UNV56613         | UNV56613         | UNV56613     | BX              | \$ 22.88           | 66%               | \$ 7.78             |                               |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, DARK BLUE  | 416                       | UNIVERSAL OFFICE          | UNV56638         | UNV56638         | UNV56638     | BX              | \$ 22.88           | 67%               | \$ 7.55             |                               |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, LIGHT BLUE   | 568                       | UNIVERSAL OFFICE          | UNV56601         | UNV56601         | UNV56601     | BX              | \$ 22.88           | 64%               | \$ 8.24             |                               |

| Product Category     | Product Description                                     | Est. Volume Contract Term | Manufacturer              | Manufacturer SKU | Vendor SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments                       |
|----------------------|---|---------------------------|---------------------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|--------------------------------|
| OFFICE SUPPLIES      | POUCH, PENCIL BINDER, BLACK                             | 989                       | ADVANTUS CORPORATION      | AVT67024         | AVT67024     | EA              | \$ 3.14            | 50%               | \$ 1.57             |                                |
| OFFICE SUPPLIES      | POUCH, THERMAL, 3MIL, 100, CLEAR                        | 613                       | 3M/COMMERCIAL             | MMMT385410       | MMMT385410   | PK              | \$ 27.97           | 50%               | \$ 13.99            |                                |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, CLEAR                                 | 2,475                     | UNIVERSAL OFFICE PRODUCTS | UNV21130         | UNV21130     | BX              | \$ 19.92           | 82%               | \$ 3.59             |                                |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, LETTER, TOP LOAD, CLEAR               | 1,593                     | UNIVERSAL OFFICE PRODUCTS | UNV21125         | UNV21125     | BX              | \$ 19.42           | 76%               | \$ 4.66             |                                |
| OFFICE SUPPLIES      | PUNCH, 1-HOLE, RUBBER GRIP                              | 799                       | UNIVERSAL OFFICE PRODUCTS | UNV74321         | UNV74321     | EA              | \$ 5.93            | 72%               | \$ 1.66             |                                |
| OFFICE SUPPLIES      | PUSHPIN, PLASTIC, 100 PACK, CLEAR                       | 403                       | UNIVERSAL OFFICE PRODUCTS | UNV31306         | UNV31306     | PK              | \$ 14.58           | 86%               | \$ 2.04             | UNV31306 sold in a pack of 400 |
| BREAKROOM & FACILITY | RECEPTACLE, MEDIUM, RECYCLE CONTAINER, BLUE, 28.13 QT   | 173                       | RUBBERMAID COMM           | RCP295673BE      | RCP295673BE  | EA              | \$ 11.46           | 47%               | \$ 6.07             |                                |
| OFFICE SUPPLIES      | REMOVER, STAPLE, JAW STYLE, BROWN                       | 905                       | UNIVERSAL OFFICE PRODUCTS | UNV00700         | UNV00700     | EA              | \$ 2.67            | 87%               | \$ 0.35             |                                |
| OFFICE SUPPLIES      | RIBBON, CALCULATOR, RED/BLACK INK                       | 542                       | VICTOR TECHNOLOG          | VCT7010          | VCT7010      | EA              | \$ 3.48            | 40%               | \$ 2.09             |                                |
| OFFICE SUPPLIES      | RIBBON, 1/2 INCH X 3/16 BLACK/RED                       | 449                       | DATA PRD                  | DFS3027          | DFS3027      | EA              | \$ 10.96           | 89%               | \$ 1.21             |                                |
| OFFICE SUPPLIES      | ROLL, ADD/CALC, 2.25, 12 PACK                           | 438                       | UNIVERSAL OFFICE PRODUCTS | UNV35715         | UNV35715     | PK              | \$ 16.00           | 51%               | \$ 7.84             |                                |
| OFFICE SUPPLIES      | RUBBERBANDS, ASSORTED SIZE, 1/4 LB                      | 797                       | UNIVERSAL OFFICE PRODUCTS | UNV00454         | UNV00454     | PK              | \$ 5.27            | 91%               | \$ 0.47             |                                |
| OFFICE SUPPLIES      | RULER, 12" WOOD, ENGLISH/METRIC                         | 573                       | ACME UNITED CORP          | ACM10702         | ACM10702     | EA              | \$ 0.73            | 56%               | \$ 0.32             |                                |
| OFFICE SUPPLIES      | RULER, 12", NON-SHATTER, CLEAR                          | 805                       | ACME UNITED CORPORATION   | ACM13862         | ACM13862     | EA              | \$ 1.97            | 48%               | \$ 1.02             |                                |
| OFFICE SUPPLIES      | RULER, ACRYLIC, CLEAR, 12"                              | 3,106                     | UNIVERSAL OFFICE PRODUCTS | UNV59022         | UNV59022     | EA              | \$ 1.97            | 75%               | \$ 0.49             |                                |
| OFFICE SUPPLIES      | RULER, WOOD, 12", DOUBLE EDGE                           | 413                       | UNIVERSAL OFFICE PRODUCTS | UNV59021         | UNV59021     | EA              | \$ 2.25            | 79%               | \$ 0.47             |                                |
| OFFICE SUPPLIES      | RULER, WOOD, 12", METRIC & IN                           | 695                       | ACME UNITED CORPORATION   | ACM10375         | ACM10375     | EA              | \$ 1.52            | 59%               | \$ 0.62             |                                |
| BREAKROOM & FACILITY | SANITIZER, HAND, PURELL, 8OZ PUMP BOTTLE                | 146                       | GO-JO INDUSTRIES          | GOJ965212EA      | GOJ965212EA  | EA              | \$ 6.59            | 50%               | \$ 3.30             |                                |
| OFFICE SUPPLIES      | SCISSORS, 8", STRAIGHT, STAINLESS STEEL                 | 5,236                     | UNIVERSAL OFFICE PRODUCTS | UNV92009         | UNV92009     | EA              | \$ 12.17           | 90%               | \$ 1.22             |                                |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 7", STRAIGHT, STAINLESS STEEL BLADE  | 892                       | UNIVERSAL OFFICE PRODUCTS | UNV92008         | UNV92008     | EA              | \$ 12.17           | 90%               | \$ 1.22             |                                |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 8", BENT, STAINLESS STEEL            | 811                       | UNIVERSAL OFFICE PRODUCTS | UNV92010         | UNV92010     | EA              | \$ 12.17           | 90%               | \$ 1.22             |                                |
| OFFICE SUPPLIES      | SHARPENER, PENCIL, CHROME/BLACK, WALL MOUNTED, MANUAL   | 410                       | ELMER'S PRODUCTS          | EPI1031LMR       | EPI1031LMR   | EA              | \$ 23.36           | 59%               | \$ 9.58             |                                |
| OFFICE SUPPLIES      | SHEET, FILER, 11X8.5, 200 SHEET                         | 1,157                     | UNIVERSAL OFFICE PRODUCTS | UNV20921         | UNV20921     | PK              | \$ 7.52            | 48%               | \$ 3.91             |                                |
| OFFICE SUPPLIES      | STAPLER, DESK, FULL STRIP, BLACK                        | 1,717                     | ACCO BRANDS, INC.         | SW144401S        | SW144401S    | EA              | \$ 31.85           | 75%               | \$ 7.96             |                                |
| OFFICE SUPPLIES      | STAPLER, ECONOMY, FULL                                  | 2,100                     | UNIVERSAL OFFICE PRODUCTS | UNV43118         | UNV43118     | EA              | \$ 19.91           | 88%               | \$ 2.39             |                                |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, 25TH/PK                          | 1,197                     | UNIVERSAL OFFICE PRODUCTS | UNV79000VP       | UNV79000VP   | PK              | \$ 14.75           | 81%               | \$ 2.80             |                                |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, FULL STRIP, 5M/BX                | 6,310                     | UNIVERSAL OFFICE PRODUCTS | UNV79000         | UNV79000     | BX              | \$ 3.61            | 82%               | \$ 0.65             |                                |
| OFFICE SUPPLIES      | STAPLES, FULL STRIP, 5M/BOX                             | 1,266                     | ACCO BRANDS, INC.         | SW135450         | SW135450     | BX              | \$ 5.08            | 59%               | \$ 2.08             |                                |
| OFFICE SUPPLIES      | TAPE, .75X1000, 6 ROLL PACK, CLEAR                      | 999                       | UNIVERSAL OFFICE PRODUCTS | UNV83410         | UNV83410     | PK              | \$ 15.92           | 70%               | \$ 4.78             |                                |
| OFFICE SUPPLIES      | TAPE, 1"X60, CREPE, MASKING                             | 1,902                     | SHURTAPE TECHNOLOGIES     | SHUCP831         | SHUCP831     | RL              | \$ 1.70            | 29%               | \$ 1.21             |                                |
| OFFICE SUPPLIES      | TAPE, 2"X55 YD, 6 PK, CLEAR                             | 687                       | UNIVERSAL OFFICE PRODUCTS | UNV63000         | UNV63000     | PK              | \$ 14.45           | 57%               | \$ 6.21             |                                |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 1.5X15 YDS                     | 839                       | 3M/COMMERCIAL TAPE DIV.   | MMM845112        | MMM845112    | RL              | \$ 8.00            | 53%               | \$ 3.76             |                                |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 2X15 YDS                       | 1,551                     | 3M/COMMERCIAL TAPE DIV.   | MMM8452          | MMM8452      | RL              | \$ 10.60           | 54%               | \$ 4.88             |                                |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 3X15 YDS                       | 1,130                     | 3M/COMMERCIAL TAPE DIV.   | MMM8453          | MMM8453      | RL              | \$ 16.15           | 54%               | \$ 7.43             |                                |
| OFFICE SUPPLIES      | TAPE, CELLO, TRANSPARENT, 1/2X450                       | 656                       | 3M/COMMERCIAL TAPE DIV.   | MMM144           | MMM144       | RL              | \$ 1.88            | 52%               | \$ 0.90             |                                |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 1/6X400, WHITEOUT                     | 477                       | BIC CORP.                 | BICWOTAPP11      | BICWOTAPP11  | EA              | \$ 3.75            | 57%               | \$ 1.61             |                                |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 1.0PK, WHITE                          | 800                       | BIC CORP.                 | BICWOTAP10       | BICWOTAP10   | BX              | \$ 32.19           | 50%               | \$ 16.10            |                                |
| OFFICE SUPPLIES      | TAPE, DOUBLE STICK, 1/2X250                             | 578                       | 3M/COMMERCIAL TAPE DIV.   | MMM136           | MMM136       | PK              | \$ 3.27            | 54%               | \$ 1.50             |                                |
| OFFICE SUPPLIES      | TAPE, HEAVY DUTY PACKING, 2"X800", 6 PACK, CLEAR        | 639                       | 3M/COMMERCIAL TAPE DIV.   | MMM1426          | MMM1426      | PK              | \$ 26.05           | 50%               | \$ 13.03            |                                |
| OFFICE SUPPLIES      | TAPE, HEAVY DUTY MAILING, 2"X800" WITH DISPENSER, CLEAR | 463                       | 3M/COMMERCIAL TAPE DIV.   | MMM142           | MMM142       | RL              | \$ 4.70            | 53%               | \$ 2.21             |                                |
| OFFICE SUPPLIES      | TAPE, INVISIBLE, .75X83, 12/PK, CLEAR                   | 1,740                     | UNIVERSAL OFFICE PRODUCTS | UNV83412         | UNV83412     | PK              | \$ 28.31           | 70%               | \$ 8.49             |                                |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75"X1000", CLEAR                          | 949                       | 3M/COMMERCIAL TAPE DIV.   | MMM8101K         | MMM8101K     | RL              | \$ 4.32            | 55%               | \$ 1.94             |                                |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75X1M, 10 ROLL, CLEAR                     | 491                       | 3M/COMMERCIAL TAPE DIV.   | MMM810P10K       | MMM810P10K   | PK              | \$ 42.25           | 53%               | \$ 19.86            |                                |
| OFFICE SUPPLIES      | TAPE, MAGIC, 3/4X1296                                   | 476                       | 3M/COMMERCIAL TAPE DIV.   | MMM81034129      | MMM81034129  | RL              | \$ 5.10            | 54%               | \$ 2.35             |                                |
| OFFICE SUPPLIES      | TAPE, MASK, 3/4"X60 YDS                                 | 1,444                     | 3M/COMMERCIAL TAPE DIV.   | MMM260018A       | MMM260018A   | RL              | \$ 2.54            | 65%               | \$ 0.89             |                                |
| OFFICE SUPPLIES      | TAPE, MASKING 3/4X60 GENERAL, NATURAL                   | 673                       | TESA TAPE INC             | 7SA501240000     | 7SA501240000 | RL              | \$ 1.57            | 43%               | \$ 0.89             |                                |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer              | Manufacturer SKU | Vendor SKU     | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|---------------------------|------------------|----------------|-----------------|--------------------|-------------------|---------------------|----------|
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60 YDS   | 1,201                     | 3M/COMMERCIAL TAPE DIV.   | MMM260024A       | MMM260024A     | RL              | \$ 3.37            | 65%               | \$ 1.18             |          |
| OFFICE SUPPLIES      | TAPE, MASKING, .75X60 YD, 6/PK                                   | 1,387                     | UNIVERSAL OFFICE PRODUCTS | UNV51334         | UNV51334       | PK              | \$ 24.25           | 77%               | \$ 5.58             |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60YD, 3/PK                                     | 2,641                     | UNIVERSAL OFFICE PRODUCTS | UNV51301         | UNV51301       | PK              | \$ 17.25           | 76%               | \$ 4.14             |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 2"X60 YD, 2 PK                                    | 681                       | UNIVERSAL OFFICE PRODUCTS | UNV51302         | UNV51302       | PK              | \$ 20.77           | 72%               | \$ 5.82             |          |
| OFFICE SUPPLIES      | TAPE, MENDING, PERMANENT, 3/4X1296                               | 941                       | 3M/COMMERCIAL TAPE DIV.   | MMM62003412 96   | MMM62003412 96 | RL              | \$ 2.63            | 69%               | \$ 0.82             |          |
| OFFICE SUPPLIES      | TAPE, PAINTERS, BLUE   | 859                       | 3M/COMMERCIAL TAPE DIV.   | MMM209024A       | MMM209024A     | RL              | \$ 7.10            | 50%               | \$ 3.55             |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 1/2X1296, CLEAR                               | 432                       | 3M/COMMERCIAL TAPE DIV.   | MMM59101212      | MMM59101212    | RL              | \$ 1.46            | 70%               | \$ 0.44             |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 3/4X1296                                      | 714                       | 3M/COMMERCIAL TAPE DIV.   | MMM59103412 96   | MMM59103412 96 | RL              | \$ 2.12            | 71%               | \$ 0.61             |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD  | 974                       | UNIVERSAL OFFICE PRODUCTS | UNV83436         | UNV83436       | RL              | \$ 3.49            | 77%               | \$ 0.80             |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD, 12                                    | 1,003                     | UNIVERSAL OFFICE PRODUCTS | UNV83436VP       | UNV83436VP     | PK              | \$ 47.94           | 80%               | \$ 9.59             |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, FLAT BOX, 100 SHEETS/BOX, 30 BOXES/CARTON | 133                       | BOARDWALK                 | BWK6500B         | BWK6500B       | CT              | \$ 46.86           | 64%               | \$ 16.87            |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/BOX                    | 196                       | KIMBERLY CLARK            | KCC21400BX       | KCC21400BX     | BX              | \$ 3.46            | 63%               | \$ 1.28             |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/BOX, 36 BOXES/CARTON   | 175                       | KIMBERLY CLARK            | KCC21400         | KCC21400       | CT              | \$ 124.54          | 72%               | \$ 34.87            |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 125 SHEETS/BOX                    | 334                       | KIMBERLY CLARK            | KCC21606BX       | KCC21606BX     | BX              | \$ 4.76            | 75%               | \$ 1.19             |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 95 SHEETS/BOX, 6 BOXES/PACK       | 180                       | KIMBERLY CLARK            | KCC21271         | KCC21271       | PK              | \$ 31.05           | 69%               | \$ 9.63             |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX, 2-PLY, 125 SHEETS/BOX, 12 BOXES/CARTON          | 371                       | KIMBERLY CLARK            | KCC03076         | KCC03076       | CT              | \$ 50.88           | 65%               | \$ 17.81            |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX ULTRASOFT, 75 SHEETS, WHITE                      | 194                       | KIMBERLY CLARK            | KCC50173         | KCC50173       | PK              | \$ 12.10           | 44%               | \$ 6.78             |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, NATURAL, 125 SHEETS/BOX                    | 131                       | KIMBERLY CLARK            | KCC21601BX       | KCC21601BX     | BX              | \$ 3.64            | 69%               | \$ 1.38             |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, WHITE, 180 SHEETS/BOX                      | 233                       | PROCTER & GAMBLE          | PGC87611BX       | PGC87611BX     | BX              | \$ 4.58            | 56%               | \$ 2.02             |          |
| BREAKROOM & FACILITY | TOWEL, ROLL, 2-PLY, 11X9, WHITE, 85 SHEETS/ROLL, 30 ROLLS/CARTON | 217                       | BOARDWALK                 | BWK6272          | BWK6272        | CT              | \$ 49.42           | 63%               | \$ 18.29            |          |
| BREAKROOM & FACILITY | VEST, SAFETY, POLYESTER MESH, ORANGE, ONE SIZE                   | 170                       | MGR SAFETY                | CRWV201          | CRWV201        | EA              | \$ 7.32            | 69%               | \$ 2.27             |          |
| BREAKROOM & FACILITY | WATER, SPRING, 16.9Z, 24 BOTTLE                                  | 160                       | CRYSTAL GEYSER WATER      | CGW24514CT       | CGW24514CT     | CT              | \$ 12.32           | 67%               | \$ 4.07             |          |
| BREAKROOM & FACILITY | WATER, SPRING, 16.9Z, 35 BOTTLE                                  | 198                       | CRYSTAL GEYSER WATER      | CGW35001CT       | CGW35001CT     | CT              | \$ 17.02           | 69%               | \$ 5.28             |          |
| OFFICE SUPPLIES      | WATERCOLORS, 8 SET, ASSORTED                                     | 2,244                     | BINNEY & SMITH / GRAYOLA  | CY0530525        | CY0530525      | EA              | \$ 3.02            | 50%               | \$ 1.51             |          |
| <b>TOTALS</b>        |  |                           |                           | <b>Count</b>     | <b>Count</b>   | <b>321</b>      | <b>\$ 4,916.91</b> | <b>66%</b>        | <b>\$ 1,467.69</b>  |          |

KCC50173 sold in a pack of 4 boxes of 65shits

# Form C.2B - Non-Core Items Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the table below for ALL non-core items that your company offers. This would include ALL supplies, paper, cleaning and breakroom, technology, and catalog furniture not listed on the core list. This marketbasket will be used in the evaluation process when comparing pricing. 500+ rows have been provided, add additional rows as necessary. Form C.2B has been formatted to print to one-page width. Please note this is a **required form**.

**Responding Company's Name:**

Innovative Office Solutions

**REQUIRED FORM**

| Product Category      | Product Description        | Manufacturer  | Manufacturer SKU | Vendor SKU    | UOM | Catalog List Price | Category Discount | Net Price To Member | Comments |
|-----------------------|----------------------------|---------------|------------------|---------------|-----|--------------------|-------------------|---------------------|----------|
| 52 - DATED GOODS - 1E | PLANNER,ASPIRE,WM,SM       | AAG102220027  | AAG102220027     | AAG102220027  | EA  | \$ 18.59           | 45%               | \$ 10.22            |          |
| 52 - DATED GOODS - 1E | PLANNER,ASPIRE             | AAG1022200A27 | AAG1022200A27    | AAG1022200A27 | EA  | \$ 18.69           | 45%               | \$ 10.28            |          |
| 52 - DATED GOODS - 1E | PLANNER,ASPIRE,WM,LG       | AAG102290527  | AAG102290527     | AAG102290527  | EA  | \$ 23.89           | 45%               | \$ 13.14            |          |
| 52 - DATED GOODS - 1E | PLANNER,ASPIRE,LGE         | AAG1022905A27 | AAG1022905A27    | AAG1022905A27 | EA  | \$ 24.69           | 45%               | \$ 13.58            |          |
| 52 - DATED GOODS - 1E | PLANNER,HANNAH,SML         | AAG1161200    | AAG1161200       | AAG1161200    | EA  | \$ 17.29           | 45%               | \$ 9.51             |          |
| 52 - DATED GOODS - 1E | PLANNER,HANNAH,LGE         | AAG1161905    | AAG1161905       | AAG1161905    | EA  | \$ 21.39           | 45%               | \$ 11.76            |          |
| 52 - DATED GOODS - 1E | PLANNER,BLAIR GEO          | AAG1184G201A  | AAG1184G201A     | AAG1184G201A  | EA  | \$ 17.69           | 45%               | \$ 9.73             |          |
| 52 - DATED GOODS - 1E | PLANNER,WKLY/MHTLY,LGE     | AAG1184G901A  | AAG1184G901A     | AAG1184G901A  | EA  | \$ 22.49           | 45%               | \$ 12.37            |          |
| 52 - DATED GOODS - 1E | PLANNER,8.5X11,WK/MTH      | AAG122905     | AAG122905        | AAG122905     | EA  | \$ 24.39           | 45%               | \$ 13.41            |          |
| 52 - DATED GOODS - 1E | PLANNER,SMOKE SCRNS,SML,PP | AAG1275200    | AAG1275200       | AAG1275200    | EA  | \$ 17.29           | 45%               | \$ 9.51             |          |
| 52 - DATED GOODS - 1E | PLANNER,SMOKE SCREEN,PP    | AAG1275905    | AAG1275905       | AAG1275905    | EA  | \$ 21.39           | 45%               | \$ 11.76            |          |
| 52 - DATED GOODS - 1E | PLANNER,IKAT,AST           | AAG1290201    | AAG1290201       | AAG1290201    | EA  | \$ 18.29           | 45%               | \$ 10.06            |          |
| 52 - DATED GOODS - 1E | DESK PAD,FLORAL,22X17      | AAG5035       | AAG5035          | AAG5035       | EA  | \$ 18.49           | 45%               | \$ 10.17            |          |
| 52 - DATED GOODS - 1E | PLANNER,SORBET,WM,LG       | AAG5151200    | AAG5151200       | AAG5151200    | EA  | \$ 24.09           | 45%               | \$ 13.25            |          |
| 52 - DATED GOODS - 1E | PLANNERS,SORBET,WM,LG      | AAG5151905    | AAG5151905       | AAG5151905    | EA  | \$ 31.99           | 45%               | \$ 17.59            |          |
| 52 - DATED GOODS - 1E | PLANNER,BADGE,FLORAL,LGE   | AAG5203F905A  | AAG5203F905A     | AAG5203F905A  | EA  | \$ 35.69           | 45%               | \$ 19.63            |          |
| 52 - DATED GOODS - 1E | PLANNER,WKLY/MHTLY,SML,GY  | AAG5222200A30 | AAG5222200A30    | AAG5222200A30 | EA  | \$ 20.39           | 45%               | \$ 11.21            |          |
| 52 - DATED GOODS - 1E | PLANNER,WORKSTYLE          | AAG5222905A30 | AAG5222905A30    | AAG5222905A30 | EA  | \$ 27.09           | 45%               | \$ 14.90            |          |
| 52 - DATED GOODS - 1E | PLANNER,BLUE, FLORAL, BE   | AAG523200     | AAG523200        | AAG523200     | EA  | \$ 24.59           | 45%               | \$ 13.52            |          |
| 52 - DATED GOODS - 1E | PLANNER,WILD WASHES, BE    | AAG523905     | AAG523905        | AAG523905     | EA  | \$ 32.59           | 45%               | \$ 17.92            |          |
| 52 - DATED GOODS - 1E | PLANNER,DARK ROMANCE,GY    | AAG5254200    | AAG5254200       | AAG5254200    | EA  | \$ 26.89           | 45%               | \$ 14.79            |          |
| 52 - DATED GOODS - 1E | PLANNER,DARK ROMANCE,GY    | AAG5254905    | AAG5254905       | AAG5254905    | EA  | \$ 34.39           | 45%               | \$ 18.91            |          |
| 52 - DATED GOODS - 1E | PLANNER,LACEY,PREMIUM,BK   | AAG541905     | AAG541905        | AAG541905     | EA  | \$ 32.59           | 45%               | \$ 17.92            |          |
| 52 - DATED GOODS - 1E | PLANNER,DOODLE,WH          | AAG589905     | AAG589905        | AAG589905     | EA  | \$ 22.19           | 45%               | \$ 12.20            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,WM,GY      | AAG609980507  | AAG609980507     | AAG609980507  | EA  | \$ 32.59           | 45%               | \$ 17.92            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,BERRY,MED  | AAG609980559  | AAG609980559     | AAG609980559  | EA  | \$ 32.39           | 45%               | \$ 17.81            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,PK         | AAG6099805M   | AAG6099805M      | AAG6099805M   | EA  | \$ 31.89           | 45%               | \$ 17.54            |          |
| 52 - DATED GOODS - 1E | PLANNER,HRMNY,SLD,BRY,MED  | AAG609980659  | AAG609980659     | AAG609980659  | EA  | \$ 36.89           | 45%               | \$ 20.29            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,WM,LG,GY   | AAG609990507  | AAG609990507     | AAG609990507  | EA  | \$ 38.99           | 45%               | \$ 21.44            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,WM,NVBE    | AAG609990520  | AAG609990520     | AAG609990520  | EA  | \$ 38.89           | 45%               | \$ 21.39            |          |
| 52 - DATED GOODS - 1E | PLANNER,HARMONY,BERRY,LG   | AAG609990559  | AAG609990559     | AAG609990559  | EA  | \$ 38.49           | 45%               | \$ 21.17            |          |
| 52 - DATED GOODS - 1E | BOOK,WKLY,3.1/4 X 6 1/4BK  | AAG7000805    | AAG7000805       | AAG7000805    | EA  | \$ 33.09           | 45%               | \$ 18.20            |          |
| 52 - DATED GOODS - 1E | BOOK,APT PKT,N/REF,BK      | AAG7003505    | AAG7003505       | AAG7003505    | EA  | \$ 15.19           | 45%               | \$ 8.35             |          |
| 52 - DATED GOODS - 1E | BOOK,APT MTHLY,REF,BK      | AAG7006405    | AAG7006405       | AAG7006405    | EA  | \$ 29.09           | 45%               | \$ 16.00            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,8X4.8,BK     | AAG7007505    | AAG7007505       | AAG7007505    | EA  | \$ 20.69           | 45%               | \$ 11.38            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,8X4.88,BK    | AAG7010005    | AAG7010005       | AAG7010005    | EA  | \$ 25.09           | 45%               | \$ 13.80            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,MNTH,RCY,BK  | AAG70100G05   | AAG70100G05      | AAG70100G05   | EA  | \$ 27.29           | 45%               | \$ 15.01            |          |
| 52 - DATED GOODS - 1E | CALENDAR,WKLY/MO DESK,BK   | AAG70100X05   | AAG70100X05      | AAG70100X05   | EA  | \$ 25.89           | 45%               | \$ 14.24            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY/MNTH,GR      | AAG70100X45   | AAG70100X45      | AAG70100X45   | EA  | \$ 25.89           | 45%               | \$ 14.24            |          |
| 52 - DATED GOODS - 1E | PLANNER,CONTEMPORARY,PP    | AAG70101X59   | AAG70101X59      | AAG70101X59   | EA  | \$ 21.79           | 45%               | \$ 11.98            |          |
| 52 - DATED GOODS - 1E | PLANNER,CONTEMPORARY,PP    | AAG70108X59   | AAG70108X59      | AAG70108X59   | EA  | \$ 25.89           | 45%               | \$ 14.24            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,MTHLY,6.875X8.75  | AAG7012005    | AAG7012005       | AAG7012005    | EA  | \$ 24.29           | 45%               | \$ 13.36            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DSK,MNTHLY,NVBE   | AAG7012020    | AAG7012020       | AAG7012020    | EA  | \$ 24.29           | 45%               | \$ 13.36            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DSK,MNTHLY,BRG    | AAG7012050    | AAG7012050       | AAG7012050    | EA  | \$ 24.29           | 45%               | \$ 13.36            |          |
| 52 - DATED GOODS - 1E | PLANNER,DSK,MNTHLY,RCY,BK  | AAG70120G05   | AAG70120G05      | AAG70120G05   | EA  | \$ 26.09           | 45%               | \$ 14.35            |          |
| 52 - DATED GOODS - 1E | BOOK,MONTHLY,PLNR,BK       | AAG70120P05   | AAG70120P05      | AAG70120P05   | EA  | \$ 39.19           | 45%               | \$ 21.55            |          |

| Product Category      | Product Description        | Manufacturer | Manufacturer SKU | Vendor SKU   | UOM | Catalog List Price | Category Discount | Net Price To Member | Comments |
|-----------------------|----------------------------|--------------|------------------|--------------|-----|--------------------|-------------------|---------------------|----------|
| 52 - DATED GOODS - 1E | BOOK,DSK APPT, MNTHLY,BK   | AAAG70120X05 | AAAG70120X05     | AAAG70120X05 | EA  | \$ 27.69           | 45%               | \$ 15.23            |          |
| 52 - DATED GOODS - 1E | BOOK,APT, 16MO ACAD,BK     | AAAG7012705  | AAAG7012705      | AAAG7012705  | EA  | \$ 22.49           | 45%               | \$ 12.37            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,MILY PLNR,8X10,BK | AAAG7013005  | AAAG7013005      | AAAG7013005  | EA  | \$ 28.09           | 45%               | \$ 15.45            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DAILY,5X8,BK      | AAAG7020705  | AAAG7020705      | AAAG7020705  | EA  | \$ 33.39           | 45%               | \$ 18.36            |          |
| 52 - DATED GOODS - 1E | CALENDAR,APPT,8 PERSON,BK  | AAAG7021279  | AAAG7021279      | AAAG7021279  | ST  | \$ 68.69           | 45%               | \$ 37.78            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,24HR,11X8.5,BK    | AAAG7021405  | AAAG7021405      | AAAG7021405  | EA  | \$ 68.79           | 45%               | \$ 37.83            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,PROF,2PERS,BK     | AAAG7022205  | AAAG7022205      | AAAG7022205  | EA  | \$ 63.59           | 45%               | \$ 34.97            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,3-YR,11X9,BK      | AAAG7023605  | AAAG7023605      | AAAG7023605  | EA  | \$ 95.09           | 45%               | \$ 52.30            |          |
| 52 - DATED GOODS - 1E | PLANNER,CONTEMPORARY,PP    | AAAG70250X59 | AAAG70250X59     | AAAG70250X59 | EA  | \$ 29.49           | 45%               | \$ 16.22            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,MNTH,9X11,BK      | AAAG7026005  | AAAG7026005      | AAAG7026005  | EA  | \$ 24.59           | 45%               | \$ 13.52            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DSK,MNTHLY,NVBE   | AAAG7026020  | AAAG7026020      | AAAG7026020  | EA  | \$ 24.59           | 45%               | \$ 13.52            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DSK,MNTHLY,BRG    | AAAG7026050  | AAAG7026050      | AAAG7026050  | EA  | \$ 24.59           | 45%               | \$ 13.52            |          |
| 52 - DATED GOODS - 1E | PLANNER,DSK,MNTHLY,RCY,BK  | AAAG70260G05 | AAAG70260G05     | AAAG70260G05 | EA  | \$ 26.99           | 45%               | \$ 14.84            |          |
| 52 - DATED GOODS - 1E | PLANNER,DSK,MNTHLY,RCY,GN  | AAAG70260G60 | AAAG70260G60     | AAAG70260G60 | EA  | \$ 26.99           | 45%               | \$ 14.84            |          |
| 52 - DATED GOODS - 1E | CALENDAR,MNTHLY,DESK,BK    | AAAG70260X05 | AAAG70260X05     | AAAG70260X05 | EA  | \$ 28.99           | 45%               | \$ 15.94            |          |
| 52 - DATED GOODS - 1E | BOOK,DSK APPT,MNTHLY,GR    | AAAG70260X45 | AAAG70260X45     | AAAG70260X45 | EA  | \$ 28.99           | 45%               | \$ 15.94            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,MNTH,9X11,BK      | AAAG7029005  | AAAG7029005      | AAAG7029005  | EA  | \$ 40.79           | 45%               | \$ 22.43            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,5-YR,9X11,BK      | AAAG7029605  | AAAG7029605      | AAAG7029605  | EA  | \$ 101.79          | 45%               | \$ 55.98            |          |
| 52 - DATED GOODS - 1E | PLANNER,NOTEBOOK,6X9,GY    | AAAG70620130 | AAAG70620130     | AAAG70620130 | EA  | \$ 31.29           | 45%               | \$ 17.21            |          |
| 52 - DATED GOODS - 1E | PLANNER,NOTEBK,6X9,2PG,BK  | AAAG70621005 | AAAG70621005     | AAAG70621005 | EA  | \$ 17.39           | 45%               | \$ 9.56             |          |
| 52 - DATED GOODS - 1E | BOOK,WKLY,MILY,BK          | AAAG7065005  | AAAG7065005      | AAAG7065005  | EA  | \$ 35.19           | 45%               | \$ 19.35            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DAILY,8X4.88,BK   | AAAG7080005  | AAAG7080005      | AAAG7080005  | EA  | \$ 28.09           | 45%               | \$ 15.45            |          |
| 52 - DATED GOODS - 1E | BOOK,APT ACAD JUL-JUN,BK   | AAAG7080705  | AAAG7080705      | AAAG7080705  | EA  | \$ 25.99           | 45%               | \$ 14.29            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,GRP PRACTICE,BK   | AAAG7082205  | AAAG7082205      | AAAG7082205  | EA  | \$ 68.09           | 45%               | \$ 37.45            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,DL18,7.5X6-7/8,BK | AAAG7082405  | AAAG7082405      | AAAG7082405  | EA  | \$ 44.29           | 45%               | \$ 24.36            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,6X8.75,BK    | AAAG7085505  | AAAG7085505      | AAAG7085505  | EA  | \$ 28.19           | 45%               | \$ 15.50            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,8.5X11,BK    | AAAG7086405  | AAAG7086405      | AAAG7086405  | EA  | \$ 32.09           | 45%               | \$ 17.65            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY,6.875X8.75   | AAAG7086505  | AAAG7086505      | AAAG7086505  | EA  | \$ 27.79           | 45%               | \$ 15.28            |          |
| 52 - DATED GOODS - 1E | REFILL,FOR 70-006,008,009  | AAAG7090410  | AAAG7090410      | AAAG7090410  | EA  | \$ 16.69           | 45%               | \$ 9.18             |          |
| 52 - DATED GOODS - 1E | REFILL,F/7006-405          | AAAG7090610  | AAAG7090610      | AAAG7090610  | EA  | \$ 11.09           | 45%               | \$ 6.10             |          |
| 52 - DATED GOODS - 1E | CALENDAR,REFILL,F/7002,005 | AAAG7090710  | AAAG7090710      | AAAG7090710  | EA  | \$ 17.99           | 45%               | \$ 9.89             |          |
| 52 - DATED GOODS - 1E | REFILL,APPT SECTION,WH     | AAAG7090910  | AAAG7090910      | AAAG7090910  | EA  | \$ 16.79           | 45%               | \$ 9.23             |          |
| 52 - DATED GOODS - 1E | REFILL,WK/MNTH,70LX/NX8105 | AAAG7091110  | AAAG7091110      | AAAG7091110  | EA  | \$ 37.59           | 45%               | \$ 20.67            |          |
| 52 - DATED GOODS - 1E | REFILL,F/70N5,4705,WHT     | AAAG7091410  | AAAG7091410      | AAAG7091410  | EA  | \$ 22.19           | 45%               | \$ 12.20            |          |
| 52 - DATED GOODS - 1E | REFILL,PLNR,MNTHLY,2021    | AAAG7092371  | AAAG7092371      | AAAG7092371  | EA  | \$ 21.29           | 45%               | \$ 11.71            |          |
| 52 - DATED GOODS - 1E | REFILL,PLNR,MNTHLY,2020    | AAAG7092380  | AAAG7092380      | AAAG7092380  | EA  | \$ 21.29           | 45%               | \$ 11.71            |          |
| 52 - DATED GOODS - 1E | PLANNER,CONTMPARY,W/M,PP   | AAAG70940X59 | AAAG70940X59     | AAAG70940X59 | EA  | \$ 36.59           | 45%               | \$ 20.12            |          |
| 52 - DATED GOODS - 1E | BOOK,APT WKLY,8.5X11, BK   | AAAG7095005  | AAAG7095005      | AAAG7095005  | EA  | \$ 31.29           | 45%               | \$ 17.21            |          |
| 52 - DATED GOODS - 1E | BOOK,APT WKLY,8.5X11,NVBE  | AAAG7095020  | AAAG7095020      | AAAG7095020  | EA  | \$ 31.29           | 45%               | \$ 17.21            |          |
| 52 - DATED GOODS - 1E | PLANNER,WK,MTH,POLY,BK     | AAAG70950E05 | AAAG70950E05     | AAAG70950E05 | EA  | \$ 35.69           | 45%               | \$ 19.63            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WK/MNTH,RCYC,BK   | AAAG70950G05 | AAAG70950G05     | AAAG70950G05 | EA  | \$ 34.59           | 45%               | \$ 19.02            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WK/MNTH,RCYC,GN   | AAAG70950G60 | AAAG70950G60     | AAAG70950G60 | EA  | \$ 34.59           | 45%               | \$ 19.02            |          |
| 52 - DATED GOODS - 1E | BOOK,WKLY,PROF,APT,BK      | AAAG70950P05 | AAAG70950P05     | AAAG70950P05 | EA  | \$ 49.09           | 45%               | \$ 27.00            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WK/MTH,TRPVW,BK   | AAAG70950V05 | AAAG70950V05     | AAAG70950V05 | EA  | \$ 39.09           | 45%               | \$ 21.50            |          |
| 52 - DATED GOODS - 1E | CALENDAR,CONTEMP WK MN,BK  | AAAG70950X05 | AAAG70950X05     | AAAG70950X05 | EA  | \$ 35.59           | 45%               | \$ 19.57            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY/MNTH,GR      | AAAG70950X45 | AAAG70950X45     | AAAG70950X45 | EA  | \$ 35.59           | 45%               | \$ 19.57            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,WKLY/MNTH,RCYC,BK | AAAG70951G05 | AAAG70951G05     | AAAG70951G05 | EA  | \$ 32.59           | 45%               | \$ 17.92            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,ACAD 14 MO,BK     | AAAG7095705  | AAAG7095705      | AAAG7095705  | EA  | \$ 29.09           | 45%               | \$ 16.00            |          |
| 52 - DATED GOODS - 1E | PLANNER,CONTEMPORARY       | AAAG70957X59 | AAAG70957X59     | AAAG70957X59 | EA  | \$ 31.59           | 45%               | \$ 17.37            |          |
| 52 - DATED GOODS - 1E | BOOK,APT PLNR 2PGWKLY ,BK  | AAAG70EP0105 | AAAG70EP0105     | AAAG70EP0105 | EA  | \$ 45.09           | 45%               | \$ 24.80            |          |
| 52 - DATED GOODS - 1E | BOOK,APT,PLNR,1PGDAILY,BK  | AAAG70EP0305 | AAAG70EP0305     | AAAG70EP0305 | EA  | \$ 49.09           | 45%               | \$ 27.00            |          |
| 52 - DATED GOODS - 1E | BOOK,APT PLNR,DAILY,BK     | AAAG70EP0405 | AAAG70EP0405     | AAAG70EP0405 | EA  | \$ 38.69           | 45%               | \$ 21.28            |          |
| 52 - DATED GOODS - 1E | BOOK,APT PLNR,2PGWKLY,BK   | AAAG70EP0505 | AAAG70EP0505     | AAAG70EP0505 | EA  | \$ 39.89           | 45%               | \$ 21.94            |          |
| 52 - DATED GOODS - 1E | PLANNER,WK/MTH,8.25X10.88  | AAAG70NX8105 | AAAG70NX8105     | AAAG70NX8105 | EA  | \$ 60.09           | 45%               | \$ 33.05            |          |
| 52 - DATED GOODS - 1E | BOOK,QUIKNOTE,MLYWKLY,8X10 | AAAG760105   | AAAG760105       | AAAG760105   | EA  | \$ 39.59           | 45%               | \$ 21.77            |          |
| 52 - DATED GOODS - 1E | BOOK,QUIKNOTE,MLYWKLY,5X8  | AAAG760205   | AAAG760205       | AAAG760205   | EA  | \$ 28.29           | 45%               | \$ 15.56            |          |
| 52 - DATED GOODS - 1E | BOOK,QUIKNOTE,MLYWKLY,5X8  | AAAG760405   | AAAG760405       | AAAG760405   | EA  | \$ 34.99           | 45%               | \$ 19.24            |          |
| 52 - DATED GOODS - 1E | CALENDAR,MNTH QN SYS,BK    | AAAG760605   | AAAG760605       | AAAG760605   | EA  | \$ 31.39           | 45%               | \$ 17.26            |          |
| 52 - DATED GOODS - 1E | CALENDAR,MNTH,QN,SYS,BK    | AAAG760805   | AAAG760805       | AAAG760805   | EA  | \$ 29.79           | 45%               | \$ 16.38            |          |



# Form C.3 - Furniture Price Schedule

*Please note this workbook has multiple tabs.*

**Instructions.** Complete the table below for ALL project and non-catalog furniture that your company offers. Vendors must offer a percentage discount off of manufacturer catalog/brand/line. Services will be a percentage of project with the exception of hourly services outlined in the table below. Note, this is a **required form**.

Innovative Office Solutions

Responding Company's Name:

**REQUIRED FORM**

|  | Service Rate Schedule - Value Add Service                     |                              |                     |                     |                      |                       |             | Comments/Notes |
|--|---|------------------------------|---------------------|---------------------|----------------------|-----------------------|-------------|----------------|
|  | Tier 1  | Tier 2                       | Tier 3              | Tier 4              | Tier 5               | Tier 6                | Tier 7      |                |
| <b>Normal Business Hours:</b><br>7am - 6pm | \$0 - \$2,500   | \$2,501 - \$10,000           | \$10,001 - \$25,000 | \$25,001 - \$50,000 | \$50,001 - \$100,000 | \$100,001 - \$150,000 | \$150,001 + |                |
| <b>Non-Business Hours:</b><br>6pm - 7am    |   |                              |                     |                     |                      |                       |             |                |
|  | Service Listed as a % of List                                 |                              |                     |                     |                      |                       |             |                |
|  | 10%   | 10%                          | 10%                 | 10%                 | 10%                  | 10%                   | 10%         |                |
|  | 3%  | 3%                           | 3%                  | 3%                  | 3%                   | 3%                    | 3%          |                |
|  | Rate for Installation as % of List - PRODUCT NEEDING ASSEMBLY |                              |                     |                     |                      |                       |             |                |
|  | 16%   | 16%                          | 16%                 | 16%                 | 16%                  | 16%                   | 16%         |                |
| Prevaling Wage - normal business hours     | 20%   | 20%                          | 20%                 | 20%                 | 20%                  | 20%                   | 20%         |                |
| Prevaling Wage - non business hours        | 8%  | 8%                           | 8%                  | 8%                  | 8%                   | 8%                    | 8%          |                |
| Non-Prevaling Wage - normal business hours | 12%   | 12%                          | 12%                 | 12%                 | 12%                  | 12%                   | 12%         |                |
| Non-Prevaling Wage - non business hours    | 14%   | 14%                          | 14%                 | 14%                 | 14%                  | 14%                   | 14%         |                |
| Prevaling Wage - normal business hours     | 18%   | 18%                          | 18%                 | 18%                 | 18%                  | 18%                   | 18%         |                |
| Prevaling Wage - non business hours        | 6%  | 6%                           | 6%                  | 6%                  | 6%                   | 6%                    | 6%          |                |
| Non-Prevaling Wage - normal business hours | 10%   | 10%                          | 10%                 | 10%                 | 10%                  | 10%                   | 10%         |                |
| Non-Prevaling Wage - non business hours    | Additional Services at Hourly Rate                            |                              |                     |                     |                      |                       |             |                |
| Design (Creative/non-CAD) - hourly         | \$  | 55.00                        |                     |                     |                      |                       |             |                |
| CAD - hourly                               | \$  | 55.00                        |                     |                     |                      |                       |             |                |
| Offloading, Receiving, Inspection - hourly | \$  | 35.00                        |                     |                     |                      |                       |             |                |
| Installation - set in place                |   | Set in place, Quoted per job |                     |                     |                      |                       |             |                |
| Other (Define):                            |   |                              |                     |                     |                      |                       |             |                |

### Pricing Discount Schedule

| Product Category | Manufacturer    | Manufacturer Brand/Line | Pricing Good Thru | Pricing Discount Schedule |        |        |        |        |        |        |     |     |  |
|------------------|-----------------|-------------------------|-------------------|---------------------------|--------|--------|--------|--------|--------|--------|-----|-----|--|
|                  |                 |                         |                   | Tier 1                    | Tier 2 | Tier 3 | Tier 4 | Tier 5 | Tier 6 | Tier 7 |     |     |  |
| D, I, J          | Smith Systems   | Smith Systems           | \$0 - \$2,500     | 30%                       | 30%    | 30%    | 30%    | 30%    | 30%    | 30%    | 30% | 30% | Customer pays all freight in each tier |
| B                | SICO            | SICO                    |                   | 30%                       | 30%    | 30%    | 30%    | 30%    | 30%    | 30%    | 30% | 30% | Customer pays all freight in each tier |
| C, F, H          | Wisconsin Bench | Wisconsin Bench         |                   | 45%                       | 45%    | 45%    | 45%    | 45%    | 45%    | 45%    | 45% | 45% | Customer pays all freight in each tier |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |
|                  |                 |                         |                   |                           |        |        |        |        |        |        |     |     |  |

# C.4 - Services Price Schedule

*\*Please note this workbook has multiple tabs.*

**Instructions.** Please complete the tables below if your company offers any of the following services. Note, this is an **optional form**.

**Responding Company's Name:**

Innovative Office Solutions

**OPTIONAL FORM**

| Design & Print Services | Description | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|-------------------------|-------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |
|                         |             |                       |                          |                           |                          |  |

| Training & Support Services | Description | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|-----------------------------|-------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |
|                             |             |                       |                          |                           |                          |  |

| Other Services | Description | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|----------------|-------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |
|                |             |                       |                          |                           |                          |  |

# Form C.5 - Volume Discounts

**\*Please note this workbook has multiple tabs.**

**Instructions.** Complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Note, this is an **optional form**.

Responding Company's Name:

Innovative Office Solutions

**OPTIONAL FORM**

| Dollar Amount From | Dollar Amount To | Catalog/Category | Additional Discount Offered |
|--------------------|------------------|------------------|-----------------------------|
|                    |                  |                  |                             |
|                    |                  |                  |                             |
|                    |                  |                  |                             |
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|                    |                  |                  |                             |
|                    |                  |                  |                             |
|                    |                  |                  |                             |

## Exhibit A – Dealers Certificate

### RFP #20.8 – Office Solutions

Attention Dealers: This certificate is to be completed and returned with each Dealer’s proposal. Return one (1) original certificate for each manufacturer/brand that you are proposing.

\*\*\*\*\* MANUFACTURER’S DEALER CERTIFICATE \*\*\*\*\*

This certifies that: \_\_\_\_\_ N/A \_\_\_\_\_ is a valid Reseller in  
*(Dealer’s Name)*

good standing of: \_\_\_\_\_ N/A \_\_\_\_\_  
*(Manufacturer/Brand Name)*

Note, this must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed, signed and notarized form with your response will result in rejection of your bid for that manufacturer’s line and products.

This certificate indicates that the Vendor is currently an authorized dealer in good standing of this manufacturer’s products but will not authorize the Vendor to create or impose any obligation or liability on the manufacturer. The Manufacturer will have the right to remove this certification by written notice to CPC if the Dealer’s good standing status with the manufacturer should change.

Manufacturer’s Name: \_\_\_\_\_ N/A \_\_\_\_\_

Address: \_\_\_\_\_ N/A \_\_\_\_\_

Printed Name: \_\_\_\_\_ N/A \_\_\_\_\_

Date: \_\_\_\_\_ N/A \_\_\_\_\_

Phone: \_\_\_\_\_ N/A \_\_\_\_\_

Email: \_\_\_\_\_ N/A \_\_\_\_\_

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

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

My commission expires on \_\_\_\_\_ **Signature** \_\_\_\_\_

Notary Stamp

## Vendor Forms & Signatures

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled "**Vendor Forms & Signatures – Name of Company**".
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one single PDF titled "Vendor Forms & Signatures – Name of Company":**

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance "EDGAR" Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

# Addendum Acknowledgement

**Instructions:** Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum Numbers Received** (check the box next to each addendum received):

|                |                                     |                |
|----------------|-------------------------------------|----------------|
| Addendum No. 1 | <input checked="" type="checkbox"/> | Addendum No. 5 |
| Addendum No. 2 | <input type="checkbox"/>            | Addendum No. 6 |
| Addendum No. 3 | <input type="checkbox"/>            | Addendum No. 7 |
| Addendum No. 4 | <input type="checkbox"/>            | Addendum No. 8 |

I understand that failure to confirm receipt of addenda may cause for rejection of this response.



---

*Authorized Signature*

November 11, 2019

---

*Date*

**Acknowledgment:** I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

---

*Authorized Signature*

---


*Date*

## 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.

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

**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** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

**Name Printed or Typed** \_\_\_\_\_

**Awarded this** \_\_\_\_\_ **day of** \_\_\_\_\_ **Contract Number** \_\_\_\_\_

**Contract to Commence** \_\_\_\_\_

# Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

**Instructions:** When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

## 1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

## 2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

## 3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of



“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

#### **4. Davis Bacon Act**

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor’s acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

#### **5. Contract Work Hours and Safety Standards Act**

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **6. Right to Inventions Made Under a Contract or Agreement**

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

#### **7. Clean Air Act and Federal Water Pollution Control Act**

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

## **8. Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

## **9. Byrd Anti-Lobbying Amendment**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

## **10. Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

## **11. Profit as a Separate Element of Price**

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

## **12. General Compliance with Participating Agencies**

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By **initialing the table (1-12)** and **signing below**, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

| <b>Vendor Certification (By Item)</b>                     | <b>Vendor Certification:<br/>YES, I agree or<br/>NO, I do NOT agree</b> | <b>Initial</b> |
|---|---|----------------|
| 1. Violation of Contract Terms and Conditions             | Yes   | BS             |
| 2. Termination for Cause of Convenience                   | Yes   | BS             |
| 3. Equal Employment Opportunity                           | Yes   | BS             |
| 4. Davis-Bacon Act  | Yes   | BS             |
| 5. Contract Work Hours and Safety Standards Act           | Yes   | BS             |
| 6. Right to Inventions Made Under a Contract or Agreement | Yes   | BS             |
| 7. Clean Air Act and Federal Water Pollution Control Act  | Yes   | BS             |
| 8. Debarment and Suspension                               | Yes   | BS             |
| 9. Byrd Anti-Lobbying Amendment                           | Yes   | BS             |
| 10. Procurement of Recovered Materials                    | Yes   | BS             |
| 11. Profit as a Separate Element of Price                 | Yes   | BS             |
| 12. General Compliance with Participating Agencies        | Yes   | BS             |

Innovative Office Solutions

*Name of Business*



*Signature of Authorized Representative*

Brooks Smith, CFO & General Counsel

*Printed Name/Title*

November 11, 2019

*Date*

## Subcontractor Utilization Form

**Instructions:** List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: Office Supplies 2019  
Solicitation Number: RFP 20.8  
Vendor Name: Innovative Office Solutions

If a subcontractor will not be used, check this box:

Company Name: Odyssey Commercial Interiors  
Street Address: 350 73rd Ave NE #12  
City, State, Zip: Fridley, MN 55432  
Telephone: 763-286-1506  
Primary Contact: Sean Nestrud  
Email Address of Contact: sean@odysseycommercialinteriors.com  
Services to be provided:

Furniture installation.

Company Name: Corporate Installations  
Street Address: 13205 Industrial Park Blvd  
City, State, Zip: Plymouth, MN 55441  
Telephone: 952-345-5859  
Primary Contact: Tom Weilbacher  
Email Address of Contact: tweilbacker@corpinstall.net  
Services to be provided:

Furniture installation.

Company Name: Brownsworth  
Street Address: 4155 Berkshire Ln, Suite 200  
City, State, Zip: Plymouth, MN 55446  
Telephone: 763-745-0604  
Primary Contact: Joe Dufour  
Email Address of Contact: jdufour@brownsworth.com  
Services to be provided:

Furniture installation.

## Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

**Your organization's uploaded proposal should include the following submitted and correctly labeled documents:**

| X | Document Title   | How to be Submitted   |
|---|--|---|
| X | Performance Bond of \$2,500 (Copy)   | Submit as PDF   |
| X | Pricing Schedule – Name of Company   | Submit as an Excel document                                   |
| X | Vendor Questionnaire – Name of Company   | Submit as a Word document                                     |
| X | Vendor Forms & Signatures – Name of Company  | Submit as one (1), single PDF.<br><b>*Signatures Required</b> |
| X | Certificate of Insurance – Name of Company   | Submit as PDF   |
| X | Exhibit A – Dealers Certificate/Name – Name of Company   | Submit as PDF   |
| X | Additional Information – as required <ul style="list-style-type: none"> <li>• Manufacturer/Catalog price lists</li> <li>• Business Type Certificate, if applicable</li> <li>• Manufacturer – Dealer List, if applicable</li> </ul> | Submit as PDF   |

**IMPORTANT:** All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.



Authorized Signature

Brooks Smith, CFO & General Counsel

Printed Name/Title

November 11, 2019

Date

**WBENC**

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

# National Women's Business Enterprise Certification

to

Innovative Office Solutions, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

Certification Granted: March 23, 2007  
Expiration Date: November 30, 2019  
WBENC National Certification Number: 254998

WBENC National WBE Certification was processed and validated by  
>Women's Business Development Center - Midwest, a WBENC Regional Partner  
Organization.



Authorized by Emilia DiMenco, President & CEO  
Women's Business Development Center - Midwest



Your growth is our business.





**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO  
Innovative Office Solutions LLC**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 333244, 424120, 442110, 453998  
 UNSPSC: 14111500, 14111501, 14111502, 14111503, 14111504, 14111505, 14111506, 14111507, 14111508, 14111509, 14111510, 14111511, 14111512, 14111513, 14111514, 14111515, 14111516, 14111517, 14111518, 14111519, 14111520, 14111523, 14111524, 14111525, 14111526, 14111527, 14111528, 14111529, 14111530, 14111531, 14111532, 14111533, 14111534, 14111537, 14111538, 14111601, 14111604, 14111606, 14111607, 14111610, 14111611, 14111700, 14111701, 14111702, 14111703, 14111704, 14111705, 14111706, 14111800, 14111801, 14111802, 14111803, 14111804, 14111805, 14111806, 14111807, 14111808, 14111811, 14111818, 14111819, 14111825, 44101800, 44101801, 44101802, 44101803, 44101804, 44101805, 44101806, 44101807, 44101808, 44101809, 44101810, 44102000, 44102001, 44102002, 44102003, 44102004, 44103500, 44103502, 44103503, 44103504, 44103505, 44103506, 44103507, 44103508, 44111500, 44111501, 44111502, 44111503, 44111506, 44111507, 44111509, 44111510, 44111511, 44111512, 44111513, 44111514, 44111515, 44111516, 44111517, 44111518, 44111519, 44111520, 44111521, 44111522, 44111600, 44111601, 44111603, 44111604, 44111605, 44111606, 44111607, 44111608, 44111609, 44111610, 44111611, 44111612, 44111613,

Emilia DiMenco, Women's Business Development Center  
 President & CEO

Pamela Prince-Eason, WBENC President & CEO

Candace Waterman, WBENC Chief of Staff,  
 Certification & Program Operations



Your growth is our business.

## Company Information

Name of Company: Innovative Office Solutions

Company Address: 151 East Cliff Rd

City, State, Zip code: Burnsville, MN 55337

Website: www.innovativeos.com

Phone: 952-808-9900

|                              |   |
|------------------------------|---|
| Reference #1 – Business Name | ISD 599 Fertile-Beltrami                                    |
| Product/Service Purchased    | Office and Classroom supplies and K-12 scholastic furniture |
| Year of Purchase             | Customer since 2014   |
| Reference Contact            | Brian Clarke, Superintendent                                |
| Phone                        | 218-945-6933  |
| Email                        | bclarke@isd599.org  |

### CPC Notes:

1. **Describe the project(s) completed with the Vendor.** We used Innovative for furniture order for our classrooms, faculty workroom and administrative offices.
2. **Describe how the Vendor was responsive to your needs.** Innovative reps Andrew/Bob came up and met with our faculty committee, teacher team and worked with each group to recommend products that would best fit their needs and areas/use and to place the order.
3. **Describe the dependability and communication styles of the Vendor.** Innovative was very dependable to work with. The planning, sticking to timelines and meeting timelines was greatly appreciated.
4. **How would you rate the Vendor's overall performance for the products/service requested?** Overall performance on those purchases was outstanding.

|                              |   |
|------------------------------|---|
| Reference #2 – Business Name | ISD 196 Rosemount, Eagan, Apple Valley                      |
| Product/Service Purchased    | Office and Classroom supplies and K-12 scholastic furniture |
| Year of Purchase             | Customer since 2003   |
| Reference Contact            | Carol Hauschild, Purchasing, Receiving & Energy Supervisor  |
| Phone                        | 651-683-6952  |
| Email                        | Carol.Hauschild@district196.org                             |

### CPC Notes:

1. **Describe the project(s) completed with the Vendor.** For the past 3 years Innovative Office Solutions (IOS) has been instrumental in recommending and providing furniture for our district-wide student furniture replacement project. This project included furniture for our new elementary, along with replacement of all classroom furniture at our 6 middle schools and 5 high schools. In addition, IOS designed and furnished new main offices (reception desk, nurses office, principal office and administrative staff offices) for 21 of our schools. Innovative Office Solution is also our contracted vendor for office supplies and has been for the past 5 years. Our schools use their online purchasing site to easily order office supplies that are quickly delivered the next day. IOS has worked with us to replace furniture in our media centers at 12 of our schools. The design process for a media center project is extensive. They are skilled at working with staff to figure out the best student flow and designing spaces that support multiple modes of learning, including spaces for individual quiet time and group STEM activities.
2. **Describe how the Vendor was responsive to your needs.** IOS is extremely responsive to all needs and quickly resolves issues in a professional and caring manner. When you call customer service, you can tell that the support team is strategically trained to analyze problems and empowered to make decisions that quickly lead to resolution. I have never had to make more than 1 phone call to get to a solution.
3. **Describe the dependability and communication styles of the Vendor.** I have worked closely with the sales rep assigned to our district and his team at IOS. One thing I really like is that they are genuinely happy doing what they



are doing. They are positive communicators, professional when attending district meetings, and they listen to the needs of the district instead of having their own agenda. They genuinely care that they are providing the best product for students and staff and consistently make recommendations that support our district's vision.

4. **How would you rate the Vendor's overall performance for the products/service requested?** On a scale of 1 – 5, with 5 being the highest, I would rate this vendor a high 5!

|                                     |   |
|-------------------------------------|---|
| <b>Reference #3 – Business Name</b> | ISD 622 North St Paul, Maplewood, Oakdale                   |
| <b>Product/Service Purchased</b>    | Office and Classroom supplies and K-12 scholastic furniture |
| <b>Year of Purchase</b>             | Customer since 2005   |
| <b>Reference Contact</b>            | Holly Butterfield, Procurement Coordinator                  |
| <b>Phone</b>                        | 651-748-7521  |
| <b>Email</b>                        | HButterfield@isd622.org                                     |

CPC Notes:

- 1.

**Cooperative Purchasing Connection**  
Tabulation Report RFP #20.8 - Office Solutions  
Vendor: LAKESHORE EQUIPMENT COMPANY DBA  
LAKESHORE LEARNING MATERIALS

**General Comments:**

**General Attachments:** 2019 - Bid Brochure ELEM.pdf  
2019 City of Carson Business License.pdf  
2019 Flex-Space Brochure.pdf  
2019 Lakeshore Store List.pdf  
2019 Warranty Flyer.pdf  
Cover Letter.pdf  
CPC Bid Bond - Notorized with Corp Seal.pdf  
Lakeshore 2019 Price List with 5% Discount (CPC).pdf  
Lakeshore Dealer Authorization Letter for CPC.pdf  
Lakeshore eProcurement for CPC.pdf  
Lakeshore Learning Materials Insurance - Cooperative Purchasing Connection.pdf  
Lakeshore MWBE Participation Letter for CPC.pdf  
Lakeshore Product Specifications - Quote 68724.pdf  
Lakeshore Sole Source Letter for CPC.pdf  
Pricing Schedule C.1.pdf  
Pricing Schedule C.2A.pdf  
Pricing Schedule C.3.pdf  
Pricing Schedule C.4.pdf  
Pricing Schedule C.5.pdf  
RFP 20.8 - Exhibit A - Dealers Certificate - Notarized.pdf  
RFP 20.8 - Pricing Schedule.xlsx  
RFP 20.8 - Vendor Forms - Signatures - Lakeshore Learning Materials.pdf  
RFP 20.8 - Vendor Questionnaire.docx  
RFP 20.8 - Vendor Questionnaire.pdf  
State of California - Certificate of Good Standing.pdf

Bond: 0737669  
Premium :\$100.00

# BID BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, Lakeshore Equipment Company dba Lakeshore Learning Materials  
as Principal, and Harco National Insurance Company a corporation  
authorized to transact a general surety business in the State of Minnesota as Surety, are held and firmly  
bound unto CPC, Attn: Cooperative Purchasing, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537  
(hereinafter called the Obligee)

in the full and just sum of Two Thousand Five Hundred and 00/100  
Dollars, (\$ 2,500.00 ) for the payment whereof in lawful money of the United States, we bind ourselves, our  
heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said PRINCIPAL has submitted the accompanying bid for  
IRFP #20.8 – Office Solutions

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a  
Contract with the Obligee in accordance with the terms of such bid, or in the event of the failure of the Principal to enter  
such Contract, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the  
amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party  
to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and  
effect.



Signed and Sealed this 24 day of October, 2019  
YEAR

Lakeshore Equipment Company dba Lakeshore Learning Materials

  
Principal

Harco National Insurance Company

Surety

By:   
Aidan Smock Attorney-in-Fact

**POWER OF ATTORNEY**  
**HARCO NATIONAL INSURANCE COMPANY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

Bond # 0737669

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

PAUL JEFFREY HERING, MARTA COLLETT, SANDRA CORONA, RICHARD HALLETT, AIDAN SMOCK,  
KATHLEEN VANDERSLICE, TIMOTHY MCCLELLAN

San Diego, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2018



STATE OF NEW JERSEY  
County of Essex

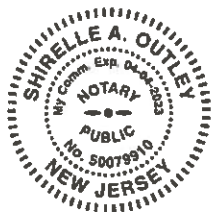
Kenneth Chapman

Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, October 24, 2019

A00874

Irene Martins, Assistant Secretary

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of San Diego }

On OCT 24 2019 before me, M. Collett, Notary Public,  
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Aidan Smock

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that ~~he~~/she/~~they~~ executed the same in ~~his~~/her/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/her/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature M. Collett  
Signature of Notary Public M. Collett



Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Los Angeles )  
On October 24, 2019 before me, Mary E. Stevens, Notary Public,  
Date Here Insert Name and Title of the Officer  
personally appeared Rafael Muro  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Mary E. Stevens  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_  
Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

Table with columns for PRODUCER, CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS, INSURER(S) AFFORDING COVERAGE, NAIC #, and INSURED.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table listing insurance coverages with columns for INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Hired Auto Physical Damage:
Limit - \$50,000
Comprehensive Ded - \$500
Collision Ded - \$1,000
(See Attached Descriptions)

Table with columns for CERTIFICATE HOLDER and CANCELLATION.

## DESCRIPTIONS (Continued from Page 1)

Evidence of Coverage.



**Lakeshore Equipment Company**  
**DBA: Lakeshore Learning Materials**

**NAMED INSURED**

- Lakeshore Equipment Company
- DBA: Lakeshore Learning Materials
- DBA: Lakeshore Curriculum Materials Company
- DBA: Lakeshore Learning Stores
- DBA: Toys to Grow On, Inc.
- Lakeshore Kids and Company, Inc.
- JoAnn Kaplan DBA Design Landscape & Kaplan Landscape
- Kaplan & Kaplan, LLC (as respects 2649-2654 and 2695 E. Dominguez St., Carson, CA; 1500 Dominguez St., Long Beach, CA; 2777-79 El Presidio, Carson, CA; 20974 S. Santa Fe Ave., Carson, CA)
- Montague Associates
- Building C LLC (as respects 20850 S. Alameda St., Carson, CA)
- Lakeshore Warehouse LLC (as respects 2161 Dominguez St., Carson, CA)
- Lakeshore Warehouse East LLC (as respects 547 McKinney Ave., Midway, KY)
- DC2, LLC (as respects 547 McKinney Ave., Midway, KY)

## Vendor Questionnaire

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled “***Vendor Questionnaire – Name of Company***”.
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one (1) single PDF titled “Vendor Questionnaire – Name of Company”:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Warranty](#)
6. [Industry Specific Information](#)
7. [References](#)

## Company Information

**Name of Company:** Lakeshore Equipment Company dba Lakeshore Learning Materials

**Company Address:** 2695 E. Dominguez Street

**City, State, Zip code:** Carson, CA 90895

**Website:** www.LakeshoreLearning.com

**Phone:** (800) 421-5354

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

|                                 | Name        | Email                        | Phone                |
|---------------------------------|-------------|------------------------------|----------------------|
| <b>General Manager</b>          | Kelly Minke | kminke@lakeshorelearning.com | (651) 470-8710       |
| <b>Contract Manager</b>         | Mike Duong  | mduong@lakeshorelearning.com | (800) 421-5354 x2392 |
| <b>Sales Manager</b>            | Kelly Minke | kminke@lakeshorelearning.com | (651) 470-8710       |
| <b>Marketing Manager</b>        | Emily Fain  | efain@lakeshorelearning.com  | 800) 421-5354 x2233  |
| <b>Customer Service Manager</b> | Kelly Minke | kminke@lakeshorelearning.com | (651) 470-8710       |
| <b>Account Manager(s)</b>       | Kelly Minke | kminke@lakeshorelearning.com | (651) 470-8710       |

Who will be responsible for receiving updated membership lists? Include name, email and phone number(s).

| Name             | Email                            | Phone                 |
|------------------|----------------------------------|-----------------------|
| Heather Saretsky | bidreports@lakeshorelearning.com | (800) 421-5354 X 2864 |

Who will be responsible for submitting sales reports and administrative fee payments on a quarterly basis? Include name, email and phone number(s).

| Name             | Email                            | Phone                 |
|------------------|----------------------------------|-----------------------|
| Heather Saretsky | bidreports@lakeshorelearning.com | (800) 421-5354 X 2864 |

Who will be responsible for conducting audits as requested by CPC? Include name, email and phone number(s).

| Name             | Email                            | Phone                 |
|------------------|----------------------------------|-----------------------|
| Heather Saretsky | bidreports@lakeshorelearning.com | (800) 421-5354 X 2864 |

Identify any business types/classifications that your company holds. **\*Submit documentation in PDF format to verify business status.**

| x | Business Type/Classification                  |
|---|---|
| X | 8(a) 8(a) Qualified Business                  |
|   | DBE Disadvantaged Business Enterprise         |
|   | HUB Historically Underutilized Business Zone  |
|   | MBE Minority-Owned Business Enterprise        |
|   | MWBE Minority Women-Owned Business Enterprise |
|   | SBE Small Business Enterprise                 |
|   | Other; list name:                             |

| x | Business Type/Classification                  |
|---|---|
|   | SDB Small Disadvantaged Business              |
|   | SDVOB Service-Disabled Veteran Owned Business |
|   | SECTION 3 Section 3 Business Concern          |
| X | SSV Sole Source Vendor                        |
|   | VBE Veteran-Owned Business Enterprise         |
|   | WBE Woman-Owned Business Enterprise           |
|   |   |

## Qualifications & Experience *(45 points)*

### 1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

Lakeshore started with one person taking a chance. An Omaha homemaker named Ethelyn decided to pack up her family and move to California to open a toy store back in 1954. The move was a bit unconventional for a woman in 1950s America, but then again, entrepreneurs don't typically follow the status quo. Initially, Ethelyn focused on selling toys to parents, but before long, local schools started calling her for art materials and other classroom supplies. Ethelyn listened to her customers. Sensing an untapped market, she sold the store and started Lakeshore Learning Materials.

Eventually, Ethelyn's sons, Charles and Michael, joined the business—expanding operations and turning Lakeshore into a million-dollar company within just a few years. When Ethelyn retired in 1971, Michael assumed the duties of CEO, while Charles became the Vice President in charge of merchandise and buying. Today, Michael's sons, Bo and Josh, are an integral part of the business as well—having worked their way up from summer jobs in the warehouse to President/CEO and President of Merchandising, respectively.

### 2. Provide evidence of what your organization is doing to remain viable in the industry.

As a company, Lakeshore is proud to have a 99% fill rate. We work very hard to keep all of our items stocked in our warehouse and available for immediate delivery. If by some chance there is a back order, we won't bill or invoice you until every item is delivered. From the day we receive your order, you will receive your materials in 7-10 working days, guaranteed. For large orders, we will work with our manufacturers to make sure we have the appropriate stock available to meet your delivery dates.

With more than 1.5 million square feet of warehouse space, we're able to keep items in stock and ready to ship. We have two state-of-the-art distribution centers located in Carson, California, and Midway, Kentucky, enabling us to serve the United States coast-to-coast!

With Lakeshore, you will be working with a single point-of-contact from start to finish. As the direct manufacturer of Lakeshore products, we develop and manufacture the vast majority of the items featured in our catalogs, retail stores and website. We are not restricted from sales, territories or Dealer Authorizations. In addition, our products are always in stock and are backed by our ironclad warranty!

We have extensive experience partnering with Site and Design Advisory Teams on large classroom projects. Upon award, our team can meet with Advisory Boards to visit the classroom sites to measure, develop and deliver 3-D renderings of each classroom at no additional cost.

Lakeshore's passion for supporting educators does not end with the products we make. Our Lakeshore Professional Services Group (PSG) is proud to offer personalized, hands-on learning services designed to support the unique and growing needs of teachers and educators.

### 3. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

68% of our customers in the Minnesota tri-state area have been purchasing from us for over 20 years and 87% for over 10 years.

### 4. Describe the number of agencies your organization, on average, provides office solutions for each year in CPC's tri-state area of Minnesota, North Dakota and South Dakota?

Lakeshore has over 1,190 purchasing customers in the Minnesota tri-state area.

### 5. Is your organization able to service all areas within CPC's tri-state area?

  X   Yes

       No

If NO, explain why your organization is not able to service a particular area and/or state.

Click or tap here to enter text.

**6. List the other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in the tri-state area?**

Cooperative Purchasing Connection is the only cooperative contract that Lakeshore has in the Minnesota tri-state area. However, we do have some Nationwide cooperatives that CPC would be able to join or piggy back off of, such as Buyboard, NCPA and TIPS/TAPS.

**7. Provide a list of governmental, educational, and cooperative contracts that your company holds outside CPC's tri-state area.**

BuyBoard, CESA (Co-op), NCPA (National Cooperative, Purchasing Alliance) or Region ESC, TIPS/TAPS (Education Service Center Region 8).

**8. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing through your company.**

- Unconditional lifetime warranty on all Premium Quality Furniture, tables, desks, chairs, and cots!
- Complimentary White-Glove Delivery & Installation service on single-classroom orders \$10,000 and over. This is free of charge and can be donated in-kind.
- Professional Development on volume materials purchases available. This will give the teachers ideas on how to implement materials purchased to achieve the desired academic goals of the program. These can be donated in-kind.
- Designated Lakeshore contacts available at all times.
- With 99% of our items in stock at all times, there are virtually no back orders.
- We stock all items at our warehouse, so there is never any drop-shipping from the manufacturer.
- You will receive your materials in 7–10 working days from the day we receive your order. Guaranteed!
- You will only receive one invoice for your entire order, eliminating time-consuming paperwork.
- We offer thousands of exclusive products, many of them created by our on-site product developers.
- Products are all classroom-tested/designed specifically to meet the needs of teachers and children.
- To expedite the setup of new equipment, we will pack/label your order according to the room or learning activity.
- Lakeshore maintains the same strict standards that first made us great! Every product we make is distinguished by its quality, safety, educational merit and play value. And naturally, every Lakeshore product is backed by our ironclad guarantee: If you are unhappy with any item for any reason, you may return it for a full refund or exchange...no questions asked!

**9. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).**

N/A

## **Marketing & Partnership** *(75 points)*

**1. Describe how your company currently markets to potential customers.**

Lakeshore attends tradeshow and conferences on a regular basis, marketing to potential customers utilizing content developed by Lakeshore staff members who are former educators.

**2. Describe marketing collateral and sales campaigns that have been successful for your organization in the past. Describe how your organization plans to utilize your marketing staff with this anticipated contract.**

Lakeshore has extensive experience working with school districts, early childhood programs (both public and private) and government agencies. Our developers and management team are all former educators and experts in developing marketing content to be used in conferences, workshops, and other professional development offerings.

Lakeshore's marketing and art departments will be dedicated to CPC's Marketing Plan. Our marketing staff will be versed in the intricacies of the arrangement with CPC. They will be exposed to the basic tenants of the agreement, as well as learning about the ways to increase business through this partnership. The marketing staff will be trained to use CPC as a primary source, with marketing materials being created that specifically emphasize the benefits of working with CPC and Lakeshore, to be distributed to relevant parties.

Our in-house Marketing and Art departments will work together to create any marketing pieces needed, whether they are handouts, brochures, flyers, etc. Conferences can be attended by one of our regional managers.

**3. Describe your organization's ability to participate in conference tradeshows and how you will position the contract at those tradeshows. List all, conference tradeshows that your organization has attended in the last three (3) years.**

Lakeshore attends conferences on a regular basis to market our customers and Lakeshore as well as to learn about more ways we can better serve the education community. If applicable, Lakeshore will educate staff and utilize the CPC contract at the tradeshows we attend.

The following is a list of all the conferences Lakeshore has attended in the last 3 years:

- ATYC -Academy for Teachers of Young Children, 2018 Willis ISD Vendor Fair
- CAST - Conference for the Advancement of Science Teaching
- CHILD Plant a Rainbow Conference
- Choice Partners COOP
- Clear Creek ISD What's Trending: Students First Vendor Fair
- Cypress-Fairbanks Teacher RRR Conference
- Dallas ISD ESL Conference
- Dallas ISD STEM Expo
- GCSLS - Global Christian School Leadership Summit
- Houston ISD New Teacher Academy Sponsor Expo
- ILA - International Literacy Association
- ISM - Rio Grande Valley Timeline
- NAEYC Institute - National Association for the Education of Young Children
- Now4Forever Summer Event- Plano
- Pasadena ISD Vendor Exhibit
- PDNAEYC - Paso del Norte Association for the Education of Young Children, S.E.E. Conference Symposium for Early Educators
- Region 5 Education Service Center Curriculum Conference
- Region One ESC - Education Service Center Fall Media Conference, 5th Annual Directors Symposium
- South by Southwest Head Start and Early Head Start Summer
- TAASPYC - Texas Association of Administrators and Supervisors Symposium
- TAEYC - Texas Association for the Education of Young Children
- TASBO - Texas Association of School Business Officials
- TCASE - Interactive Summer, 2018 Socorro ISD Vendor Fair Conference
- TEPSA – Texas Elementary Principals and Supervisors Association Summer
- THSA - Texas Head Start Association – Summer
- TSR - Texas School Ready Early Childhood Summer Institute
- Workforce Solutions Brazos Valley Child Care Quality Conference
- Workforce Solutions Cameron TRS Child Care Conference
- Workforce Solutions Cameron TRSSpring
- Workforce Solutions Directors' Day Conference

**4. Describe your company's sales force and how they will be distributed and communicate with participating agencies. Describe their modes and methods for communication (i.e. personal site visits).**

Lakeshore is proud to have over 70 knowledgeable people around the United States that comprise our sales force. As the needs of the industry are ever changing, our consultants continue to learn and evolve to meet and exceed those needs. You can be confident that your local Lakeshore representative is an experienced, practiced professional who understands the needs of teachers and classrooms in all settings.

If awarded, we will provide the newly awarded contract information to our sales force and provide any training if necessary. Trainings will be in one of the following forms:

- Webinar
- Conference Call
- In-Person training at our corporate headquarters

These trainings will cover the CPC Contract Agreement, working knowledge of the solicitation process, awareness of the range of Public Agencies that can utilize the Contract Agreement, knowledge of benefits of the use of cooperative contracts, the customized Lakeshore eProcurement website, and any CPC marketing pieces.

In addition, your local representative Kelly Minke will be available for any product demonstrations or trainings that are needed by CPC personnel. These trainings can be provided in person, phone, or via the internet. If you choose to do trainings via the internet, we can set up a webinar that will allow your personnel to call in and log in to view the training.

Sales will be monitored from the participating agencies provided they reference the CPC contract on their purchase orders. All reported sales will be provided in the form of a Usage Report. Please provide a CPC member list and we will include those members on our reports.

**5. Provide a detailed plan on how your company plans to inform and train your personnel on the details and promotion of the contract.**

When Lakeshore receives a purchase order from a CPC member agency, your dedicated Lakeshore Inside Partner will contact the member agency to coordinate the logistics of the delivery and installation (if needed) with other Lakeshore departments. Your member agencies only need to reference "Per Bid #20.8" and your inside partner will make all the necessary arrangements.

**6. Describe situations where your sales representatives' wages and compensations are affected by different contracts they promote.**

There are no situations where our sales representatives' compensations are affected by the different contracts they promote.

**7. CPC has designated the area of city, county and other governmentall agencies as an area of growth. Describe how your company plans to partner with CPC to reach this growth opportunity.**

Our marketing and art staff will be acutely aware of the intricacies of the arrangement with CPC. They will use CPC as a primary source, with marketing materials being created that specifically emphasize the benefits of working with CPC and Lakeshore. They can create any marketing pieces needed, whether they are handouts, brochures, flyers, etc., which can then be distributed to city, county and other government agencies.

**8. Describe what your company envisions as a 30/60-day roll-out and marketing plan. Describe how your company plans to roll-out a successful campaign to over 1,500 agencies in a timely, well communicated and responsive fashion. A plan should include, but not limited to: press release, social media, co-branded materials, email, and/or direct mail.**

If awarded, Lakeshore will be happy to provide our marketing plans for CPC.

**9. From the contracts listed under Qualifications & Experience, describe how your company will position this contract versus other contracts to participating agencies. Describe the process CPC would need to take to transition a current purchaser who requests to utilize the resulting CPC contract instead of their current contract.**

If applicable, Lakeshore will educate participating agencies on the benefits of using the CPC contract. CPC members will need to reference the CPC contract number (Per Bid #20.8) with Lakeshore on their purchase orders to receive the terms given to CPC.

## Financials & Level of Support *(35 points)*

**1. Describe how your organization works with agencies to determine payment terms.**

Lakeshore's payment terms are generally Net 30, however Lakeshore is always willing to work with customers if different terms are needed.

**2. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?**

Lakeshore accepts credit card (procurement card) payments at no additional charge.

**3. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.**

Sales will be monitored from the participating agencies provided they reference "Per Bid #20.8" on their purchase orders. All reported sales will be provided in the form of a Usage Report.

**4. Describe your proposed order process for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.**

In order to meet the project delivery schedule, Lakeshore requires purchase orders within 10 business days before scheduled delivery dates. The purchase orders must reference "Per Bid 20.8" to receive the terms given to CPC, and delivery will be made within 7-10 business days ARO in the contiguous U.S.

When Lakeshore receives a purchase order of \$10,000 or more, your dedicated Lakeshore Inside Partner will contact you to coordinate the logistics of the delivery, such as delivery dates and locations, unloading restrictions, stairs/elevator restrictions, and setup requirements. Once delivery details are confirmed, your dedicated inside partner will process your purchase orders and work with our Traffic Department to arrange delivery dates according to your schedule.

For any delays in the project schedule, Lakeshore will coordinate to hold orders from shipping at one of our storage facilities (located in Midway, KY and Carson, CA), until you provide confirmation to release orders and schedule deliveries.

Lakeshore does not use other dealers. We are the sole manufacturer and seller of Lakeshore goods.

**5. Indicate the level of support your company will offer on this contract category.**

- Pricing is the same as offered to individual education, government, and nonprofit agencies.
- Pricing is the same as offered to cooperative purchasing organizations or state purchasing departments.
- Pricing is better than what is offered to individual education, government, and nonprofit agencies.
- Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
- Other, please describe

**If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:**

Click or tap here to enter text.



**6. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?**

Yes  No

**If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.**

Click or tap here to enter text.

**7. Has your company been disbarred and or suspended in doing business within the United States?**

Yes  No

**If YES, list what states, the reason for debarment and/or suspension and its effective dates.**

Click or tap here to enter text.

## Warranty (30 points)

**1. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure.**

Lakeshore unconditionally guarantees every item. We stake our reputation on the quality of our products. If you are unhappy with any item for any reason, return it to us for a full refund or exchange, no questions asked! Your satisfaction is our number-one priority.

- **Lifetime warranty** on Premium-Quality Classroom Furniture, Tables and Desks, Chairs, and Cots!
- 10-year warranty on Classroom Carpets
- 5-year warranty on Write & Wipe Mobile Tables & Desks, Outdoor Furniture, Trikes, and Cribs
- All other items receive a full-year warranty (unless otherwise noted)

**2. Do all warranties cover all products/equipment parts and labor?**

Yes  No

**If NO, describe the exceptions to coverage.**

Click or tap here to enter text.

**3. Do warranties impose usage limit restrictions?**

Yes  No

**If YES, describe the restrictions.**

Click or tap here to enter text.

**4. Do warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?**

Yes  No

**If NO, describe why travel and mileage are not covered.**

Click or tap here to enter text.

**5. List any additional limitations or circumstances that would not be covered under your warranty?**

N/A

**6. List any geographic areas within CPC's tri-state area for which your organization cannot provide a certified technician to perform warranty repairs. How will CPC participating agencies in these areas be provided service for warranty repair?**

N/A

## Industry Specific Information (100 points)

**1. Provide a general narrative description of the services you are offering in your proposal.**

Lakeshore will offer Cooperative Purchasing Connection, and it's member agencies a 5% discount on all non-sale items from Lakeshore's catalogs, website ([www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)), and retail stores (see attached Store List for locations). We guarantee free delivery within 7-10 business days ARO in the contiguous U.S. Lakeshore also offers a Complimentary White-Glove Delivery & Installation service on single-classroom orders \$10,000 and over. Lakeshore will also provide a dedicated staff for CPC and its members to assist with all orders.

**2. Provide a general narrative description of your pricing model and identify how the model works.**

Catalogs and prices are subject to change with the release of new catalogs in January and February of each year and in the event of significant factors outside our control, such as government-imposed import tariffs.

**3. Detail any rebates, custom lists, or other incentive offers that will be extended through the resulting contract.**

Lakeshore agrees to hold the discount offered in this submission throughout the lifetime of the contract.

**4. Describe your inventory and distribution hubs, their location and their service/fill rate of inventory from those locations.**

With more than 1.5 million square feet of warehouse space, we're able to keep items in stock and ready to ship. We have two state-of-the-art distribution centers located in Carson, California, and Midway, Kentucky, enabling us to serve the United States coast-to-coast!

Lakeshore is proud to have a 99% fill rate. We work very hard to keep all of our items stocked in our warehouse and available for immediate delivery. If by some chance there is a back order, we won't bill or invoice you until every item is delivered. From the day we receive your order, you will receive your materials in 7-10 working days, guaranteed. For large orders, we will work with our manufacturers to make sure we have the appropriate stock available to meet your delivery dates.

**5. Describe your company's ordering process and what methods can be utilized to place and create orders.**

Orders can be made over the phone, via fax, or online utilizing the e-procurement account that was previously set up for CPC. If CPC creates a policy on how their members must place orders, Lakeshore will set up the account accordingly. Participating members must reference "Per Bid #20.8" on all purchase orders to receive the terms given to CPC.

**6. For online ordering, describe how many personnel are dedicated to your online ordering helpdesk.**

Lakeshore has 3 people dedicated to the online helpdesk. There are 6-8 programmers, who work on our website and online ordering system. The web team also works closely with our Order Department, which consists of 20 people.

**7. Describe any minimum order requirements and applicable surcharges when not meeting a minimum.**

N/A There is no minimum requirement for orders

**8. Describe how your company will promote and distribute furniture – project/special [non-catalog] and related products through this contract.**

Lakeshore guarantees delivery of all products within 7-10 business days ARO in the contiguous U.S. If there is a special project, a dedicated inside partner will work with the CPC member agency to coordinate the logistics of the delivery and any assembly of the project.

**9. Describe your company's delivery policy and lead time required from order placement to receipt of delivery for supplies and furniture – project/special [non-catalog].**

Delivery time is 7 -10 business days ARO in the contiguous U.S.

**10. Describe how your company handles issues with service and deliveries. Describe how installers and subcontractors are made aware of the terms and conditions of the contract.**

When Lakeshore receives a purchase order from a CPC member agency, your dedicated Lakeshore Inside Partner will contact the member agency and will coordinate the logistics of the delivery and installation (if needed) with other Lakeshore departments. Lakeshore has its own installation team and does not utilize any subcontractors.

**11. Describe your company's process for handling exchanges, returns, and credits for both supplies and furniture – special/project [non-catalog]. Describe any and all restocking fees that may apply.**

If you are unhappy with any item for any reason, you may return it for a full refund or exchange...no questions asked!

**12. Describe any retail locations that your company offers and how participating agencies would receive their discounts at those locations.**

Please see the attached Lakeshore store list. If awarded, participating agencies just need to reference Account # 168276 and Bid #20.8 at any of our store locations to receive the terms given to CPC.

**13. Describe your company's environmental policy or green initiatives.**

Lakeshore offers a variety of classroom furniture pieces that have earned GREENGUARD Certification. Many of our furniture lines (Classic Birch, Flex-Space, First Steps® and Heavy-Duty) are certified by the GREENGUARD Environmental Institute to support low emissions standards—reducing chemical pollutants and helping to improve indoor air quality.

GREENGUARD Certification is recognized by numerous sustainable building programs, including the LEED® Building Rating System. Purchasing products that are GREENGUARD Certified helps you earn points toward LEED certification. Products on our website that feature the GREENGUARD logo are certified by the GREENGUARD Environmental Institute to comply with low emissions standards—reducing chemical pollutants and helping improve the quality of indoor air.

For a complete listing of Lakeshore's GREENGUARD Certified products, just search for the keyword "GREENGUARD" on our website. You may also request more information from Lakeshore's Customer Service Department by calling (800) 421-5354.

## Exceptions & Deviations *(10 points)*

**1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.**

- Must reference "Per Bid# 20.8" on all purchase orders to receive the terms given to CPC
- Discounts are not applicable to sale items.
- Lakeshore agrees to hold the discount offered in this submission throughout the lifetime of the contract. Catalogs and prices are subject to change with the release of new catalogs in January and February of each year and in the event of significant factors outside our control, such as government-imposed import tariffs.

**2. List any exceptions your company is requesting to the terms set forth in the Technical Specifications.**

**Respondents must include the following when requesting exceptions:**

- **RFP section number and page number**
- **Describe the exception**
- **Explanation of why this is an issue**
- **Proposed alternative to meet the needs of participating agencies and the cooperative**

Click or tap here to enter text.

## References

**Provide three (3) references that have purchased products and/or services that are applicable to the scope of this proposal within the last six (6) months. A contact name, phone number and email will be required.**

|                                     |  |
|-------------------------------------|--|
| <b>Reference #1 – Business Name</b> | Metro St. Louis YWCA Head Start                  |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 1992                    |
| <b>Reference Contact</b>            | Stacy Johnson, Head Start Director               |
| <b>Phone</b>                        | (314) 427-4940                                   |
| <b>Email</b>                        | sjohnson@headstart.ywcastlouis.org               |

|                                     |  |
|-------------------------------------|--|
| <b>Reference #2 – Business Name</b> | Illinois Action for Children                     |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 1990                    |
| <b>Reference Contact</b>            | Maria Whelan, President / CEO                    |
| <b>Phone</b>                        | (312) 823-1100                                   |
| <b>Email</b>                        | whelanm@actforchildren.org                       |

|                                     |  |
|-------------------------------------|--|
| <b>Reference #3 – Business Name</b> | Milwaukee Public Schools                         |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 2007                    |
| <b>Reference Contact</b>            | Krissy Washington, Program Coordinator           |
| <b>Phone</b>                        | (414) 475-8094                                   |
| <b>Email</b>                        | washinkn@milwaukee.k12.wi.us                     |



# Form C.2A - Core Items Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the following information for all of the core items listed below. The items below are high usage items and it is anticipated that deeper discounts will be bid for those specific items. Form C.2A has been formatted to print to one-page width. Note, this is a required form.

**REQUIRED FORM**

Responding Company's Name: Lakeshore Equipment Company dba Lakeshore Learning Materials

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer      | Manufacturer SKU | Vendor SKU | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments    |
|----------------------|--|---------------------------|-------------------|------------------|------------|-----------------|--------------------|-------------------|---------------------|-------------|
| OFFICE SUPPLIES      | ADHESIVE, ALL TEMP, GLUE STICKS, 25 PACK                                   | 721                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | ADHESIVE, FIN TAK, BLUJE   | 738                       | SCOTCH            | YD812            | 860        | EA              | \$ 2.49            | 5%                | \$ 2.37             |             |
| OFFICE SUPPLIES      | ADHESIVE, MOUNTING PUTTY   | 1,281                     | SCOTCH            | YD812            | 860        | EA              | \$ 2.49            | 5%                | \$ 2.37             |             |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, 100 BOX, ASSORTED SIZES, 1X3          | 919                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, FLEXIBLE FABRIC, EXTRA-LARGE, SPORT KNEE/ELBOW, 10 BOX | 275                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| BREAKROOM & FACILITY | BANDAGES, BAND AID, PLASTIC, 3/4X4, 60CT                                   | 380                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AA, 24/BOX   | 707                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, COPPERTOP, AAA, 24 BOX  | 429                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AA, 24 EACH, 1 BOX                                    | 606                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, INDUSTRIAL, AAA, 24 EACH, 1 BOX                                   | 469                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AA, 24 BOX   | 664                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BATTERY, PROCELL, AAA, 24 BOX  | 745                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", BLACK  | 902                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 5", WHITE  | 1,732                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", BLACK  | 5,344                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1", WHITE  | 9,954                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", BLACK  | 857                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 1.5", WHITE  | 4,693                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", BLACK  | 638                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 2", WHITE  | 4,014                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", BLACK  | 685                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BINDER, VIEW, 11X8.5, 3", WHITE  | 1,335                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BOOK, STENO, GREGG, 80 SHEET, WHITE  | 623                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | BOOK, STUDENT ASSIGNMENT, 40 WEEK  | 924                       | SOARING EAGLE     | SWH7             | PB-7       | EA              | \$ 14.99           | 5%                | \$ 14.24            |             |
| OFFICE SUPPLIES      | BOX, PENCIL, CLEAR   | 1,486                     | LAKESHORE         | VR152            | VR152      | EA              | \$ 2.99            | 5%                | \$ 2.84             | Color: Blue |
| OFFICE SUPPLIES      | CALCULATOR, 10 DIGIT, 2 LINE, SCIENTIFIC                                   | 1,066                     | TEXAS INSTRUMENTS | NZ44             | TEX15      | EA              | \$ 24.99           | 5%                | \$ 23.74            |             |
| OFFICE SUPPLIES      | CALCULATOR, POCKET, 8 DIGIT LCD, HANDHELD                                  | 850                       | TEXAS INSTRUMENTS | NZ8              | TEX108     | EA              | \$ 8.49            | 5%                | \$ 8.07             |             |
| OFFICE SUPPLIES      | CALENDAR, DESKPAD, ACADEMIC, 22X17   | 437                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 3X5, WHITE   | 2,925                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, PLAIN, 4X6, WHITE   | 886                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 100 PACK                                   | 9,941                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 3X5, WHITE, 500 PACK                                   | 573                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 4X6, WHITE   | 2,958                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARD, INDEX, RULED, 5X8, WHITE   | 1,076                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CARTRIDGE, DUAL LAMINATE, REFILL, 3M 8.5x100 FEET, ROLL                    | 504                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, CITRUS/FRESH SCENT, 35 CANISTER, 3            | 260                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| BREAKROOM & FACILITY | CLEANER, DISINFECTANT WIPES, FRESH SCENT, 75 CANISTER                      | 999                       |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLEANER, WHITEBOARD, SPRAY 8OZ   | 6,584                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, #1, GEM, NON-SKID, 1M/PK   | 457                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 100/BX  | 5,093                     |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, #1, GEM, SMOOTH, 1M/PK   | 1,705                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, #1, VINYL, ASSORTED, 500 PACK  | 416                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, 15MM   | 403                       |                   | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, 32MM, 24 PIECES, BLACK                                       | 524                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, 51MM, 12 PIECES, BLACK                                       | 511                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, LARGE  | 990                       |                   | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM, 36/PK  | 2,598                     |                   | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, MEDIUM, 36/PK  | 1,609                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL  | 2,212                     |                   | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 144 PACK  | 631                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, BINDER, SMALL, 36 PK, BLACK  | 703                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, JUMBO, NON-SKID, 1M/PACK   | 549                       |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 100/BOX   | 7,105                     |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, JUMBO, SMOOTH, 1M/PK   | 1,604                     |                   | NO BID           | NO BID     | PK              |                    |                   | \$ -                |             |
| OFFICE SUPPLIES      | CLIP, STIKKICLIPS, 20/PK, WHITE  | 1,790                     | FPC CORP.         | SST1320          | 1320       | PK              | \$ 4.99            | 5%                | \$ 4.74             |             |
| OFFICE SUPPLIES      | CLIPBOARD, STANDARD CLIP, LETTER   | 5,521                     |                   | NO BID           | NO BID     | EA              |                    |                   | \$ -                |             |
| BREAKROOM & FACILITY | COLD PACK, INSTANT COLD, 2 BOX   | 516                       |                   | NO BID           | NO BID     | BX              |                    |                   | \$ -                |             |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer    | Manufacturer SKU | Vendor SKU | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments                         |
|----------------------|--|---------------------------|-----------------|------------------|------------|-----------------|--------------------|-------------------|---------------------|----------------------------------|
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 24 SET, ASSORTED                        | 1,271                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | CRAYON, CLASSIC COLOR, 8 SET, ASSORTED                         | 1,329                     | LAKESHORE       | VX271            | VX271      | EA              | \$ 0.89            | 5%                | \$ 0.85             |                                  |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 24 SET, ASSORTED                             | 423                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | CRAYON, TUCK BOX, 8 SET, ASSORTED                              | 421                       | LAKESHORE       | VX271            | VX271      | EA              | \$ 0.89            | 5%                | \$ 0.85             |                                  |
| BREAKROOM & FACILITY | CUP, 8 OZ, FOAM, WHITE, 25 PACK                                | 111                       |                 | NO BID           | NO BID     | PK              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 1" CORE, DESK NON-SKID, BLACK                 | 2,801                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | DISPENSER, TAPE, 3/4 IN  | 484                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | DIVIDER, PLASTIC INSERT 8 TAB, ASSORTED                        | 898                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | ENVELOPE, #10, WHITE, WOVEN, 24#                               | 1,434                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 10X13, 28#, BROWN                             | 885                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 6X9, 28#, BROWN                               | 1,230                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | ENVELOPE, CLASP, 9X12, 28#, BROWN                              | 1,630                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | ERASER, DRY ERASE, BLACK                                       | 10,570                    | THE PENCIL GRIP | ZW886            | TPC-350C   | EA              | \$ 2.99            | 5%                | \$ 2.84             |                                  |
| OFFICE SUPPLIES      | ERASER, PENCIL CAP, RED  | 522                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FILE, POLY, XL, REUSABLE ENV                                   | 795                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FLUID, CORRECTION, 20ML, WHITE                                 | 1,539                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FLUID, CORRECTION, FASTDRY, 3 PACK, WHITE                      | 526                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FOLDER, 2 POCKET, POLY PORTFOLIO                               | 426                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FOLDER, HANGING, 1/5 CUT, LETTER, 25 BOX                       | 1,361                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FOLDER, MANILA, 1/3 CUT, LETTER, 100                           | 5,241                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | FOLDER, REINFORCED, 1/3 CUT, MANILA, LETTER                    | 1,143                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| BREAKROOM & FACILITY | FORK, PLASTIC, HEAVY-WEIGHT, 100 BOX                           | 115                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| BREAKROOM & FACILITY | GLASSES, SAFETY, SCRATCH-RESISTANT, CLEAR                      | 249                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| BREAKROOM & FACILITY | GLASSES, SAFETY, UNCOATED, CLEAR FRAME/LENS                    | 428                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| BREAKROOM & FACILITY | GLOVES, VINYL, EXAM, POWDER-FREE, MEDIUM, 100 BOX              | 340                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | GLUE, RUBBER CEMENT, 4OZ                                       | 4,182                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | GLUE, STICK, .24OZ, 30/BX, CLEAR                               | 1,692                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | GLUE, STICK, .24OZ, 4 PACK, CLEAR                              | 420                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | GLUE, STICK, 20 PACK   | 726                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | GLUE, STICK, SCHOOL, .77 OZ                                    | 1,205                     | LAKESHORE       | TT506            | TT506      | EA              | \$ 0.99            | 5%                | \$ 0.94             |                                  |
| OFFICE SUPPLIES      | GLUE, WASHBLE, SCHOOL, WHITE, 4 OZ                             | 5,472                     | LAKESHORE       | RS4              | RS4        | EA              | \$ 0.99            | 5%                | \$ 0.94             |                                  |
| OFFICE SUPPLIES      | HEADPHONES, STEREO, HP200F                                     | 424                       | LAKESHORE       | DD210            | DD210      | EA              | \$ 9.99            | 5%                | \$ 9.49             |                                  |
| OFFICE SUPPLIES      | HEADSET, EAR BUD, BLACK  | 541                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HEADSET, HEADPHONE, BLACK, OVERHEAD                            | 1,412                     | LAKESHORE       | FN2924C          | FN2924C    | EA              | \$ 16.99           | 5%                | \$ 16.14            | Listening Center Headphones-Blue |
| OFFICE SUPPLIES      | HIGHLIGHTER, DESK, 5 SET                                       | 513                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HIGHLIGHTER, DESK, CHISEL, FLUORESCENT YELLOW                  | 960                       |                 | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, 5 SET, ASSORTED                           | 1,020                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HIGHLIGHTER, POCKET, CHISEL, FLUORESCENT YELLOW                | 418                       |                 | NO BID           | NO BID     | DZ              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HIGHLIGHTER, TANK STYLE, CHISEL, 6 SET, ASSORTED               | 407                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | HOLDER, PEN, PENPAL, 50/BX                                     | 1,460                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, 5 TAB, TRANSLUCENT, ASSORTED                            | 430                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 CLEAR/SET                             | 711                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 5 COLORED                               | 1,874                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, BINDER, 11X8.5, 8 COLOR/SET                             | 706                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, BINDER, LETTER, 8 TAB, COATED WRITE-ON, ERASABLE, WHITE | 486                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, ERASE, 1-5 TAB, WHITE                                   | 535                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, PLASTIC, 2 POCKET, 8 TAB, ASSORTED                      | 476                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | INDEX, RULED, 3x5, 100 PACK, WHITE                             | 515                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | JOURNAL, PICTURE SPACE, PRIMARY, 5/8", 9.5X7.5, 100 SHEET      | 459                       | SARGENT ART     | FG465            | 23-1535    | EA              | \$ 2.99            | 5%                | \$ 2.84             |                                  |
| OFFICE SUPPLIES      | LABEL, ADDRESS, 1X2.625, 30/SHEET                              | 1,227                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | LABEL, LASER, 2-5/8X1, WHITE                                   | 1,529                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | LEAD, PENCIL, 5MM, HB, 12 PACK                                 | 644                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | LEAD, PENCIL, 7MM, HB, 12 PACK                                 | 623                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| BREAKROOM & FACILITY | LINER, ECO-SAFE, 30X39, 30 GALLON, 1.10 MIL, GREEN, 48 BOX     | 143                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, BROAD LINE, 12 SET, ASSORTED                           | 503                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, CHISEL, DRY ERASE, 8 SET                               | 814                       | LAKESHORE       | DD108            | DD108      | EA              | \$ 8.99            | 5%                | \$ 8.54             |                                  |
| OFFICE SUPPLIES      | MARKER, CLASSIC, BROAD, 8/SET                                  | 1,579                     | LAKESHORE       | JJ336            | JJ336      | EA              | \$ 2.79            | 5%                | \$ 2.65             |                                  |
| OFFICE SUPPLIES      | MARKER, CLASSIC, WASHABLE, BROAD, 8/SET                        | 2,131                     | LAKESHORE       | JJ438            | JJ438      | EA              | \$ 3.99            | 5%                | \$ 3.79             |                                  |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, 4 SET                               | 1,001                     | LAKESHORE       | DD106            | DD106      | EA              | \$ 4.99            | 5%                | \$ 4.74             |                                  |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLACK                               | 1,438                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, BLUE                                | 784                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, GREEN                               | 507                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, DRY ERASE, CHISEL, RED                                 | 552                       |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, 4 SET                                  | 618                       | LAKESHORE       | DD106            | DD106      | EA              | \$ 4.99            | 5%                | \$ 4.74             |                                  |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLACK                                  | 2,465                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, BLUE                                   | 1,589                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, GREEN                                  | 1,140                     |                 | NO BID           | NO BID     | EA              |                    |                   | \$ -                |                                  |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer      | Manufacturer SKU | Vendor SKU  | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments             |
|----------------------|--|---------------------------|-------------------|------------------|-------------|-----------------|--------------------|-------------------|---------------------|----------------------|
| OFFICE SUPPLIES      | MARKER, EXPO 2, CHISEL, RED  | 1,154                     |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, EXPO 2, FINE, BLACK  | 406                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, EXPO, LOW CHISEL ASSORTED, 36 BOX                              | 415                       | LAKESHORE         | LA138            | LA138       | BX              | \$ 34.99           | 5%                | \$ 33.24            | 32 dry-erase markers |
| OFFICE SUPPLIES      | MARKER, EXPO2, DRY ERASE, CHISEL, 16 SET                               | 1,137                     |                   | NO BID           | NO BID      | ST              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, FLIP CHART, 8 SET  | 509                       |                   | NO BID           | NO BID      | ST              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, MR SKETCH, 12 SET  | 412                       | NEWELL RUBBERMAII | GA934            | 1905069     | DZ              | \$ 10.99           | 5%                | \$ 10.44            |                      |
| OFFICE SUPPLIES      | MARKER, PAPERMATE FLAIR, FIBRE-TIP, BLACK                              | 665                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, PAPERMATE FLAIR, FIBRE-TIP, BLUE                               | 438                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, PERMANENT FINE, BLACK  | 1,154                     |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, PERMANENT, CHISEL, REGULAR, BLACK                              | 507                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                                     | 1,585                     |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, SHARPIE, FINE POINT, BLACK                                     | 408                       |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, SHARPIE, ULTRAFINE, BLACK                                      | 594                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | MARKER, WASHABLE, BROAD, 12 SET, ASSORTED                              | 453                       |                   | NO BID           | NO BID      | ST              |                    |                   | \$ -                |                      |
| BREAKROOM & FACILITY | NAPKINS BOUNTY, 1-PLY, 12X12, WHITE, 100 PACK                          | 133                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, ASSORTED                                   | 467                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, POST-IT, 3X3, 5 PACK, CAPE TOWN                                  | 531                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, SELF-STICK 3X3, 18 PAD/PK, YELLOW                                | 935                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, SELF-STICK, 3X3, 12 PACK, YELLOW, 100 SHEET                      | 504                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, SELF-STICK, 3X3, 12 PAD, PASTEL, ASSORTED                        | 1,295                     |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 1.5X2, YELLOW, 12 PADS                                 | 1,978                     |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 3X3, YELLOW, 12 PADS                                   | 2,067                     |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTE, STICK-IT, 3X5, YELLOW, 12 PAD                                    | 635                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTEBOOK, 1 SUBJECT, 8X10.5, ASSORTED                                  | 1,354                     |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTEBOOK, 9.75X7.5, 100 SHEET, BLACK                                   | 486                       |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, 9.75X7.5, 100 SHEET, ASSORTED                   | 953                       | SARGENT ART       | FG445            | 23-1530     | EA              | \$ 2.99            | 5%                | \$ 2.84             |                      |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, COLLEGE, BLACK                                  | 543                       |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTEBOOK, COMPOSITION, WIDE RULE, MARBLE COVER, 9.75X7.5, 100 SHEET    | 947                       | SARGENT ART       | FG445            | 23-1530     | EA              | \$ 2.99            | 5%                | \$ 2.84             |                      |
| OFFICE SUPPLIES      | NOTEBOOK, SPIRAL, COLLEGE RULED, 10.5X8, 70 SHEET                      | 737                       |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | NOTEBOOK, WIDE RULED, 10.5X8, 70 SHEET, ASSORTED COLORS                | 515                       |                   | NO BID           | NO BID      | EA              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, 12 SELF-STICK, 1.5X2, ASSORTED                                    | 417                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, CHART 24X32, 1.5", 25 SHEET                                       | 730                       | PAICON            | B7471            | B7471       | EA              | \$ 12.99           | 5%                | \$ 12.34            |                      |
| OFFICE SUPPLIES      | PAD, EASEL RULED, 27X34, 50 SHEET                                      | 412                       |                   | NO BID           | NO BID      | CT              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, EASEL, SELF-STICK, 2/EACH   | 440                       |                   | NO BID           | NO BID      | CT              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED, 5X8, WHITE                               | 467                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED, LETTER, CANARY                           | 596                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAD, LEGAL RULED, PERFORATED, LETTER, WHITE                            | 679                       |                   | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, BLACK                                       | 406                       | LAKESHORE         | PX2016BK         | PX2016BK    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, BLUE  | 466                       | LAKESHORE         | PX2016BU         | PX2016BU    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, ORANGE                                      | 437                       | LAKESHORE         | PX2016RG         | PX2016RG    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, RED   | 544                       | LAKESHORE         | PX2016RD         | PX2016RD    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, WHITE                                       | 585                       | LAKESHORE         | PX2016WT         | PX2016WT    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| OFFICE SUPPLIES      | PAINT, TEMPRA, ARTISTA II, YELLOW                                      | 497                       | LAKESHORE         | PX2016YE         | PX2016YE    | EA              | \$ 2.99            | 5%                | \$ 2.84             | 16 oz                |
| PAPER                | PAPER, 24#, 8.5X11, GREEN, 500 SHEETS                                  | 410                       |                   | NO BID           | NO BID      | RM              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, 24#, 8.5X11, RED, 500 SHEETS                                    | 520                       |                   | NO BID           | NO BID      | RM              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, 96 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON | 934                       |                   | NO BID           | NO BID      | CT              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, CARDSTOCK, 65#, 8.5X11, WHITE, 100 PACK                         | 440                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, CARDSTOCK, 92 BRIGHT, 90#, 8.5X11, WHITE, 250 PACK              | 457                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, CARDSTOCK, 94 BRIGHT, 110#, 8.5X11, WHITE, 250 PACK             | 1,189                     |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, CARDSTOCK, 94 BRIGHT, 90#, 8.5X11, WHITE, 250 PACK              | 591                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| PAPER                | PAPER, CARDSTOCK, 96 BRIGHT, 65#, 8.5X11, STARBUST WHITE, 250 PACK     | 514                       |                   | NO BID           | NO BID      | PK              |                    |                   | \$ -                |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, ASSORTED                            | 1,129                     | PAICON            | TA51AC           | PL6507-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BLACK                               | 4,126                     | PAICON            | TA51BK           | PL6307-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BLUE                                | 1,079                     | PAICON            | TA51BU           | PL7407-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, BROWN                               | 4,383                     | PAICON            | TA51BR           | PL6707-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, DARK BLUE                           | 1,281                     | PAICON            | TA51DB           | PL7307-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY GREEN                       | 1,637                     | PAICON            | TA51HG           | PL8007-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, HOLIDAY RED                         | 1,824                     | PAICON            | TA51HR           | PL9907-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, ORANGE                              | 1,312                     | PAICON            | TA51RG           | PL6607-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, PINK                                | 531                       | PAICON            | TA51PN           | PL7007-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, SKY BLUE                            | 572                       | PAICON            | TA51SB           | PL7607-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, TURQUOISE                           | 506                       | PAICON            | TA51LB           | PL7707-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, VIOLET                              | 1,237                     | PAICON            | TA51VT           | PL7207-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, WHITE                               | 7,367                     | PAICON            | TA51WT           | PL9207-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 12X18, 50 PK, YELLOW                              | 2,442                     | PAICON            | TA51YE           | PL8407-1560 | PK              | \$ 2.29            | 5%                | \$ 2.18             |                      |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 300 PK, ASSORTED                            | 477                       | PAICON            | TA50-300         | SPEC        | PK              | \$ 7.14            | 5%                | \$ 6.78             |                      |



| Product Category     | Product Description   | Est. Volume Contract Term | Manufacturer | Manufacturer SKU | Vendor SKU  | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments   |
|----------------------|---|---------------------------|--------------|------------------|-------------|-----------------|--------------------|-------------------|---------------------|--|
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BLACK   | 4910                      | PAGON        | TA50BK           | PL6303-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BLUE  | 1979                      | PAGON        | TA50BU           | PL7403-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BRIGHT GREEN                                      | 423                       | PAGON        | TA50GB           | PL9603-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, BROWN   | 4591                      | PAGON        | TA50BR           | PL6703-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, DARK BLUE   | 456                       | PAGON        | TA50DB           | PL7303-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREEN   | 981                       | PAGON        | TA50DG           | PL7803-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, GREY  | 674                       | PAGON        | TA50GA           | PL8803-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             | Dark Green   |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY GREEN                                     | 1810                      | PAGON        | TA50HG           | PL8003-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOLIDAY RED                                       | 2572                      | PAGON        | TA50HR           | PL9903-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, HOT PINK  | 650                       | PAGON        | TA50HP           | P9103       | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BLUE  | 676                       | PAGON        | TA50SB           | PL7603-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             | Sky Blue   |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT BROWN                                       | 1008                      | PAGON        | TA50LB           | PL6903-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, LIGHT GREEN                                       | 565                       | PAGON        | TA50LG           | PL8103-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, MAGENTA   | 570                       | PAGON        | TA50MA           | PL6403-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, ORANGE  | 2283                      | PAGON        | TA50RG           | PL6603-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, PINK  | 1,342                     | PAGON        | TA50PN           | PL7003-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, RED   | 854                       | PAGON        | TA50RD           | PL6103-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, SKY BLUE  | 416                       | PAGON        | TA50SB           | PL7603-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             | Blue Green   |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, TURQUOISE   | 575                       | PAGON        | TA50BG           | PL7703-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, VIOLET  | 1,178                     | PAGON        | TA50VT           | PL7203-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, CONSTRUCTION, 9X12, 50 PK, WHITE   | 7521                      | PAGON        | TA50WT           | PL9203-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| OFFICE SUPPLIES      | PAPER, ECOLOGY FILLER, WIDE RULED, 3 HOLE, 8X10.5, 150 SHEETS                       | 3,262                     | PAGON        | TA50YE           | PL8403-1560 | PK              | \$ 1.19            | 5%                | \$ 1.13             |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BLUE                                     | 1,916                     |              | NO BID           | NO BID      | PK              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, BOTTLE ROCKET BLUE                       | 1,514                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CANARY                                   | 1,851                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CHERRY CHARGE                            | 461                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, CRACKLING CANARY                         | 2,129                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, FLASHING IVORY                           | 433                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GARDEN SPRINGS GREEN                     | 618                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDEN GLIMMER                           | 545                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GOLDENROD                                | 1,276                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, GREEN                                    | 1,534                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, JAMMIN SALMON                            | 1,274                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, LUMINOUS LAVENDER                        | 936                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, ORCHID                                   | 656                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PINK                                     | 1,367                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, POPPERMINT GREEN                         | 1,546                     |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, POWDER PINK                              | 758                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, PUMPKIN GLOW                             | 741                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 20#, 8.5X11, 500 SHEETS, TURBULENT TURQUOISE                      | 430                       |              | NO BID           | NO BID      | RM              |                    |                   | \$ -                |  |
| PAPER                | PAPER, MULTI-USE, 92 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON   | 755                       |              | NO BID           | NO BID      | CT              |                    |                   | \$ -                |  |
| PAPER                | PAPER, XEROGRAPHIC, 93 BRIGHT, 20#, 8.5X11, WHITE, 500 SHEETS/REAM, 10 REAMS/CARTON | 9,147                     |              | NO BID           | NO BID      | CT              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PEN, BALLPOINT, ECONOMY, MEDIUM, BLACK  | 1,163                     |              | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PEN, ROUND STIC 60 BOX, BLACK   | 575                       |              | NO BID           | NO BID      | BX              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, #2 BLACK LEAD, 144/PK   | 1,667                     |              | NO BID           | NO BID      | PK              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, #2, BLACKSTONIAN  | 843                       |              | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, COLORED, 3.3MM, 12 SET  | 416                       |              | NO BID           | NO BID      | ST              | \$ 2.99            | 5%                | \$ 2.84             |  |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 12 SET   | 1,088                     | LAKESHORE    | LAY97            | LAY97       | ST              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, CRAYOLA, LONG, 24 SET   | 1,057                     |              | NO BID           | NO BID      | ST              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, TIC #2 PRESHARPENED, YELLOW   | 440                       |              | NO BID           | NO BID      | PK              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PENCIL, TICONDEROGA, #2   | 771                       | LAKESHORE    | SUZ28            | LC-H-33-B   | DZ              | \$ 1.99            | 5%                | \$ 1.89             |  |
| OFFICE SUPPLIES      | PENCIL, WOOD, #2, YELLOW BARREL   | 8,710                     |              | NO BID           | NO BID      | DZ              |                    |                   | \$ -                |  |
| BREAKROOM & FACILITY | PLATE, PAPER, 6", COATED, 100 PACK, WHITE   | 121                       |              | NO BID           | NO BID      | PK              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | POCKET, FILE LETTER, 2/5 R, 1" EXPANSION, MANILA                                    | 530                       |              | NO BID           | NO BID      | EA              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | POCKET, TWISTED TWIN, ASSORTED  | 1,265                     |              | NO BID           | NO BID      | EA              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, ASSORTED   | 659                       |              | NO BID           | NO BID      | BX              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PORTFOLIO, LETTER, 2 POCKET, DARK BLUE  | 416                       |              | NO BID           | NO BID      | BX              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | POUCH, PENCIL, BINDER, BLACK  | 989                       |              | NO BID           | NO BID      | EA              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | POUCH, THERMAL, 3MIL, 100, CLEAR  | 613                       | LAKESHORE    | XC343            | XC343       | PK              | \$ 29.99           | 5%                | \$ 28.49            | Classroom Laminating Pouches - Set of 100 9x11 1/2 |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, CLEAR   | 2,475                     |              | NO BID           | NO BID      | BX              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PROTECTOR, SHEET, LETTER, TOP LOAD, CLEAR   | 1,593                     |              | NO BID           | NO BID      | BX              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PUNCH, 1-HOLE, RUBBER GRIP  | 799                       |              | NO BID           | NO BID      | EA              |                    |                   | \$ -                |  |
| OFFICE SUPPLIES      | PUSHPIN, PLASTIC, 100PACK, CLEAR  | 403                       |              | NO BID           | NO BID      | PK              |                    |                   | \$ -                |  |

| Product Category     | Product Description  | Est. Volume Contract Term | Manufacturer | Manufacturer SKU | Vendor SKU   | Unit of Measure | Catalog List Price | Category Discount | Net Price To Member | Comments |
|----------------------|--|---------------------------|--------------|------------------|--------------|-----------------|--------------------|-------------------|---------------------|----------|
| BREAKROOM & FACILITY | RECEPTACLE, MEDIUM, RECYCLE CONTAINER, BLUE, 28.13 QT            | 173                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | REMOVER, STAPLE, LAW STYLE, BROWN                                | 905                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RIBBON, CALCULATOR, RED/BLACK INK                                | 542                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RIBBON, F/CNMM310 BLACK/RED                                      | 449                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | ROLL, ADD/CALC, 2.25, 12 PACK                                    | 438                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RUBBERBANDS, ASSORTED SIZE, 1/4 LB                               | 797                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, 12" WOOD, ENGLISH/METRIC                                  | 805                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, 12", NON-SHATTER, CLEAR                                   | 3,106                     |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, WOOD, 12", DOUBLE EDGE                                    | 695                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | RULER, WOOD, 12", METRIC & IN                                    | 146                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | SANTIZER, HAND, PURELL, 8OZ PUMP BOTTLE                          | 5,236                     |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, 8" STRAIGHT, STAINLESS STEEL                           | 892                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 7", STRAIGHT, STAINLESS STEEL BLADE           | 811                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SCISSORS, ECONOMY, 8", BENT, STAINLESS STEEL                     | 410                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SHARPER, PENCIL, CHROME/BLACK, WALL MOUNTED, MANUAL              | 1,157                     |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | SHEET, FILLER, 11X8.5, 200 SHEET                                 | 1,717                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLER, DESK, FULL STRIP, BLACK                                 | 2,100                     |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLER, ECONOMY, FULL   | 1,197                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, 25TH/PK                                   | 6,310                     |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, CHISEL POINT, FULL STRIP, 5M/BX                         | 1,266                     |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | STAPLES, FULL STRIP, 5M/BOX                                      | 999                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, .75X1000, 6 ROLL PACK, CLEAR                               | 1,902                     |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, 1"X60, CREPE, MASKING                                      | 687                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, 2"X55 YD, 6 PK, CLEAR                                      | 839                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 1.5X15 YDS                              | 1,551                     |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 2X15YDS                                 | 1,130                     |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, BOOK, TRANSPARENT, 3X15 YDS                                | 656                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CELLO, TRANSPARENT, 1/2X450                                | 477                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 1/6X400", WHITEOUT                             | 800                       |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, CORRECTION, 10PK, WHITE                                    | 578                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, DOUBLE STICK, 1/2X250                                      | 639                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, HEAVY DUTY PACKING, 2"X800", 6 PACK, CLEAR                 | 463                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, HEAVY DUTY MAILING, 2"X800" WITH DISPENSER, CLEAR          | 1,740                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, INVISIBLE, .75X83, 12/PK, CLEAR                            | 949                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75"X1000", CLEAR                                   | 491                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, .75X1M, 10 ROLL, CLEAR                              | 476                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MAGIC, 3/4X1296  | 1,444                     |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASK, 3/4"X60 YDS  | 673                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60 YDS   | 1,201                     |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, .75X60 YD, 6/PK                                   | 1,387                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MASKING, 1"X60YD, 3/PK                                     | 2,641                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, MENDING, PERMANENT, 3/4X1296                               | 681                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, PAINTERS, BLUE   | 859                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 1/2X1296, CLEAR                               | 432                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, TRANSPARENT, 3/4X1296                                      | 714                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD  | 974                       |              |                  | NO BID       | RL              |                    |                   | \$ -                |          |
| OFFICE SUPPLIES      | TAPE, WRITE ON, 3/4X36 YD, 12                                    | 1,003                     |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, FLAT BOX, 100 SHEETS/BOX, 30 BOXES/CARTON | 133                       |              |                  | NO BID       | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/BOX                    | 196                       |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 100 SHEETS/CARTON                 | 175                       |              |                  | NO BID       | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 125 SHEETS/BOX                    | 334                       |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, FACIAL, 2-PLY, POP-UP, 95 SHEETS/BOX, 6 BOXES/PACK       | 180                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX, 2-PLY, 125 SHEETS/BOX, 12 BOXES/CARTON          | 371                       |              |                  | NO BID       | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, KLEENEX/LITRA SOFT, 75 SHEETS, WHITE                     | 194                       |              |                  | NO BID       | PK              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, NATURAL, 125 SHEETS/BOX                    | 131                       |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TISSUE, PUFFS, 2-PLY, WHITE, 180 SHEETS/BOX                      | 233                       |              |                  | NO BID       | BX              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | TOWEL, ROLL, 2-PLY, 11X9, WHITE, 85 SHEETS/ROLL, 30 ROLLS/CARTON | 170                       |              |                  | NO BID       | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | VEST, SAFETY, POLYESTER MESH, ORANGE, ONE SIZE                   | 160                       |              |                  | NO BID       | EA              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | WATER, SPRING, 16.9Z, 24 BOTTLE                                  | 198                       |              |                  | NO BID       | CT              |                    |                   | \$ -                |          |
| BREAKROOM & FACILITY | WATER, SPRING, 16.9Z, 35 BOTTLE                                  | 2,244                     | GRAYOLA      | BS525            | 53-0525      | EA              | \$ 2.79            | 5%                | \$ 2.65             |          |
| <b>TOTALS</b>        |  |                           |              |                  | <b>Count</b> | <b>72</b>       | <b>\$ 309.93</b>   | <b>5%</b>         | <b>\$ 294.43</b>    |          |

# Form C.3 - Furniture Price Schedule

*Please note this workbook has multiple tabs.*

**Instructions.** Complete the table below for ALL project and non-catalog furniture that your company offers. Vendors must offer a percentage discount off of manufacturer catalog/brand/line. Services will be a percentage of project with the exception of hourly services outlined in the table below. Note, this is a **required form**.

**Responding Company's Name:** Lakeshore Equipment Company dba Lakeshore Learning Materials

**REQUIRED FORM**

|  |  | Service Rate Schedule - Value Add Service |   |                     |                     |                      |                       |             |                |  |
|--|--|---|---|---------------------|---------------------|----------------------|-----------------------|-------------|----------------|--|
|  |  | Tier 1                                    | Tier 2  | Tier 3              | Tier 4              | Tier 5               | Tier 6                | Tier 7      |                |  |
|  |  | \$0 - \$2,500                             | \$2,501 - \$10,000  | \$10,001 - \$25,000 | \$25,001 - \$50,000 | \$50,001 - \$100,000 | \$100,001 - \$150,000 | \$150,001 + | Comments/Notes |  |
|  |  | Service Listed as a % of List             |   |                     |                     |                      |                       |             |                |  |
|  | Inside Delivery                            | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Project Management Fee                     | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Prevaling Wage - normal business hours     | N/A                                       | Rate for Installation as % of list - PRODUCT NEEDING ASSEMBLY     |                     |                     |                      |                       |             |                |  |
|  | Prevaling Wage - non business hours        | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Non-Prevaling Wage - normal business hours | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Non-Prevaling Wage - non business hours    | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Prevaling Wage - normal business hours     | N/A                                       | Rate for Installation as % of list - PRODUCT NOT NEEDING ASSEMBLY |                     |                     |                      |                       |             |                |  |
|  | Prevaling Wage - non business hours        | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Non-Prevaling Wage - normal business hours | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Non-Prevaling Wage - non business hours    | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Design (Creative/non-CAD) - hourly         | N/A                                       | Additional Services at Hourly Rate                                |                     |                     |                      |                       |             |                |  |
|  | CAD - hourly                               | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Offloading, Receiving, Inspection - hourly | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Installation - set in place                | N/A                                       |   |                     |                     |                      |                       |             |                |  |
|  | Other (Define):                            | N/A                                       |   |                     |                     |                      |                       |             |                |  |

|  |                              | Pricing Discount Schedule |                    |                     |                     |                      |                       |             |                |
|--|------------------------------|---------------------------|--------------------|---------------------|---------------------|----------------------|-----------------------|-------------|----------------|
|  |                              | Tier 1                    | Tier 2             | Tier 3              | Tier 4              | Tier 5               | Tier 6                | Tier 7      |                |
|  |                              | \$0 - \$2,500             | \$2,501 - \$10,000 | \$10,001 - \$25,000 | \$25,001 - \$50,000 | \$50,001 - \$100,000 | \$100,001 - \$150,000 | \$150,001 + | Comments/Notes |
|  |                              | Pricing Good Thru         |                    |                     |                     |                      |                       |             |                |
| Category A - Audio/Visual/Technology             | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category B - Cafeteria                           | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category C - Caseloads                           | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category D - Classroom & Library                 | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category E - Dormitory                           | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category F - Filing/Storage                      | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category G - Lounge/Reception                    | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category H - Science Labs                        | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category I - Seating/Chairs                      | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category J - Tables/Meeting                      | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |
| Category K - Related Products & Support Services | Lakeshore Learning Materials | 5%                        | 5%                 | 5%                  | 5%                  | 5%                   | 5%                    | 5%          |                |















| Product Category | Manufacturer | Manufacturer Brand/Line | Pricing Good Thru | \$0 - \$2,500 | \$2,501 - \$10,000 | \$10,001 - \$25,000 | \$25,001 - \$50,000 | \$50,001 - \$100,000 | \$100,001 - \$150,000 | \$150,001 + | Comments/Notes |
|------------------|--------------|-------------------------|-------------------|---------------|--------------------|---------------------|---------------------|----------------------|-----------------------|-------------|----------------|
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |
|                  |              |                         |                   |               |                    |                     |                     |                      |                       |             |                |

# C.4 - Services Price Schedule

\*Please note this workbook has multiple tabs.

**Instructions.** Please complete the tables below if your company offers any of the following services. Note, this is an **optional form**.

**Responding Company's Name:**

Lakeshore Equipment Company dba Lakeshore Learning Materials

**OPTIONAL FORM**

|                                    | Description      | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|------------------------------------|------------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Design &amp; Print Services</b> | See Cover Letter | N/A                   |                          |                           |                          |  |
|                                    |                  |                       |                          |                           |                          |  |
|                                    |                  |                       |                          |                           |                          |  |
|                                    |                  |                       |                          |                           |                          |  |
|                                    |                  |                       |                          |                           |                          |  |
|                                    |                  |                       |                          |                           |                          |  |

|  | Description               | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|--|---------------------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Training &amp; Support Services</b> | See Attached Cover Letter | N/A                   |                          |                           |                          |  |
|  |                           |                       |                          |                           |                          |  |
|  |                           |                       |                          |                           |                          |  |
|  |                           |                       |                          |                           |                          |  |
|  |                           |                       |                          |                           |                          |  |
|  |                           |                       |                          |                           |                          |  |

|                       | Description               | Standard Price & Rate | Discounted Price & Rates | Per Diem Charges (if any) | Mileage Charges (if any) | Additional Discounts on Large Projects: Y/N, please detail if Yes. |
|-----------------------|---------------------------|-----------------------|--------------------------|---------------------------|--------------------------|--|
| <b>Other Services</b> | See Attached Cover Letter | N/A                   |                          |                           |                          |  |
|                       |                           |                       |                          |                           |                          |  |
|                       |                           |                       |                          |                           |                          |  |
|                       |                           |                       |                          |                           |                          |  |
|                       |                           |                       |                          |                           |                          |  |
|                       |                           |                       |                          |                           |                          |  |

# Form C.5 - Volume Discounts

**\*Please note this workbook has multiple tabs.**

**Instructions.** Complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Note, this is an **optional form**.

**Responding Company's Name:**

Lakeshore Equipment Company dba Lakes

**OPTIONAL FORM**

| Dollar Amount From | Dollar Amount To | Catalog/Category | Additional Discount Offered |
|--------------------|------------------|------------------|-----------------------------|
| N/A                |                  |                  |                             |
|                    |                  |                  |                             |
|                    |                  |                  |                             |
|                    |                  |                  |                             |
|                    |                  |                  |                             |
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**Exhibit A – Dealers Certificate**  
**RFP #20.8 – Office Solutions**

Attention Dealers: This certificate is to be completed and returned with each Dealer’s proposal. Return one (1) original certificate for each manufacturer/brand that you are proposing.

\*\*\*\*\* MANUFACTURER’S DEALER CERTIFICATE \*\*\*\*\*

This certifies that: Lakeshore Learning Materials is a valid Reseller in  
*(Dealer’s Name)*

good standing of: Lakeshore Equipment Company dba Lakeshore Learning Materials  
*(Manufacturer/Brand Name)*

Note, this must be executed by the Manufacturer. Dealers or other parties are not authorized to sign this certificate on behalf of the manufacturer. Failure to include a properly completed, signed and notarized form with your response will result in rejection of your bid for that manufacturer’s line and products.

This certificate indicates that the Vendor is currently an authorized dealer in good standing of this manufacturer’s products but will not authorize the Vendor to create or impose any obligation or liability on the manufacturer. The Manufacturer will have the right to remove this certification by written notice to CPC if the Dealer’s good standing status with the manufacturer should change.

Manufacturer’s Name: Lakeshore Equipment Company dba Lakeshore Learning Materials

Address: 2695 E. Dominguez St., Carson, CA 90895

Printed Name: Mike Duong, Bid Manager

Date: 10/29/2019

Phone: (800) 421-5354

Email: biddept@lakeshorelearning.com

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

Notary Public in and for County of BEE ATTACHED State of \_\_\_\_\_

My commission expires on \_\_\_\_\_ **Signature** \_\_\_\_\_

Notary Stamp

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- See Attached Document (Notary to cross out lines 1–6 below)
- See Statement Below (Lines 1–6 to be completed only by document signer[s], not Notary)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

*Signature of Document Signer No. 1*                      *Signature of Document Signer No. 2 (if any)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of LOS ANGELES

Subscribed and sworn to (or affirmed) before me  
 on this 29<sup>TH</sup> day of OCTOBER, 2019,  
 by MIKE DUONG  
 (1) \_\_\_\_\_



*Place Notary Seal and/or Stamp Above*

(and (2) \_\_\_\_\_),  
*Name(s) of Signer(s)*  
 proved to me on the basis of satisfactory evidence to  
 be the person(s) who appeared before me.  
 Signature [Handwritten Signature]  
*Signature of Notary Public*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

October 29, 2019

Cooperative Purchasing Connection  
1001 E. Mount Faith Avenue  
Fergus Falls, MN 56537

**RE: Bid #20.8 Office Solutions**

Dear Cooperative Purchasing Connection Staff,

Lakeshore develops and manufactures the vast majority of the items featured in our catalogs, retail stores and website. As a direct manufacturer, we are not restricted from sales, territories, or Dealer Authorizations. For this proposal, we are happy to offer our complete catalog for Bid #20.8. Please visit our website, [www.LakeshoreLearning.com](http://www.LakeshoreLearning.com), or review the enclosed catalogs and price list to view all of our available products.

Among the wide range of educational products offered by Lakeshore, there are over a thousand outstanding and innovative items for which we are the sole-source vendor. These exclusive materials are easily identified by the prefix in their item number. Any items you see with the following prefixes are sole-source items that you simply won't find anywhere other than Lakeshore:

**AA AB AX AZ DD DG EE FF GG HH JC JJ KC KT  
LA LC LCW LDA LK LL LM PP PX RA RE RJ RR TT YB**

Please see the attached store list for authorized Lakeshore retail stores.

We certify that we are the manufacturer of, and are authorized to sell and install all Lakeshore Learning Materials products. There are no other dealers or re-sellers that provide Lakeshore products.

Thank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We look forward to doing business with you!

Sincerely,

Mike Duong  
Bid Manager  
Lakeshore Learning Materials



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

October 29, 2019

Cooperative Purchasing Connection  
1001 E. Mount Faith Avenue  
Fergus Falls, MN 56537

**RE: Bid #20.8 Office Solutions**

Dear Cooperative Purchasing Connection Staff,

Thank you for providing Lakeshore Learning Materials the opportunity to respond to **Bid #20.8 Office Solutions**. Lakeshore is dedicated to creating innovative educational materials and furniture that spark young imaginations, instill a sense of wonder, and foster a lifelong love of learning. With materials, furniture, and environments for infants, toddlers, and children through the 8th grade, we help children reach developmental milestones and achieve educational goals—while still having fun!

**Offer**

Lakeshore is pleased to present the following offer to Cooperative Purchasing Connection:

- 5% discount on all non-sale items from Lakeshore's catalogs, website ([www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)), and retail stores (see attached Store List for locations)
- FREE shipping on all orders in the contiguous U.S.

Must reference "Per Bid #20.8" on all purchase orders to receive these terms.

**Delivery of Goods**

Lakeshore typically ships over a million boxes via UPS each year, with four to eight UPS semi-truckloads leaving our warehouses every day. We contract with five trucking companies that deliver 45,000 truckloads of materials each year to different regions across the country, and that number is growing.

Delivery Time is 7-10 business days ARO. With the opening of our new Distribution Center in Kentucky, transit time could be reduced to 3-4 business days!

Lakeshore is flexible and can alter delivery and installation schedules if CPC's schedule changes.

**Product Availability and Delivery Capability**

As a company, Lakeshore is proud to have a 99% fill rate. We work very hard to keep all of our items stocked in our warehouse and available for immediate delivery. If by some chance there is a back order, we won't bill or invoice you until every item is delivered. From the day we receive your order, you will receive your materials in 7-10 working days, guaranteed. For large orders, we will work with our manufacturers to make sure we have the appropriate stock available to meet your delivery dates.

With more than 1.5 million square feet of warehouse space, we're able to keep items in stock and ready to ship. We have two state-of-the-art distribution centers located in Carson, California, and Midway, Kentucky, enabling us to serve the United States coast-to-coast! Our Carson distribution center is



located at our company headquarters near the Ports of Long Beach and Los Angeles, accessible from every major trucking corridor, and our new distribution center in Midway is centrally located for all U.S. customers. Because Lakeshore is uniquely and strategically positioned geographically, our customers receive an unparalleled delivery experience.

From order to delivery, expect the best service in the industry!

- No invoice until your entire order has shipped
- Simple and hassle-free order tracking
- Custom labeling—so every item is delivered to the right classroom
- A single invoice no matter how many boxes or shipments in your order
- Personalized service from order to delivery

### **Direct Manufacturer**

With Lakeshore, you will be working with a single point-of-contact from start to finish. As the direct manufacturer of Lakeshore products, we develop and manufacture the vast majority of the items featured in our catalogs, retail stores and website. We are not restricted from sales, territories or Dealer Authorizations. In addition, our products are always in stock and are backed by our ironclad warranty!

### **Classroom Design Planning**

We have extensive experience partnering with Site and Design Advisory Teams on large classroom projects. Upon award, our team can meet with Advisory Boards to visit the classroom sites to measure, develop and deliver 3-D renderings of each classroom at no additional cost.

We will offer complimentary 3-D classroom layouts for all Complete Classrooms® orders, which include “scaled” renderings depicting all furniture, carpet, doors, windows, etc., to ensure appropriate sizing and functionality in each classroom environment. Using our experienced Sales, Design and Installation teams, you get the expertise you need and the support you want.

### **Installation Procedure**

On delivery day, we take care of everything! Our delivery teams are trained to provide unbeatable service from the moment they arrive. We'll take care of every detail from start to finish. Lakeshore's Installation Supervisor will supervise the delivery to ensure that all items are assembled, complete setup in each room, and remove all debris such as cardboard and packaging. Upon completion of each installation, our supervisor will also verify that classrooms are left in *ready to move in* condition! Should any rooms require further cleaning, such as vacuuming, dusting or mopping, additional cleaning services will be arranged.

### **Complimentary White-Glove Delivery Service on single-classroom orders \$10,000 and over:**

- Unpacking and assembly
- Supervised classroom setup
- Debris removal
- Custom labeling and boxing of orders by designated information, such as by classroom or teacher

### **Professional Development**

Lakeshore's passion for supporting educators does not end with the products we make. Our Lakeshore Professional Services Group (PSG) is proud to offer personalized, hands-on learning services designed to support the unique and growing needs of teachers and educators.

Your goals are our goals, and we don't believe in a one-size-fits-all approach. As former educators, our PSG specialists will partner with you to customize the perfect mix of content and training to support your professional development needs. In addition, our team will assist you with every step of the process:

- Determine your learning goals
- Assist with your organization's decision-making process

- Create a custom solution specific to your content/training needs
- Plan and lead implementation

Below are just a few of our wide range of standing topics:

- Social-Emotional Development
- Developmentally Appropriate Activities
- Language and Literacy
- Cognitive Development
- STEM/STEAM
- Environments
- Instructional Support
- Intervention

Our sessions combine customized content, real-life stories, best practice implementation strategies and a motivational delivery to engage your participants. PSG trainers offer a personal touch that only teachers themselves can provide. Professional development can be tailored for a variety of audiences, including teachers, administrators and parents. Choose from in-person events, live or recorded virtual sessions, or a combination of both.

### **Order Procedure**

In order to meet the project delivery schedule, Lakeshore requires purchase orders within 10 business days before scheduled delivery dates.

When Lakeshore receives a purchase order from Cooperative Purchasing Connection, your dedicated Lakeshore Inside Partner Mayra Avila will contact CPC to coordinate the logistics of the delivery, such as:

- Delivery dates and locations
- Unloading restrictions
- Stairs/elevator restrictions
- Setup requirements

Once delivery details are confirmed, Mayra will process your purchase orders and work with our Traffic Department to arrange delivery dates according to your schedule.

For any delays in the project schedule, Lakeshore will coordinate to hold orders from shipping at one of our storage facilities (located in Midway, KY and Carson, CA), until CPC provides confirmation to release orders and schedule deliveries.

### **Product Warranty**

We unconditionally guarantee every item. We stake our reputation on the quality of our products. If you are unhappy with any item for any reason, return it to us for a full refund or exchange. Your satisfaction is our number-one priority.

- **Lifetime warranty** on Premium-Quality Classroom Furniture, Tables and Desks, Chairs, and Cots!
- 10-year warranty on Classroom Carpets
- 5-year warranty on Write & Wipe Mobile Tables & Desks, Outdoor Furniture, Trikes, and Cribs
- All other items receive a full-year warranty (unless otherwise noted)

### **Customer Service**

We can't say it enough: Customer satisfaction is our number-one priority. As such, our Customer Service representatives are multifaceted individuals who go out of their way to provide a peak experience for every customer.

**Customer Service Center:**

**Address:** Lakeshore Learning Materials - Customer Service Department  
2695 E. Dominguez St., Carson, CA 90895  
**Phone:** (800) 428-4414  
**Fax:** (310) 537-4261  
**E-mail:** lakeshore@lakeshorelearning.com  
**Hours of Operation:** Monday–Friday, 6:00 a.m.–6:00 p.m., PST

**Returns or Exchanges**

Not only are our products distinguished by their quality, educational merit and safety—they’re also backed by our ironclad guarantee. If you are unhappy with any item for any reason, you may return it for a full refund or exchange...no questions asked! If you need assistance with an order, simply contact our Customer Service department at (800) 428-4414.

**Exclusive Items**

Among the wide range of educational products offered by Lakeshore, there are over a thousand outstanding and innovative items for which we are the sole-source vendor. These exclusive materials are easily identified by the prefix in their item number. Any items you see with the following prefixes are sole-source items that you simply won’t find anywhere other than Lakeshore:

**AA AB AX AZ DD DG EE FF GG HH JC JJ KC KT  
LA LC LCW LDA LK LL LM PP PX RA RE RJ RR TT YB**

**Quality & Safety**

At Lakeshore, children’s safety is our highest priority—and we know it’s the top concern of our customers, too. That’s why we want to provide you with detailed information about Lakeshore’s testing and certification process...and share with you the rigorous steps we take to ensure our products are safe.

In the 65 years that we’ve been in business, Lakeshore has always been a huge step ahead when it comes to safety. Not only are we in full compliance with all the current U.S. safety regulations, but we also have our own in-house Quality Assurance Team that tests and inspects every item we carry with even more rigorous standards than those required by law. Every item we sell must meet or exceed all the government safety requirements, or we don’t carry it—period.

For us, safety begins at the moment a product idea is conceived and put into development. First, we ensure that all the materials that go into each new product are safe. The materials must be phthalate-compliant (phthalates are sometimes found in PVC and other plastics), as well as BPA-compliant (BPA, or bisphenol A, is sometimes found in clear, hard plastics). The materials must also pass strict standards for lead content.

Once we confirm that the materials we’re using are safe, we conduct exhaustive “use and abuse” testing to make sure each product will remain safe through years of everyday use. And after a product passes our rigorous testing, it is then tested and certified by a third-party testing laboratory. Finally, we continue to monitor the safety of our products through periodic testing, both internally and by third-party labs, to ensure that our suppliers maintain the high level of integrity we demand of our materials.

For Lakeshore, children’s safety always comes first. You can rest assured that the products we sell are safe and that we are doing everything we can to provide our customers with superior-quality products that they can trust with their children.

## **GREENGUARD Certification**

Lakeshore offers a variety of classroom furniture pieces that have earned GREENGUARD Certification. Many of our furniture lines (Classic Birch, Flex-Space, First Steps® and Heavy-Duty) are certified by the GREENGUARD Environmental Institute to support low emissions standards—reducing chemical pollutants and helping to improve indoor air quality.

GREENGUARD Certification is recognized by numerous sustainable building programs, including the LEED® Building Rating System. Purchasing products that are GREENGUARD Certified helps you earn points toward LEED certification. Products on our website that feature the GREENGUARD logo are certified by the GREENGUARD Environmental Institute to comply with low emissions standards—reducing chemical pollutants and helping improve the quality of indoor air.

For a complete listing of Lakeshore’s GREENGUARD Certified products, just search for the keyword “GREENGUARD” on our website. You may also request more information from Lakeshore’s Customer Service Department by calling (800) 421-5354.

## **Brief History**

Like many great enterprises, Lakeshore started with one person taking a chance. An Omaha homemaker named Ethelyn decided to pack up her family and move to California to open a toy store back in 1954. The move was a bit unconventional for a woman in 1950s America, but then again, entrepreneurs don’t typically follow the status quo. Initially, Ethelyn focused on selling toys to parents, but before long, local schools started calling her for art materials and other classroom supplies. Ethelyn listened to her customers. Sensing an untapped market, she sold the store and started Lakeshore Learning Materials.

Eventually, Ethelyn’s sons, Charles and Michael, joined the business—expanding operations and turning Lakeshore into a million-dollar company within just a few years. When Ethelyn retired in 1971, Michael assumed the duties of CEO, while Charles became the Vice President in charge of merchandise and buying. Today, Michael’s sons, Bo and Josh, are an integral part of the business as well—having worked their way up from summer jobs in the warehouse to President/CEO and President of Merchandising, respectively.

Two generations later, Lakeshore continues to offer the best products and service around—and we’re still expanding! In addition to our growing network of over 60 retail stores, we offer two mail-order catalogs to meet the needs of parents, teachers and children worldwide. Plus, our full-service website offers instantaneous access to our catalogs as well as free activity ideas, an interactive classroom designer and much more.

## **Experience**

Lakeshore has extensive experience working with school districts, early childhood programs (both public and private) and government agencies. Below are a few examples of the types of large orders that we skillfully and conscientiously handle on a regular basis.

- Milwaukee Public Schools selected Lakeshore to partner in the redesign of kindergarten and 1<sup>st</sup>-grade classrooms districtwide. The goal was to provide teachers and students with environments that reflected early childhood best practices and would encourage children to collaborate, explore and engage with a variety of resources across domains. Classroom design and furniture selection were created in an intentional way, and the hands-on resources selected provided teachers with opportunities to create stimulating learning centers and opportunities for their students.
- For the past two years, we have been providing the Cleveland Metropolitan School District with 4th-, 5th- and 6th-grade activity kits that are aligned to state and national standards in social studies and English language arts. The kits include customized, hands-on materials, as well as extensive teacher guides. Additionally, we offer professional development for the coaches and teachers involved in the project.

- District of Columbia Public Schools submitted more than \$1.7 million in full classroom orders. The district gave us 400 class-list inventories, which we closely examined in order to determine the schools' specific needs. Finally, we shipped orders to approximately 70 different locations—and then completed classroom setup in just two weeks!
- We provided an array of developmentally appropriate STEM kits for infant/toddler, preschool/pre-K and school-age programs in San Antonio. Innovative and engaging, the kits were designed to give children a fun, hands-on introduction to STEM.

### **Dedicated Staff**

Kelly Minke, Regional Manager

Kelly has been with Lakeshore for 5 years and is based in Center City, Minnesota. Kelly's responsibilities include personally servicing customers in her respective areas of Minnesota to ensure that each customer's needs are met and that they receive superior service and quality educational materials. You can reach Kelly by phone at (651) 470-8710, by fax at (310) 537-7990, or by e-mail at [kminke@lakeshorelearning.com](mailto:kminke@lakeshorelearning.com).

Jared Weston, Regional Vice President – Midwest

Jared has 4 years of experience at Lakeshore. He is responsible for managing 11 Regional Managers in the Midwest region of the United States. He ensures that all customers in his area are receiving the best possible service. He also has a direct role in servicing the top clients in the area. You can reach Jared by phone at (618) 978-1325, by fax at (310) 537-7990 or by e-mail at [jweston@lakeshorelearning.com](mailto:jweston@lakeshorelearning.com).

Mayra Avila, Inside Partner

Mayra acts as a liaison between Lakeshore and the customer to ensure open lines of communication so the customer's expectations are met and exceeded. Her responsibilities include personal account service, management of large deliveries and orders that require special handling, general sales support, and special events. You can reach Mayra by phone at (800) 421-5354, ext. 2781, by fax at (310) 537-7990 or by e-mail at [mpadilla@lakeshorelearning.com](mailto:mpadilla@lakeshorelearning.com).

Jay Dudley, Vice President – Elementary Division

Jay has over 12 years of experience at Lakeshore. As an educator himself, Jay is passionate about supporting his fellow educators with both high quality resources and professional development. He is responsible for managing Lakeshore's elementary business development efforts throughout the United States as well as Lakeshore's Professional Services Group. He ensures that all customers are receiving the best possible service. He also has a direct role in servicing the top elementary clients. You can reach Jay by phone at (469) 360-1075, by fax at (310) 537-7990 or by e-mail at [jdudley@lakeshorelearning.com](mailto:jdudley@lakeshorelearning.com).

In addition, Lakeshore's Bid Department is also available to ensure the completion of this project. Bid Manager Mike Duong, Bid Supervisor Rafael Muro and Bid Analyst Sung Kim will ensure that Lakeshore adheres to all contractual agreements and commitments, assist with renewals, and answer any questions regarding the contract. Our Bid team is available via e-mail at [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com) or by phone at (800) 421-5354.

Should you have any questions, please feel free to contact Kelly Minke at (651) 470-8710 or [kminke@lakeshorelearning.com](mailto:kminke@lakeshorelearning.com).

Thank you in advance for giving Lakeshore Learning Materials the opportunity to serve you. We look forward to doing business with you!

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Duong". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mike Duong  
Bid Manager  
Lakeshore Learning Materials

# Lakeshore®

## Warranty Information

Lakeshore offers a lifetime warranty on premium-quality classroom furniture.



|  |                          |
|--|--------------------------|
| <b>Premium-Quality Classroom Furniture</b>             | <b>Lifetime Warranty</b> |
| <b>Premium-Quality Classroom Tables &amp; Desks</b>    | <b>Lifetime Warranty</b> |
| <b>Premium-Quality Classroom Chairs</b>                | <b>Lifetime Warranty</b> |
| <b>Premium-Quality Classroom Cots</b>                  | <b>Lifetime Warranty</b> |
| Classroom Carpets                                      | 10 Years                 |
| Write & Wipe Mobile Tables & Desks                     | 5 Years                  |
| Outdoor Furniture                                      | 5 Years                  |
| Trikes   | 5 Years                  |
| Cribs  | 5 Years                  |
| All other items in catalog<br>(unless otherwise noted) | 1 Year                   |

## Guarantee

We unconditionally guarantee every item we offer. If you are unhappy with any item for any reason, simply return it to us for a full refund or exchange. Your satisfaction is our top priority! If you ever have questions or concerns, contact Customer Service at (800) 428-4414 or e-mail [lakeshore@lakeshorelearning.com](mailto:lakeshore@lakeshorelearning.com).



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

## **eProcurement Services**

Lakeshore offers custom eProcurement solutions that can meet all electronic ordering and invoicing needs. Our eProcurement team serves over 5,000 organizations nationwide, from metropolitan school districts to local Head Starts. Lakeshore has already created a custom Procurement website for Cooperative Purchasing Connection.

### **Benefits of Custom E-Procurement Websites**

#### Online Ordering

- Control spending by setting up authorized users and restrictions.
- Improve efficiency
- Simplify reporting & reconciliation
- Achieve “green” goals
- Access to contract pricing!

#### Online features

- Online order tracking and administration
- Purchasing system integration (SAP, Oracle & more)
- Custom spending thresholds and approval processes
- Custom product assortments and terms
- *Setup is fast and secure!*

### **Customization**

Lakeshore has the capability of creating separate user logons and passwords, with no limit of users! We can also customize our ePro website to limit purchases to just Classroom Furniture. Terms such as discount, free shipping, and tax exemption are built right into the site, so you always receive contract pricing.

### **Restrictions**

We can also add in levels of approval routing (up to three different approval levels) into the site, along with individual. We can also narrow down item selection to target your schools’ needs, such as removing certain types of items. Individual users can also be assigned spending limits or budgets, so that they do not exceed limits when shopping.

### **Purchase Options**

Staff can purchase online by using a purchase order, or credit card. For further customization, please contact our customer service team at (855) 827-5830.

Our E-Procurement team is available to discuss the eProcurement account for Cooperative Purchasing Connection at (855) 827-5830 or via email at [myepro@lakeshorelearning.com](mailto:myepro@lakeshorelearning.com).





2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

October 29, 2019

Cooperative Purchasing Connection  
1001 E. Mount Faith Avenue  
Fergus Falls, MN 56537

**RE: Bid #20.8 Office Solutions**

Dear Cooperative Purchasing Connection Staff,

Among the wide range of educational products offered by Lakeshore, there are over a thousand outstanding and innovative items for which we are the sole-source vendor. These exclusive materials are easily identified by the prefix in their item number. Any items you see with the following prefixes are sole-source items that you simply won't find anywhere other than Lakeshore:

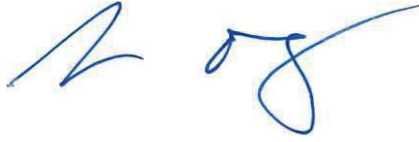
**AA AB AX AZ DD DG EE FF GG HH JC JJ KC KT  
LA LC LCW LDA LK LL LM PP PX RE RJ RR TT YB**

Specifically, the following items you are interested in purchasing are Lakeshore-exclusive, sole-source products:

VR152 - BOX, PENCIL, CLEAR  
VX271 - CRAYON, CLASSIC COLOR, 8 SET, ASSORTED  
TT506 - GLUE, STICK, SCHOOL, .77 OZ  
RS4 - GLUE, WASHBLE, SCHOOL, WHITE, 4 OZ  
DD210 - HEADPHONES, STEREO, HP200F  
FN2924C - HEADSET, HEADPHONE, BLACK, OVERHEAD  
DD108 - MARKER, CHISEL, DRY ERASE, 8 SET  
JJ336 - MARKER, CLASSIC, BROAD, 8/SET  
JJ438 - MARKER, CLASSIC, WASHABLE, BROAD, 8/SET  
DD106 - MARKER, DRY ERASE, CHISEL, 4 SET  
LA138 - MARKER, EXPO, LOW CHISEL, ASSORTED, 36 BOX  
PX2016BK - PAINT, TEMPRA, ARTSTA II, BLACK  
PX2016BU - PAINT, TEMPRA, ARTSTA II, BLUE  
PX2016RG - PAINT, TEMPRA, ARTSTA II, ORANGE  
PX2016RD - PAINT, TEMPRA, ARTSTA II, RED  
PX2016WT - PAINT, TEMPRA, ARTSTA II, WHITE  
PX2016YE - PAINT, TEMPRA, ARTSTA II, YELLOW  
LA797 - PENCIL, CRAYOLA, LONG, 12 SET  
SU28 - PENCIL, TICONDEROGA, #2  
XC343 - POUCH, THERMAL, 3MIL, 100, CLEAR

If you have any additional questions about our products, or if I may be of further assistance, please don't hesitate to contact me at (800) 421-5354 or [biddept@lakeshorelearning.com](mailto:biddept@lakeshorelearning.com).

Sincerely,

A handwritten signature in blue ink, appearing to be 'Mike Duong', written in a cursive style.

Mike Duong  
Bid Manager  
Lakeshore Learning Materials



Lakeshore®



lakeshore



# WELCOME to the World of Lakeshore®



At Lakeshore, we believe in creating materials that matter. Our innovative furniture and hands-on learning materials are designed to support the needs of students and teachers—while meeting the highest standards of quality and safety.

Developed by teachers for teachers, our products are meticulously crafted to help students reach developmental and academic milestones through sixth grade. Plus, all Lakeshore products are backed by our unconditional guarantee of customer satisfaction.

Lakeshore has been proud to serve teachers and students for over 65 years—and we look forward to the opportunity to support your needs, too.

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# The Lakeshore® STORY

## A Simple Beginning

The Lakeshore story begins with one person taking a chance—our founder, Ethelyn Kaplan. In 1954, this single mom packed up her family and headed to California to open a toy store. Not long after she set up shop, educators began calling her for classroom supplies. In that moment, Ethelyn discovered a higher purpose—serving teachers.



Ethelyn at her original store.

## Reaching Our Customers Today

Today, we have a thriving e-commerce business, a national sales division, catalogs and retail locations across the country. We attribute our growth to the more than 2,000 people who make up our team—and who keep us reaching for the stars on behalf of students and teachers everywhere!

### E-Commerce

**LakeshoreLearning.com** is your one-stop shop for products and services you won't find anywhere else—from innovative teaching materials to Customized Learning Solutions.

### Catalogs

For materials that spark a love of learning, look to our flagship catalogs—*Early Childhood*, *Elementary* and *Gifts for Growing Minds*.



### National Sales Division

If you need in-person, expert support with product selection, consultation or classroom design, our sales team is ready to help. Their depth of knowledge and problem-solving abilities are at your service—in any city, state or region!



## Lakeshore Learning Store

Today, you will find Lakeshore Learning Stores from coast to coast! Customers can stop by any store for exclusive learning materials, teacher discounts, lamination services, expert support from our associates and more!

- **Free Teacher's Club**  
Enjoy 15% savings on hundreds of in-store items.
- **Free Teacher Workshops**  
Get a certificate of attendance for every workshop.
- **Free Crafts for Kids**  
Stop by our stores every Saturday from 11 am to 3 pm.
- **Try Before You Buy**  
Want a closer look? We'll open any package you like.



**60 stores  
nationwide!**

# Lakeshore<sup>®</sup> PRODUCT Innovation

At Lakeshore, we're focused on innovation—not only in the products we create but also in the way we develop them. What's our secret? Our in-house developers are teachers themselves, using firsthand knowledge of the classroom to create one-of-a-kind materials you won't find anywhere else. From the diverse tones of *People Colors<sup>®</sup> Crayons* to the hands-on reinforcement of *Snap & Slide Number Bonds*, our product developers put innovation front and center.

## Developed by Teachers for Teachers

All of our product developers are educators who apply real-world classroom experience to every product they create—helping Lakeshore provide the materials teachers need so students can reach their education goals year after year.



## Engineered for Success

Lakeshore product developers are supported by in-house engineers and designers who turn great concepts into products that promote learning in and out of the classroom.

To ensure quality and safety, every product undergoes an average of 100-plus hours of development and testing before it reaches our customers.



*Design and conceptual rendering of a new product.*



*3-D printing and testing of the concept in real-world conditions.*



*The finished product—with learning in progress!*



## Infants & Toddlers

We know that little ones love to investigate the world around them. So our product developers create infant & toddler materials that invite lots of exploration—while withstanding wear & tear and keeping children safe.



*Feelings & Emotions Washable Dolls*



*Play & Explore Color-Changing Light Center*

## Preschool & Prekindergarten

As children grow, their developmental needs change. Our products for preschool & prekindergarten reflect this change—with materials that promote learning and discovery, creative expression and social-emotional development.



*People Colors® Crayons*



*Alphabet Learning Locks*



*Jumbo Magnetic Building Tiles*

## Elementary

Our elementary products target core curriculum—from literacy and language to math, science and STEM. With an emphasis on versatility, we offer standards-based materials designed for a variety of instructional methods—including project-based learning, small groups and independent learning.



*Snap & Slide Number Bonds*



*Hydraulics Engineering STEM Kit*

# Lakeshore<sup>®</sup> FURNITURE

Our proprietary furniture lines serve a variety of student populations and support their physical, social-emotional and academic needs. Whether you are expanding your infant & toddler program or incorporating flexible seating into your 21st-century classrooms, Lakeshore has the superior-quality furniture to create learning environments that will stand the test of time.

## Infant & Toddler FURNITURE



## Early Childhood FURNITURE



## Flex-Space FURNITURE



Our product developers use their extensive classroom experience in partnership with a top-notch engineering team to create Lakeshore's exclusive furniture lines. From comfort and durability to developmental appropriateness, versatility and value, our school furniture meets the needs of:

- Children
- Teachers
- Classrooms
- Programs
- Facilities management
- School administrators

## GREENGUARD<sup>®</sup> Certified

Products featuring the GREENGUARD logo are certified to comply with low-emissions standards—reducing chemical pollutants and improving the quality of indoor air.





## Infant & Toddler

### FURNITURE

We offer caregiver-tested furniture lines appropriate for any program—and all items support ITERS and NAEYC standards!

Not only are our infant & toddler furniture lines in full compliance with U.S. safety regulations, but they also provide ready-made solutions for every classroom...with features including nontoxic, wipe-clean finishes, easy-grip rails and fully contained play-top surfaces. We even offer a connective furniture system that allows teachers to create separate areas within the classroom!



- Birth-36 months
- Focus on safety
- Practical for caregivers

# Early Childhood

## FURNITURE



Made of the finest raw materials, our early childhood furniture lines are classroom-tough and built to last. With features like metal-to-metal construction and moisture-resistant surfaces, Lakeshore tables, chairs and storage units are guaranteed to withstand daily wear for years to come. Plus, our furniture and carpets are designed to support specific areas of the classroom...including dramatic play, block play and reading areas.

- Supports classroom organization
- Top-quality
- Built to last a lifetime





# Flex-Space

FURNITURE

Lakeshore's product developers were inspired to create Flex-Space so teachers could meet the real-world needs of 21st-century elementary classrooms. Our most versatile furniture line lets teachers arrange flexible spaces that fluidly change throughout the day—supporting a wide variety of independent and cooperative learning activities while giving students choices about how they learn best.

## Lifetime Warranty

on all Flex-Space storage units, desks and tables  
(excluding write & wipe desks and tables)



- Over 10 flexible seating & storage options
- Easy to move & reconfigure

# Lakeshore's POWER to Deliver

At Lakeshore, we are the developer, designer and distributor of our furniture and educational materials. This exceptional degree of control allows us to focus all of our efforts on creating the highest-quality classroom materials available. And with over 1.2 million square feet of inventory and distribution space, we are ready to fulfill all orders large and small.

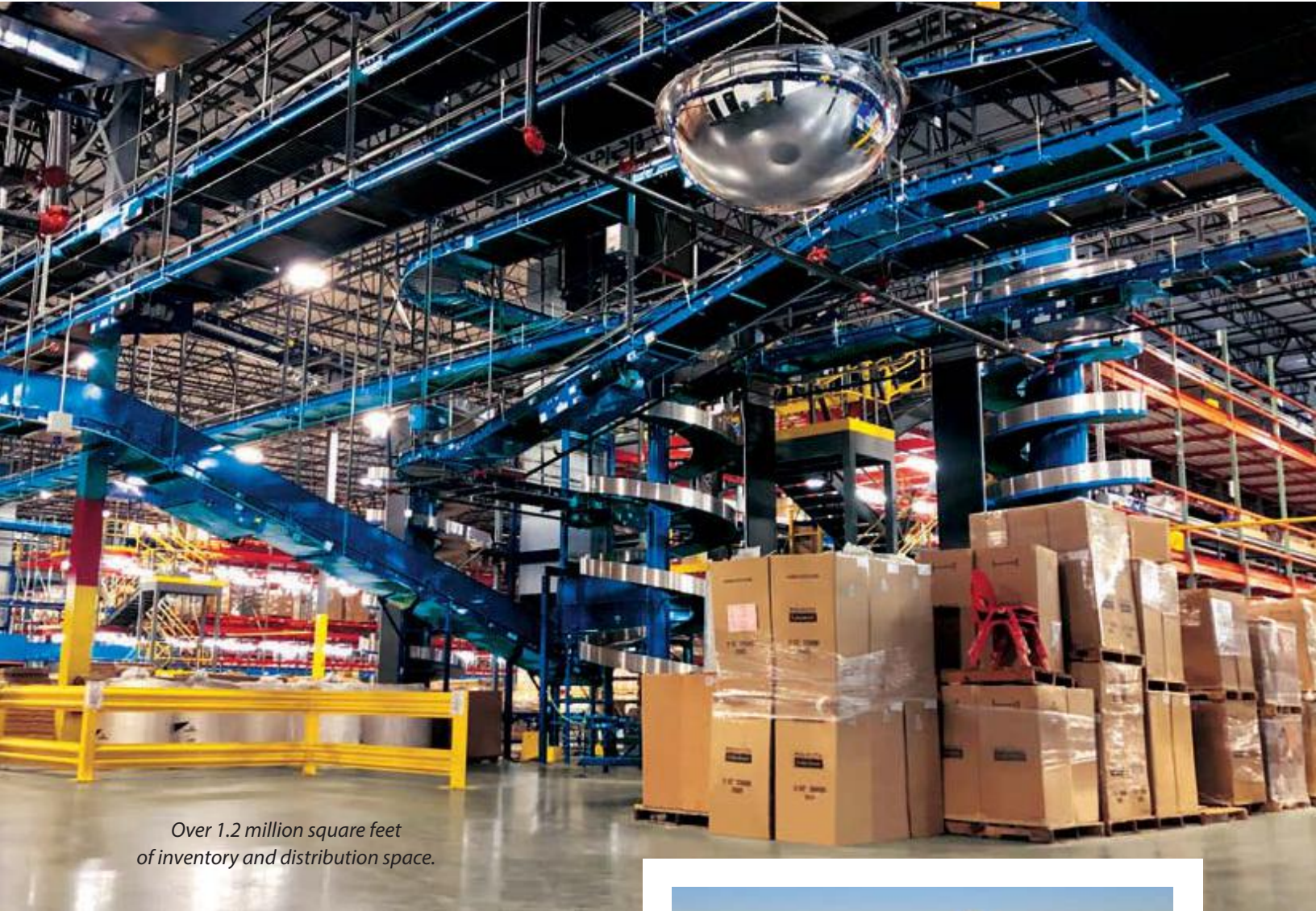
We're happy to be called perfectionists—as long as our customers get the materials they need when they need them. That's why **all orders arrive fast, 100% complete** and **with one invoice**.



## Company Headquarters—Carson, California



Home to our west coast distribution center, Lakeshore headquarters is in close proximity to the **Ports of Los Angeles** and **Long Beach**, giving us unbeatable access to multiple points of the supply chain—and resulting in faster order fulfillment for our customers.



Over 1.2 million square feet of inventory and distribution space.

## Super-Fast Delivery

With two national distribution centers, we can provide faster shipping anywhere in the country—with no drop shipments ever!

- In stock and ready to ship
- Custom labeling—so every item is delivered to the right classroom
- One invoice...and no bill until delivery is complete

## Quality Control

From the selection of raw materials to order fulfillment, we provide the highest degree of quality control at every point of the supply chain.

## International Customers

Our products are available in over 70 countries—and the list is growing! Plus, Lakeshore distributors are committed to upholding our standards of excellence and service.



Our eastern distribution center in Midway, Kentucky.



Super-fast, comprehensive service from order to delivery!

# The Lakeshore<sup>®</sup> CUSTOMER Commitment

At Lakeshore, our commitment to customers is a cut above the rest. That's why we offer some of the most comprehensive warranties in the industry—along with an unconditional guarantee of customer satisfaction: If you aren't happy with an item, return it for a full refund or exchange...no questions asked. But there's more to our commitment than that. We are determined to provide a level of value and service you won't find anywhere else.

## Warranties & Guarantees

Lakeshore offers a lifetime warranty on premium-quality furniture, classroom tables, chairs and cots; a 10-year warranty on all classroom carpets; and a 5-year warranty on our outdoor furniture, trikes and vehicles.



## Responsible Manufacturing

Lakeshore holds itself to the highest standards of conduct among its employees, vendors and suppliers. We are proud to be in full compliance with the California Transparency in Supply Chains Act.

## Product Safety

All Lakeshore products meet or exceed U.S. safety regulations. Plus, our in-house Quality Assurance team tests and inspects all items with even more rigorous standards than those required by law.





# Complete Classrooms®

Lakeshore Complete Classrooms\* provide the service needed to fulfill any project...at no additional cost. Using our experienced sales, design and installation teams, you get the expertise you need and the support you want.

## It's as Easy as 1, 2, 3!

- 1** Meet with our experts to discuss your needs.
- 2** Select a classroom design.
- 3** On delivery day, we take care of everything!



\*Complete Classrooms are orders of \$10K or more that ship to a single location in the contiguous U.S.



See your room design come alive in 3-D!

## Free White-Glove Service

Complete Classrooms come with complimentary white-glove service! Once your order is placed, our delivery teams provide unbeatable service—taking care of every detail from start to finish!

- Free Delivery
- Free Assembly
- Free Classroom Setup
- Free Debris Removal



## eProcurement

Cut administrative costs, streamline processes and put the purchasing cycle at your fingertips. Our ePro site complements any system and only includes features you need.

- Oracle
- Ariba
- SAP
- Skyward...and more

## Professional Services Group

Our passion for education doesn't end with the products we make. Our PSG team offers personalized, hands-on services to support the unique and growing needs of schools—with targeted trainings for both teachers and administrators.



## Custom Solutions

We customize materials for thousands of districts and programs nationwide—providing the educational products they need but can't find anywhere else. Our team is ready to help!



**Lakeshore<sup>®</sup>**

[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com) • phone: (800) 421-5354 • e-mail: [bid@lakeshorelearning.com](mailto:bid@lakeshorelearning.com)

## BUSINESS TAX CERTIFICATE

The person, firm or corporation below named has paid to the City of Carson the required tax and is hereby granted license to engage in, carry on or conduct, in the City of Carson, California, the business, calling, vocation, profession, trade, occupation, profession, trade, occupation, exhibition, show or enterprise described below at the location shown and the period indicated.

**BUSINESS NAME:** LAKESHORE LEARNING MATERIALS

**BUSINESS LOCATION:** 2695 E DOMINGUEZ ST CARSON, CA 90810-1001

**BUSINESS OWNER:** LAKESHORE EQUIPMENT COMPANY INC

LAKESHORE LEARNING MATERIALS  
TOYS TO GROW ON  
2695 E DOMINGUEZ ST  
CARSON, CA 90810-1001

## CITY OF CARSON

**BUSINESS CLASS NO.:** 077

**DESCRIPTION:** BOOKS

**Business License Number:** 012832A

**Effective Date:** December 01, 2018

**Expiration Date:** November 30, 2019



Finance Director

**NOT TRANSFERABLE**

**TO BE POSTED IN A CONSPICUOUS PLACE**

**Flex-Space**  
FURNITURE

by **Lakeshore**<sup>®</sup>



**Furniture for the 21st-Century Classroom**

# Flex-Space

FURNITURE

## Designed by teachers for teachers

As educators themselves, our product developers created Flex-Space Furniture to meet the real-world needs of 21st-century classrooms. Our incredibly versatile furniture inspires dynamic spaces that support critical thinking, communication, collaboration and creativity. Providing teachers with the flexibility to fluidly change and reconfigure spaces throughout the day, our Flex-Space Furniture also fits every student's individual learning style.





## Collaborative and Mobile Spaces

Our desks and tables configure multiple ways to support a wide variety of independent and collaborative learning activities, and rugged, free-rolling casters transport furniture quickly and easily.



# K-2<sup>ND</sup> GRADE CLASSROOM

## Reimagine the traditional classroom.

Designed for an early elementary classroom, this space has group tables that invite communication & collaboration, plus cozy areas that support daily activities like read-alouds & teacher-led instruction.



## K-2nd Grade Classroom Floor Plan





# 3<sup>RD</sup>-5<sup>TH</sup> GRADE CLASSROOM

**Because every student learns differently.**

To support individual learning styles while encouraging movement & collaboration, this classroom emphasizes maximum versatility—with mobile & standing desks, plus lots of flexible seating options.



3rd-5th Grade Classroom Floor Plan



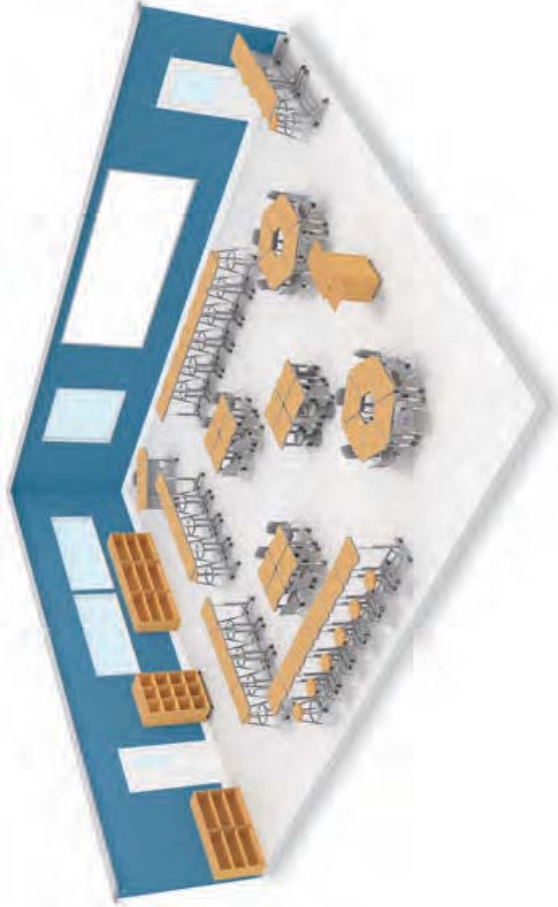
# 6<sup>TH</sup>-8<sup>TH</sup> GRADE CLASSROOM

A sophisticated space to meet the needs of older students.

This modern classroom supports the advanced learning of middle school students—with independent & group workstations that invite critical thinking and in-depth discussions & projects.



6th-8th Grade Classroom Floor Plan





# SCHOOL LIBRARY

**Yes, libraries can be flexible, too.**

Whether they're reading independently or conducting collaborative research, students feel relaxed & focused in this library designed for maximum comfort & flexibility.



School Library Floor Plan



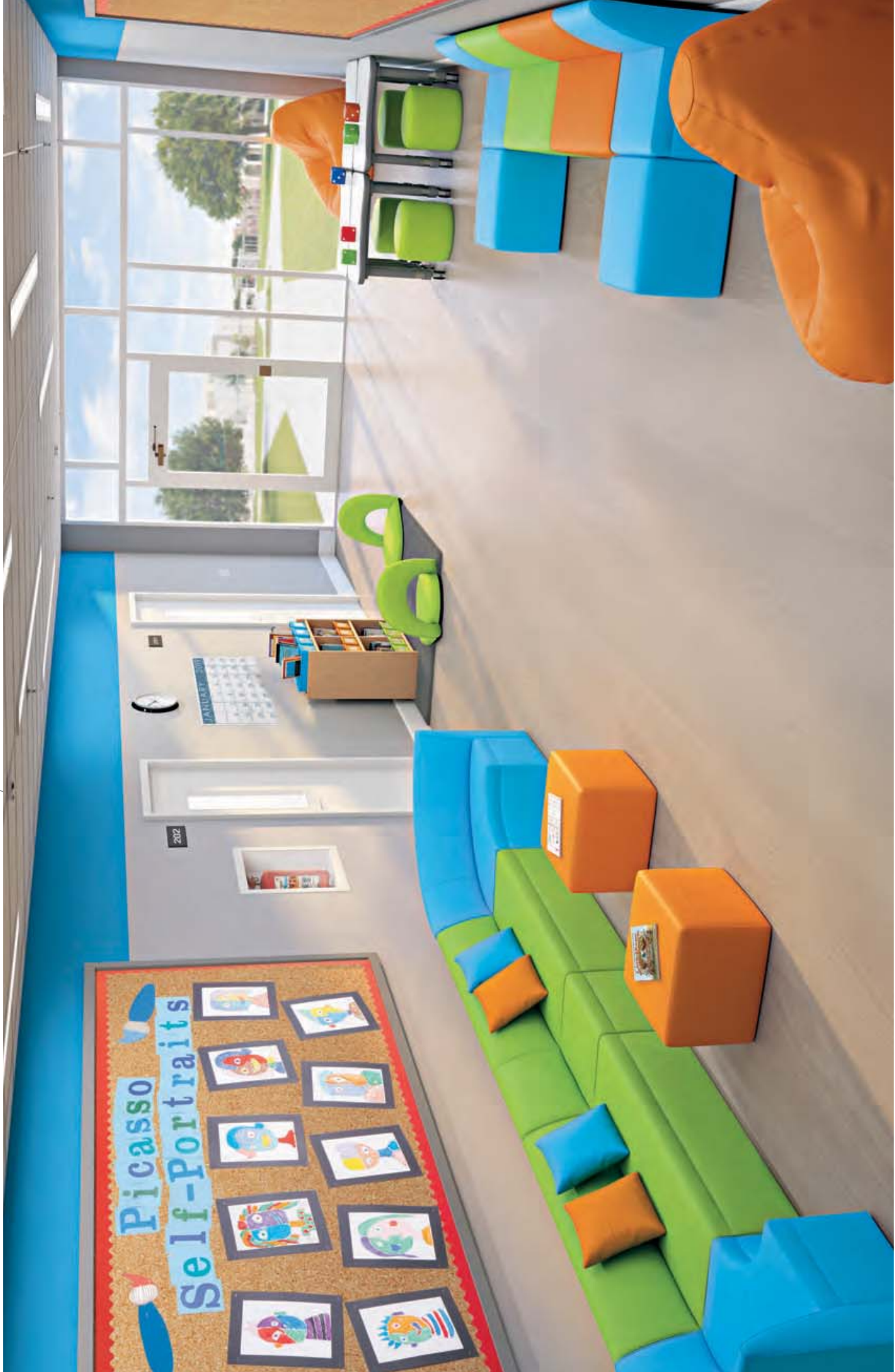


# BREAKOUT SPACES

## Hallways—they're not just for walking.

Make the most of common spaces & set a tone for learning anywhere in the school.

Breakout spaces—like hallways & entryways—offer opportunities to connect & learn.



Breakout Space Floor Plan





# LEARNING ZONES

## Gathering Zone

Foster a sense of community & connection with a space that brings groups together.



### LC1404 | Gathering Zone

**Includes:**

- Blue Lounge & Learn Couch for Three - Set of 2
- Green Lounge & Learn Couch for Two
- Orange Lounge & Learn Ottoman - Set of 2
- Gray Rectangular Comfy Classroom Carpet - 9' x 12'

**\$1,799.00**

## Quiet Zone

This comfy retreat gives students a quiet space to recharge and learn independently.



### LC1408 | Quiet Zone

**Includes:**

- Blue Lounge & Learn Curved Couch - Set of 2
- Green Lounge & Learn Curved Couch - Set of 2
- Orange Lounge & Learn Couch for Two

**\$2,089.00**

## Reading & Research Zone

Books and materials stay right within reach as students dive deep into learning.



### LC1405 | Reading & Research Zone

**Includes:**

- Blue Lounge & Learn Couch for Two - Set of 2
- Blue Lounge & Learn Curved Couch - Set of 2
- Mobile Book Bin Storage Center - Set of 2
- Book Bins - Set of 24
- Comfy Pillows - Set of 6
- Gray Rectangular Comfy Classroom Carpet - 9' x 12'

**\$2,999.00**

## Conversation Zone

Invite students to huddle up for informal discussions and other small-group interactions.



### LC1402 | Conversation Zone

**Includes:**

- Blue Comfy Curved Seat - Set of 3
- Green Comfy Curved Seat - Set of 3
- Orange Comfy Stool - Set of 2
- Gray Rectangular Comfy Classroom Carpet - 9' x 12'

**\$1,999.00**

## Project Zone

A zone that lets students stand and move during team projects and investigations.



### LC1403 | Project Zone

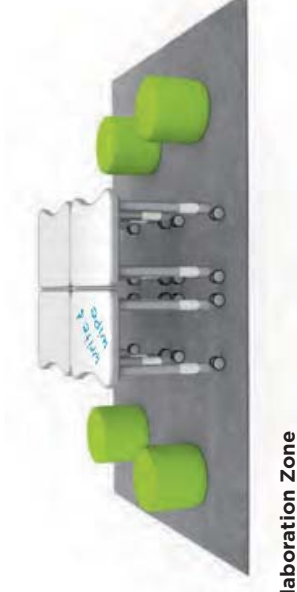
**Includes:**

- Mobile Standing Desk for Two - Set of 2
- Height-Adjustable Stool - Set of 4

**\$1,399.00**

## Collaboration Zone

Write & wipe desks help students share ideas while collaborating with peers.



### LC1401 | Collaboration Zone

**Includes:**

- Write & Wipe Mobile Student Desk - Set of 4
- Green Comfy Stool - Set of 4
- Gray Rectangular Comfy Classroom Carpet - 6' x 9'

**\$1,939.00**

## Comfy Floor Zone

Support individual learning styles with comfortable seating options that offer flexibility.



### LC1406 | Comfy Floor Zone

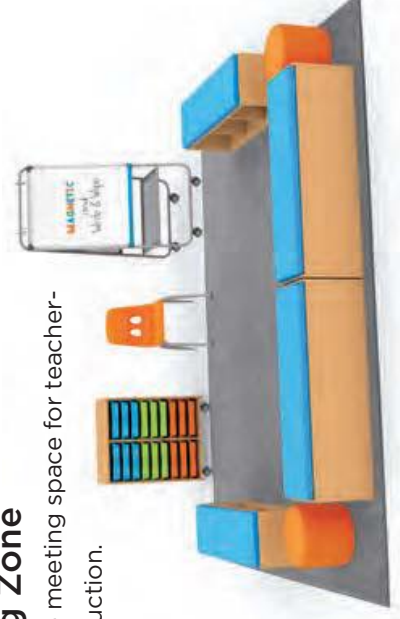
**Includes:**

- Blue Comfy Floor Seat - Set of 4
- Round Floor Table - 42" Diameter
- Gray Round Comfy Classroom Carpet - 9' Diameter

**\$829.00**

## Teaching Zone

The ultimate meeting space for teacher-guided instruction.



### LC1407 | Teaching Zone

**Includes:**

- Classroom Storage Bench - Set of 4
- Orange Comfy Stool - Set of 2
- 18-Tray Mobile Storage Center
- Orange Stacking Chair - 17 1/2"
- Double-Sided Mobile Teaching Easel
- Gray Rectangular Comfy Classroom Carpet - 9' x 12'

**\$3,119.00**

# DESKS & TABLES

## Furniture Features



**Full-steel frames**  
for stability and strength



**Top-quality locking casters**  
for smooth, full rotation

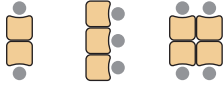


**Wipe-clean laminate surfaces**  
resist moisture and stains

Desks and tables are backed by our **Lifetime Warranty**.  
*Excludes write & wipe desks and tables, which are backed by a 5-year warranty.*



**LC739 | Mobile Teacher Desk**  
Measures 57" w x 24 1/2" d x 31" h. **\$799.00**



**LC788 | Mobile Student Desk**  
Adjustable: 23" to 34" high.  
Measures 28" w x 21" d. **\$279.00**



**LC721 | Mobile Standing Desk**  
Adjustable: 31" to 41" high. Measures 28" w x 21" d. **\$329.00**



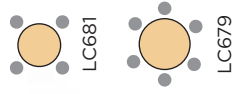
**LC787 | Mobile Wedge Student Desk**  
Adjustable: 23" to 34" high.  
Measures 32" w x 22" d. **\$239.00**



**LC722 | Mobile Standing Desk for Two**  
Adjustable: 31" to 41" high. Measures 48" w x 21" d. **\$449.00**



**Mobile Rectangular Tables**  
Adjustable: 23" to 34" high.  
**LC757** | Measures 48" w x 30" d. **\$399.00**  
**LC759** | Measures 60" w x 30" d. **\$449.00**



**Mobile Round Tables**  
Adjustable: 23" to 34" high.  
**LC681** | Measures 42" in diameter. **\$399.00**  
**LC679** | Measures 48" in diameter. **\$449.00**



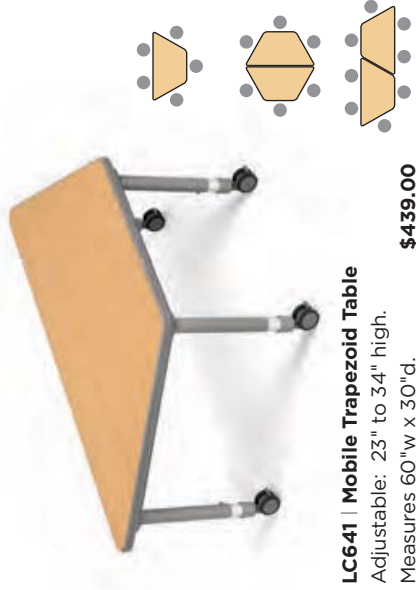
**LC776 | Mobile Triangular Student Desk**  
Adjustable: 23" to 34" high.  
Measures 41" w x 22 1/2" d. **\$249.00**



**LC662 | Write & Wipe Mobile Student Desk**  
Adjustable: 23" to 34" high.  
Measures 28" w x 21" d. **\$299.00**



**LC661 | Write & Wipe Mobile Wedge Student Desk**  
Adjustable: 23" to 34" high.  
Measures 32" w x 22" d. **\$259.00**



**LC641 | Mobile Trapezoid Table**  
Adjustable: 23" to 34" high.  
Measures 60" w x 30" d. **\$439.00**



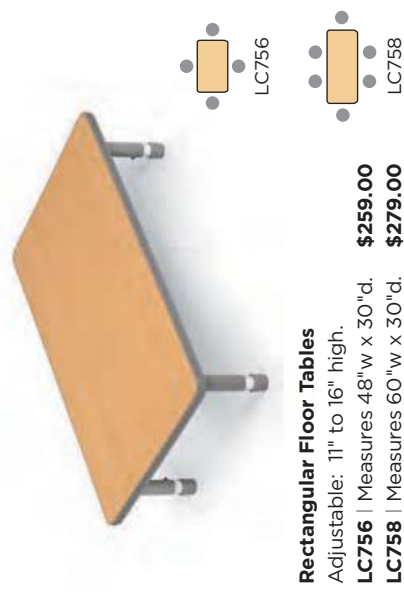
**LC664 | Write & Wipe Mobile Trapezoid Table**  
Adjustable: 23" to 34" high.  
Measures 60" w x 30" d. **\$489.00**



**LC663 | Write & Wipe Mobile Rectangular Table**  
Adjustable: 23" to 34" high.  
Measures 60" w x 30" d. **\$499.00**



**LC642 | Mobile Group Table**  
Adjustable: 23" to 34" high.  
Measures 60" w x 44" d. **\$579.00**



**Rectangular Floor Tables**  
Adjustable: 11" to 16" high.  
**LC756** | Measures 48" w x 30" d. **\$259.00**  
**LC758** | Measures 60" w x 30" d. **\$279.00**



**Round Floor Tables**  
Adjustable: 11" to 16" high.  
**LC680** | Measures 42" in diameter. **\$279.00**  
**LC678** | Measures 48" in diameter. **\$309.00**

# FLEXIBLE SEATING



**Balance Ball Seats**  
**LC528 | 17" Seat**     **\$19.99**  
**LC529 | 22" Seat**     **\$24.99**

Specify color: ■ ■ ■

**LC637 | Height-Adjustable Stool**  
 Adjustable: 21" to 31" high. Measures 13" in diameter.  
**\$129.00**  
*Lifetime Warranty!*




**Classroom Stacking Chairs**  
**LC513 | 13 1/2" Chair**     **\$39.99**  
**LC515 | 15 1/2" Chair**     **\$49.99**  
**LC517 | 17 1/2" Chair**     **\$59.99**

*Lifetime Warranty!*  
 Specify color: ■ ■ ■



**Premium Wobble Chairs**  
**LC762 | 12" Chair**     **\$69.99**  
**LC764 | 14" Chair**     **\$79.99**  
**LC766 | 16" Chair**     **\$89.99**

*Lifetime Warranty!*  
 Specify color: ■ ■ ■ ■



**LC573 | Big Beanbag Seat**  
 Measures 30" in diameter.     **\$79.99**  
**LC574 | Jumbo Beanbag Seat**  
 Measures 41" in diameter.     **\$179.00**

Specify color: ■ ■ ■



**Wobble Chairs**  
**WC712 | 12" Chair**     **\$44.99**  
**WC714 | 14" Chair**     **\$52.99**  
**WC716 | 16" Chair**     **\$59.99**

Available in gray only: ■



**Giant Comfy Pillows**  
 Each measures 32" square.  
**LC558X | Set of 3**     **\$199.00**  
**LC555 | Each**     **\$69.99**

For LC555, specify color: ■ ■ ■



**LC534 | Comfy Pillows - Set of 6**  
 Each measures 17 3/4" square.     **\$149.00**




**LC511 | Wobble Cushion**  
 Measures 13 1/2" in diameter.     **\$16.99**

Specify color: ■ ■ ■



**LC405 | Comfy Floor Seat**  
Measures 22" wide. **\$54.99**  
Specify color:   



**Comfy Stools**  
Each measures 15 1/2" in diameter; seats are 14" high.  
**LC240X | Set of 3 \$379.00**  
**LC231 | Each \$129.00**  
For LC231, specify color:   



**LC272 | Comfy Curved Seat**  
42 1/4" w x 22" d x 14" h.  
**\$229.00**  
Specify color:   



## Lounge & Learn Modular Seating

Specify color:   

- LC348 | Lounge & Learn Curved Couch**  
50" w x 21" d x 25" h; seat is 14" high. **\$449.00**
- LC813 | Lounge & Learn Couch for Three**  
50" w x 21" d x 25" h; seat is 14" high. **\$399.00**
- LC246 | Lounge & Learn Couch for Two**  
35" w x 21" d x 25" h; seat is 14" high. **\$299.00**
- LC812 | Lounge & Learn Chair**  
20" w x 21" d x 25" h; seat is 14" high. **\$199.00**
- LC274 | Lounge & Learn Ottoman**  
20" w x 20" d x 14" h. **\$159.00**



# CLASSROOM STORAGE

## Furniture Features



**Top-quality locking casters** for smooth, full rotation



**Wipe-clean surfaces** resist moisture and stains



All Lakeshore storage units are backed by our **Lifetime Warranty**



### Mobile Student Storage Bin Centers

**LC673** | 12-Bin Storage Center  
23 1/4" w x 14 1/2" d x 31 1/4" h. **\$299.00**  
**TT334** | Set of 12 Bins **\$89.50**

**LC674** | 24-Bin Storage Center  
46" w x 14 1/2" d x 31 1/4" h. **\$499.00**  
**TT675** | Set of 24 Bins **\$179.00**



**LC298** | Mobile Book Bin Storage Center  
32" w x 14 1/2" d x 32 1/4" h. **\$399.00**  
**TT836** | Set of 12 Bins **\$89.50**



**LC847** | Mobile Student Work Organizer  
43 3/4" w x 14" d x 41" h. **\$699.00**



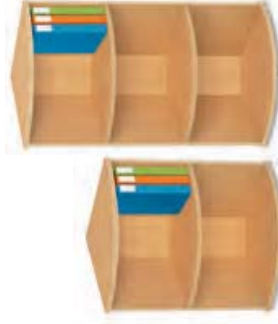
**RR400** | Classroom Storage Bench  
52" w x 14 1/2" d x 16 1/2" h. **\$329.00**



**LC252** | 36-Tray Mobile Storage Center  
55 1/2" w x 17" d x 39 1/2" h. **\$1,099.00**

**LC245** | 27-Tray Mobile Storage Center  
41 3/4" w x 17" d x 39 1/2" h. **\$899.00**

**LC244** | 18-Tray Mobile Storage Center  
28" w x 17" d x 39 1/2" h. **\$699.00**



**Binder Storage Centers**

**LC238** | 2-Shelf Center  
16 1/2" w x 16 1/2" d x 26 1/4" h. **\$199.00**

**LC239** | 3-Shelf Center  
16 1/2" w x 16 1/2" d x 39" h. **\$299.00**



**LC230** | **4-Shelf Storage Unit**  
36" w x 14 1/2" d x 60 1/2" h. **\$499.00**



**LC229** | **3-Shelf Storage Unit**  
36" w x 14 1/2" d x 46" h. **\$399.00**



**LC228** | **2-Shelf Storage Unit**  
36" w x 14 1/2" d x 31 3/4" h. **\$299.00**



**LC288** | **Locking Storage Cabinet**  
30" w x 23" d x 72" h. **\$699.00**



**LC751** | **Student Storage Backpack Cart**  
49" w x 22" d x 56" h. **\$599.00**  
**TT531** | **Set of 10 Bins** **\$79.50**



**LC508** | **12-Cubby Mobile Storage Unit**  
42" w x 19" d x 61" h. **\$999.00**



**LC507** | **9-Cubby Mobile Storage Unit**  
42" w x 19" d x 47" h. **\$799.00**



**LC506** | **6-Cubby Mobile Storage Unit**  
42" w x 19" d x 33 3/4" h. **\$599.00**



**LC453** | **Store-It-All Mobile Locking Media Tower**  
31" w x 19 3/4" d x 38 1/2" h. **\$699.00**



**LC748** | **Double-Sided Mobile Teaching Easel**  
30" w x 34 1/2" d x 62" h. **\$399.00**



# CLASSROOM CARPETS

## Carpet Features



Our premium classroom carpets are **extra-thick** and **super-soft!**

Our incredibly durable school carpets are **guaranteed for 10 full years!**

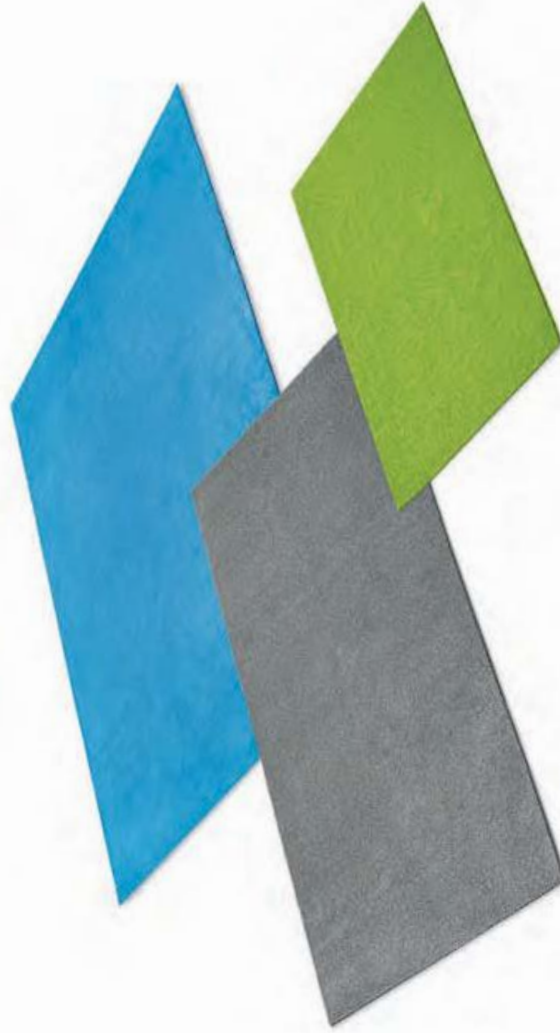


### Round Comfy Classroom Carpets - 6' Diameter

LC849 | Blue      \$169.00  
 LC850 | Green    \$169.00  
 LC851 | Gray     \$169.00

### Round Comfy Classroom Carpets - 9' Diameter

LC853 | Green     \$339.00  
 LC852 | Blue     \$339.00  
 LC854 | Gray     \$339.00



### Rectangular Comfy Classroom Carpets - 4' x 6'

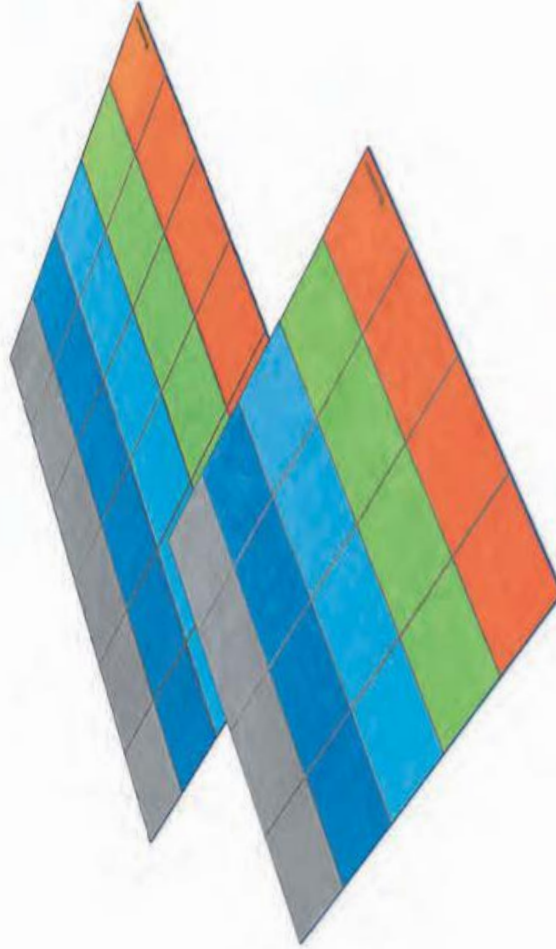
LC857 | Blue      \$119.00  
 LC859 | Gray      \$119.00  
 LC858 | Green     \$119.00

### Rectangular Comfy Classroom Carpets - 6' x 9'

LC860 | Blue      \$229.00  
 LC862 | Gray      \$229.00  
 LC861 | Green     \$229.00

### Rectangular Comfy Classroom Carpets - 9' x 12'

LC863 | Blue      \$389.00  
 LC865 | Gray      \$389.00  
 LC864 | Green     \$389.00



### LC697 | A Place for Everyone Classroom Carpet for 20

Seating for up to 20 students.  
 Measures 8' x 9'.      **\$379.00**

### LC698 | A Place for Everyone Classroom Carpet for 30

Seating for up to 30 students.  
 Measures 9' x 12'.    **\$479.00**

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**Phoenix**  
4819 E. Ray Rd.  
Phoenix, AZ 85044  
(480) 940-7700

## California

**Carson & outlet**  
2695 E. Dominguez St.  
Carson, CA 90895  
(310) 537-4778

**Fountain Valley**  
18679 Brookhurst St.  
Fountain Valley, CA 92708  
(714) 963-8255

**Laguna Hills**  
23501 Avenida de la Carlota  
Laguna Hills, CA 92653  
(949) 462-9353

**Los Angeles**  
2323 S. Sepulveda Blvd.  
Los Angeles, CA 90064  
(310) 893-1150

**Murrieta**  
24420 Village Walk Pl.  
Murrieta, CA 92562  
(951) 461-1352

**Northridge**  
17072 Devonshire St.  
Northridge, CA 91325  
(818) 366-4105

**Pasadena**  
3848 E. Foothill Blvd.  
Pasadena, CA 91107  
(626) 356-3848

**Roseville**  
1850 Douglas Blvd.  
Roseville, CA 95661  
(916) 774-4304

**San Bernardino**  
898 E. Harriman Pl.  
San Bernardino, CA 92408  
(909) 890-1222

**San Diego**  
7510 Hazard Center Dr.  
San Diego, CA 92108  
(619) 297-8494

**San Jose**  
1099 S. Bascom Ave.  
San Jose, CA 95128  
(408) 998-0794

## California (cont.)

**San Leandro & outlet**  
1144 Montague Ave.  
San Leandro, CA 94577  
(510) 483-9750

**San Marcos**  
702 Center Dr.  
San Marcos, CA 92069  
(760) 504-0292

**Upland**  
125 N. Mountain Ave.  
Upland, CA 91786  
(909) 985-9945

**new location**  
**Ventura**  
4300 E. Main St.  
Ventura, CA 93003  
(805) 289-1550

**Walnut Creek**  
1929 Mt. Diablo Blvd.  
Walnut Creek, CA 94596  
(925) 944-1495

## Colorado

**Littleton**  
8680A Park Meadows  
Center Dr.  
Littleton, CO 80124  
(303) 768-8484

## Connecticut

**Hamden**  
2335 Dixwell Ave.  
Hamden, CT 06514  
(203) 287-0900

## Florida

**Fern Park**  
335 E. State Rd. 436  
Fern Park, FL 32730  
(407) 260-5531

**Tampa**  
4501 W. Kennedy Blvd.  
Tampa, FL 33609  
(813) 207-0468

## Georgia

**East Cobb**  
4287 Roswell Rd.  
Marietta, GA 30062  
(770) 578-3100

## Idaho

**Boise**  
417 N. Milwaukee St.  
Boise, ID 83704  
(208) 377-1855

## Illinois

**Chicago**  
2255 W. 95th St.  
Chicago, IL 60643  
(773) 233-9210

**Orland Park**  
15780 S. La Grange Rd.  
Orland Park, IL 60462  
(708) 403-6300

**Palatine**  
1403 N. Rand Rd.  
Palatine, IL 60074  
(847) 705-5052

## Indiana

**Indianapolis**  
1300 E. 86th St.  
Indianapolis, IN 46240  
(317) 574-0304

## Kansas

**Merriam**  
5670 Antioch Rd.  
Merriam, KS 66202  
(913) 432-3998

## Maryland

**Towson & outlet**  
1620 E. Joppa Rd.  
Towson, MD 21286  
(410) 296-5888

## Massachusetts

**Newton**  
230 Needham St.  
Newton, MA 02464  
(617) 969-1171

**Saugus**  
352E Broadway  
Saugus, MA 01906  
(781) 233-3770

## Michigan

**Sterling Heights**  
12210 Hall Rd.  
Sterling Heights, MI 48313  
(586) 803-1435

## Minnesota

**Maplewood**  
1721 Beam Ave.  
Maplewood, MN 55109  
(651) 777-0650

**St. Louis Park**  
5699 W. 16th St.  
St. Louis Park, MN 55416  
(952) 541-0991

## Nebraska

**Omaha**  
12005 W. Center Rd.  
Omaha, NE 68144  
(402) 334-4466

## Nevada

**Henderson**  
1243 W. Warm Springs Rd.  
Henderson, NV 89014  
(702) 396-2890

## New Jersey

**Cherry Hill**  
2020 Marlton Pike West  
Cherry Hill, NJ 08002  
(856) 910-0888

**new location**  
**East Brunswick**  
269 State Route 18  
East Brunswick, NJ 08816  
(732) 967-8585

**Hackensack**  
449 Essex St.  
Hackensack, NJ 07601  
(201) 441-9214

## New Mexico

**Albuquerque**  
6646 Indian School Rd. NE  
Albuquerque, NM 87110  
(505) 884-4866

## New York

**New Hyde Park**  
2079 Hillside Ave.  
New Hyde Park, NY 11040  
(516) 616-9360

**Scarsdale**  
969A Central Park Ave.  
Scarsdale, NY 10583  
(914) 472-1820

## North Carolina

**Matthews**  
10005 E. Independence Blvd.  
Matthews, NC 28105  
(704) 849-2370

## Ohio

**Cleveland**  
27500 Chagrin Blvd.  
Beachwood, OH 44122  
(216) 378-9488

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2148 Polaris Parkway  
Columbus, OH 43240  
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**Oklahoma City**  
6300 N. May Ave.  
Oklahoma City, OK 73112  
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**Lake Oswego**  
16901 SW 65th Ave.  
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340 W. DeKalb Pike  
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**Cranston**  
1400 Oaklawn Ave.  
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## Texas

**Austin**  
9828 Great Hills Trail  
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14060 N. Dallas Pkwy.  
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**Friendswood**  
19032 Gulf Fwy.  
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McAllen, TX 78503  
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Shenandoah, TX 77385  
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## Vendor Forms & Signatures

### RFP #20.8 – Office Solutions

#### **Instructions**

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled "***Vendor Forms & Signatures – Name of Company***".
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

**The following sections will need to be completed prior to submission and submitted as one single PDF titled "Vendor Forms & Signatures – Name of Company":**

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance "EDGAR" Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

# Addendum Acknowledgement

**Instructions:** Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum Numbers Received** (check the box next to each addendum received):

- |                  |                |
|------------------|----------------|
| Addendum No. 1 ✓ | Addendum No. 5 |
| Addendum No. 2   | Addendum No. 6 |
| Addendum No. 3   | Addendum No. 7 |
| Addendum No. 4   | Addendum No. 8 |

I understand that failure to confirm receipt of addenda may cause for rejection of this response.



Mike Duong, Bid Manager

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

10/29/2019

\_\_\_\_\_  
*Date*

**Acknowledgment:** I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

N/A

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

\_\_\_\_\_  
*Date*

## 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.

|                             |   |                         |                         |
|-----------------------------|---|-------------------------|-------------------------|
| <b>Business Name</b>        | <u>Lakeshore Equipment Company<br/>dba Lakeshore Learning Materials</u>             | <b>Date</b>             | <u>10/29/2019</u>       |
| <b>Address</b>              | <u>2695 E. Dominguez Street</u>   | <b>City, State, Zip</b> | <u>Carson, CA 90895</u> |
| <b>Contact Person</b>       | <u>Mike Duong</u>   | <b>Title</b>            | <u>Bid Manager</u>      |
| <b>Authorized Signature</b> |  | <b>Title</b>            | <u>Bid Manager</u>      |
| <b>Email</b>                | <u>biddept@lakeshorelearning.com</u>  | <b>Phone</b>            | <u>(800) 421-5354</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** \_\_\_\_\_

**Authorized Representative** \_\_\_\_\_

**Name Printed or Typed** \_\_\_\_\_

**Awarded this** \_\_\_\_\_ **day of** \_\_\_\_\_ **Contract Number** \_\_\_\_\_

**Contract to Commence** \_\_\_\_\_

# Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

**Instructions:** When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

## 1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

## 2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

## 3. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contract that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of



“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

#### **4. Davis Bacon Act**

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor’s acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

#### **5. Contract Work Hours and Safety Standards Act**

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **6. Right to Inventions Made Under a Contract or Agreement**

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

#### **7. Clean Air Act and Federal Water Pollution Control Act**

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

## **8. Debarment and Suspension**

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

## **9. Byrd Anti-Lobbying Amendment**

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

## **10. Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

## **11. Profit as a Separate Element of Price**

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

## **12. General Compliance with Participating Agencies**

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By **initialing the table (1-12)** and **signing below**, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

| <b>Vendor Certification (By Item)</b>                     | <b>Vendor Certification:</b><br>YES, I agree or<br>NO, I do NOT agree | <b>Initial</b> |
|---|---|----------------|
| 1. Violation of Contract Terms and Conditions             | Yes   | MD             |
| 2. Termination for Cause of Convenience                   | Yes   | MD             |
| 3. Equal Employment Opportunity                           | Yes   | MD             |
| 4. Davis-Bacon Act  | Yes   | MD             |
| 5. Contract Work Hours and Safety Standards Act           | Yes   | MD             |
| 6. Right to Inventions Made Under a Contract or Agreement | Yes   | MD             |
| 7. Clean Air Act and Federal Water Pollution Control Act  | Yes   | MD             |
| 8. Debarment and Suspension                               | Yes   | MD             |
| 9. Byrd Anti-Lobbying Amendment                           | Yes   | MD             |
| 10. Procurement of Recovered Materials                    | Yes   | MD             |
| 11. Profit as a Separate Element of Price                 | Yes   | MD             |
| 12. General Compliance with Participating Agencies        | Yes   | MD             |

Lakeshore Equipment Company dba Lakeshore Learning Materials

*Name of Business*



**Signature of Authorized Representative**

Mike Duong, Bid Manager

*Printed Name/Title*

10/29/2019

*Date*

# Subcontractor Utilization Form

N/A

**Instructions:** List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_

If a subcontractor will not be used, check this box:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Email Address of Contact: \_\_\_\_\_  
Services to be provided: \_\_\_\_\_

# Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

**Your organization's uploaded proposal should include the following submitted and correctly labeled documents:**

| X | Document Title   | How to be Submitted   |
|---|--|---|
| ✓ | Performance Bond of \$2,500 (Copy)   | Submit as PDF   |
| ✓ | Pricing Schedule – Name of Company   | Submit as an Excel document                                   |
| ✓ | Vendor Questionnaire – Name of Company   | Submit as a Word document                                     |
| ✓ | Vendor Forms & Signatures – Name of Company  | Submit as one (1), single PDF.<br><b>*Signatures Required</b> |
| ✓ | Certificate of Insurance – Name of Company   | Submit as PDF   |
| ✓ | Exhibit A – Dealers Certificate/Name – Name of Company   | Submit as PDF   |
| ✓ | Additional Information – as required <ul style="list-style-type: none"> <li>• Manufacturer/Catalog price lists</li> <li>• Business Type Certificate, if applicable</li> <li>• Manufacturer – Dealer List, if applicable</li> </ul> | Submit as PDF   |

**IMPORTANT:** All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.



Authorized Signature

Mike Duong, Bid Manager

Printed Name/Title

10/29/2019

Date



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

October 29, 2019

Cooperative Purchasing Connection  
1001 E. Mount Faith Avenue  
Fergus Falls, MN 56537

**RE: Bid #20.8 Office Solutions**

Dear Cooperative Purchasing Connection Staff,

As a company founded by a woman, Lakeshore Learning Materials is committed to equal opportunity. We have enclosed a partial list of some of the minority-owned and women-owned businesses that we use as vendors. We have enclosed this partial list because our vendor base numbers over 2,000 (and the products and components we carry are well over that number). We would not need to specifically "contract" with another company to fill your order because we have over one million feet of warehouse space where we keep a complete inventory of all materials at all times.

We strongly believe and demonstrate that profitable, responsible growth and the business success of the Company, as well as the personal growth of individuals to the fullest extent practical within the framework of the business environment, are worthy goals. By selecting vendors and service providers on the basis of merit, the effectiveness of the Company's operations can be maintained while enhancing both the nation's economic progress and each individual's progress.

To that end, Lakeshore Learning Materials is committed to continuing its policy of utilizing minority, female-owned and disabled veteran-owned business enterprises whenever possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Duong", written in a cursive style.

Mike Duong  
Bid Manager  
Lakeshore Learning Materials



2695 E. Dominguez St. • Carson, CA 90895 • (800) 421-5354 • Fax (310) 537-7990  
[www.LakeshoreLearning.com](http://www.LakeshoreLearning.com)

## Minority Vendors

Minority business enterprises shall have maximum practical opportunity to participate in the performances of Lakeshore Learning Materials' supply and service contracts.

### **Claridge Products & Equipment Inc.**

(WBE)  
180 North Sherman Ave.  
Corona, CA 92882  
(951) 734-6262  
Contact: Martin Jr. Quiroz

### **Geiss, Destin & Dunn Inc.**

(WBE)  
385 Highway 74 South Suite A  
Peachtree, GA 30215  
(770) 486-0381  
Contact: Debbie Williamson

### **Marina Graphic Center Inc.**

(WBE)  
12901 Cerise Ave.  
Hawthorne, CA 90250  
(310) 970-1777  
Contact: Marshall Perkin

### **Sterling Medical Products Inc.**

(WBE)  
14 Rancho Circle  
Lake Forest, CA 92630  
(800) 966-3342  
Contact: Carrie Woodburn

### **Shell Educational Publishing (Teacher Created Materials)**

(WBE)  
5301 Oceanus Drive  
Huntington Beach, CA 92649  
(800) 858-7339  
Contact: Deanne Mendoza

### **Free Spirit Publishing Inc.**

(WBE)  
6325 Sandburg Road  
Golden Valley, MN 55427  
(949) 249-2107  
Contact: Deb Meyer

### **Sunshine FPC Inc.**

(MBE)  
1600 Gage Road  
Montebello, CA 90640  
(323) 721-8168

### **Lectorum Publications Inc.**

(MBE)  
205 Chubb Avenue  
Lyndhurst, NJ 07071  
(201) 559-2248  
Contact: Luis Lopez



November 11, 2019

RE: Verification of Surety - Bid Bond

RFP #: 20.8 Office Solutions 2019

Bid Responder: Lakeshore Equipment Company dba Lakeshore Learning Materials

Surety in the amount of: \$2,500.00

Dated: 24th day of October, 2019

Held with: International Fidelity Insurance Company – Harco National Insurance Company 925-256-8760

Notes: Spoke with Victoria who works with the underwriter Dorothy O'Conner at 4:03 p.m. She verified the above information with me.



Valid on this 11<sup>th</sup> day of November, 2019 by CPC Program Assistant, Lori J. Mittelstadt.



## Company Information

**Name of Company:** Lakeshore Equipment Company dba Lakeshore Learning Materials

**Company Address:** 2695 E. Dominguez Street

**City, State, Zip code:** Carson, CA 90895

**Website:** www.LakeshoreLearning.com

**Phone:** (800) 421-5354

|                                     |  |
|-------------------------------------|--|
| <b>Reference #1 – Business Name</b> | Metro St. Louis YWCA Head Start                  |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 1992                    |
| <b>Reference Contact</b>            | Stacy Johnson, Head Start Director               |
| <b>Phone</b>                        | (314) 427-4940                                   |
| <b>Email</b>                        | sjohnson@headstart.ywcastlouis.org               |

### CPC Notes:

1. **Describe the project(s) completed with the Vendor.** We've worked with Lakeshore via equipment quotes, white glover service and center visits with the Assistant Director.
2. **Describe how the Vendor was responsive to your needs.** Our representative, John Campbell, is very accessible to the needs of the Center Managers and program teaching staff.
3. **Describe the dependability and communication styles of the Vendor.** John will drop by and set visits to have a sit-down conversation with the Sr. Education Operation Administrator. At the request of the Center Managers he will go to any of our 10 centers to do a walk-through of the center. John is also advising the program on the benefit of the new and upcoming equipment.
4. **How would you rate the Vendor's overall performance for the products/service requested?** Our representative is an excellent Lakeshore representative. In addition, we have loved all the representatives that have worked with our team over the years. They have all been wonderful and when I see them around at different events, they are still top-notch representatives.

|                                     |  |
|-------------------------------------|--|
| <b>Reference #2 – Business Name</b> | Illinois Action for Children                     |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 1990                    |
| <b>Reference Contact</b>            | Maria Whelan, President / CEO                    |
| <b>Phone</b>                        | (312) 823-1100                                   |
| <b>Email</b>                        | whelanm@actforchildren.org                       |

### CPC Notes:

1. **Describe the project(s) completed with the Vendor.** Lakeshore has been a longtime partner of ours. We have a very, very large relationship with them, spending several million dollars a year. They've been able to deliver items to 3<sup>rd</sup> parties that we fund as well as directly with us.
2. **Describe how the Vendor was responsive to your needs.** They've been incredibly responsive. We've had some situations where we've needed materials within hours, and they were able to deliver. They've put classrooms together in hurry for us.
3. **Describe the dependability and communication styles of the Vendor.** Very hands-on people, people.
4. **How would you rate the Vendor's overall performance for the products/service requested?** Overall, I would give them a hundred stars, I really can't say enough about Lakeshore.

|                                     |  |
|-------------------------------------|--|
| <b>Reference #3 – Business Name</b> | Milwaukee Public Schools                         |
| <b>Product/Service Purchased</b>    | Classroom and educational supplies and furniture |
| <b>Year of Purchase</b>             | Ongoing purchasing since 2007                    |
| <b>Reference Contact</b>            | Krissy Washington, AGR Program Coordinator       |
| <b>Phone</b>                        | (414) 475-8094                                   |
| <b>Email</b>                        | washinkn@milwaukee.k12.wi.us                     |

**CPC Notes:**

1. **Describe the project(s) completed with the Vendor.** Lakeshore has worked with our district in a couple of ways. A few years ago, we completed 64 schools, classroom refresh. This refresh was 100% Lakeshore materials and furniture. To plan the refresh, we have access to Lakeshore support team who helped us decide on what type of materials to include as well as the type of furniture, it was a large undertaking. to plan, supportive teams, type of materials – large undertaking. 100% K-5, 1-2<sup>nd</sup> group purchase, 2<sup>nd</sup> and 3<sup>rd</sup>, flexible seating options – Lakeshore went out and created furniture to meet their needs (responsive). Wobble chairs resources, Lakeshore compiled a catalog for options to select from.
2. **Describe how the Vendor was responsive to your needs.** During the classroom refresh, we wanted to include flexible seating. At that time, Lakeshore was limited in that offering. Being responsive, they went back to their team and developed flexible seating for our district. The same happened with our request for wobble chairs; they went back to their team and developed a catalog of solutions for the district to select from. Later, the district adopted some additional curriculum, we reached out to Lakeshore to see if they had any supplemental resources and again, they provided us with options of resources that we were able to select from.
3. **Describe the dependability and communication styles of the Vendor.** We usually hear from our representative in December to let us know what new products they have that we may not be aware of. We don't particularly have time to look through catalogs, but we appreciate being kept in the forefront of new offerings. During our refresh, we provided Lakeshore with building and classroom layout plans prior to delivery which made it an easier process for delivery and their white glove service. I was able to work with the Lakeshore team directly. There was a lot of information to share and keep straight. Certain supplies needed to be delivered to certain sites, locations, logistics, contacts, etc. Daily, over a three to four-week period, we were able to connect with them to ensure the project was meeting deadlines and deliveries were on schedule.
4. **How would you rate the Vendor's overall performance for the products/service requested?** A 10, the only reason is they have always been responsive. Their lifetime warranty on all products is a huge factor and they have an easy process to work with regarding issues/returns/replacements – no questions asked. They've hired a person specifically to go around the city to investigate their products within the district to check to see if items need to be replaced, cleaned, and updated. Their white glove service for classroom setup is a huge asset for us and Lakeshore. I really can't say enough about Lakeshore, we have absolutely no complaints.



## Evaluation Committee Report

### RFP #20.8 – Office Solutions

#### Summary of Evaluation Committee Activity

The members of the Evaluation Committee were Cindy Ehlers, Administrative Operations Director (SCSC); Jerome Evans, CPC Representative; Susan Frame, Executive Assistant (Metro ECSU); and Barb Nelson, Cooperative Purchasing Coordinator (NWSC).

Two (2) proposals were received by the submission deadline. They include Innovative Office Solutions based in Burnsville, MN, and Lakeshore Equipment Company dba Lakeshore Learning Materials based in Carson, CA. Proposals were reviewed for compliance with the mandatory requirements set forth in the Request for Proposal (RFP). Both proposals were found to be compliant and deemed responsive; the Evaluation Committee was able to conduct their technical evaluation the week of November 18, 2019, and the pricing evaluation during the week of November 25, 2019.

#### Evaluation Results

Refer to the attached Master Score Sheet, listed as Exhibit A.

#### Qualifications & Experience

The evaluation committee agreed that the following is true:

1. Both Vendors are well established within their markets.
2. Both Vendors offer a broad offering of products and services that are unique to their niche markets.
3. Both Vendors have experience within their industry and provide dedicated service to ensure satisfied clientele.

#### Innovative Office Solutions

1. The Vendor fully met the scope of the solicitation as an “office solution” provider.
2. The Vendor has many representatives at the local, tri-state level.
3. The Vendor will be able to provide more products to CPC’s city, county, and other governmental agencies.

#### Lakeshore Learning Materials

1. Value entailed in being a sole source manufacturer for a large portion of their products and services.
2. Product and service line catered to elementary education; didn’t fully meet the scope of the solicitation.

## Marketing & Partnership

The evaluation committee agreed that the following is true:

### Innovative Office Solutions

1. The Vendor holds multiple relationships and touchpoints on a local level.
2. The Vendor attends multiple conferences pertaining to CPC specific markets/audiences.
3. The Vendor has a large presence in Minnesota; growing in both North Dakota and South Dakota.

### Lakeshore Learning

1. The Vendor holds multiple relationships and touchpoints on a local level.
2. Vendor attends multiple conferences; minimal attendance on the local tri-state level.

## Financials & Level of Support

The evaluation committee agreed that the following is true:

### Innovative Office Solutions

1. The Vendor ties member to contract after initial setup; always receiving contract pricing.
2. Provided vague reasoning on pricing competitiveness; Vendor stated pricing is competitive within the market.

### Lakeshore Learning

1. The burden of obtaining the contract discount is placed solely on the participating agency; agencies will need to reference the contract #20.8 on each purchase order.
2. The Vendor offers the same discount to individual agencies as well as consortiums.

## Warranty

The evaluation committee agreed that the following is true:

### Innovative Office Solutions

1. The Vendor warranty is specific to industry standards.
  - a. 90-day return window for supplies.
  - b. 35% restocking fee on furniture.

### Lakeshore Learning

1. The Vendor unconditionally guarantees every item, every time; the ability for an agency to return a product, any time, no questions asked.
2. The Vendor provides a lifetime warranty on all Premium Classroom Furniture, Tables and Desks, Chairs and Cots.
3. The Vendor provides a 10-year warranty on Classroom Carpets.
4. The Vendor provides a 5-year warranty on Write & Wipe Mobile Tables and Desks, Outdoor Furniture, Trikes and Cribs. All other items receive a full-year warranty unless otherwise noted.

## Industry-Specific Information

The evaluation committee agreed that the following is true:

### **Innovative Office Solutions**

1. The Vendor does not require a minimum order size for free shipping.
2. The Vendor has a 98% fulfillment rate on all orders.
3. The Vendor to provide next-day shipping to Minnesota agencies and parts of North and South Dakota. Two-day, free delivery is offered to western North and South Dakota.
4. The Vendor has a strong environmental policy; green initiatives.

### **Lakeshore Learning**

1. The Vendor does not require a minimum order size for free shipping.
2. The Vendor has a 99% fulfillment rate on all orders; the invoice is not sent to the agency until all items have been received.
3. Vendor guarantees delivery of all products within 7-10 business days ARO in the contiguous U.S.
4. The Vendor will contact the agency on all orders over \$10,000 to coordinate specific logistics, delivery dates, delivery locations, unloading restrictions, setup requirements, etc.
5. The Vendor qualifies for GREENGUARD Certification on many furniture lines (Classic Birch, Flex-Space, First Steps, and Heavy-Duty).
6. The Vendor provides the ability to access retail store options, where available.

## Exceptions & Deviations

The evaluation committee agreed that the following is true:

### **Lakeshore Learning**

1. Agencies must reference "Per Bid #20.8" on all purchase orders to receive the terms of the contract/solicitation.
2. Discounts are not applicable to sale items.
3. The Vendor agrees to hold the discount offered throughout the lifetime of the contract. Catalogs and prices are subject to change with the release of new catalogs in January and February of each year and in the event of significant factors outside of their control, such as government-imposed import tariffs.

## Pricing

The evaluation committee agreed that the following is true:

### **Innovative Office Solutions**

1. The Vendor can provide all items on the core list as well as an extensive non-core offering pertaining to the scope of the solicitation.
2. The Vendor can provide project specific furniture through the manufacturer lines of Smith Systems, SICO and Wisconsin Bench.

### **Lakeshore Learning**

1. The Vendor can provide less than one-third (1/3) of the core list.
2. The Vendor is unique in its niche offering of supplies and furniture in that all items are sole source and manufactured by the Vendor.
3. The same catalog discount of 5% would apply to all furniture purchases.

## Recommendation

After a thorough analysis of the Vendor proposals, the Evaluation Committee recommends that the contract be awarded to Innovative Office Solutions.

DocuSigned by:

*Cindy Ehlers*

C52F2A9759254B6...

Cindy Ehlers, Administrative Operations Director (SCSC)

DocuSigned by:

*Jerome Evans*

D78B5DE7CED34A5...

Jerome Evans, CPC Representative

DocuSigned by:

*Susan Frame*

BF1E725BA7C6496...

Susan Frame, Executive Assistant (Metro ECSU)

DocuSigned by:

*Barb Nelson*

D7EA0B7C88BB4FF...

Barb Nelson, Cooperative Purchasing Coordinator (NWSC)

DocuSigned by:

*Lisa Truax*

9AB8C86E80B9422...

Lisa Truax, Procurement Solutions Coordinator  
RFP Facilitator

1 Attachment/Exhibit A  
Master Score Sheet

cc: Procurement File

# Exhibit A

## RFP #20.8 - Office Solutions

### RFP Evaluation; Master Score Sheet

| Criteria   | Points     |
|--|------------|
| Qualifications & Experience                            | 45         |
| Marketing & Partnership                                | 75         |
| Financials & Level of Support                          | 35         |
| Warranty   | 30         |
| Industry Specific Information                          | 100        |
| Exceptions & Deviations                                | 10         |
| References   | 15         |
| <b>Total Technical Points</b>                          | <b>310</b> |
| <b>Pricing</b>   |            |
| Core List - 60% of 155                                 |            |
| Non-Core List - 40% of 155                             |            |
| Furniture - project/special [non-catalog] - 160 points |            |
| Services - 15 points                                   |            |
| Volume Discounts - 10 points                           |            |
| <b>Total Pricing Points</b>                            | <b>340</b> |
| <b>Total Score</b>                                     | <b>650</b> |

|  |                 | Innovative Office Solutions | Lakeshore Equipment dba<br>Lakeshore Learning |   |
|--|-----------------|-----------------------------|---|---|
| Criteria   | Possible Points | Average Points Awarded      | Average Points Awarded                        | Notes & Formula Statement                             |
| Qualifications & Experience                            | 45              | 44                          | 44  |   |
| Marketing & Partnership                                | 75              | 64                          | 52  |   |
| Financials & Level of Support                          | 35              | 33                          | 31  |   |
| Warranty   | 30              | 27                          | 30  |   |
| Industry Specific Information                          | 100             | 92                          | 84  |   |
| Exceptions & Deviations                                | 10              | 10                          | 8   |   |
| References   | 15              | 12                          | 13  |   |
| <b>Total Technical Points</b>                          | <b>310</b>      | <b>281</b>                  | <b>260</b>                                    |   |
| Meets Cut Score of 183 Points?                         | Yes/No          | Yes                         | Yes   |   |
| Proceed to Pricing Evaluation?                         | Yes/No          | Yes                         | Yes   |   |
| <b>Pricing</b>   |                 |                             |   |   |
| Core List - Points Earned                              |                 | 633                         | 79  | <- maximum total points available for highest ranking |
| Core List - Points Equalized to 60% of 155             |                 | 92                          | 11  | <- points equalized to 60% of 155 points              |
| Non Core List - Points Earned                          |                 | 300                         | 138   | <- maximum total points available for highest ranking |
| Non Core List - Points Equalized to 40% of 155         |                 | 59                          | 27  | <- points equalized to 40% of 155 points              |
| Furniture - project/special [non-catalog] - 160 points |                 | 134                         | 109   |   |
| Services - 15 points                                   |                 | 8                           | 10  |   |
| Volume Discounts - 10 points                           |                 | 0                           | 0   |   |
| <b>Total Pricing Points</b>                            | <b>340</b>      | <b>292</b>                  | <b>157</b>                                    |   |
| <b>Total Score</b>                                     | <b>650</b>      | <b>572</b>                  | <b>417</b>                                    |   |

December 10, 2019

Innovative Office Solutions  
Attn: Brooks Smith, CFO  
151 East Cliff Road  
Burnsville, MN 55337

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**Award Decision, RFP #20.8 - Office Solutions**

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Dear Brooks Smith:

The Cooperative Purchasing Connection (CPC), using the weighted criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering.

We are pleased to announce that your proposal received the recommendation for award. This decision is subject to approval of the Cooperative Purchasing Connection and the North Dakota Educators Service Cooperatives Boards of Directors and the successful negotiation of a mutually acceptable contract.

I will be contacting you in the near future to finalize a contract for the awarded goods and/or services. Thank you for submitting your proposal; the Cooperative Purchasing Connection looks forward to working with you.

Regards,



---

Lisa M. Truax | Procurement Solutions Coordinator  
Cooperative Purchasing Connection

CC: Leah Halvorson



December 16, 2019

Lakeshore Equipment Company dba Lakeshore Learning Materials  
Attn: Mike Duong, Bid Manager  
2695 E. Dominguez Street  
Carson, CA 90895

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**Award Decision, RFP #20.8 – Office Solutions**

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Dear Mike Duong:

The Cooperative Purchasing Connection (CPC) would like to thank you for your time, effort, and interest in supplying a response for Request for Proposal (RFP) #20.8 – Office Solutions.

The cooperative purchasing team, using the weighted criteria outlined in the RFP documents, have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering. The cooperative purchasing team has decided to reject your proposal.

We want to thank you for your proposal, taking the time to present in-person to our purchasing team and the interest in this RFP. CPC will look forward to your participation in future RFP's for similar engagements.

Should you have any questions about this matter, please feel free to contact me.

Regards,



---

Lisa M. Truax | Procurement Solutions Coordinator  
Cooperative Purchasing Connection

CC: Kelly Minke, Sales Manager




## 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.

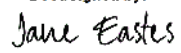
### Part I: Vendor

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 &amp; General Counsel</u> |
| Authorized Signature | <u></u> | Title            | <u>CFO &amp; 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><br><br><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>  |        |                       |