

Bid Checklist

Proposal: _____

Awarded Vendor(s): _____

Award Date: _____ **Contract Number:** _____

- Copy of Public Notice/Legal Ad(s)
- Copy Of Release (via Public Purchase)
- Copy of Bid Specifications (includes Q&A, addenda if issued)
- Copy of Closing (via Public Purchase)
- Notification Report
- Access Report (via Public Purchase)
- Opening Record
- Copy of Bids Received
- Evaluation Compilation/Executive Summary
- Copy of Award Letter
- Copy of Rejection Letter
- Copy of Signed Contract(s)
- Board Acceptance of Bid

AFFIDAVIT OF PUBLICATION



STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

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

Toni Ferdelman, 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:

Monday, January 30; and Monday, February 6, 2017

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$414.40.

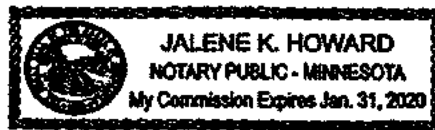
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the 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.

Toni Ferdelman

Subscribed and sworn to before me on February 6, 2017

Jalene K. Howard



Notary Public

Advertiser: Cooperative Purchasing Network

Agency: N/A

Section-Page-Zone(s): K-1-All

Description: Notice to Bidders Sealed proposa...

General Policies

Review your ad on the first day of publication, if there are mistakes, notify us immediately. We will make changes for errors we receive notice on the first day the ad is published. We limit our liability in this way, and we do not accept liability for any errors from press or on-site. Result from press or on-site is not proof. All ad copy must be approved by the newspaper, which reserves the right to request changes, reject or properly and not the newspaper, is responsible for the truthful content of the ad. Advertising is also subject to credit approval.

Legal Notices

NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFIRMED BY THIS ACTION. NOTICE IS HEREBY GIVEN, that default has occurred in the conditions of the following described mortgage: Nicholas F. Andert, a single person Bankers Mortgage Company, LLC
Filed: 07/16/2003
Ramsey County Registrar of Titles Document No. 1162767 Against Assignee of: TIC Mortgage Corporation
Filed: 06/02/2003
Ramsey County Registrar of Titles Document No. 1162768 Against Assignee of: TIC Mortgage Corporation
Filed: 06/02/2003
Transaction Agent: N/A
No. 17/2003
Lender or Broker: Bankers Mortgage Company, LLC A Minnesota Company
Servicer: Ocwen Loan Servicing, LLC
Mortgage Originator: Bankers Mortgage Company, LLC A Minnesota Company
LEGAL DESCRIPTION OF PROPERTY: The East Half of Lots 18, 19, 20, 21, 22, 23, and 24, Block 10, Gurney Highland Park, Ramsey County, Minnesota.
The Registered Property: TAX PARCEL NO.: 19.292721.0114
ADDRESS OF PROPERTY: 58 Wheelock Parkway
Saint Paul, MN 55117
COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey
AMOUNT OF MORTGAGE: \$155,701.00
DATE OF NOTICE INCLUDING TAXES, IF ANY, PAID BY MORTGAGEE: \$135,117.14
That prior to the commencement of this mortgage foreclosure procedure, the mortgagor(s) must verify that no action or proceeding has been instituted at law or otherwise to recover the debt secured by said mortgage, or any part thereof, and that the mortgagor(s) has not been declared bankrupt in said mortgage, the above described property will be

Legal Notices

16-10290 NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFIRMED BY THIS ACTION. NOTICE IS HEREBY GIVEN, that default has occurred in the conditions of the following described mortgage: May 2, 2005
MORTGAGE: \$163,200.00
MORTGAGOR(S): Bao Yang and Yerng C. Yang
MORTGAGEE: Mortgage Electronic Registration Systems, Inc.
TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc.
N/A
NUMBER: 1003374006450905
LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE DATE OF NOTICE: Countywide Bank, a Division of Treasury Bank, N.A.
SERVICER: Caliber Home Loans, Inc.
DATE AND PLACE OF FILING: Filed March 20, 2016, Ramsey County Register of Deeds
ASSIGNMENTS OF MORTGAGE: Assigned to: Bank of America, N.A.; thereafter assigned to U.S. Bank Trust, N.A., as Trustee for LSP9
LEGAL DESCRIPTION OF PROPERTY: Lot 3, Block 101, H. M. Ramsey's subdivision of Blocks 101 and 102, Lyman Dayton's Addition to the City of St. Paul
PROPERTY ADDRESS: 1010 Margaret Street, St. Paul, MN 55108
RECORDER: St. Paul, MN 55108
BER: 33.29.2721.0057
COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey
THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$188,442.92
That no action or proceeding has been instituted at law or otherwise to recover the debt secured by said mortgage, or any part thereof, and that the mortgagor(s) has not been declared bankrupt in said mortgage, the above described property will be sold by the Sheriff of said county as follows:
DATE AND TIME OF SALE: March 22, 2017, 10:00am
PLACE OF SALE: Sheriff's Main Office, Ramsey County Courthouse Annex, 25 West 4th St., Suite 150, St. Paul, MN 55102
Secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorney's fees allowed by law, subject to redemption within 6 months from the date of said sale by the mortgagor(s) or their personal representatives or assigns.
TIME AND DATE TO VACATE PROPERTY: The real estate is an unimproved dwelling, unless otherwise provided, which the mortgagor(s) must vacate the property, if the mortgage is not reinstated under section 580.30 of the property is not reinstated under section 580.30, is 11:59 pm, on September 22, 2017, or the next business day if September 22, 2017 falls on a Saturday, Sunday or legal holiday.
REDEMPTION BY THE MORTGAGOR: REDEMPTION BY THE MORTGAGOR MAY BE REDUCED TO FIVE WEEKS IF A JUDICIAL ORDER IS ENTERED UNDER MINNESOTA STATUTES SECTION 582.032 DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGOR'S PREMISES ARE IMPROVED OR LESS THAN THE DUE AMOUNT OF THE MORTGAGE.

Legal Notices

16-10316 NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFIRMED BY THIS ACTION. NOTICE IS HEREBY GIVEN, that default has occurred in the conditions of the following described mortgage: July 31, 2012
MORTGAGE: \$134,759.18
MORTGAGOR(S): Ymnovis Figueroa and Patrick Cooper, wife and husband
MORTGAGEE: Wells Fargo Bank, N.A.
LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE DATE OF NOTICE: Wells Fargo Bank, N.A.
DATE AND PLACE OF FILING: Filed August 2, 2012, Ramsey County Register of Deeds
SERVICER: as Document Number 4349227
LEGAL DESCRIPTION OF PROPERTY: Lot 7, T.B. Somers Addition to St. Paul Property Address: 1326 Ferrington St. Saint Paul, MN 55117
PROPERTY IDENTIFICATION NUMBER: 24.29.23.43.0128
COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey
THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$159,389.88
That all pre-foreclosure requirements have been complied with: that no action or proceeding has been instituted at law or otherwise to recover the debt secured by said mortgage, or any part thereof, and that the mortgagor(s) has not been declared bankrupt in said mortgage, the above described property will be sold by the Sheriff of said county as follows:
DATE AND TIME OF SALE: March 22, 2017, 10:00am
PLACE OF SALE: Sheriff's Main Office, Ramsey County Courthouse Annex, 25 West 4th St., Suite 150, St. Paul, MN 55102
Secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorney's fees allowed by law, subject to redemption within 6 months from the date of said sale by the mortgagor(s) or their personal representatives or assigns.
TIME AND DATE TO VACATE PROPERTY: The real estate is an unimproved dwelling, unless otherwise provided by law, the date on or before which the mortgagor(s) must vacate the property, if the mortgage is not reinstated under section 580.30 of the property is not reinstated under section 580.30, is 11:59 pm, on September 22, 2017, or the next business day if September 22, 2017 falls on a Saturday, Sunday or legal holiday.
REDEMPTION BY THE MORTGAGOR: REDEMPTION BY THE MORTGAGOR MAY BE REDUCED TO FIVE WEEKS IF A JUDICIAL ORDER IS ENTERED UNDER MINNESOTA STATUTES SECTION 582.032 DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGOR'S PREMISES ARE IMPROVED OR LESS THAN THE DUE AMOUNT OF THE MORTGAGE.

Proposals for Bids

Notice to Bidders

Sealed proposals will be received by the Cooperative Purchasing Network at the following participating agencies in Minnesota, North Dakota, and South Dakota until:
Monday, March 6, 2017
10:00 am, CDT
For proposals: 179 - Cut Paper, 17-10 - Outdoor Grounds Maintenance Vehicles & Equipment, and 17-11 - Theatrical Equipment, Supplies & Services.

conformity with technical specifications. Rfp forms, specifications and other conditions shall be imposed. Specifications and forms may be obtained by registering for free with the Cooperative Purchasing Connection via Public Purchase (www.p2purchasing.com). Proposals must be submitted/uploaded to Public Purchase prior to 10:00 am, CDT on Monday, March 6, 2017. The Cooperative Purchasing Connection reserves the right to accept or reject any or all proposals.

All oral advertising in the Star Tribune is subject to the laws which make it illegal to advertise "any preference, limitation or discrimination based on race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, handicap, disability, mental status or status regarding public assistance or an intention to make any such preference, limitation or discrimination." The Star Tribune will not knowingly accept any advertisements which are in violation of the law. All coverages advertised in the Star Tribune publications are available on an equal opportunity basis.



REsources:
Mpls. Call Right 612-673-2012
MN Human Rights 651-296-5663
Retail Home Line 612-278-5767
HDD-1-800-686-9777

626
SENIOR LIVING

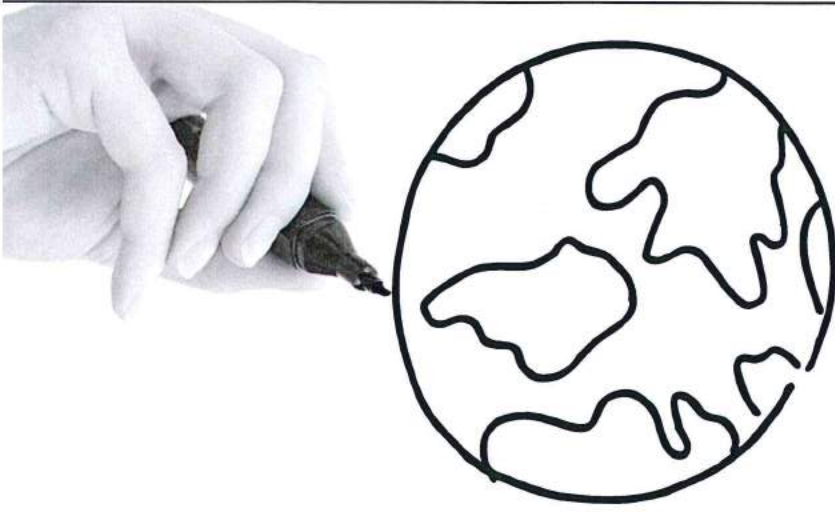
**
BLOOMINGTON
**

Beautiful senior apt w/ oak cabinetry, granite, stainless steel appliances, microwave, balcony, hardwood floors, underground heated parking, elevator, on bus line. No pets. THIS IS A MUST-SEE!
552-406-8725 or 651-753-4914
www.davystarapts.com

630
APTS & CONDOS



Get business ideas and insights from every section and catapult your company into success mode. Start here. Go anywhere.



AFFIDAVIT OF PUBLICATION

2437999

STATE OF NORTH DAKOTA,
COUNTY OF CASS

Sean McCracken, *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 newspapers listed on the attached exhibits.
2. The newspapers listed on the exhibits published the advertisement of: **Notice to Bidders**; 2 (two) times: *Monday(s), January 30; February 6, 2017*, 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.

Notice to Bidders
Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its participating agencies in Minnesota, North Dakota, and South Dakota until:
10:00 a.m. CDT, Monday, March 6, 2017
For proposals: 17.9 – Cut Paper, 17.10 – Outdoor Grounds Maintenance Vehicles & Equipment, and 17.11 – Theatrical Equipment, Supplies & 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 the Cooperative Purchasing Connection via Public Purchase (www.publicpurchase.com).
Proposals must be submitted/uploaded to Public Purchase prior to 10:00 a.m. CDT on Monday, March 6, 2017. The Cooperative Purchasing Connection reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals.
(Jan. 30, Feb. 6, 2017) 2437999

.....
Sean McCracken

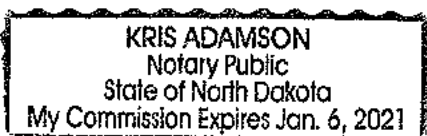
[Signed]

Subscribed and sworn to before me this

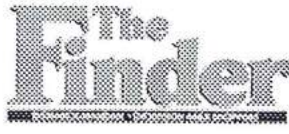
6th day of February, 2017.

[Signature]

Notary Public, Cass Co., N.D.



[Signature]



Classified Advertising Invoice

Bismarck Tribune
PO BOX 540
Waterloo, IA 50704-0540
888-418-6474

LAKES COUNTRY SERVICE COOP

1001 E MOUNT FAITH
FERGUS FALLS MN 56537

Customer: 60058870
Phone: (218) 737-6535
Date: 02/06/2017

Date	Order #	Type	Order Amt
02/06/17	20880921	INV	43.16

Amount Paid _____ CK #: _____

CREDIT CARD PAYMENT (circle one)



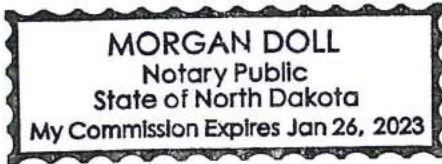
Card #: _____
Exp Date: _____
Signature: _____
Credit card users: Fax to 319-291-4014

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
01/30/17	02/06/17	2	Notice For Bid/Paper, Outdoor, Bismarck Tribune PO:Notice For Bid	26.00	Legals	43.16	43.16

Affidavit of Publication
State of North Dakota) SS County of Burleigh
Before me, a Notary Public for the State of North Dakota personally appeared SKL 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: 1/30 + 2/6. Signed [Signature] sworn and subscribed to before me this 16th day of February, 2017.
Notary Public in and for the State of North Dakota



Notice to Bidders
Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its participating agencies in Minnesota, North Dakota, and South Dakota until:
10:00 a.m. CDT, Monday, March 6, 2017
For proposals: 17.9 - Cut Paper, 17.10 - Outdoor Grounds Maintenance Vehicles & Equipment, and 17.11 - Theatrical Equipment, Supplies & 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 the Cooperative Purchasing Connection via Public Purchase (www.publicpurchase.com). Proposals must be submitted/uploaded to Public Purchase prior to 10:00 a.m. CDT on Monday, March 6, 2017. The Cooperative Purchasing Connection reserves the right to award the contract to one respondent, make multiple awards, or reject any or all proposals.
1/30 & 2/6 - 20880921

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

Remarks	Total Due: 43.16
---------	------------------

Bismarck Tribune
www.bismarcktribune.com
PO BOX 540
Waterloo, IA 50704-0540

From: [Public Purchase](#)
To: [Lisa Truax](#)
Cc: [Melissa Mattson](#)
Subject: Release Successful on Bid RFP #17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related
Date: Monday, January 30, 2017 9:49:01 AM

Lisa M Truax:

Bid "RFP #17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related"
Status: Release Successful on Jan 30, 2017 8:48:52 AM MST

You can check the released bid by going to the following address:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=71656>

If you have any questions regarding this bid, please contact our Customer Support Staff at agency-support@publicpurchase.com

Thank you for using Public Purchase.

MK= O+1pLgeOufklOeZR6zRSJw==

Proposals Requested by the:

Cooperative Purchasing Connection

Servicing participating agencies in Minnesota, North Dakota & South Dakota



RFP 17.9 – Outdoor Equipment & Vehicles – Grounds Maintenance, Construction and Other Related

Due: 10:00 a.m. CT on Monday, March 6, 2017

Cooperative Purchasing Connection

Respondents/Vendors will submit questions and proposals online via Public Purchase (www.publicpurchase.com)

Published in the:

Star Tribune

Fargo Forum

Bismarck Tribune

January 30 & February 6, 2017

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RFP 17.10 – Outdoor Equipment & Vehicles – Grounds Maintenance, Construction and Other Related

I. Instructions to Respondents

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

In Minnesota, the service cooperatives, organized pursuant to Minnesota Statute 123A.21, are public, nonprofit cooperatives designed to provide a variety of services to their participating agencies including, but not limited to, cooperative purchasing services. The Service Cooperatives currently provide purchasing contracts to over 1,400 participating agencies in Minnesota and South Dakota through a joint powers group, the Cooperative Purchasing Connection. Participating service cooperatives include:

- **Lakes Country Service Cooperative (LCSC)**, Fergus Falls, MN
- **Metro ECSU (METRO)**, Arden Hills, MN
- **Northeast Service Cooperative (NESC)**, Mt. Iron, MN
- **Northwest Service Cooperative (NWSC)**, Thief River Falls, MN
- **Resource Training and Solutions (RESOURCE)**, Sartell, MN
- **South Central Service Cooperative (SCSC)**, Mankato, MN
- **Southeast Service Cooperative (SSC)**, Rochester, MN
- **Southwest/West Central Service Cooperative (SW/WC)**, Marshall, MN, also serves agencies in South Dakota

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 a joint powers agreement with LCSC to provide purchasing contracts to its participating agencies. NDESC currently serves approximately 200 agencies across the state of North Dakota.

Together, these cooperatives operate a joint purchasing program under the name of Cooperative Purchasing Connection. In this Request for Proposal (RFP), the Cooperative Purchasing Connection and the North Dakota Educators Service Cooperative will be referred to as the Cooperative Purchasing Connection (CPC). CPC's participating agencies purchase on average, over \$45,000,000 annually, through its partnered 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. Intent of the Request for Proposals

Purpose Statement/Objective: CPC is seeking to partner with an experienced vendor(s), equipped with the necessary resources and capabilities to serve as a partnered vendor to participating agencies and to lead with this contract agreement in CPC's tri-state area as a result of this solicitation. Qualified respondents 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. CPC is seeking to develop a program for participating agencies to have the ability to purchase, lease and/or rent outdoor equipment and vehicles for grounds maintenance, construction and other related jobs at consortium level discounted pricing.

Scope of Work: It is CPC's intention to solicit proposals for outdoor grounds maintenance vehicles and equipment on behalf of its participating agencies. CPC, upon review, analysis, and evaluation of

the qualified respondents, is looking to partner with a qualified vendor(s) proposal that will provide a broad-line of quality outdoor equipment and vehicles for grounds maintenance, construction and other related jobs that can include, but are not limited to the following categories:

1. Push mowers and riding lawn mowers;
2. Edgers and aerators;
3. Small utility tractors to loaders;
4. Golf carts to small utility vehicles;
5. Skid steers w/various attachments (e.g. snow, brush, scoop).

Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates vendor(s) from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through our purchasing procedures. CPC will work closely with the awarded vendor(s) to market this 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 awarded vendor(s).

CPC intends to award this RFP to one or more vendors based on manufacturer/brand who can offer acceptable grounds maintenance vehicles and equipment that can be of benefit to all of the participating agencies of CPC. When responding, identify the proposed manufacturer/brand. Manufacturers may respond directly and may identify regional suppliers to execute the contract as long as pricing is consistent in all CPC's tri-state area and designated suppliers/resellers adhere to the terms outlined in this RFP.

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.
4. Installation, when applicable.
5. Guaranteed pricing discounts firm for the duration of the contract term.

Equipment and supplies must be easy to use and install; should installation services be requested by the agency, the awarded vendor(s) must be able to provide installation services for the equipment or supplies sold. Vendors who meet any or all of the categories mentioned above, that would like to pursue a partnership, must complete the provided documents in their indicated format to be considered as a qualified respondent.

B. Responding Vendor Qualifications

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

Respondents must demonstrate their ability, capacity and available resources to provide the requested products and/or services to participating agencies. Respondents are 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 respondents failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

C. Required Securities

Awarded vendor(s) will be required to post a \$1,000.00 performance bond at the time of the award(s). The performance bond may be in the form of a bond, certified or cashier's check, or money order payable to Lakes Country Service Cooperative, Attn: Bid & Contract Facilitator, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537. It may also be a bond naming Lakes Country Service Cooperative as obligee written by a corporate surety, satisfactory to CPC, pledging that the respondent will abide by the terms stated in this RFP 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 awarded vendor(s) proposal, the performance bond shall be forfeited to CPC as liquidating damages, not as a penalty. Loss of the performance 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 performance bond or bid security shall remain in force for the entire duration of the contract term and must be renewed annually upon contract renewal.

D. RFP Submission

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

Submission of Proposals: It is the responsibility of the respondent to be certain that the proposal being submitted has been uploaded to Public Purchase by the due date and time, as described in the Technical Specifications. All proposals MUST be submitted electronically via Public Purchase. If the proposal has not completed its upload to Public Purchase by the due date and time, the Public Purchase system and CPC will not accept the proposal. If any issues occur during the upload of the proposal, respondents/vendors should contact Public Purchase at support@publicpurchase.com or utilize the chat function within Public Purchase for immediate technical support. If the data in the submission is password protected, the password must be provided with the proposal. Oral or hardcopy proposals are invalid and will not receive consideration.

Interpretations: Requests for additional information, including Instructions to Respondents or Technical Specifications shall be asked via the Public Purchase platform for all participating respondents to see. CPC will respond accordingly via Public Purchase to all questions and/or by issuing an addenda.

E. RFP Particulars

Addenda: Addenda are written instruments issued by CPC which modify or interpret the RFP 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 upon CPC's response via the Public Purchase platform. Addenda are logged and tracked within the Public Purchase system. If such confirmation is not received, the respondent may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and respondents 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 due date and time of the proposal, except an addendum withdrawing the proposal or one which includes postponement of the date of receipt of proposals.

Correction of RFP Documents: Upon examination of the RFP documents, respondents 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, via the Public Purchase platform, no later than ten (10) business days prior to the RFP

opening. Interpretations, corrections, and changes to the documents will be made either by answers or an addendum. Such addenda will be sent to respondents via the Public Purchase platform. All changes are logged and tracked automatically by the Public Purchase system. If such confirmation is not received, the respondent may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and respondents shall not rely upon such interpretations, corrections and changes.

Late Submissions: Proposals will not be allowed to be submitted and/or uploaded after the RFP due date and time set by CPC (see Technical Specifications). It is the respondent's responsibility to ensure that RFP responses are received by the due date and time listed.

Modifications or Withdrawal of a Proposal: A proposal may not be modified, withdrawn or cancelled by the respondent for a period of one hundred-twenty (120) days following the due date and time of the proposal, as each responder so agrees in submitting a proposal. Prior to the due date and time of the proposals, any proposal submitted may be modified or withdrawn within the Public Purchase system. Withdrawn proposals may be resubmitted online via Public Purchase up to the due date and time designated for the proposal provided that they are fully in conformance with these Instructions to Respondents.

Opening of Proposals: The properly identified proposals which have been submitted on time will be opened after the RFP due date and time. A summary of the proposals will be made available for public inspection during normal business hours in the RFP Facilitator's office (Fergus Falls, MN) free of charge during normal business hours. Those requesting a copy (electronic or hard copy) of the RFP responses will need to pay a twenty-five (\$25.00) service fee for that compilation.

F. Bid Evaluation

Conditions Precedent to Award: CPC shall have the right to waive any informality or irregularity in any proposal or proposals received; to accept the proposal or proposals which, in their judgment, are in the best interest of CPC's participating agencies; and to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined to be in the best interest of participating agencies. Within these categories, awards will be based on, but not necessarily limited to, the following:

1. Adherence to all conditions and requirements of the specifications
2. Proposed pricing
3. Services and support to agencies
4. Qualifications and experience; reputation with current and past users
5. "Value Added" services offered
6. Needs and requirements of participating agencies
7. Evaluation of vendor's ability to service CPC
8. Ease and efficiency of the vendor's order process
9. Respondent's ability to meet RFP requirements
10. Geographic service capability
11. Nature and extent of company data furnished upon request of CPC
12. Ability of vendor to develop partnership with CPC

CPC will conduct a cost evaluation analysis of the qualified respondent(s) by creating a market basket (from Form C - Pricing Schedule) and/or by creating a core list of products from multiple categories defined in this proposal to measure proposed pricing between vendors.

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.

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 this request. The awarded vendor(s) acknowledges that the contract offer and award (Form G – Contract Offer & Award) binds the awarded vendor(s) to all terms and conditions stated in the proposal until a contract has been signed by both parties.

G. Contract Award

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

III. General Terms & Conditions

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

Audit: In accordance with applicable law, the awarded vendor will agree that a member(s) of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will give at least three 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 RFP process.

Byrd Anti-Lobbying Amendment: If a project, as a result of this RFP, is in excess of \$100,000, the awarded vendor(s) certify 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. Awarded vendor(s) will also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Awarded vendor(s) will ensure compliance herewith by Seller's subcontractors.

Collusion: Collusion between respondents is 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."

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."

Construction Related Products and Services (*construction related solicitations only*): CPC will consider and determine if the qualified responses resulting from the RFP 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 contracted 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 awarded vendor(s) 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 RFP 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 awarded vendor(s) 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 awarded vendor(s) must also send a duplicate quote to CPC. The quote provided to CPC must include the contact information of the participating agency.

Debarment or 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.

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: 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. Awarded vendor(s) do not have to have an e-commerce site to be included in Express. Over the span of two years, participating agencies have purchased over \$3,600,000 in commodity type goods through Express. As Express offers integration into two of the main school financial systems in Minnesota, CPC expects growth in the number of agencies utilizing the marketplace and the volume of sales to grow significantly. A demonstration of Express will be available to all respondents who participate in the non-required conference call. CPC will work with the awarded vendor(s) to determine if the

contract agreement is suitable for the online platform. If deemed suitable, CPC will require integration into Express within a timely manner.

Federal Requirements: The awarded vendor(s) 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 awarded vendor(s) agree to post wage rates at the work site and submit a copy of their payroll to the CPC participating agency for their files. In addition, to comply with the Copeland Act, the awarded vendor(s) must submit weekly payroll records to the participating agency. The awarded vendor(s) must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to CPC participating agencies that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the awarded vendor(s). In projects that are not federally funded, the awarded vendor(s) 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 awarded vendor(s) 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.

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 over-sold 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.

Insurance: The awarded vendor(s) 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.

Leasing and Rental Agreements: The awarded vendor(s) may allow CPC participating agencies to enter into 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 awarded vendor(s) and the participating agency. The awarded vendor(s) 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 awarded vendor(s) should attempt to work with CPC's current leasing vendor. The current leasing vendor may require a minimum purchase amount to begin the leasing process. Should the awarded vendor(s) be required to utilize their own financial leasing company, this should be noted/requested as an exception in Form B – Questionnaire.

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 does require all awarded vendor(s) to provide marketing support in the form of a marketing flier, brochure, or other similar marketing pieces, in an editable, electronic format. CPC may assist in the development of these materials if requested by an awarded vendor(s), 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 opportunity for utilization of minority and women owned businesses in all aspects of procurement. In connection with the performance of this solicitation, the awarded vendor(s) agree 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 business to participate in the services associated with this solicitation.

New Agency Notification: CPC will email the current participating agency list to the awarded vendor(s) each quarter. Those agencies not renewing their participation should not receive CPC agency pricing/discounts.

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

Patent Indemnification: By accepting this order, the respondent agrees to save and hold harmless CPC, its successors, assigns, customers and the users of its products from any liability, loss, damage, judgments, or awards, including costs and expenses arising out of any action, claims, or proceedings for infringement of (a) any United States Letters Patent purporting to cover the material to be delivered to the purchasing agency under this order, or its normal intended use and (b) any trademarks appearing with the material on delivery to CPC's purchasing agencies; and further,

respondent agreed to defend CPC at respondent's expense in such actions, claims, or proceedings, provided that CPC shall give the respondent prompt notice in writing of all such actions, claims, and proceedings, as well as notice of infringement and threats of suit for infringement.

Protests: All protests pertaining to the specifications of the solicitation must be delivered in writing and physically received by the RFP Facilitator no later than 4:00 p.m. CST on the third (3) business day prior to the opening of proposals. Other protests 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. 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.

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

Quarter: As used herein, quarters are defined as the periods from Q1: July 1 through September 30, Q2: October 1 through December 31, Q3: January 1 through March 31, and Q4: April 1 through June 30.

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, or nonprofit organization that has been deemed eligible for participation.

Recalls: The awarded vendor(s) shall notify CPC and their participating agencies immediately of any product recalls. The awarded vendor(s) 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 awarded vendor(s).

Respondent: A respondent has notified CPC of a desire to respond to the proposal and/or has submitted a proposal in response to the Request for Proposals (RFP).

Risk of Loss: Regardless of F.O.B., the awarded vendor(s) 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 awarded vendor(s) 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.

Sales Representation and Marketing: The awarded vendor(s) agree(s) to provide identified sales/marketing representatives whom CPC can contact for sales and product information.

Sales Tax: Sales tax shall not be included in the prices quoted on the proposal form.

Severability: the invalidity, in whole or in part, of any provision of this solicitation shall not void or affect the validity of any other provision of this solicitation.

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, respondents 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 respondent's letterhead attached to the pricing form. Respondents 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 an evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.

Termination for Cause or Convenience: 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 date upon which such termination becomes effective, giving 30 calendar days' written notice to the awarded vendor(s).

A participating agency, that purchases from the awarded vendor(s) may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) calendar days' advance written notice to the awarded vendor(s). The participating agency will only be required to pay the awarded vendor(s) for good and services delivered prior to the terminating and not otherwise returned in accordance with the awarded vendors' return policy. If the participating agency has paid the awarded vendor(s) for good and services not yet provided as of the date of termination, the awarded vendor(s) shall immediately refund such payment(s).

Tri-State Area: The area defined as the three states participating in the Cooperative Purchasing Connection (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 ability to integrate with CPC's Express online marketplace (if applicable).

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

IV. Technical Specifications

- A. **Purpose Statement/Objective:** CPC is seeking to partner with an experienced vendor(s), equipped with the necessary resources and capabilities to serve as a partnered vendor to participating agencies and to lead with this contract agreement in CPC's tri-state area as a result of this solicitation. Qualified respondents 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. CPC is seeking to develop a program for participating

agencies to have the ability to purchase, lease and/or rent outdoor equipment and vehicles for grounds maintenance, construction and other related jobs at consortium level discounted pricing.

B. Scope of Work: It is CPC's intention to solicit proposals for outdoor grounds maintenance vehicles and equipment on behalf of its participating agencies. CPC, upon review, analysis, and evaluation of the qualified respondents, is looking to partner with a qualified vendor(s) proposal that will provide a broad-line of quality outdoor equipment and vehicles for grounds maintenance, construction and other related jobs that can include, but are not limited to the following categories:

1. Push mowers and riding lawn mowers;
2. Edgers and aerators;
3. Small utility tractors to loaders;
4. Golf carts to small utility vehicles;
5. Skid steers w/various attachments (e.g. snow, brush, scoop).

Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates vendor(s) from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through our purchasing procedures. CPC will work closely with the awarded vendor(s) to market this 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 awarded vendor(s).

CPC intends to award this RFP to one or more vendors based on manufacturer/brand who can offer acceptable grounds maintenance vehicles and equipment that can be of benefit to all of the participating agencies of CPC. When responding, identify the proposed manufacturer/brand. Manufacturers may respond directly and may identify regional suppliers to execute the contract as long as pricing is consistent in all CPC's tri-state area and designated suppliers/resellers adhere to the terms outlined in this RFP.

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.
4. Installation, when applicable.
5. Guaranteed pricing discounts firm for the duration of the contract term.

Equipment and supplies must be easy to use and install; should installation services be requested by the agency, the awarded vendor(s) must be able to provide installation services for the equipment or supplies sold. Vendors who meet any or all of the categories mentioned above, that would like to pursue a partnership, must complete the provided documents in their indicated format to be considered as a qualified respondent.

C. Quantity History: This RFP is a new category for CPC and is being solicited from the request of participating agencies. CPC holds a strong portfolio of contracts and with CPC's intent to market the contract to participating and potential agencies, 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.

D. RFP Facilitator:

Lisa Truax, Bid & Contract Facilitator
Cooperative Purchasing Connection
1001 East Mount Faith Avenue,

Fergus Falls, MN 56537
 1-218-737-6535 (direct)
ltruax@lscs.org

- E. RFP Timeline:** Below is CPC’s timeline for RFP 17.10 – Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related. Questions regarding the RFP must be submitted electronically via Public Purchase (www.publicpurchase.com). If any issues are encountered during submission, respondents should contact support@publicpurchase.com. For immediate assistance use the Public Purchase chat function to solve any technical issues.

January 30, 2017	Publication of RFP 17.10 – Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related
February 14, 2017 at 11:00 a.m. CT	Non-Required Conference Call
February 17, 2017 at 10:00 a.m. CT	Deadline for Respondents to Submit Questions
March 6, 2017 at 10:00 a.m. CT	Deadline for RFP Submission
March 22 - 23, 2017	Vendor Presentations (if necessary); Location TBD
March 31, 2017	Contact Awarded Vendor(s)/Award(s) Made
May 1, 2017	Initial Start of Contract Term

- F. Non-Required Conference Call:** A web conference will be held on Tuesday, February 14, 2017, at 11:00 a.m. CT to allow respondents to ask questions relating to this RFP. Respondents are encouraged to participate and address any questions, concerns and/or issues they may have. **To attend the non-required conference call, please visit:** <https://www.anymeeting.com/651-281-484>.

- a. **Dial-in Number:** 323-920-0091
- b. **Attendee PIN:** 858 9785#

- G. RFP Submission:** CPC requires that responses be submitted electronically via Public Purchase (www.publicpurchase.com). If any issues are encountered during the submission, respondents/vendors should contact support@publicpurchase.com. For immediate assistance use the Public Purchase chat function to solve any technical issues.

For RFP 17.10 – Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related, your submission should reflect the following submitted and correctly labeled documents:

- a. Form A – Vendor Information – Name of Company
 - i. Submit as a PDF, not scanned.
- b. Form B – Questionnaire – Name of Company
 - i. Submit as a Word (.doc or .docx) document.
- c. Form C – Pricing Schedule – Name of Company
 - i. Submit as an Excel (.xls or .xlsx) document.
- d. Form D - References – Name of Company
 - i. Submit as a PDF, not scanned.
- e. Form E – Level of Support – Name of Company
 - i. Printed, signed, and scanned, submit as PDF.
- f. Form F – Assurance of Compliance – Name of Company
 - i. Printed, signed, and scanned, submit as PDF.
- g. Form G – Contract Offer and Award – Name of Company
 - i. Printed, signed, and scanned, submit as PDF.
- h. Form H – Proposal Checklist – Name of Company
 - i. Printed, signed, and scanned, submit as PDF.
- i. Addendum Acknowledgement Form – Name of Company

- i. Printed, signed, and scanned, submit as PDF.
- j. Subcontractor Utilization Form – Name of Company
 - i. Submit as a PDF, not scanned.

Required documents MUST be submitted in the indicated format and labeled properly. Failure to submit the required documents in their completion may result in being considered as non-responsive. Any documents with inserted images of completed documents will not be accepted.

- H. Vendor Presentations:** Vendors submitting proposals may be asked to make a formal presentation of their proposal to CPC, if necessary, on Wednesday, March 22, 2017, or Thursday, March 23, 2017. Exact presentation location, time, and details will follow.
- I. Notification of Intent to Award:** RFP award notification will be made by Friday, March 31, 2017. The actual award is subject to approval by the Board of Directors.
- J. Contract Term:** The term of the contract resulting from this RFP will be from May 1, 2017 through June 30, 2018. There will be an optional yearly renewal for a period lasting no longer than three (3) additional one year terms, based on successful performance. CPC evaluates and reviews all contract agreements semi-annually. CPC has established a set of performance criteria that will be used in the awarded vendor(s) semi-annual evaluation. Performance criteria will include:
 - a. Contract start-up and communication
 - b. Partnership responsiveness with CPC
 - c. Customer service, quality, and delivery
 - d. Volume, sales, and competitiveness
 - e. Marketing
- K. Administrative Fee:** The awarded vendor(s) will be required to pay a two (2.0%) percent administrative fee on the total gross sales, including leases and rentals, to CPC's participating agencies. This fee is used to cover CPC's program costs, including the cost of conducting the RFP, continuing support of the contract, and marketing the contract to participating and potential agencies through direct mail, email notifications, and personal on-site visits. Administrative fees shall be paid to Lakes Country Service Cooperative on a quarterly basis, within 20 business days after the end of each fiscal quarter.
- L. Reports Required of the Awarded Vendor(s):** The awarded vendor(s) will provide CPC with quarterly reports listing the sales volume showing the total gross dollar volume of all purchases made by participating agencies within that quarter, the administrative fee calculations, and the correlating savings incurred by agencies. CPC may also request reports on commonly purchased items or top selling items to create or update a market basket. All reports must be submitted in MS Excel within 20 business days after the end of each fiscal quarter, listing the following information:
 - a. Name of service cooperative region
 - b. Name of purchasing agency
 - c. Address of purchasing agency
 - d. Date of sale
 - e. Manufactures' list price
 - f. CPC net member price (discounted price)
 - g. Administrative fee generated by sale
 - h. Savings generated by sale

M. Specific Terms and Conditions:

1. Standard terms and conditions:

- a. The awarded vendor(s) agrees to:
- i. Have access to a full inventory of the awarded product line(s).
 - ii. Provide participating agencies who have questions, issues, and/or concerns with an efficient response; responding to agencies within 24 hours.
 - iii. All vehicles shall be the manufacturer's production models that are new and untitled.
 - iv. Provide detailed specifications for each vehicle or piece of equipment offered.
 - v. All riding equipment must comply with appropriate ASEA (American Society of Agricultural Engineers – www.asae.org), SAE (Society of Automotive Engineers – www.sae.org) and OSHA (Occupational Safety and Health Administration – www.osha.org) standards for roll-over protection. These vehicles must comply with appropriate ANSI (American National Standards Institute – www.ansi.org) standards as related to operation on slopes.
 - vi. Riding equipment, walking movers and larger working utility vehicles shall meet appropriate ANSI standards.
 - vii. Low-speed vehicles shall meet the current NHTSA (The National Highway Traffic Safety Administration – www.nhsta.gov) standards (currently Standard No. 500). Low-speed vehicle is defined as 4-wheeled motor vehicle, other than a truck, whose attainable speed is more than 20 miles per hour (mph) and not more than 25 mph (e.g. fleet/personal golf cart, speed-modified golf cart, neighborhood electric vehicle).
 - viii. Applicable equipment must comply with the EPA's (Environmental Protection Agency – www.epa.gov) most current emissions standards for gasoline and diesel-powered mowers.
 - ix. All equipment must be commercial grade.
 - x. Provide agencies with operations and parts manuals. If available, to provide operation, maintenance and safety videos.
 - xi. Include value-added services, provided by the manufacturer or dealer, to include, but not be limited to:
 1. Repair Services. The ability to provide services through authorized manufacturer's facilities or dealers. Repair services may include, but are not limited to: hourly rate for repairs in-shop, hourly rate for repairs in-field, weld repairs, machining work, custom fabrication, etc.
 2. Maintenance Services. The ability to provide various maintenance services and options through authorized manufacturer's facilities or dealers. Maintenance service may include scheduled services based upon the manufacturers recommended guidelines, daily schedules services, daily fuel dispensing, major/minor machine cleaning, etc.
 - a. Provide the participating agency with a loaner or rental equipment if the machine/equipment is down for more than 24 hours.
 3. Extended Warranties. The ability to provide a full range of extended warranties.
 4. Financing Options. The ability to work with CPC's current financing vendor. CPC's partnered financing vendor will provide municipal lease options which comply with the states of Minnesota, North Dakota and South Dakota. All governmental leases will have the following:
 - a. Non-appropriation clause if funding of the lease payments are not approved by the agency.
 - b. Leases that include a buyout option. Buyout option may include, but is not limited to: fair market value, \$100 buyout and/or a balloon payment.
 - c. CPC's purchasing agency will be responsible for taxes applicable to the lease option.
 - d. CPC's partnered financing vendor and the purchasing agency will determine details pertaining to the pick-up of equipment at the end of the lease period.

5. Trade-in or Buyback Options. The ability to trade in used equipment or to obtain a guaranteed buy back price at the time of purchase.
6. Rental. The ability to rent equipment through the manufacturer or dealer at a daily, weekly or monthly rate.
7. Provide support documentation, including, but not limited to: company policies on replacements and returns, restocking charges, after-hours service, after sales support, technical feedback, quality assurance for orders and drop shipments.
8. All quotes to participating agencies shall identify the vehicle and include the name of the vehicle, model number, options and the manufacturer.
9. Provide detailed specifications for all equipment and vehicles offered.
10. Any optional equipment and accessories from the manufacturer shall be installed at the factory or by dealer factory-certified installers.
11. All non-OEM equipment, replacement parts or accessories must be designed to fit and perform to OEM specifications of the unit they are being installed on.
12. Provide at no charge to the buying participating agency the MSDS information providing asbestos content of friction materials, that is, brake pads, brake shoes, clutch discs, etc., upon request.
13. All utility vehicles must have factory-installed seat belts where appropriate and required by law.
14. Safety and Training. Provide training on the safety, maintenance/service to include engine transmission, proper operational procedures by factory or factory trained/certified personnel. Time and place to be mutually agreed on by the awarded vendor(s) and the participating agency. Training shall be provided within 30 days from the date of delivery.
15. All equipment and products intended for the purpose of transporting individual(s) must meet all federal, state, local and industry guidelines and standards for such vehicles. Vehicles must contain all the safety equipment required. The vehicle must be designed, built and equipped for this type of use.

2. Product and/or category terms and conditions:

- a. The awarded vendor(s) agrees to:
 - i. Equipment, Vehicles, and Related Accessories
 1. All equipment, supplies, parts, and all related accessories that can be purchased must be new, and not have been previously used, and must be current and actively marketed products by the manufacture's authorized dealers.
 2. All equipment, supplies, parts, and all related accessories must conform to manufacturer specifications and shall be of new manufacture and in current standard production.
 3. Verify that all items conform to all applicable federal and state safety requirements, provide proper Safety Data Sheets (SDS) as required by law for all products sold. The SDS literature must be delivered to the participating agency with each shipment of goods. Vendors must notify CPC and CPC's participating agencies immediately of any equipment or product recalls. The vendor will issue a credit or comparable substitute for any delivered, recalled product at the participating agencies' discretion. All costs associated with voluntary and involuntary equipment and product recalls shall be borne by the vendor.
 - ii. Pricing
 1. All pricing should include the two percent (2%) administrative fee on all equipment, vehicles, and related accessories.
 2. Contract discounts and percentages must be held firm during the initial contract period, unless reductions are made to accommodate one-time bulk replacements or special promotions. The awarded vendors(s) may offer a

reduced spot discount to any participating agency at any one time in the case of large projects or to secure business. However, the awarded vendor(s) cannot reduce the current contract discounts and percentages to a participating agency beyond a single large project until following the steps outlined in Article 5.a. 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.

3. Provide a discount price schedule (Form C – Pricing Schedule) for categories of product available and offered in this RFP. A copy of the proposed product list, price list, and catalog list used in preparation of this response must be submitted at the time of the proposal.
4. New products and items, pertaining to the scope of this RFP, can be added during the course of the contract term with notice to CPC. These items shall meet or exceed all the specifications and requirements established in the contract. CPC may direct the vendor to remove any items that do not meet the intent or are otherwise in conflict with the contract requirements.
5. 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 applying the same pricing method used by the vendor in their original response. The vendor must be able to verify the pricing calculation.
6. When an equipment manufacturer revises its reference 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:
 - a. Request is to be typed on vendor's letterhead and emailed to CPC;
 - b. It is filed with CPC at a minimum of 30 calendar days before the effective date of the proposed change;
 - c. It clearly identified the items impacted by the change;
 - d. The change will not produce a higher profit margin than that on the original contract;
 - e. It is accompanied by documentation acceptable to the Bid & Contract Facilitator to warrant the change.
 - f. 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 vendor's contract nor charged to the participating agency.
7. CPC expects respondents to offer their very best prices. If a respondent offers lower prices to any CPC 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.

iii. Ordering

1. Include equipment specifications for all vehicle and products offered to include, but not limited to: size, dimension, chassis configuration, wheelbase, load capacity and power train, etc.
2. All participating agencies shall be provided order forms for shop manuals and parts for any/or all products offered under this RFP.
3. It shall be the responsibility of the awarded vendor(s) to ensure that all recall notices and other technical service bulletins or notifications from the factory are sent to the owner in a timely manner.

iv. Freight and Delivery

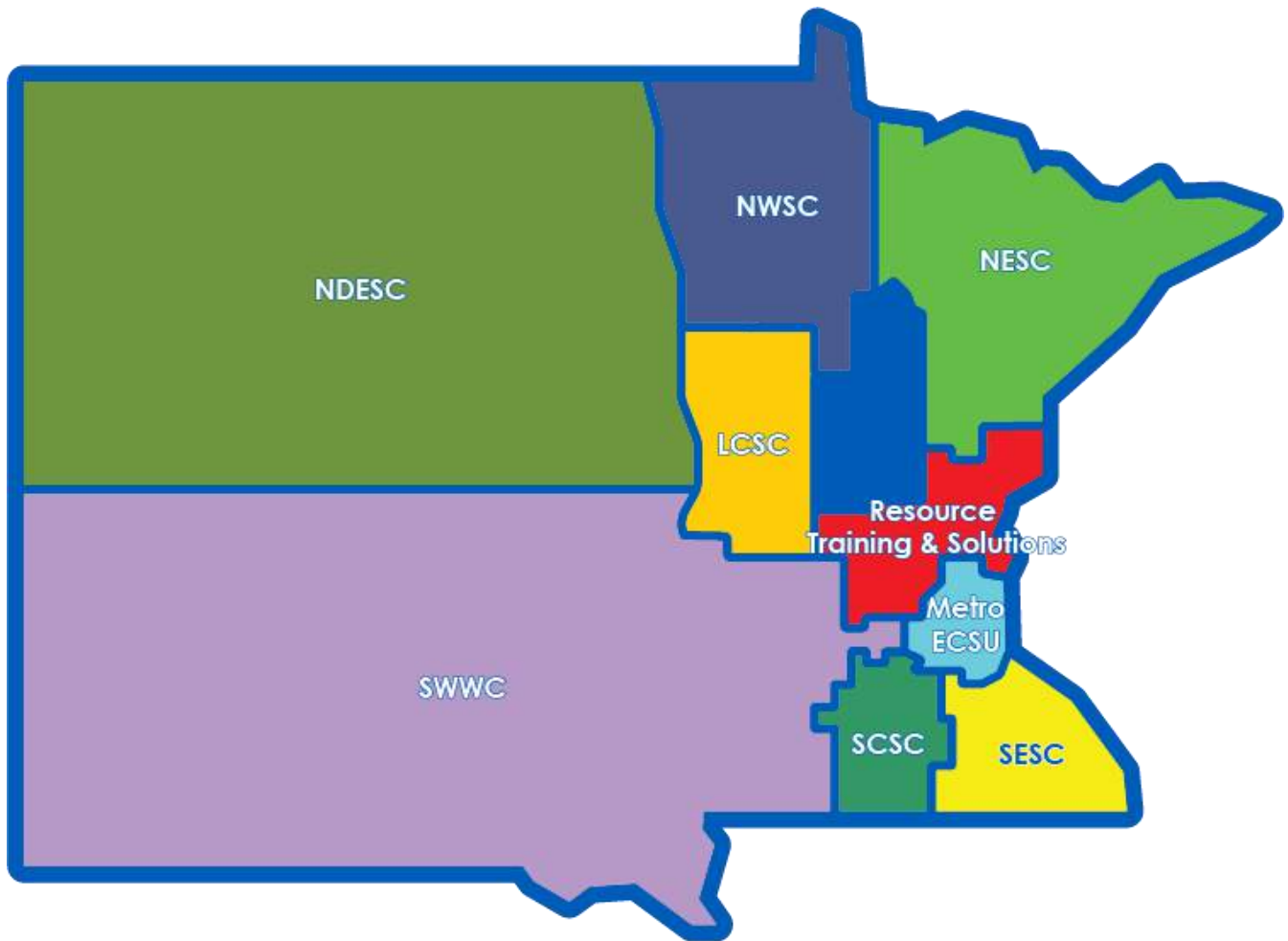
1. Prices for all vehicles and equipment shall be F.O.B. dealership. The awarded vendor will need to identify the freight and delivery charges from the dealership to the participating agencies in their quoted pricing.
2. For vehicles ordered from the factory, every effort shall be made to state on the quote the delivery timeline. "All vehicles must be delivered within five (5) days of quoted delivery date that has been accepted by the participating agency". If a vehicle is delayed beyond the original quoted date, or if the delayed delivery is beyond the fiscal year, the participating agency has the right to cancel the order and will be under no obligation to select a different vehicle if the awarded vendor(s) is unable to delivery on time.
3. CPC participating agencies shall be relieved from risks or loss or damage to all equipment purchased or leased during shipment prior to equipment receipt and/or installation at the agencies' designated location. CPC participating agencies will be responsible for risks of loss or damage to the equipment once it has been delivered/installed and accepted by the agencies' representative. Vendors shall demonstrate they have informed the customers of this responsibility prior to order placement. The vendor will pay return shipping and give full credit on any defective product. All products must be 100% guaranteed.
4. 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 awarded vendor(s).
5. The awarded vendor(s) shall provide a minimum of 48-hour notice prior to delivery.
6. All vehicles shall be equipped with three (3) full sets of keys at the time of delivery at no additional cost. Any special purpose keys, that is, security systems, locks, toolboxes, compartments, lights, shall be supplied in sets of three (3) at no additional cost.
7. Upon delivery for each unit, the awarded vendor(s) shall provide the participating agency with the following documents:
 - a. Manufacturer's operating and maintenance manual in paperback or electronic format , if available;
 - b. Parts manual in paperback or electronic format, if available;
 - c. Accessory data sheet, if applicable, in paperback or electronic format, if available;
 - d. Warranty documentation, in paperback or electronic format, if available;
 - e. Electrical schematics unless available in the maintenance manual, in paperback or electronic format, if available.
8. All vehicles shall be ready for:
 - a. Continuous operation upon delivery;
 - b. Shall have all standard and option equipment installed, fully assembled and serviced;
 - c. Vehicle service to include, but not limited to: complete lubrication, all fluid levels filled to manufacturer's recommended capacity, all tires inflated to proper pressure, wheels properly aligned to factory specifications;
 - d. No decals or markings of any type pertaining to advertisements, other than the manufacturer's name or model designation normally installed by the factory, shall be attached to the vehicle;
 - e. All water-cooled vehicles at a minimum shall have antifreeze protection to -35°F;

- f. All vehicles shall be delivered at a minimum $\frac{1}{4}$ full tank of fuel, all batteries fully charged for electrically powered vehicles, no additional cost for fuel shall be added to the final invoice.
 - 9. Invoice and all items directly to CPC's participating agencies.
- v. Standard and Compact Utility Tractors and Loaders
 - 1. Will allow for various uses including: mowing, rotary cutting, flailing, blading, tilling, backhoeing, post-hole digging, loading, and blowing snow, that are variously available in 2 and 4-wheel drive models, gas and alternative fueled models, and with manual and hydrostatic transmissions.
 - 2. Optional features can include, but not be limited to: single foot pedal that operates speed and direction control, quick-change attachments for one-man operation, seat-activated safety switch to lock controls in neutral when seat is unoccupied, cruise control, high-backed seat, enclosed engine and muffler system, grooming mowers, hitch mowers, light and heavy-duty rotary cutters, flail and sickle bar mowers, posthole diggers, backhoes, skid-steer loaders, front loaders, tillers, hydraulic dump material collection system, snow blowers, vacuum baggers, adjustable steering and seat configurations, engines and transmissions in a variety of speeds, sizes and configurations depending on the intended use of the tractor, rotary broom and mulcher.
- vi. Mowers
 - 1. Trim Mowers
 - a. Liquid cooled four-cycle diesel or gas engine riding trim mowers shall be available in front or rear-engine configurations. Engines shall be available in a variety of sizes and power, ranging from 10 hp up to 80 hp. Can either be manual or hydrostatic transmission.
 - b. Mowing decks shall be available in a variety of sizes, included but not limited to: 32", 38", or 44" or larger decks.
 - c. Options to include, but not limited to: cruise control, spark arrestor muffler, canopy cover, snow thrower, mulchers, headlight kit, cab, heater and defroster, cushion seats, plows, debris blower, aero-seeder, wide tires, tire chains, grass collection system, rotary broom (various sizes), dozer blades (various sizes), fertilizer spreader.
 - 2. Lawn Mowers
 - a. Small, self-propelled front mowers shall allow attachments for material collection, snow throwing, leaf cracking, thatching, flailing, and mulching.
 - b. Mowers to be available in an electric or gas configuration. Electric mowers to be available in a corded or cordless (rechargeable) configuration.
 - c. Lawn mowers shall provide grooming features suitable for a golf course with a height of cut between $\frac{1}{8}$ " and $\frac{3}{4}$ ". Large reel cutters shall come equipped for speeds up to 7 mph. Towed cutting units may also be offered.
 - d. Grass aeration equipment shall include, but not be limited to: high velocity water injection equipment, coring aerators, and tractor-pulled tow-behind deep coring aerators.
- vii. Grounds Cleaning Equipment
 - 1. Shall include, but not limited to mechanical sweepers, self-propelled sweepers, pulled sweepers, pulled debris loaders and blowers.
 - 2. Blowers must provide air movement of 140 mph, or better.
 - 3. Sweeper width of at least 48" or more, and have a multiple position sweeper reel, allowing varied speeds and positions.
 - 4. Sweepers to have a transport speed that is faster than its sweeping speed.
- viii. Work Utility Vehicles

1. Can be 2 and/or 4-wheel drive and shall be available with diesel, gas, or electric with options for propane or compressed natural gas fueled engine if available.
 2. May be one or two person out front seating with manual or automatic transmissions, power steering, drum or rotary brakes, and have a high speed of at least 20 mph, front and rear tow hook receivers.
 3. Accessories and options to include, but not limited to the following:
 - a. Spray systems (foam markets, electric hose reels, boomless nozzles, hand gun, manual or electronic sprayer monitor, sonar unit);
 - b. Grounds spreaders, topdressers and various adapters;
 - c. Platform lifts (vehicles must not move with lift raised);
 - d. Power generators and air compressor motors;
 - e. Fully enclosed cab and/or cargo box;
 - f. Arboriculture and horticulture maintenance equipment to trim and maintain trees; sports field grooming equipment and lifting forks;
 - g. Flatbed (full size, 2/3, 1/3);
 - h. Fender kits;
 - i. Seat belt kits;
 - j. Lighting kits (signal, work lights, fog);
 - k. Cab with safety glass, heater, defroster;
 - l. Reverse alarm;
 - m. Spark arrestor that meets applicable USDA forest service standards;
 - n. Engine cover;
 - o. Towing kit, extended bumpers, front and rear tow hook or receivers;
 - p. Extra fuel tanks;
 - q. Cab comfort items such as upgraded seats, special mirrors, gauge clusters, tinted windows, and power options.
- ix. Small Utility Vehicles
1. Shall be available in 2 and/or 4-wheel drive and shall be available in diesel, gas and 36 or 48 volt DC electric engine and can carry up to, but not limited to, 2000 pounds.
 2. Shall be available with manual or automatic transmission, self-adjusting rack and pinion or power steering, drum or disc brakes, have a high speed no more than 20 mph, frame of aluminum or steel with rust preventative finish.
 3. Have seating for one or two persons with optional configurations of 4 or more persons.
 4. Body styles to include, but not limited to the following: ADA and ambulance, multi-passenger, utility van, hauler and box, tilt and non-tilt cargo bed, etc.
- x. Construction Related Equipment & Vehicles
1. High performance equipment and vehicles shall come in various configurations, including, but not limited to: pickups, trucks, flatbeds, transporters, backhoes, excavators, skidsteers, loaders, tractors, vacuum excavators, attachments and accessories, earth moving equipment, aerial/lift equipment, road building equipment, and forestry equipment (e.g. chippers, mulchers).
 2. A variety of industry standard skid-steer loaders with operative loads not less than 600. Attachments should include utility buckets, utility forks, dirt and foundry buckets, manure and fertilizer buckers, pallet forks, and utility grapples.
 3. Compact excavators shall be equipped with a 360° house swing, side boom for digging along walls and fences, and optional enclosed cabin for operation in inclement weather.
- xi. Use of Subcontractors/Dealers.

1. Awarded vendor(s) shall not assign any duties to perform services nor to provide goods to purchasing agencies under this contract to a subcontractor/dealer that is not listed in the respondent's response to the RFP.
 2. If a subcontractor/dealer is removed from the contract at any time during the contract term, the awarded vendor(s) must submit to CPC in writing, the reason for removal and effective date.
 3. To add a subcontractor/dealer at any time during the contract term, the vendor must submit to CPC an updated Subcontractor Utilization Form. The subcontractor may not begin providing service until approved by CPC.
 4. The awarded vendor(s) is responsible for ensuring that all subcontractors/dealers who provide goods or services under this contract comply with the terms and conditions of the contract.
 5. CPC reserves the right to require that a subcontractor/dealer be removed from the contract.
- xii. **Warranty and Maintenance Plans**
1. Awarded vendor(s) must ensure that all products and supplies purchased by a participating agency are warranted against any defects in design, workmanship and as suitable use intended for a period equal to the original manufacturer's warranty period. All equipment and supplies must carry, at a minimum, a 12-month manufacturer's warranty. The awarded vendor(s) must assist the participating agency in reaching a resolution in a dispute with the manufacturer over warranty terms. Equipment warranties must be clearly and visibly stated.
 2. All warranties shall begin when the equipment is accepted by the participating agency.
 3. Extended warranties and maintenance agreements can be offered for the repair or replacement of any covered parts that are defective in materials or workmanship or scheduled maintenance.
 4. Ability to offer prices for all levels of warranties and maintenance agreements that are offered as an option.
- xiii. **Advertising and Marketing**
1. Provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC's participating agencies. Vendors must assist in developing marketing materials that support the contract. A vendor must demonstrate that it possesses the necessary resources to, and agrees to, provide a comprehensive training and support program on the operation and use of the contract agreement. Services offered must be appropriate and adequate to ensure a successful partnership related to the contract agreement.
 2. 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



Form A – Vendor Information

Company Information			
Company Name			
Address			
City/State/Zip			
Phone		Fax	
Toll Free Customer Number			

Company Contacts	
General Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Sales Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Customer Service Manager Name <ul style="list-style-type: none"> • Email • Phone 	
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> • Email • Phone 	

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> • Name • Email/Phone 	
CPC Member Customer Service <ul style="list-style-type: none"> • Name • Email/Phone 	
Submitting Sales Reports to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	
Conducting Audits <ul style="list-style-type: none"> • Name • Email/Phone 	

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:				
Question	Response			
1. Provide a brief background of your organization, including the year it was founded (1-2 paragraph max.).				
2. Provide a brief background of the products/services you provide and how you see a partnership being implemented with schools, higher education, cities, counties, and nonprofits (1-2 paragraphs max.).				
3. Provide evidence of what your organization is doing to remain viable and stable in the outdoor grounds maintenance vehicles and equipment market.				
4. Describe what generally differentiates your company from your key competitors as it pertains to outdoor grounds maintenance equipment and vehicles.				
5. Please describe your customer retention (e.g. customers who are served that continue to be repeat customers).				
6. Please provide your company’s last three years total gross sales to agencies within CPC’s service area.	MINNESOTA			
		2016	2015	2014
	K-12			
	HIGHER ED			
	CITY/COUNTY			
	NONPROFITS			
	TOTALS			
	NORTH DAKOTA			
		2016	2015	2014
	K-12			
	HIGHER ED			
	CITY/COUNTY			
	NONPROFITS			
	TOTALS			
	SOUTH DAKOTA			
	2016	2015	2014	
K-12				
HIGHER ED				
CITY/COUNTY				
NONPROFITS				
TOTALS				
7. Using the map provided in the RFP (Appendix A), please identify the regions and/or states that your company is <u>not</u> able to service. Please designate why your company is <u>not</u> able to service a particular region and/or state.				
8. As you envision it, what is your company’s role in this partnership? Please include sales and marketing strategies.				
9. Does your company market directly to potential customers? If so, how?				

10. Does your company have a dedicated marketing person/team with which CPC can communicate and obtain marketing materials and images? If so, please include their contact information in your response.	
11. Is your company willing to provide printed copies of marketing materials to our regional CPC representatives?	
12. Does your company have the ability to participate in conference tradeshows in Minnesota, North Dakota and South Dakota? If so, how does your company plan to position the CPC contract at those tradeshows, if awarded? Please list any conference tradeshows that you've attended in those states within the last three years.	
13. Does your company have the ability to provide training to our members? If so, please explain what training options are available to participating agencies.	
14. Is your company available for educational presentations at each of the regional service cooperatives?	
15. If awarded, how does your company plan to inform and train your account managers, financial/reporting personnel, sales and customer service representatives on the details and promotion of the contract?	
16. Please list other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in Minnesota, North Dakota and South Dakota?	
17. Please list the agencies, if any, you would exempt from this contract.	
18. Please describe how your company will position this contract to CPC's participating agencies, if awarded.	
Project Personnel	
19. If awarded, how many staff members will be dedicated to working directly with CPC's participating agencies? How many staff members will be dedicated to sales, delivery, training, maintenance and support? Of those mentioned, please include the average tenure in their job duties.	
20. Please explain the certifications and/or trainings your sales and support staff possess and adhere to.	
21. Describe the sales process that your company would take with an educational agency (i.e. school)? Will this process differ from a city,	

county or nonprofit agency? If so, please describe both processes.	
22. Describe your company's ordering process and what methods can be used by participating agencies to place or create orders?	
23. Use of Subcontractors and/or Dealers: will your company be using subcontractors and/or a dealer network to conduct sales and services as a result of this solicitation? If so, how do you plan to educate the subcontractor(s)/dealers who will utilize the contract to ensure they will comply with the terms and conditions of the contract? <u>Whether using subcontractors/dealers or not, a respondent must complete and submit the Subcontractor Utilization Form with their response.</u>	
Services	
24. Inventory: Does your company hold and maintain inventory? If so, please describe. If not, please describe how your company accesses inventory and where the inventory is located?	
25. Briefly explain your delivery policy and the lead time required from a participating agency placing an order to receipt of delivery.	
26. Upon delivery, please describe any additional materials that your company provides beyond what is required and stated within the Technical Specification.	
27. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating agencies.	
28. Describe your standard warranty process.	
29. Please describe your extended warranty, maintenance, repair, and service plans that your company may offer participating agencies.	
30. If your company offers rental options, please describe and explain the details of your company's rental program.	
31. Does your company offer trade-in and buyback options? If so, please describe the trade-in and buyback process.	
32. Please explain if your company is willing to work with CPC's current leasing/financing vendor to provide alternative pricing options for CPC's participating agencies.	
33. Please describe any additional services and or charges that may	

apply to a purchasing agency (e.g. returns, after-hour service, etc.)	
Miscellaneous	
34. Please describe any other “value adds” and or services your company can bring to CPC’s participating agencies.	
35. What are your payment terms?	
36. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?	
37. Does your company offer any prompt payment discounts? If so, please describe.	
38. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.	
39. List any exceptions that your company is requesting to the terms set forth in the Instructions to Respondents and Technical Specifications.	

Form C - Pricing Schedule Intro

**Please note this spreadsheet has multiple workbooks/tabs.*

Instructions. This spreadsheet contains multiple workbooks/tabs relating to this RFP. Please follow the directions found/listed on each workbook and complete the workbooks as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Please note, each individual workbook will note if it's a required or optional form. Per the RFP terms and conditions, all workbooks listed as optional are considered a value-added attribute. **CPC holds authority to reject any proposals not meeting the scope and specifications of this solicitation.**

This spreadsheet contains the following workbooks/tabs:

- Form C - Intro
- C.1 - Standard and Compact Utility Tractors and Loaders
- C.2 - Mowers (Trim & Lawn)
- C.3 - Grounds Cleaning Equipment
- C.4 - Work Utility Vehicles
- C.5 - Small Utility Vehicles
- C.6 - Construction Related Equipment & Vehicles
- C.7 - Miscellaneous Equipment & Vehicles
- C.8 - Support Services
- C.9 - Volume Discounts

C.1 - Standard and Compact Utility Tractors and Loaders - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.1, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Standard and Compact Utility Tractors and Loaders.*

C.2 - Mowers (Trim & Lawn) - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.2, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Mowers (trim and lawn).*

C.3 - Grounds Cleaning Equipment - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.3, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Grounds Cleaning Equipment.*

C.4 - Work Utility Vehicles - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.4, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Work Utility Vehicles.*

C.5 - Small Utility Vehicles - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.5, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Small Utility Vehicles.*

C.6 - Construction Related Equipment & Vehicles - *required if offering equipment/vehicles meeting Technical Specifications*

*On C.6, list all products being offered to CPC participating agencies including their list price and their associated discount. *See Technical Specifications for scope and definition of Construction Related Equipment and Vehicles.*

C.7 - Miscellaneous Equipment & Vehicles - *required if offering equipment/vehicles meeting Technical Specifications*

On C.7, list all products being offered to CPC participating agencies including their list price and their associated discount.

C.8 - Support Services - *required*

Please enter all training, warranty, maintenance plans, service plans, and additional support services that your company offers.

C.9 - Volume Discounts - *optional*

Please enter any additional volume discounts that your company is offering.

C.8 - Support Services

*Please note this spreadsheet has multiple workbooks/tabs.

Instructions. Please complete the tables below if your organization offers any of the following services. This form has been formatted to print to one page width. Please note this is a **required form**.

Responding Company's Name: _____

REQUIRED FORM

Training Services	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	

Extended Warranty	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	

Maintenance Support	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	

Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

Repair Services						

Rental Services	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

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

Form D – References

Instructions: Please provide three references in the spaces below. References should be from organizations that have purchased and/or used products and/or services that relate to the scope of this RFP.

Responding Company's Name:	
-----------------------------------	--

Reference #1 – Product/Service Used:	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #2 – Product/Service Used:	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Reference #3 - Product/Service Used:	
Reference Name	
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	
Notes (for CPC use only):	

Form E – Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
	No different from what we ordinarily offer to individual members.
	Two percent (2%) lower than our best price to individual members.
	Three percent (3%) lower than our best price individual members.
	Four percent (4%) lower than our best price to individual members.
	Five percent (5%) lower than our best price to individual members.
	Ten percent (10%) lower than our best price to individual members.
	Other, please explain

Prices are (check one box):	
	No different from what we ordinarily offer to other consortiums.
	Two percent (2%) lower than our best price to other consortiums.
	Three percent (3%) lower than our best price other consortiums.
	Four percent (4%) lower than our best price to other consortiums.
	Five percent (5%) lower than our best price to other consortiums.
	Ten percent (10%) lower than our best price to other consortiums.
	Other, please explain

Authorized Signature (must match Signature on Form F)

Date

Form F – Assurance of Compliance

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions. This form establishes the minimum criteria that a “responsible contractor” must meet to be awarded a contract resulting from this solicitation, this criteria includes:

- Compliance with workers’ compensation and unemployment compensation requirements, registration with the Department of Revenue and DEED, and has a valid federal tax identification number (or Social Security number, if an individual);
- Compliance with: minimum wages, overtime, prevailing wages, timely payment of wages to employees, no misrepresentation of employment relationship, Fair Labor Standards Act, and U.S. federal prevailing wage, all according to existing statutes, and the bill specifies when a violation occurs;
- Compliance with (an no violations in past three years) of 181.723 (independent contractors); and chapter 326B (construction codes and licensing);
- No current tax liens or tax delinquencies;
- Not currently debarred by the federal government, the state, or a municipality;
- Subcontractors or vendors the awarded vendor(s) intends to use have verified that they meet the clauses mentioned above.

CPC members are not obligated to verify any of the information in the contractor certification and have no liability if they reasonably rely on the certification statement in awarding the contract, or if they decline to award the contract based on a reasonable determination that the awarded vendor(s)/contractor failed to verify compliance.

In submitting this proposal, it is understood that the respondent is submitting a signed statement under oath verifying the respondent as a “responsible contractor”. CPC reserves the right to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: _____

Authorized Agent’s Signature: _____

Agent’s Name (printed): _____

Address: _____

City/State/Zip: _____

Telephone Number: _____ Email: _____

Form G – Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all 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 of 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 Cooperative Purchasing Connection 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 until a contract has been signed by both parties.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contract Contact Person: _____

Authorized Signature: _____

Printed Name: _____

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract for Outdoor Equipment & Vehicles – Outdoor Grounds, Construction and Other Related. The contract term may be renewed annually, up to three (3) additional terms.

CPC Authorized Signature

17.10 – OEV
Contract Number

Awarded this _____ day of _____, 2017.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Please take a moment to review the checklist provided 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:

1. Form A – Vendor Information – Name of Company
 - i. *Submit as a PDF, not scanned.*
2. Form B – Questionnaire – Name of Company
 - i. *Submit as a Word (.doc or .docx) document.*
3. Form C – Pricing Schedule – Name of Company
 - i. *Submit as an Excel (.xls or .xlsx) document.*
4. Form D - References – Name of Company
 - i. *Submit as a PDF, not scanned.*
5. Form E – Level of Support – Name of Company
 - i. *Printed, signed, and scanned, submit as PDF.*
6. Form F – Assurance of Compliance – Name of Company
 - i. *Printed, signed, and scanned, submit as PDF.*
7. Form G – Contract Offer and Award – Name of Company
 - i. *Printed, signed, and scanned, submit as PDF.*
8. Form H – Proposal Checklist – Name of Company
 - i. *Printed, signed, and scanned, submit as PDF.*
9. Addendum Acknowledgement Form – Name of Company
 - i. *Printed, signed, and scanned, submit as PDF.*
10. Subcontractor Utilization Form – Name of Company
 - i. *Submit as a PDF, not scanned.*

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted. Please double check your uploaded documents for completion prior to submission.

Authorized Signature

Date

Cooperative Purchasing Connection

PARTNERED VENDOR/SUBCONTRACTOR UTILIZATION

(This form must be completed and returned with your response)

RFP Name:

RFP Number:

Partnered Vendor Name:

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

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

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:

Addendum Acknowledgement Form

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgement 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.

Acknowledgement: 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

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

Authorized Signature

Date

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: Public Purchase - RFP #17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related Closed Notification
Date: Monday, March 6, 2017 10:00:11 AM

Lisa M Truax:

The bid RFP #17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related has closed on Mar 6, 2017 9:00:00 AM MST

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=71656>

Thank you for using Public Purchase.

MK= Zdfql155WjDzlLD7wgF8sg==

Notifications Report

Agency **Cooperative Purchasing Connection**

Bid Number **17.10**

Bid Title **Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related**

Vendor Name	State	Invitation	Date	Email	Reason
Allstate Peterbilt Group	WI	Classification	2017-01-30 09:07:23	jsemingson@wdlarson.com	Bid Notification
Allstate Peterbilt Group	WI	Classification	2017-01-30 09:07:23	cfernandez@allstatepeterbiltgroup.com	Bid Notification
Altoz Inc	MN	Invited	2017-01-30 15:49:12	Karl.Bjorkman@Altoz.com	Bid Notification
Baribeau Implement Company Inc	WI	Classification	2017-01-30 09:07:23	steph.bauer@chibardun.net	Bid Notification
Bob Fish	WI	Classification	2017-01-30 09:07:23	bhlembofish@hotmail.com	Bid Notification
Boyer Trucks	MN	Classification	2017-01-30 09:07:23	jhussong@boyertrucks.com	Bid Notification
CNH AMERICA LLC	WI	Classification	2017-01-30 09:07:23	GARY.OLDIS@CNH.COM	Bid Notification
DUECO, Inc	WI	Classification	2017-01-30 09:07:23	bids@dueco.com	Bid Notification
Durba Construction	NY	Classification	2017-01-30 09:07:23	blppt@excite.com	Bid Notification
Fastenal Company	MN	Classification	2017-01-30 09:07:23	govbids@fastenal.com	Bid Notification
Global	WI	Classification	2017-01-30 09:07:23	governmentsales@chdistgov.com	Bid Notification
Hartland Fuel Products	WI	Classification	2017-01-30 09:07:23	jack.hunter@hartlandfuels.com	Bid Notification
HD SUPPLY FACILITIES MAINTENANCE, LTD.	CA	Classification	2017-01-30 09:07:23	HDS-FMBIDS@HDSUPPLY.COM	Bid Notification
I 80 Equipment	IL	Classification	2017-01-30 09:07:23	digger@i80equipment.com	Bid Notification
Juan Flores	WY	Classification	2017-01-30 09:07:23	arq.teu@gmail.com	Bid Notification
KemperSports	IL	Classification	2017-01-30 09:07:23	kthanas@kempersports.com	Bid Notification
Klose Associations	IL	Classification	2017-01-30 09:07:23	netgirl@frontier.com	Bid Notification
LDV Inc.	WI	Classification	2017-01-30 09:07:23	rphillips@ldvusa.com	Bid Notification
Loftness Specialized Farm Equipment Inc	MN	Classification	2017-01-30 09:07:23	daved@loftness.com	Bid Notification
Melecio Attachments and Repair, Inc.	IL	Classification	2017-01-30 09:07:23	stacy_melecioattachments@live.com	Bid Notification
Municipal Emergency Services Inc (MES)	NE	Classification	2017-01-30 09:07:23	nkingston@mesfire.com	Bid Notification
NADA Scientific, Ltd.	NY	Classification	2017-01-30 09:07:23	support@nadascientific.com	Bid Notification
Nationwide Wholesale Direct	IA	Classification	2017-01-30 09:07:23	nationwidewholesaledirect@msn.com	Bid Notification
OER Services, LLC	IL	Classification	2017-01-30 09:07:23	wmolloy@oer4usa.com	Bid Notification
Olson Power & Equipment	MN	Classification	2017-01-30 09:07:23	tyolson@olsonpower.com	Bid Notification
Oshkosh Corporation	WI	Classification	2017-01-30 09:07:23	draddatz@airport.oshkoshcorp.com	Bid Notification
Rosenbauer Minnesota, LLC	MN	Classification	2017-01-30 09:07:23	mgoldeman@rosenbaueramerica.com	Bid Notification
Royal Media Network	MD	Classification	2017-01-30 09:07:23	jojo@royalimagingsolutions.com,eddie@royalimagingsolutions.com,rosemary@royalimagingsolutions.com,Jonnel@royalimagingsolutions.com	Bid Notification
Royal Media Network Inc.	MD	Classification	2017-01-30 09:07:23	lorence@royalimagingsolutions.com	Bid Notification
sie	SD	Classification	2017-01-30 09:07:23	chrisblackhills@yahoo.com	Bid Notification
Swenson Spreader LLC	IL	Classification	2017-01-30 09:07:23	gov-sales@swensonproducts.com	Bid Notification
Titan Machinery	WY	Classification	2017-01-30 09:07:23	brenden.honebrink@titanmachinery.com	Bid Notification
Titan Machinery Inc	MN	Classification	2017-01-30 09:07:23	andy.bethel@titanmachinery.com	Bid Notification
Tree Mendous Tree Care llc	MN	Classification	2017-01-30 09:07:23	jgulso1@gmail.com	Bid Notification
Truck Utilities	MN	Classification	2017-01-30 09:07:23	craigc@mail.truckutilities.com	Bid Notification
United Rentals	MN	Classification	2017-01-30 09:07:23	sdressle@ur.com	Bid Notification
Universal Truck Equipment, Inc.	WI	Classification	2017-01-30 09:07:23	donnie_ute@tcc.coop	Bid Notification
Veit & Company, Inc.	MN	Classification	2017-01-30 09:07:23	estimating@veitusa.com	Bid Notification

Access Report

Agency

Cooperative Purchasing Connection

Bid Number

17.10

Bid Title

Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response Date
sie	2017-01-30 01:41 PM CST	2017-01-30 01:41 PM CST		
Public Group	2017-03-03 08:43 AM CST	2017-03-03 10:31 AM CST		
Charter Communications	2017-01-31 12:00 AM CST	2017-01-31 12:00 AM CST		
Onvia	2017-01-30 01:36 PM CST	2017-01-30 01:36 PM CST	Subcontractor Utilization Form.pdf Addendum Acknowledgement Form.pdf Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance Construction.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.pdf Form B - Questionnaire.pdf Form A - Vendor Information.pdf RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
Lightning Graphics	2017-03-01 09:06 AM CST	2017-03-01 09:06 AM CST		
Sam Anderson Pvt Ltd	2017-01-30 08:48 PM CST	2017-03-06 07:59 AM CST		
Kiltie Corporation	2017-03-03 08:43 AM CST	2017-03-03 08:43 AM CST		
global soft inc	2017-02-06 04:59 PM CST	2017-03-02 03:19 PM CST		
Loftness Specialized Farm Equipment Inc	2017-01-30 10:46 AM CST	2017-02-10 04:00 PM CST	Form C - Pricing Schedule.xlsx RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
Altoz Inc	2017-01-30 04:22 PM CST	2017-03-03 11:53 AM CST	Form H - Proposal Checklist.pdf Subcontractor Utilization Form.pdf Addendum Acknowledgement Form.pdf Form C - Pricing Schedule.xlsx Form A - Vendor Information.pdf Form G - Contract Offer & Award.pdf Form D - References (3 - Generic).pdf Form B - Questionnaire.docx RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf Form E - Level of Support.pdf Form F - Assurance of Compliance Construction.pdf	2017-03-03 11:48 AM CST
North America Procurement Council	2017-01-31 12:28 AM CST	2017-02-24 09:30 PM CST	RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
Titan Machinery	2017-01-30 01:56 PM CST	2017-01-31 11:26 AM CST	Subcontractor Utilization Form.pdf Addendum Acknowledgement Form.pdf Form H - Proposal Checklist.pdf Form G - Contract Offer & Award.pdf Form F - Assurance of Compliance Construction.pdf Form E - Level of Support.pdf Form D - References (3 - Generic).pdf Form C - Pricing Schedule.xlsx Form B - Questionnaire.docx Form A - Vendor Information.pdf RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
The Blue Book Building & Construction Network	2017-01-30 09:56 PM CST	2017-02-27 10:23 PM CST	RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
SO	2017-01-31 12:30 AM CST	2017-03-05 06:53 PM CST	RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
TMG Construction, Inc.	2017-02-27 09:55 AM CST	2017-02-27 09:55 AM CST		
MES	2017-01-30 10:17 AM CST	2017-01-30 10:20 AM CST	Form A - Vendor Information.pdf Form C - Pricing Schedule.xlsx RFP 17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Const. and Other Related.pdf	
Allstate Peterbilt Group	2017-01-31 08:13 AM CST	2017-01-31 08:13 AM CST		

Opening Record

RFP #17.10 - Outdoor Equipment & Vehicles - Grounds Maintenance, Construction and Other Related

3/6/2017

10:15 AM CT

Date

Time

Company Responding	Altoz, Inc.		
Form A - Vendor Information	Yes		
Form B - Questionnaire	Yes		
Form C - Pricing	Yes		
Form D - References	Yes		
Form E - Level of Support	Yes		
Form F - Assurance of Compliance	Yes		
Form G - Contract Offer & Award	Yes		
Form H - Proposal Checklist	Yes		
Addendum Acknowledgement Form	Yes		
Subcontractor Utilization Form	Yes		
Other:			
Notes:			
Qualified Respondent	Yes		



Cooperative Purchasing Connection
Tabulation Report RFP #17.10 - Outdoor Equipment &
Vehicles - Grounds Maintenance, Construction and
Other Related
Vendor: Altoz Inc

General Comments:

- General Attachments:**
- Addendum Acknowledgement Form.pdf
 - Form A - Vendor Information.pdf
 - Form B - Questionnaire.docx
 - Form C - Pricing Schedule.xlsx
 - Form D - References (3 - Generic).pdf
 - Form E - Level of Support.pdf
 - Form F - Assurance of Compliance Construction.pdf
 - Form G - Contract Offer - Award.pdf
 - Form H - Proposal Checklist.pdf
 - Subcontractor Utilization Form.pdf

Form A – Vendor Information

Company Information			
Company Name	Altoz, Inc.		
Address	20502 160th Street		
City/State/Zip	Greenbush, MN 56726		
Phone	218-782-5869	Fax	218-782-5880
Toll Free Customer Number	855-782-5869		

Company Contacts	
General Manager Name <ul style="list-style-type: none"> • Email • Phone 	Karl Bjorkman karl.bjorkman@altoz.com 218-782-5869 Extension 323
Sales Manager Name <ul style="list-style-type: none"> • Email • Phone 	Karl Bjorkman karl.bjorkman@altoz.com 218-782-5869 Extension 323
Customer Service Manager Name <ul style="list-style-type: none"> • Email • Phone 	Wayne Mooney wayne.mooney@altoz.com 218-782-5869 Extension 232
Account Manager(s) for the Cooperatives Name(s) <ul style="list-style-type: none"> • Email • Phone 	Karl Bjorkman karl.bjorkman@altoz.com 218-782-5869 Extension 323

Responsibilities	
CPC New Member Notification <ul style="list-style-type: none"> • Name • Email/Phone 	Karl Bjorkman karl.bjorkman@altoz.com 218-782-5869 Extension 323
CPC Member Customer Service <ul style="list-style-type: none"> • Name • Email/Phone 	Wayne Mooney wayne.mooney@altoz.com 218-782-5869 Extension 232
Submitting Sales Reports to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	Eric Etherington eric.etherington@altoz.com 218-782-5869 Extension 338
Payment of Administrative Fees to CPC <ul style="list-style-type: none"> • Name • Email/Phone 	Alietia Nygaard alietia.nygaard@altoz.com 218-782-5869 Extension 200
Conducting Audits <ul style="list-style-type: none"> • Name • Email/Phone 	Eric Etherington eric.etherington@altoz.com 218-782-5869 Extension 338

Form B – Questionnaire

Instructions. Please complete the questionnaire below by placing your company’s answers in the correlating response column.

Responding Company’s Name:																																																																																				
Question	Response																																																																																			
1. Provide a brief background of your organization, including the year it was founded (1-2 paragraph max.).	<p>Central Boiler, Inc., founded in 1984, is a world-wide leading manufacturer of outdoor wood furnaces. In 2012 Central Boiler decided to diversify its product offering by manufacturing zero-turn lawn mowers under a new corporation, Altoz, Inc.</p> <p>Since its incorporation in 2012, Altoz has developed its zero-turn lawn mower product line to cover both high-end residential and commercial applications. Authorized Altoz dealerships are spread throughout the Midwest and Southern regions of the United States. Please visit www.altoz.com for additional product information and dealership locations.</p>																																																																																			
2. Provide a brief background of the products/services you provide and how you see a partnership being implemented with schools, higher education, cities, counties, and nonprofits (1-2 paragraphs max.).	<p>Altoz manufactures commercial grade zero-turn lawn mowers with engine sizes ranging from 22hp to 37hp; deck sizes between 48 inches and 72 inches; and a full line of accessories (please see available accessories at http://altoz.com/explore/accessories/).</p> <p>Partnership would be implemented through our network of authorized Altoz dealerships. They would serve as the main point of contact for any CPC participating agencies regarding sales opportunities, training programs, and service support.</p>																																																																																			
3. Provide evidence of what your organization is doing to remain viable and stable in the outdoor grounds maintenance vehicles and equipment market.	<p>Altoz has continued to invest heavily in designing and developing outdoor power equipment since its incorporation in 2012. Our product line has grown from an offering of 14 traditional zero-turn mower models with wheels in 2014, to over 50 models in 2017 with a combination of zero-turn mowers with wheels or tracks. Altoz has continued to remain responsive to the needs of the zero-turn lawnmower market throughout these growth stages and will continue this trend in the future.</p>																																																																																			
4. Describe what generally differentiates your company from your key competitors as it pertains to outdoor grounds maintenance equipment and vehicles.	<p>Truly commercial grade products. The first and only outdoor power equipment organization to offer a zero-turn lawn mower with a rear mounted track system instead of tires. This track system allows for low ground pressure, exceptional traction, and increased operator safety. It also allows for the mower to cut grass in areas that traditional zero-turn mowers with wheels cannot reach.</p>																																																																																			
5. Please describe your customer retention (e.g. customers who are served that continue to be repeat customers).	<p>Altoz customers are extremely loyal and passionate about quality and functionality. This has resulted in an excellent track record for the retention of our retail customers.</p>																																																																																			
6. Please provide your company’s last three years total gross sales to agencies within CPC’s service area.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">MINNESOTA</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2015</th> <th style="text-align: center;">2014</th> </tr> </thead> <tbody> <tr><td>K-12</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>HIGHER ED</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>CITY/COUNTY</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>NONPROFITS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>TOTALS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td colspan="4"> </td></tr> <tr> <th style="text-align: left;">NORTH DAKOTA</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2015</th> <th style="text-align: center;">2014</th> </tr> <tr><td>K-12</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>HIGHER ED</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>CITY/COUNTY</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>NONPROFITS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>TOTALS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td colspan="4"> </td></tr> <tr> <th style="text-align: left;">SOUTH DAKOTA</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2015</th> <th style="text-align: center;">2014</th> </tr> <tr><td>K-12</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>HIGHER ED</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>CITY/COUNTY</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>NONPROFITS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> <tr><td>TOTALS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr> </tbody> </table>				MINNESOTA	2016	2015	2014	K-12	0	0	0	HIGHER ED	0	0	0	CITY/COUNTY	0	0	0	NONPROFITS	0	0	0	TOTALS	0	0	0					NORTH DAKOTA	2016	2015	2014	K-12	0	0	0	HIGHER ED	0	0	0	CITY/COUNTY	0	0	0	NONPROFITS	0	0	0	TOTALS	0	0	0					SOUTH DAKOTA	2016	2015	2014	K-12	0	0	0	HIGHER ED	0	0	0	CITY/COUNTY	0	0	0	NONPROFITS	0	0	0	TOTALS	0	0	0
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TOTALS	0	0	0																																																																																	
7. Using the map provided in the RFP (Appendix A), please identify the regions and/or states that your company is <u>not</u> able to service. Please designate why your company is <u>not</u> able to service a particular region and/or state.	<p>Altoz is willing to service the entire region as identified in the RFP Appendix A.</p>																																																																																			

8. As you envision it, what is your company's role in this partnership? Please include sales and marketing strategies.	Altoz is prepared to offer sales and marketing materials, product sales and service training, high quality products in a timely manner and after sales support to any CPC participants.
9. Does your company market directly to potential customers? If so, how?	Altoz zero-turn lawn mowers are currently distributed and sold to retail customers through authorized Altoz dealers.
10. Does your company have a dedicated marketing person/team with which CPC can communicate and obtain marketing materials and images? If so, please include their contact information in your response.	Yes – contact information below: Janie Brandon janie.brandon@altoz.com 218-782-5869 Extension 215
11. Is your company willing to provide printed copies of marketing materials to our regional CPC representatives?	Yes, electronic copies of marketing materials can be found at http://altoz.com/explore/brochures/
12. Does your company have the ability to participate in conference tradeshows in Minnesota, North Dakota and South Dakota? If so, how does your company plan to position the CPC contract at those tradeshows, if awarded? Please list any conference tradeshows that you've attended in those states within the last three years.	Yes, Altoz would be more than willing to communicate our involvement with CPC contracts at any tradeshows or events. This communication would be displayed through printed marketing materials and would also be displayed in our booths at any corresponding events. In the past we've attended the Minnesota Parks and Recreation Annual meeting.
13. Does your company have the ability to provide training to our members? If so, please explain what training options are available to participating agencies.	Yes, we currently offer sales and service training at our manufacturing facility. On-site training is also available through our authorized Altoz dealerships. Training would also be provided at the time of sale.
14. Is your company available for educational presentations at each of the regional service cooperatives?	Yes, on-site presentations would be available as needed.
15. If awarded, how does your company plan to inform and train your account managers, financial/reporting personnel, sales and customer service representatives on the details and promotion of the contract?	We would request a meeting with the CPC in order to learn and understand the requirements of the contract. We would then develop an in-house training regimen for our employees in order to remain compliant with the contract.
16. Please list other contracts you have in place that could be accessed by our membership for your products (e.g. other consortiums) in Minnesota, North Dakota and South Dakota?	We currently do not have any other contracts in place.
17. Please list the agencies, if any, you would exempt from this contract.	None
18. Please describe how your company will position this contract to CPC's participating agencies, if awarded.	Participating agencies would work directly with an authorized Altoz dealer, if one is located within the surrounding area. If a dealership is not established, the participating agency would work directly with Altoz, Inc.
Project Personnel	
19. If awarded, how many staff members will be dedicated to working directly with CPC's participating agencies? How many staff members will be dedicated to sales, delivery, training, maintenance and support? Of those mentioned, please include the average tenure in their job duties.	All of the supporting staff at Altoz will be working directly with CPC's participating agencies as needed. Sales staff would include our sales director, in-house sales representatives, and two other sales representatives which are responsible for territories as outlined in RFP Appendix A. The dispatch department at Altoz would be responsible for scheduling product deliveries and this product would be delivered by either an Altoz truck or common carrier. Authorized Altoz dealerships would be responsible for any product training, maintenance or support after the sale is completed. Altoz can also offer on-site training or demonstrations as needed. The average tenure of Altoz support staff ranges from 6 years to 21 years within their corresponding departments. Employee turnover at Altoz is minimal and we believe this will allow our company to better serve any CPC participating agencies as we develop an ongoing relationship with their organization.

<p>20. Please explain the certifications and/or trainings your sales and support staff possess and adhere to.</p>	<p>Altoz sales and support staff are required to possess at least a two-year college degree as part of the hiring process. All Altoz customer service and support staff are certified technicians for performing service work on all engines (Kawasaki, Kohler, Briggs & Stratton, and Honda) and transmissions (Hydro-Gear) available on our products. Authorized Altoz dealers are also required to have a certified technician on staff in order to service their retail customers and fulfill any warranty claims. Altoz also offers dealerships additional service technician training on an annual basis.</p>
<p>21. Describe the sales process that your company would take with an educational agency (i.e. school)? Will this process differ from a city, county or nonprofit agency? If so, please describe both processes.</p>	<p>Product literature is provided upon request. A face-to-face meeting and demonstration would then be scheduled with an authorized Altoz dealership. A visit at the manufacturing facility could also be scheduled. Orders can placed at any time during these processes and would apply to all agencies.</p>
<p>22. Describe your company's ordering process and what methods can be used by participating agencies to place or create orders?</p>	<p>Order forms are provided to potential customers and delivery schedules can be determined once orders are confirmed.</p>
<p>23. Use of Subcontractors and/or Dealers: will your company be using subcontractors and/or a dealer network to conduct sales and services as a result of this solicitation? If so, how do you plan to educate the subcontractor(s)/dealers who will utilize the contract to ensure they will comply with the terms and conditions of the contract?</p> <p><u>Whether using subcontractors/dealers or not, a respondent must complete and submit the Subcontractor Utilization Form with their response.</u></p>	<p>Authorized and trained Altoz dealerships would be used to provide service to CPC customers in their representative areas. Any sales occurring outside a dealer's area would be supported directly from Altoz, Inc. Upon receiving this contract, Altoz will communicate the terms and conditions with our dealers immediately. If any additional training is required to fulfill these conditions, Altoz will ensure all dealers within the RFP region would trained be either providing on-site training sessions or training sessions at our manufacturing facility.</p>

Services

<p>24. Inventory: Does your company hold and maintain inventory? If so, please describe.</p> <p>If not, please describe how your company accesses inventory and where the inventory is located?</p>	<p>Yes, inventory is held and maintained on a seasonal basis. Larger orders are built to order and may require lead times.</p>
<p>25. Briefly explain your delivery policy and the lead time required from a participating agency placing an order to receipt of delivery.</p>	<p>Delivery is fulfilled via Altoz trucks or common carrier. Lead times can vary from same day delivery to several weeks, depending on the model ordered and the time of season when the order is placed.</p>
<p>26. Upon delivery, please describe any additional materials that your company provides beyond what is required and stated within the Technical Specification.</p>	<p>1. Delivery inspection form 2. Product registration documents</p>
<p>27. At times there are issues with service and/or deliveries. Please describe your process for addressing issues with participating agencies.</p>	<p>Issues with service and deliveries may arise; any issues will be promptly communicated to participating agencies via email, phone, or in-person if needed.</p>
<p>28. Describe your standard warranty process.</p>	<p>Service or repairs that are covered under warranty will be handled by participating agencies contacting their authorized Altoz dealer.</p>
<p>29. Please describe your extended warranty, maintenance, repair, and service plans that your company may offer participating agencies.</p>	<p>Altoz does not currently offer an extended warranty on zero-turn lawn mowers, but we do offer one of the most regarded warranty packages in the industry.</p>
<p>30. If your company offers rental options, please describe and explain the details of your company's rental program.</p>	<p>Rental options are currently not available at this time.</p>

31. Does your company offer trade-in and buyback options? If so, please describe the trade-in and buyback process.	Authorized Altoz dealerships can offer trade-in and buyback options at their discretion.
32. Please explain if your company is willing to work with CPC's current leasing/financing vendor to provide alternative pricing options for CPC's participating agencies.	Yes, we are open to working with CPC's current leasing/financing vendor in order to provide alternative pricing options for CPC's participating agencies.
33. Please describe any additional services and or charges that may apply to a purchasing agency (e.g. returns, after-hour service, etc.)	Cost of return freight to the manufacturing facility and any necessary restocking fees.
Miscellaneous	
34. Please describe any other "value adds" and or services your company can bring to CPC's participating agencies.	Sales, service, and marketing support for any of CPC's participating agencies.
35. What are your payment terms?	Payment in full at time of delivery.
36. Does your company accept payment by procurement card? If so, is the participating agency assessed a fee for purchasing with a procurement card?	Payment by procurement card would be determined by authorized Altoz dealer's payment policy.
37. Does your company offer any prompt payment discounts? If so, please describe.	Participating agencies can contact their nearest authorized Altoz dealer for details.
38. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.	N/A
39. List any exceptions that your company is requesting to the terms set forth in the Instructions to Respondents and Technical Specifications.	N/A

C.8 - Support Services

*Please note this spreadsheet has multiple workbooks/tabs.

Instructions. Please complete the tables below if your organization offers any of the following services. This form has been formatted to print to one page width. Please note this is a **required form**.

Responding Company's Name: Altoz, Inc.

REQUIRED FORM

Training Services	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	SERVICE TRAINING AT ALTOZ, INC.						
	SALES TRAINING AT ALTOZ, INC.						
	SERVICE TRAINING AT OFFSITE LOCATION				125	0.5	
	SALES TRAINING AT OFFSITE LOCATION				125	0.5	

Extended Warranty	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	

Maintenance Support	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.	
	AUTHORIZED ALTOZ DEALER	DEALER RATE	DEALER RATE	DEALER RATE	DEALER RATE	DEALER RATE	

Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.
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Repair Services	AUTHORIZED ALTOZ DEALER	DEALER RATE	DEALER RATE	DEALER RATE	DEALER RATE	

Rental Services	Description	Standard Price & Rate (per hour)	Discounted Price & Rates (per hour)	Per Diem Charges (if any, define UOM)	Mileage Charges (if any, define radius)	Additional Discounts on Large Projects: Y/N, please detail if Yes.

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

Form D – References

Instructions: Please provide three references in the spaces below. References should be from organizations that have purchased and/or used products and/or services that relate to the scope of this RFP.

Responding Company's Name:	Altoz, Inc.
Reference #1 – Product/Service Used:	Zero-turn Lawn Mowers
Reference Name	T+K Outdoors
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	Tim Allen 218-759-2376 Info@tkoutdoors.com
Notes (for CPC use only):	

Reference #2 – Product/Service Used:	Zero-turn Lawn Mowers
Reference Name	The Dock Shop
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	Cody Diederich 218-568-5553 thedockshop@outlook.com
Notes (for CPC use only):	

Reference #3 - Product/Service Used:	Zero-turn Lawn Mowers
Reference Name	Dakota Lawn Equipment
Reference Contact Name <ul style="list-style-type: none">• Phone• Email	Mike Nehring 701-263-1008 nehringp@srt.com
Notes (for CPC use only):	

Form E – Level of Support

Instructions: Please indicate the level of support you will offer on this contract category. Check only one box in each section.

Prices are (check one box):	
	No different from what we ordinarily offer to individual members.
	Two percent (2%) lower than our best price to individual members.
	Three percent (3%) lower than our best price individual members.
	Four percent (4%) lower than our best price to individual members.
	Five percent (5%) lower than our best price to individual members.
	Ten percent (10%) lower than our best price to individual members.
X	Other, please explain 10% Discount from MSRP

Prices are (check one box):	
	No different from what we ordinarily offer to other consortiums.
	Two percent (2%) lower than our best price to other consortiums.
	Three percent (3%) lower than our best price other consortiums.
	Four percent (4%) lower than our best price to other consortiums.
	Five percent (5%) lower than our best price to other consortiums.
	Ten percent (10%) lower than our best price to other consortiums.
X	Other, please explain 10% Discount from MSRP



 Authorized Signature (must match Signature on Form F)

03/01/17

 Date

Form F – Assurance of Compliance

The respondent has carefully checked the accuracy of all items including description, price per unit, and listed total price per item in this proposal. In addition, the respondent accepts the general provisions of the proposal, including delivery timelines, and all responsibilities of delivery as outlined.

The respondent is aware of any detailed and special conditions. This form establishes the minimum criteria that a "responsible contractor" must meet to be awarded a contract resulting from this solicitation, this criteria includes:

- Compliance with workers' compensation and unemployment compensation requirements, registration with the Department of Revenue and DEED, and has a valid federal tax identification number (or Social Security number, if an individual);
- Compliance with: minimum wages, overtime, prevailing wages, timely payment of wages to employees, no misrepresentation of employment relationship, Fair Labor Standards Act, and U.S. federal prevailing wage, all according to existing statutes, and the bill specifies when a violation occurs;
- Compliance with (an no violations in past three years) of 181.723 (independent contractors); and chapter 326B (construction codes and licensing);
- No current tax liens or tax delinquencies;
- Not currently debarred by the federal government, the state, or a municipality;
- Subcontractors or vendors the awarded vendor(s) intends to use have verified that they meet the clauses mentioned above.

CPC members are not obligated to verify any of the information in the contractor certification and have no liability if they reasonably rely on the certification statement in awarding the contract, or if they decline to award the contract based on a reasonable determination that the awarded vendor(s)/contractor failed to verify compliance.

In submitting this proposal, it is understood that the respondent is submitting a signed statement under oath verifying the respondent as a "responsible contractor". CPC reserves the right to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of one hundred-twenty (120) days from the time of the opening date.

Company Name: Altoz, Inc.

Authorized Agent's Signature: 

Agent's Name (printed): Eric Etherington

Address: 20502 160th Street

City/State/Zip: Greenbush, MN 56726

Telephone Number: 218-782-5869 Email: eric.etherington@altoz.com

Form G - Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all 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 of 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 Cooperative Purchasing Connection 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 until a contract has been signed by both parties.

Company Name: Altoz, Inc.

Address: 20502 160th St

City: Greenbush State: MN Zip: 56726

Contract Contact Person: Karl Bjorkman

Authorized Signature: 

Printed Name: Eric Etherington

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract for Outdoor Equipment & Vehicles - Outdoor Grounds, Construction and Other Related. The contract term may be renewed annually, up to three (3) additional terms.

CPC Authorized Signature

17.10 - OEV
Contract Number

Awarded this _____ day of _____, 2017.

Form H – Proposal Checklist

The following items/submittals are required to be qualified as a respondent to the RFP. Respondents must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Please take a moment to review the checklist provided 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:

1. Form A – Vendor Information – Name of Company
i. Submit as a PDF, not scanned.
2. Form B – Questionnaire – Name of Company
i. Submit as a Word (.doc or .docx) document.
3. Form C – Pricing Schedule – Name of Company
i. Submit as an Excel (.xls or .xlsx) document.
4. Form D - References – Name of Company
i. Submit as a PDF, not scanned.
5. Form E – Level of Support – Name of Company
i. Printed, signed, and scanned, submit as PDF.
6. Form F – Assurance of Compliance – Name of Company
i. Printed, signed, and scanned, submit as PDF.
7. Form G – Contract Offer and Award – Name of Company
i. Printed, signed, and scanned, submit as PDF.
8. Form H – Proposal Checklist – Name of Company
i. Printed, signed, and scanned, submit as PDF.
9. Addendum Acknowledgement Form – Name of Company
i. Printed, signed, and scanned, submit as PDF.
10. Subcontractor Utilization Form – Name of Company
i. Submit as a PDF, not scanned.

IMPORTANT: Forms MUST be submitted electronically in the format indicated for the proposal to receive consideration. MS Word documents with inserted images of completed documents will not be accepted. Please double check your uploaded documents for completion prior to submission.



Authorized Signature

03/01/17

Date

Addendum Acknowledgement Form

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgement 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.

Acknowledgement: 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. 2

Addendum No. 3

Addendum No. 4

Addendum No. 5

Addendum No. 6

Addendum No. 7

Addendum No. 8

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

Authorized Signature

Date

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



Authorized Signature

03/01/17

Date

Cooperative Purchasing Connection

PARTNERED VENDOR/SUBCONTRACTOR UTILIZATION

(This form must be completed and returned with your response)

RFP Name: Outdoor Equipment & Vehicles - Grounds Maintenance, Construction, and Other Related

RFP Number: RFP 17.10

Partnered Vendor Name: Altoz, Inc.

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

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

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: _____

March 24, 2017

Altoz, Inc.
Attn: Karl Bjorkman
20502 160th Street
Greenbush, MN 56726

Award Decision, RFP # 17.10 – Outdoor Equipment & Vehicles...

Dear Karl Bjorkman:

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 Altoz, Inc.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

Enclosure:
Performance Bond Requirements

March 24, 2017

Altoz, Inc.
Attn: Karl Bjorkman
20502 160th Street
Greenbush, MN 56726

Performance Bond Requirements, RFP #17.10 – Outdoor Equipment & Vehicles...

Dear Karl Bjorkman:

Congratulations on becoming an awarded vendor with the Cooperative Purchasing Connection (CPC). We're looking forward to working with you and you'll soon be receiving a contract for review. In addition, as you may know, CPC requires awarded vendors to post a \$1,000.00 performance bond at the time an agreement is met and the contract is signed by the awarded vendor. The performance bond may be in the form of a bond, certified or cashier's check, or money order payable to Lakes Country Service Cooperative. It may also be a bond naming Lakes Country Service Cooperative as obligee written by a corporate surety, satisfactory to CPC, pledging that the awarded vendor will abide by the terms stated in the RFP and in the vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder.

With any partnership, some are not successful. Failure from an awarded vendor to comply with the proposal and contract agreement, the performance bond shall be forfeited to CPC as liquidated damages, not as a penalty. The loss of the performance bond may include, but is not limited to:

- Poor communication; multiple documented failures to correspond with CPC.
- Poor customer service; failure to respond on multiple occasions to CPC members within a timely manner.
- Poor quality of product and failure to replace/refund member purchase when appropriate.
- Delivery issues; consistent and documented failures to deliver product on time or in proper condition.
- Lack of on-time reporting and inaccurate quarterly reports.
- Lack of quarterly administrative fee payments.

Performance bonds will be returned in their full amount upon the successful completion of a bid cycle.

Please let me know if you have any questions.

Regards,



Lisa M. Truax | Bid & Contract Facilitator
Cooperative Purchasing Connection

Form G - Contract Offer & Award

OFFER TO BE COMPLETED BY VENDOR

In compliance with the Request for Proposal, the undersigned warrants that I/we have examined the Instructions to Respondents and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all 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 of 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 Cooperative Purchasing Connection 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 until a contract has been signed by both parties.

Company Name: Altoz Inc.

Address: 20502 160th St

City: Greenbush State: MN Zip: 56726

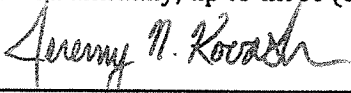
Contract Contact Person: Karl Bjorkman

Authorized Signature: 

Printed Name: Eric Etherington

ACCEPTANCE OF OFFER AND CONTRACT AWARD TO BE COMPLETED ONLY BY THE COOPERATIVE PURCHASING CONNECTION

Contract Term: It is the Cooperative Purchasing Connection's intent to award a contract for Outdoor Equipment & Vehicles - Outdoor Grounds, Construction and Other Related. The contract term may be renewed annually, up to three (3) additional terms.


CPC Authorized Signature

17.10 - OEV
Contract Number

Awarded this 23rd day of March, 2017.