

AEPA Bid Checklist

Proposal: _____

Awarded Vendor(s): _____

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

- Copy of Public Notice
- Copy of Bid Specifications
- Opening Record/List of Bids Received
- Copy of Bids Received
- Recommendation for New Contracts
- Tally Sheets with Notes/Executive Summary
- 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:

Tuesday, August 15; and Tuesday, August 22, 2017

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$660.80.**

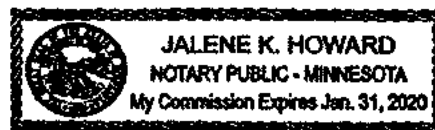
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the 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 August 22, 2017

Jalene K. Howard



Notary Public

CLASSIFIEDS

STARTRIBUNE.COM/CLASSIFIEDS • 612.673.7000 • 800.927.9233

Lakes Country Service Club

Advertiser:

0000211232-01

StarTribune

N/A

Agency:

N/A

Insertion Number: N/A

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

1 Col x 5.17 in

Tuesday, August 15, 2017

Notice to Bidders Sealed Bids will...

Describe

0

Color Type:

General Policies
 Review your ad on the first day of publication. If there are errors, notify us immediately. We will make changes for no charge and you will not be charged for the first day of publication. We will not be responsible for any damage that may result from error or omission, but we will be responsible for the content of the ad. Advertising is also subject to credit approval.

Legal Notices
 Eco-Mile, LLC proposes to build a 115-lot Minnesota Condominiums Tower at the approx. vicinity of 231 Minnesota, Hennepin County, Minnesota. Additional notices regarding potential effects from this site on historic properties may be submitted within 30 days from the date of this publication to: Trifolia Corp, c/o Bloomer, Inc., bloomertri@earthlink.net, 250 S. Lake, 200, Austin, Texas 78704, 512-919-5388

Certificates of Assumed Name
 CERTIFICATE of Assumed Name, State of Minnesota. Pursuant to Chapter 231 Minnesota Statutes, the undersigned, who is or will be conducting business in the State of Minnesota under an assumed name, hereby certifies:
 1. State the exact assumed name which the business is or will be conducted; Blue Logo
 2. State the address of the principal place of business; 1500 University Lane, Suite 200, Minneapolis, MN 55411
 3. List the name and complete street address of all persons conducting business under the above Assumed Name:
 Zachary N Allen 9077 Hampshire Lane, Eden Prairie, MN 55347 USA
 Jacob J Allen 9077 Hampshire Lane, Eden Prairie, MN 55347 USA
 4. I certify that I am authorized to sign this certificate and I hereby certify that I understand that by signing this certificate I am subject to the penalties of perjury as set forth in Minnesota Statutes, Section 60A.48 as if I had signed this certificate under oath.
 Dated: 06/09/2017
 (Signed) Zachary N Allen

Proposals for Bids
 Notice to Bidders
 Sealed bids will be received by the Association of Educational Purchasing Agencies (AEPAs) on behalf of its Member Agencies at:
 1300 Park St.
 Monday, October 9, 2017

**For Catalog Bids: 818-A Technology Catalog, 818-B LED Lighting, 818-C Electronic Equipment, 818-D Furniture and 818-E Maintenance, Repair & Overhaul (MRO). Each bid package consists of multiple parts:
 Part 1 - Terms and Conditions
 Part 2 - Specifications
 Part 3 - Bidder Acknowledgment (State Terms and Conditions)
 Part 4 - Bidder Acknowledgment (MRO Terms & Conditions)
 All bids shall be submitted online via the Bidder's Purchase site. Bids that do not meet the requirements of the bid specifications will be rejected. Bids will be opened on Wednesday, August 23, 2017 at 10:00 AM. Bids will be opened at 1:00 PM EST on October 9, 2017, at O'Connell School, 2111 Monticello Lake Road, Watford, MA.**

Mortgage Foreclosures
 NOTICE OF MORTGAGE FORECLOSURE SALE
 DATE AND TIME OF SALE: September 28, 2017 at 10:00 AM.
 PLACE OF SALE: Hennepin County Courthouse, 1000 Hennepin Avenue, Minneapolis, MN 55403.
 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$143,100.00
 MORTGAGEE: Wells Fargo Home Mortgage, N/A, a successor by merger to Wells Fargo Home Mortgage Inc.
 DATE AND PLACE OF FILING: Recorded on July 23, 2017 as Document Number 2017-0119 in the Office of the County Recorder of Scott County, Minnesota.
 ASSIGNMENTS OF MORTGAGE: None.
 LEGAL DESCRIPTION OF PROPERTY: Lot 6, Block 13, Palmetto Assn., according to the plat thereon filed in the Office of the County Recorder of Scott County, Minnesota, and for which the plat thereon is on file in the Office of the County Recorder of Scott County, Minnesota.
 THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$134,560.00
 TRANSACTION AGENT: Wells Fargo Home Mortgage, N/A, a successor by merger to Wells Fargo Home Mortgage Inc.
 NAME OF MORTGAGEE: Wells Fargo Home Mortgage, N/A, a successor by merger to Wells Fargo Home Mortgage Inc.
 TRANSACTION AGENT'S MORTGAGE IDENTIFICATION NUMBER: 0511209-9760

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Garage Sales - Minneapolis
 Southeast Minneapolis Multi-Fam. Furn. Tools, etc. 1500 1st Ave. S. NW, 55410. 554-333-1333

Garage Sales - North Suburbs
 Maine Moving Sale 8313 Eldorado St. Wood, Thu, 9-9pm, Sat 9-12. Hrs. furn, collectibles, lamp, etc. baskets, designer purses, misc. 763-288-8888

107 Home & Commercial Service
 STAINI STAINI STAINI
 Interior Deck & Fence
 Call Patrick for a Free Estimate
 612-773-7195

324 CallMeMoms
 WE BUY IT ALL! Paying \$ Cash - not a check. Min 900-9000. WCCO 2nd, 4th, 7th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th, 101st, 102nd, 103rd, 104th, 105th, 106th, 107th, 108th, 109th, 110th, 111th, 112th, 113th, 114th, 115th, 116th, 117th, 118th, 119th, 120th, 121st, 122nd, 123rd, 124th, 125th, 126th, 127th, 128th, 129th, 130th, 131st, 132nd, 133rd, 134th, 135th, 136th, 137th, 138th, 139th, 140th, 141st, 142nd, 143rd, 144th, 145th, 146th, 147th, 148th, 149th, 150th, 151st, 152nd, 153rd, 154th, 155th, 156th, 157th, 158th, 159th, 160th, 161st, 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1017th, 1018th, 1019th, 1020th, 1021st, 1022nd, 1023rd, 1024th, 1025th, 1026th, 1027th, 1028th, 1029th, 1030th, 1031st, 1032nd, 1033rd, 1034th, 1035th, 1036th, 1037th, 1038th, 1039th, 1040th, 1041st, 1042nd, 1043rd, 1044th, 1045th, 1046th, 1047th, 1048th, 1049th, 1050th, 1051st, 1052nd, 1053rd, 1054th, 1055th, 1056th, 1057th, 1058th, 1059th, 1060th, 1061st, 1062nd, 1063rd, 1064th, 1065th, 1066th, 1067th, 1068th, 1069th, 1070th, 1071st, 1072nd, 1073rd, 1074th, 1075th, 1076th, 1077th, 1078th, 1079th, 1080th, 1081st, 1082nd, 1083rd, 1084th, 1085th, 1086th, 1087th, 1088th, 1089th, 1090th, 1091st, 1092nd, 1093rd, 1094th, 1095th, 1096th, 1097th, 1098th, 1099th, 1100th, 1101st, 1102nd, 1103rd, 1104th, 1105th, 1106th, 1107th, 1108th, 1109th, 1110th, 1111st, 1112nd, 1113th, 1114th, 1115th, 1116th, 1117th, 1118th, 1119th, 1120th, 1121st, 1122nd, 1123rd, 1124th, 1125th, 1126th, 1127th, 1128th, 1129th, 1130th, 1131st, 1132nd, 1133rd, 1134th, 1135th, 1136th, 1137th, 1138th, 1139th, 1140th, 1141st, 1142nd, 1143rd, 1144th, 1145th, 1146th, 1147th, 1148th, 1149th, 1150th, 1151st, 1152nd, 1153rd, 1154th, 1155th, 1156th, 1157th, 1158th, 1159th, 1160th, 1161st, 1162nd, 1163rd, 1164th, 1165th, 1166th, 1167th, 1168th, 1169th, 1170th, 1171st, 1172nd, 1173rd, 1174th, 1175th, 1176th, 1177th, 1178th, 1179th, 1180th, 1181st, 1182nd, 1183rd, 1184th, 1185th, 1186th, 1187th, 1188th, 1189th, 1190th, 1191st, 1192nd, 1193rd, 1194th, 1195th, 1196th, 1197th, 1198th, 1199th, 1200th, 1201st, 1202nd, 1203rd, 1204th, 1205th, 1206th, 1207th, 1208th, 1209th, 1210th, 1211st, 1212nd, 1213th, 1214th, 1215th, 1216th, 1217th, 1218th, 1219th, 1220th, 1221st, 1222nd, 1223rd, 1224th, 1225th, 1226th, 1227th, 1228th, 1229th, 1230th, 1231st, 1232nd, 1233rd, 1234th, 1235th, 1236th, 1237th, 1238th, 1239th, 1240th, 1241st, 1242nd, 1243rd, 1244th, 1245th, 1246th, 1247th, 1248th, 1249th, 1250th, 1251st, 1252nd, 1253rd, 1254th, 1255th, 1256th, 1257th, 1258th, 1259th, 1260th, 1261st, 1262nd, 1263rd, 1264th, 1265th, 1266th, 1267th, 1268th, 1269th, 1270th, 1271st, 1272nd, 1273rd, 1274th, 1275th, 1276th, 1277th, 1278th, 1279th, 1280th, 1281st, 1282nd, 1283rd, 1284th, 1285th, 1286th, 1287th, 1288th, 1289th, 1290th, 1291st, 1292nd, 1293rd, 1294th, 1295th, 1296th, 1297th, 1298th, 1299th, 1300th, 1301st, 1302nd, 1303rd, 1304th, 1305th, 130



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: 08/22/2017

Date	Order #	Tvce	Order Amt
08/22/17	20904670	INV	188.00

Amount Paid	CK #:
_____	_____

CREDIT CARD PAYMENT (circle one)



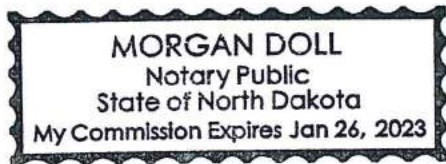
Card #: _____
Exp Date: _____
Signature: _____
Credit card users: Fax to 319-291-4014

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
08/15/17	08/22/17	2	Bismarck Tribune PO:Ad For Bid	47.00	Legals	188.00	188.00

Affidavit of Publication
State of North Dakota) SS County of Burleigh
Before me, a Notary Public for the State of North Dakota personally appeared Jill 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: 8/15 & 22. Signed Jill Lindsey sworn and subscribed to before me this 25th day of August 2017.
Morgan Doll
Notary Public in and for the State of North Dakota



Notice to Bidders
Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:
1:30 p.m. EST,
Monday, October 9, 2017
For Catalog Bids: 018-A Technology Catalog, 018-B LED Lighting, 018-C Athletic Equipment and Supplies, 018-D Furniture and 018-E Maintenance, Repair & Operations (MRO). Each bid package consists of multiple parts:
Part A - Terms and Conditions
Part B - Specifications
Part C - Member Agency (State) Terms and Conditions
Bid Proposal Checklist
Forms A - F
All bids shall be submitted online via Public Purchase by the due date and time listed above. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.
AEPA bid documents can be downloaded after registering, at no cost, on Public Purchase at www.publicpurchase.com. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, with-in state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and an opening record will be posted to Public Purchase. Bids will be publicly opened at 1:30 PM EST on October 9, 2017, at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI.
8/15 & 22 - 20904670

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

Remarks

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

Due: 188.00

Terms: PAYMENT IS DUE UPON RECEIPT OF INVOICE

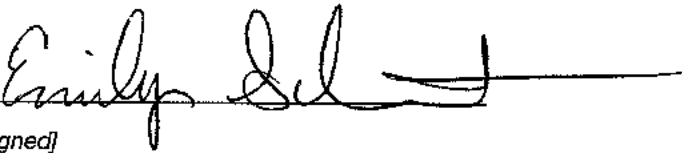
AFFIDAVIT OF PUBLICATION

2526045

STATE OF NORTH DAKOTA,
COUNTY OF CASS

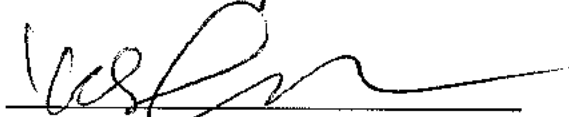
Emily Schnaidt, *The Forum*, being duly sworn, states as follows:

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: August 14 & 21, 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.



[Signed]


Subscribed and sworn to before me this
21 day of August, 2017.



 Notary Public, Cass Co., N.D.

KRIS ADAMSON
 Notary Public
 State of North Dakota
 My Commission Expires Jan. 6, 2021

Notice to Bidders
 Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:
 1:30 p.m. EST, Monday, October 9, 2017
 For Catalog Bids: 018-A Technology Catalog, 018-B LED Lighting, 018-C Athletic Equipment and Supplies, 018-D Furniture and 018-E Maintenance, Repair & Operations (MRO).
 Each bid package consists of multiple parts:
 Part A - Terms and Conditions
 Part B - Specifications
 Part C - Member Agency (State) Terms and Conditions
 Bid Proposal Checklist
 Forms A - F
 All bids shall be submitted online via Public Purchase by the due date and time listed above. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.
 AEPA bid documents can be downloaded after registering, at no cost, on Public Purchase at www.publicpurchase.com. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and an opening record will be posted to Public Purchase. Bids will be publicly opened at 1:30 PM EST on October 9, 2017, at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI.
 (August 14, 21, 2017) 2526045


Forum Communications Company FORUM COMMUNICATIONS

 PO BOX 2020
 FARGO, ND 58107-2020

 PO BOX 2020
 FARGO, ND 58107-2020
**CLIENT**
 MINNESOTA SERVICE COOPERATIVES
 C/O LORI MITTELSTADT
 1001 E MOUNT FAITH AVE
 FERGUS FALLS, MN 56537-2375
INVOICE

ACCOUNT NUMBER 23670	INVOICE DATE 08/21/2017
INVOICE NUMBER CL01743055	INVOICE AMOUNT 81.00

AMOUNT PAID

**REMITTANCE PORTION: CUT AND RETURN THIS PORTION WITH YOUR PAYMENT**

Account Number	Terms	Invoice Date	Invoice Number
23670	DUE UPON RECEIPT	08/21/2017	CL01743055

Ad Text: Notice to Bidders Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until: 1:30 p.m. EST, Monday, October 9, 2017 For Catalog Bids: 018-A Technology Catalog, 018-B LED Lighting, 018-C Athletic Equipment and Supplies, 018-D Furniture and 018-E Maintenance, Repair & Operations (MRO). Each bid package consists of multiple parts: Part A – Terms and Conditions Part B – Specifications Part C – Member Agency (State) Terms and Conditions Bid Proposal Checklist Forms A - F All bids shall be submitted online via Public Purchase by the due date and time listed above. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming. AEPA bid documents can be downloaded after registering, at no cost, on Public Purchase at www.publicpurchase.com. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and an opening record will be posted to Public Purchase. Bids will be publicly opened at 1:30 PM EST on October 9, 2017, at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI. (August 14, 21, 2017) 2526045

Ad #: 2526045 **Date:** 08/07/2017 **Ad Size:** 1 col. x 51.00 Lines **Word Count:** 265
Ad Heading: NORTH DAKOTA LEGALS **Tearsheets:** **P.O. #:**

81.00

TOTAL: 81.00**ADJUSTMENTS:** 0.00**PAYMENTS:** 0.00**Amount Due:** 81.00

TERMS: A FINANCE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18%, IS CHARGED ON ALL PAST DUE ACCOUNTS AFTER 60 DAYS.

From: [Public Purchase](#)
To: [Melissa Mattson](#)
Cc: [Cara Hart](#); [David Mahalko](#); [George Wilson](#); [Robin Strauser](#); [Andrew Pickens](#); [Tina Smith](#); [Tamra Hurst](#); [Stephanie Brown](#); [Dave Puyear](#); [Anna Marie Andrew](#); [Lisa Truax](#); [Michelle Pratt](#); [Jane Eastes](#)
Subject: Release Successful on Bid IFB #018-D - Furniture
Date: Tuesday, August 15, 2017 3:02:57 PM

Melissa Mattson:

Bid "IFB #018-D - Furniture"
Status: Release Successful on Aug 15, 2017 3:02:46 PM CDT

You can check the released bid by going to the following address:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=83320>

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= xrbTMynNz6Emu6FjUzb50A==



Invitation for Bid AEPA IFB #018-D Furniture

Part A – Terms and Conditions

Notice to Bidders

Sealed Bids will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

1:30 p.m. EDT, Monday, October 9, 2017

For Supplies, Materials, Equipment, and Software Related Bids: 018-A Technology, 018-B LED Lighting, 018-C Athletic Equipment and Supplies, 018-D Furniture and 018-E Maintenance Repair and Operations (MRO).

Each bid package consists of multiple parts:

Part A – General Terms and Conditions

Part B – Technical Specifications

Part C – Member Agency (State) Terms and Conditions

Bid Proposal Checklist

Forms A – F

All bids shall be submitted online via Public Purchase by the due date and time listed below in the bid and contract timeline. Note that Bidders must be able to provide their proposed products and services in up to 26 states including California, Colorado, Connecticut, Florida, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Texas, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

AEPA bid documents can be downloaded after registering, at no cost, on Public Purchase at www.publicpurchase.com. AEPA and/or the respective Member Agencies reserve the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Bids will be opened and an opening record will be posted to Public Purchase.

Bid & Contract Timeline:

August 15, 2017	Publication of IFB available through Public Purchase. Notification will also be posted to the AEPA website, www.aepacoop.org .
September 14, 2017	Pre-Bid Conference Call (optional)
September 22, 2017	Deadline for questions from Bidders
October 9, 2017, 1:30 pm EDT	Deadline for Bid Submittals and Bid Reading via Public Purchase
November 10, 2017	Contract Recommendations posted on Public Purchase and the AEPA website, www.aepacoop.org
December 4, 2017	AEPA Approval of bids
December 8, 2017	Final results published via Public Purchase
December 2017 to January 2018	Vendor Partner’s submit required documentation to Member Agencies

No later than March 1, 2018 to February 28, 2019	Initial contract term (up to fifteen months) – See Term of Contract and Extensions in General Terms & Conditions
March 1, 2019 - 2022	Annual contract renewal dates subject to approval by AEPA

For information on how to address all questions regarding this Invitation for Bid (IFB), reference Section II. Bid Procedures, Section C. Questions.

AEPA Member Agency Information

State	Agency Name	Contact	Email	Students
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	twitt@epylon.com	6,000,000
Colorado	Colorado BOCES Association	John Tillman	jtillman@my.amigo.net	889,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	538,000
Florida	Panhandle Area Education Consortium	Larche Hardy	larche.hardy@paec.org	2,700,000
Indiana	Wilson Education Center	Phil Partenheimer	philp@wesc.k12.in.us	1,046,026
Iowa	Iowa Educators Consortium	Joni Puffett	jpuffett@iec-ia.org	510,010
Kansas	Southeast Kansas Education Service Center	Tina Smith	tina.smith@greenbush.org	468,510
Kentucky	Green River Regional Educational Cooperative	Ann Burden	ann.burden@grrec.org	675,000
Massachusetts	The Education Cooperative	Joan Preble	jpreble@tec-coop.org	955,739
Michigan	Oakland Schools	Tim Look	tim.look@oakland.k12.mi.us	1,550,802
Minnesota	Cooperative Purchasing Connection	Jeremy Kovash	jkovash@lcsc.org	842,932
Missouri	Cooperating School Districts	Matt Goodman	khackworth@edplus.org	885,204
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	144,129
Nebraska	Nebraska ESU Cooperative Purchasing	Craig Peterson	Craig.peterson@esucc.org	300,000
New Jersey	Middlesex Regional Educational Services Commission	Pat Moran	pmoran@mresc.k12.nj.us	1,369,000
New Mexico	Cooperative Educational Services	Dotty McKinney	dotty@ces.org	338,307
North Dakota	North Dakota Educators Service Cooperative	Jane Eastes	jeastes@lcsc.org	106,863
Ohio	Ohio Council of Educational Purchasing Consortium	Elmo Kallner	kallner@mail.mecdc.org	1,700,000
Oregon	Intermountain ESD	Rob Naughton	rob.naughton@imesd.k12.or.us	570,857
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Jeff Kimball	jkimball@csiu.org	5,700,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	5,232,065
Virginia	Fairfax County Public Schools	Michelle Pratt	MRPratt@fcps.edu	1,249,000
Washington	King County Directors Association	Dave Mahalko	dmahalko@kcda.org	1,000,000
West Virginia	WV Regional Education Service Agencies Cooperative Purchasing	Amy McComas	amy.mccomas@access.k12.wv.us	279,899

Wisconsin	Cooperative Educational Service Agency (CESA) #2	Jane Wray	jane.wray@cesa2.org	873,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services	Nita Werner	nwerner@newboces.com	91,000
			Total Students:	36,009,480

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I. About AEPA

The Association of Educational Purchasing Agencies (AEPA) is a school procurement consortium established in 2000 through a Memorandum of Understanding, and incorporated in 2007 under the state laws of Nevada. Currently, twenty-six (26) states have joined to issue simultaneous Invitations for Bids (IFB) generating sales in forty-nine (49) states.

AEPA requires that Bidders only respond if they are able to offer prices equal to or lower than what they ordinarily offer on separate, single school district, single state or multi-state contracts that have equal or lesser volume. AEPA's mission is to cooperatively serve our members through a continuous effort to explore and solve present and future purchasing needs. Our goals include working to secure multi-state volume purchasing contracts with benefits that are measurable, cost-effective and continuously exceed our members' expectations. AEPA is committed to accomplish this mission lawfully and ethically, using leading edge technology and futuristic business practices.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a manner in which they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

Each Member Agency, along with the awarded Vendor Partner, represents, supports and promotes the AEPA contracts within their respective state. While the consortium was initially created to support educational entities, the Member Agency for each state determines which public entities (higher educational institutions, cities, counties, townships, states, etc.) can utilize the competitively bid contracts (see the Summary of State Participation by Bid Category Table).

II. Bid Procedures

A. Issuing Agency

The great benefit to the Bidder is that one response may be prepared for approval by AEPA and award by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Some of these 26 AEPA Member Agencies have Participating Entities in other non-AEPA states as identified in the Part B - Specifications document. Bidders responding to this IFB will submit their response in the required formats (PDF, Word, Excel) of all files requested along with complete catalogs via Public Purchase by the due date and time of this IFB. Bidders selected in response to this single IFB have the potential to provide products and services to local education agencies serving over 36,000,000 (excludes non-represented AEPA states) students.

Each AEPA Member Agency will individually publish notice of the IFB. Bidders will submit their response online, electronically via Public Purchase (www.publicpurchase.com). Responses will be evaluated by bid oversight committees comprised of AEPA Member Agencies representatives who have indicated they will participate in the category of products and services being solicited, and after AEPA approval, individual AEPA Member Agencies may award contracts to the AEPA Approved Vendor Partners or reject their offers.'

The procurement activities of AEPA are limited to document preparation, distribution of the IFB, initial evaluation, and recommendation for possible approval to AEPA Member Agencies. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of the states of each AEPA Member Agency. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with bidding regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own IFB, Request for Proposal

(RFP), or Request for Quotations (RFQ). This saves the entity time and allows for economical and efficient purchasing.

State laws that permit or encourage cooperative purchasing contracts do so in the belief that it saves the participants both time and money. Time is saved by having access to volume discounted contracts publicly solicited and being able to purchase what is needed without having to wade through the solicitation process (write solicitation, advertise the IFB, open each response, evaluate and make a selection). Money is saved in procurement cost and lower prices will be the result of volume purchasing. *Therefore, a contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency or state contract can get through its own bid, a cooperatively bid contract makes no sense.*

The AEPA policy for membership permits new agencies to become AEPA Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded Vendor Partners and in accordance with their state laws.

B. Voluntary Pre-Bid Conference Call

AEPA will host a voluntary pre-bid conference call on Thursday, September 14, 2017, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Bid Conference Call Schedule – Thursday, September 14, 2017

IFB	Eastern	Central	Mountain	Pacific
018-A Technology	10:00 AM	9:00 AM	8:00 AM	7:00 AM
018-B LED Lighting	10:30 AM	9:30 AM	8:30 AM	7:30 AM
018-C Athletic Equipment and Supplies	11:00 AM	10:00 AM	9:00 AM	8:00 AM
018-D Furniture	11:30 AM	10:30 AM	9:30 AM	8:30 AM
018-E MRO	12:00 PM	11:00 AM	10:00 AM	9:00 AM

Conference Call Number: 248-209-2400

Conference Call Code: *0102087#

C. Questions

All questions from Bidders must be submitted online through Public Purchase, AEPA will not accept questions in any other format. All questions received during the IFB process will be available via Public Purchase. All Bidders will be automatically notified through email when AEPA responds to a question asked by a Bidder. It is the Bidders responsibility to check Public Purchase for any questions and answers prior to the bid deadline. Questions received less than fourteen (14) days prior to the bid due date will not be answered.

Should AEPA issue an addenda during the solicitation process, all Bidders will be automatically notified through email of the released addenda. AEPA is not responsible for Bidders not acknowledging the issued addenda and not submitting a response according to those changes.

Questions regarding this IFB after Bid Opening (October 9, 2017) but prior to the approval of the contract, should be submitted to aepa-bids@googlegroups.com.

Questions regarding this IFB after Notification of Approval should be submitted to aepa-president@googlegroups.com.

D. Bidder Qualifications

An essential part of the bid evaluation process is an evaluation to qualify the company being considered. All bids must contain answers, responses and/or documentation to the information requested in the Bid Documents. Any Bidder failing to provide the required information/ documentation may be considered non-responsive, this includes submitting a response not in the proper format.

Bidders, within their response, must demonstrate their ability, capacity and available resources to provide the proposed products and services to all of the AEPA Member Agencies indicating an interest in participating in the categories being solicited. The Bidders are required to communicate and demonstrate within their response 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. AEPA and/or its Member Agencies reserve the right to accept or reject newly formed companies or companies failing to demonstrate their abilities or capacity solely based on information provided in the bid response and/or its own investigation of the company.

E. Bid Security

If required, bids shall be accompanied by a satisfactory bid security. This will vary by category and will be noted in Part B. A bidder must include a PDF copy of the bid security with their response on Public Purchase. The Bidder must mail and AEPA must receive the official bid security by the bid due date and time in order to be considered responsive. If a Bidder fails to submit a copy of the bid security via Public Purchase and/or fails to submit the bid security by the due date and time, its response shall be deemed non-responsive and will not be considered.

When a bid security is required, the amount of the bid security for each category will be listed in Part B. An acceptable bid security will have the principal being the Bidder and the Association of Educational Purchasing Agencies listed as the Agency of Record. Bid Security may be a one-time bid bond underwritten by a surety company licensed to issue bid bonds in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC financial institution. The bid security shall remain in force for one hundred twenty (120) days of bid opening.

F. Bid Submission

1. Preparation of the Bid Response

- a. The IFB is published in multiple parts. Part A contains the terms and conditions that apply to all IFB's in the current series of bids. Part B is the specifications for the bid commodity. The IFB also contains a Bid Proposal Checklist, Forms A – F, all of which are to be filled out in their entirety and submitted online via Public Purchase in their required formats with the Bidder's response. Some bid categories may contain additional Parts or Forms. All Forms should be uploaded as individual forms.
- b. All bid responses shall be on the forms provided by AEPA for each IFB found in Public Purchase.
- c. Bid Forms requiring signatures shall be submitted by the person authorized to sign the bid response. Failure to properly sign the bid documents will result in the response being deemed non-responsive.
- d. In case of an error in extension of prices in the bid, unit prices shall govern.
- e. Periods of time, stated as a number of days, shall be in calendar days, not business days.
- f. It is the responsibility of all Bidders to examine the entire IFB package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date.
- g. The Bidders' ability to follow the bid preparation instructions set forth in this solicitation will also be considered to be an indicator of the Bidders' ability to follow instructions should they receive an award as a result of this solicitation. Any contract between the AEPA Member Agency and a Bidder requires the delivery of information and data. The quality of organization and

writing reflected in the bid will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the bid will be evaluated as a sample of data submission.

2. Format of Bid Submittal

- a. Bidders will submit all documents, **in their required formats, individually**, online via Public Purchase by the due date and time of the IFB. **Documents must be submitted individually; one merged document encasing the entire response will NOT be accepted.**
- b. The Bid Security, if applicable, must be submitted following the guidelines mentioned in II. Bid Procedures, E. Bid Security.

3. Bid Submittal Documents

Document Development: Bid forms for this IFB are published in Public Purchase, in both Word, Excel and PDF formats. Bidders may download the documents once they are registered with AEPA on Public Purchase. All documents must be titled properly and submitted in their required format as noted in the Bid Proposal Checklist. Please scan and upload all documents to Public Purchase following the Bidder's Proposal Checklist, any additional documents or files other than those listed below that may be requested and/or related to the this IFB.

- a. **Bid Security:** Not all categories require a bid security. If required, include a scanned PDF copy of the Bid Security with the Bidder's proposal on Public Purchase. NOTE: Bidder's must follow the Bid Security guidelines mentioned above in II. Bid Procedures, E. Bid Security. Failure to follow these guidelines will result in the Bidder being deemed non-responsive and will not be considered.
- b. **Bid Proposal Checklist:** This checklist is a final reminder of what documents need to be submitted by a Bidder, and the required title and format when submitting a response online via Public Purchase.
- c. **Form A – Bid Affidavit:** Complete the form provided. A signature of the Bidder's authorized representative is required and a Notary Public must complete this form. Scan to a PDF format and title as per the instructions in Document Development above. *If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.*
- d. **Form B – Acceptance of Bid & Contract Award:** Complete the form provided. A signature of the Bidder's authorized representative is required. Scan to a PDF format and title as per the instructions in Document Development above. *If the bid is awarded, the Bidder will be required to produce an original signed and notarized document in paper (hard copy) form for each participating AEPA Member Agency.*
- e. **Form C – Company Information & Service Questionnaire:** Complete the form provided. The Service Questionnaire seeks information about the Bidder's pricing structure, service areas, past performance and commerce processes. The Company Information form provides background information on the Bidder's company. The authorized representative must sign the completed document. Scan to a PDF format and title as per the instructions in Document Development above.
 - **NOTE: An attached letter of line of credit from the Bidder's chief financial institution is required unless the company is publicly traded. If the company is publicly traded, a complete Annual Financial Report from the most recent year is REQUIRED.** Scan the Letter of Line of Credit and/or Annual Report into a PDF document and title as per the instructions in Document Development above.
- f. **Form D – Exceptions and Deviations:** Complete the form provided. Exceptions to Terms and Conditions set forth in Parts A and B of this IFB must be noted on this form. If there are no exceptions, the form must be returned with the "no exceptions" box checked and signed by the authorized representative. Explanations of deviations noted in response to standard, product, category and service specifications in Part B - Specifications are required on this form. If there are no deviations, the form must be returned with the "no deviations" box checked and initialed

- by the authorized representative. Scan to a PDF format and title as per the instructions in Document Development above.
- g. **Form E – Discount & Pricing Schedules:** Complete the form provided. This form is intended as the cover document for the Bidder’s discount pricing schedule. This form must be signed by the authorized representative. Scan to a PDF format and title as per the instructions in Document Development above.
 - h. **Form F – Discount & Pricing Schedules Workbook:** Complete the Excel workbook provided. Title the Excel document as per the instructions in Document Development above. Be sure to complete the required tabs as outlined on Form F.
 - i. **Warranties, Additional Services:** In response to Form F, the Bidder may be asked to provide a price schedule for warranties, etc. ***This document is created by the Bidder (it is not provided by AEPA) and should be presented in an Excel workbook and titled as per the instructions in Document Development above.***
 - j. **Additional Discounts:** In response to Form G, the Bidder may be select to offer additional discounts/bonuses to AEPA members based on a dollar volume, sizes of orders or other criteria, and must state the formula for arriving at these discounts. ***This document is created by the Bidder (it is not provided by AEPA) and should be presented in an Excel workbook and titled as per the instructions in Document Development above.***
 - k. **Price Lists and/or Catalogs:** ***For catalog bids, PDFs of the Bidder’s most recent published catalog(s) or price lists must be included for catalog bids.*** Each PDF document must be titled as per the instructions in Document Development above.
 - l. **State Specific Forms:** If required, according to Part C, State Specific Terms and Conditions, submit all state specific required forms, scanned to a PDF format and title as per the instructions in Document Development above.
4. **Bid Transmittal – *Uploaded to Public Purchase by October 9, 2017, at 1:30 p.m. EDT.***
It is the responsibility of the Bidder to be certain that the bid submittal has been uploaded in its entirety to Public Purchase, on or prior to the exact due date and time of October 9, 2017, at 1:30 PM EDT. If applicable, a hard copy of the bid security must be in the actual possession of AEPA at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 58328, on or prior to the exact due date and time mentioned above. Failure to submit a copy with your response and to send the official bid security to AEPA will result in the Bidder being deemed non-responsive and will not be considered. Bids and bid securities not meeting the due date and time will not be accepted. Bid securities must be submitted in a sealed envelope properly addressed to Association of Educational Purchasing Agencies, with the Bid Number, Bid Category being offered, Bid Due Date and Time, and Bidder’s Name and Address clearly indicated on the envelope or box. Bid securities received late will not be opened and will be deemed non- responsive.

If the designated location for receiving the bid security is closed due to an unforeseen circumstance on the day the bid security is due (due date), the bid security will be due at the same time on the next day the building is open. Responsive bids will be opened and the name of each Bidder and other appropriate information will be posted to Public Purchase.

G. Bid Evaluation, Approval and Award: Bid responses received will be evaluated in accordance with acceptable standards of cooperative purchasing, set forth in and governed by the Procurement Codes of AEPA Member Agency’s states; AEPA by-laws, policies and procedures; AEPA Member Agencies’ policies and procedures. Approval of prospective Vendor Partners and award of contracts will be made to the lowest responsive and responsible Bidder utilizing the criteria listed in this bid.

1. **Responsive Bidder:** A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive and approved by AEPA to receive award consideration by AEPA Member Agencies. To be determined responsive, the response must meet all of the requirements below:
 - a. Submitted on time.

- b. Materially satisfy all mandatory requirements identified throughout the IFB.
 - c. Must substantially conform to all of the specified requirements in the IFB in the judgment of AEPA and its AEPA Member Agency representatives.
 - d. Any deviation from requirements indicated herein must be stated, in writing, and included with the bid submittal. Otherwise, it will be considered that bids are in strict compliance with all requirements, and any successful Bidder will be held responsible therefore.
 - e. Deviations or exceptions stipulated in Bidder's response may result in the bid being classified as non-responsive. Language to the effect that the Bidder does not consider this bid to be part of a contractual obligation will result in that Bidder's response being disqualified. Terms of the IFB that any Bidder considers particularly unwarranted, and to which that Bidder would have to take significant exception in his bid, should be stated clearly and concisely as exceptions and/or deviations.
 - f. In preparing a proposal, the Bidder's inability to follow the proposal preparation instructions set forth in this solicitation and its inability to provide written responses, narratives, requested and support documentation relating to the Bidder's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Bidder's response to be deemed non-responsive.
2. **Non-responsive Bid:** Any bid that does not conform to all material requirements of the solicitation including but not limited to: bids received after the deadline; bids that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; bids that do not contain the proper bid bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual customers and/or cooperatives with equal or lesser volume. Non-responsive bids will not be considered for approval and award.
3. **Responsible Bidder:** A responsible Bidder is a firm or person with the qualifications, capability and capacity to perform the contract requirements with integrity and reliability, which will assure a good faith performance. AEPA's approval of a Bidder's response will make the Bidder available for consideration to the AEPA Member Agencies for contract award. Prior to this recommendation the Contract Oversight committee will determine whether a Bidder is responsible. If a Bidder is approved by AEPA, the AEPA Member Agency reserves the right to determine if said Vendor Partner is responsible in their respective state. Factors to be considered in determining whether the standard of responsibility has been met may include but is not limited to whether a Bidder has:
- a. Submitted a responsive bid;
 - b. The qualifications stipulated herein that may include but are not limited to adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction, described in the invitation for bids to those AEPA member states who have indicated their participation;
 - c. A demonstrated and documented satisfactory track record of performance in the national market place.
 - d. A satisfactory record of integrity and a reputation of responding to and meeting educational institutions' needs, adherence of and compliance with federal, state, local and industry standards, rules, regulations and codes;
 - e. Quality and suitability of products and services offered to meet and perform to the specifications, expectations and requirements identified in this bid;
 - f. Supplied all necessary information and data in connection with determining whether a Bidder meets the standard of responsibility.

4. Cost Evaluation:

- a. Cost and price schedules conform to and provide the information required in Part B of this bid;
- b. Pricing offered that is equal to or better than those offered to individual entities or cooperatives with equal or lesser volume;
- c. Methodology used by AEPA and its AEPA Member Agencies to approve prospective Vendor Partners and award contracts;
- d. Line Item Bid: Lowest responsive, responsible Bidder(s); or
- e. Catalog Bid: Lowest responsive, responsible Bidder(s) is/are determined based on the price evaluation criteria; and by a "Core List" and/or by creating a "Market Basket Study" to compare overall pricing between Bidders. A "Market Basket" is a list of items typically purchased by AEPA Member Agencies and their Participating Entities that represent a cross-section of the types of those items purchased. The selection and quantity of line items evaluated will be at the sole discretion of the AEPA evaluators;
- f. Based on the cost evaluation, a recommendation will be made to approve a single Bidder or make a multiple Bidder award.

H. Contract Award and Implementation

An AEPA oversight committee will perform initial bid response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Bidders who are approved by AEPA will then be considered by the individual AEPA Member Agencies for contract award. It should be noted that once AEPA has approved the bid response, a Bidder becomes a "Vendor Partner" for AEPA.

Recommendations for approval by AEPA will be posted to Public Purchase and the AEPA website on **November 10, 2017**. Bidders who are being recommended to AEPA by the Bid Committees and will have their proposal reviewed at the Winter Meeting, **November 27 through November 29, 2017**, will be invited to present for 15 minutes, if approved by AEPA, to the group to educate all 26 states on your company, products, etc.

Once the approved Bidders have been notified, it is their responsibility to contact those AEPA Member Agencies (up to 26) who had indicated an interest in participating and send Forms A and B to each of the participating AEPA Member Agencies. Each AEPA Member Agency will review, evaluate and determine which, if any, it will award contracts to.

The approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if necessary, to work out state specific details of contract implementation including:

1. Acquiring additional information and having discussions on how the awarded contract will be executed.
2. Signing the contract with the AEPA Member Agency.
3. Jointly develop marketing strategies and a plan for contract roll-out activities to the AEPA Member Agency's Participating Entities (Advertising, flyers, website access, etc.).
4. Establish how orders will be processed, handled and reported.
5. Contract management: Establish how and by whom the day-to-day contract management will be handled and who will be the AEPA Member Agency' representative.

It is not guaranteed that each AEPA Member Agency will enter into a contract with AEPA approved Vendor Partners. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that AEPA Member Agency.

III. Responsibilities Of A Vendor Partner

A. As an approved AEPA Vendor Partner, the following is expected in support of the contract:

1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.

2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April and the Winter Meeting which is typically the end of November or early December and has historically been held in conjunction with the Association of Educational Service Agencies (AESAs) annual conference. At the Annual meeting, Vendor Partners participate in a round table meeting with each of the AEPA Member Agencies. Vendor Partners that have paid the registration fees can participate in the meetings.
9. Trade show support: Strongly encourage participation in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).
10. Increasing sales over the term of the contract with all participating AEPA Member Agencies.

IV. Responsibilities of AEPA Member Agencies

- A. In support of the Vendor Partner and respective contract, each AEPA Member Agency should provide the following support:
 1. Designate a staff member(s) that will serve as a point person for the AEPA program within that state.
 2. Provide a staff member to work collaboratively with the Vendor Partner to determine the best marketing plan for the respective Member Agency state. Marketing efforts may include but not be limited to the education and use of sales force, a website presence, electronic mailings, brochures, mailings, etc.
 3. Develop marketing materials for the Member Agency to use that would include representation of the awarded contracts. Materials may include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc. as determined by the respective Member Agency and what works best within their state.
 4. Assist the Vendor Partner to jointly market the contract to potential Participating Entities within the state.
 5. Work with the Vendor Partner to identify eligible Participating Entities within the state possibly including providing a list of potential customers.
 6. Attendance at the two (2) AEPA meetings which provides for opportunity to interact with Vendor Partners.

V. General Terms And Conditions For All Agencies

For the purposes of this INVITATION FOR BID, the following terms shall be defined as indicated below:

Administrative Fee: The percentage of sales that each Vendor Partner pays the Member Agency for sales in their respective state or states that they extend the AEPA pricing to. Administrative Fees shall be paid to each Member Agency on a quarterly basis. See the Summary of State General Overview for the administrative fees by Member Agency (state).

Advertising: Vendor Partner shall not advertise or publish information concerning this contract prior to the award being announced by the AEPA Member Agencies. Once the award is made, the Vendor Partner may advertise to the individual Participating Entities that products/services are available. Vendor Partner shall submit ad copy to the AEPA Member Agency for review and approval prior to issuing the advertisement.

AEPA Bi-Annual Meetings: AEPA holds two general meetings each year: one in the Spring (usually in the month of April or May) and the other in the Fall (currently the week after Thanksgiving). AEPA requires that all successful contract holders attend both meetings and participate in the vendor round tables at the Spring meeting. AEPA request that all vendor partners register in advance and stay at the AEPA official hotel if rooms are available. All registrations for the meetings are required by the official registration due date as announced by AEPA.

AEPA Member Agency: Refers to the entities identified in the table on page two of this document and are listed on the table presented in Part B - Specifications, Item 3: Anticipated Member Agency Participation on this bid, that has chosen to participate in this bid/category. "Direct or Indirect Participation" may include their involvement through the formulation of any part of a procurement activity; the influencing of the content of any term, condition and/or specification; the evaluation, investigation, auditing and/or the rendering, of advice, recommendation, decision, approval, disapproval and the award and implementation of procurement contract. Not every listed entity may elect to participate in this bid once the responses are reviewed and approved.

Amendment of Bid: A bid may be amended up to the time of opening by submitting a sealed letter to the place where the bids are received as indicated on the front of this solicitation.

Applicable Law: The laws of the state of the respective AEPA Member Agency shall govern any resulting contract of this bid. Suits pertaining to this contract may be brought only in courts in the County and State as prescribed by the AEPA Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the AEPA Member Agency, shall fully apply. The Vendor Partner shall comply with any and all laws, whether local, state, federal or otherwise, applicable to any aspect of the work to be performed in relation to the resulting contract. It shall be the Vendor Partner's responsibility to identify, make themselves aware of and determine the applicability and requirements of any such laws and to abide by them.

Approval and Awarding of Contract: AEPA and its AEPA Member Agencies reserves the right to approve and award a contract to one Bidder, to make multiple approvals and awards, to reject any or all bids in whole or in part, to waive any minor formalities or irregularities in any bids, and to accept bids, which in its discretion and according to law may be in the best interest of the AEPA Member Agencies and their Participating Entities. A response to this solicitation is an offer to contract with the AEPA Member Agencies based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted, recommended and approved by AEPA and awarded by the individual AEPA Member Agency. A contract is formed when an AEPA Member Agency administrator and, if required, an AEPA Member Agency Board approves and signs the Acceptance of Bid and Contract Award Form (see Form B) document, eliminating the need for a formal signing of a separate contract.

Assignment: No right or interest in this contract shall be assigned or transferred by the Vendor Partner without prior written permission by AEPA and its AEPA Member Agencies, and no delegation of any duty of the Vendor Partner shall be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies shall not unreasonably withhold approval and shall notify the Vendor Partner within fifteen (15) days of receipt of written notice by the Vendor Partner.

Audit Rights: In accordance with applicable law of the State of the AEPA Member Agency, the Vendor Partner's books and pertinent records related to this contract may be audited at a reasonable time and place.

Authority: This solicitation, as well as any resulting contract/agreement, is issued under the general authority of the State laws of the AEPA Member Agency and those identified within the AEPA Member Agencies' Specific Terms and Conditions, Part C, (see also Procurement Code below). Internal or external Cooperative Purchasing Agreements between the AEPA Member Agency and Participating Entities may exist.

Bid Opening: Bids shall be opened in the manner designated in this document. The name of each Bidder shall be posted to Public Purchase and the AEPA website.

Bid Security: For specific categories, there are AEPA Member Agencies that require that respondents to a bid submit a form of bid security executed by a surety company authorized to do business in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC or nationally recognized financial institution. The requirement for a bid security will be specified in Part B of the IFB. The bid security shall remain in force for a period of One Hundred Twenty (120) days of bid opening. Bid Security must accompany the Vendor Partner's bid response when submitted and uploaded with other bid documents to Public Purchase. If applicable, a hard copy of the bid security must be in the actual possession of AEPA at Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328, on or prior to the exact due date and time mentioned in this bid. If the Bidder fails to submit the bid security, its response will be deemed non-responsive.

Bidder/Vendor Partner Definitions

Bidder, Offeror and Vendor Partner are interchangeable and are used to identify the person(s) or firm(s) submitting a response to an Invitation for Bid.

- 1. Prospective Bidder:** has notified AEPA of a desire to bid by registering on the AEPA website. "Bidder" has submitted a bid to AEPA in response to an Invitation for Bid (IFB).
- 2. Recommended Bidder:** has been approved by AEPA for its AEPA Member Agencies for contract consideration.
- 3. Vendor Partner:** has entered into a contract with a participating AEPA Member Agency or subsequently a Participating Entity.

Bidder Acceptance Period: In order to allow AEPA Member Agencies the opportunity to evaluate the bids, AEPA requires that a bid in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

Bonding: The Vendor Partner agrees to provide all performance and payment bonds executed by a surety company authorized to do business in the individual AEPA Member's state and said surety to be approved in federal circular 570 as published by the United States treasury department, the state or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; when required by an AEPA Member Agency or Participating Entity at the time a contract is executed. If the Vendor Partner fails to deliver any required performance or payment bonds, the AEPA Member Agency or Participating Entity shall not execute the contract with the Vendor Partner and the appropriate AEPA Oversight Committee shall be notified of such failure and shall take the appropriate action.

Brand Names: The use of the name of a manufacturer, brand, make or catalog number does not restrict the Bidder. Brand names and model numbers are used to indicate the character, quality and/or performance equivalence of the commodity on which bids are submitted. Bidders may submit alternates. However, the AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are in fact equal to the product, equipment and/or service described in the invitation. AEPA's decision shall be final.

Buyer: Identifies the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment and services under AEPA Member Agencies' awarded contracts.

Captions, Headings and Illustrations: The captions, illustrations, headings and subheadings in this solicitation are for convenience, enjoyment and ease of perusal only and in no way define, limit or describe the scope or intent of the request.

Certification: By signature in the bid section of the Contract Award page, the Bidder certifies: the submission of the bid did not involve collusion or other anti-competitive practices; the Bidder shall not discriminate against any employee, or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);

the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid; and the Bidder agrees to promote and offer to AEPA Member Agencies and Participating Entities only those materials and/or services as stated in and allowed under resultant contract(s) awarded.

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

Clarification: As used in this solicitation, clarification means communication with a Bidder for the sole purpose of eliminating minor irregularities, informalities or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Bidder. Clarification does not give the Bidder an opportunity to revise or modify its bid.

Commercially Available Catalog: A published paper catalog or an online website that is widely distributed or accessible. It is made available to the general public or schools and contains a verifiable price, along with product descriptions, SKU numbers, and photographs. A commercially available catalog is distinct from a custom catalog or website, whose prices and offerings are tailored to niche audiences.

Competitive Range: AEPA and its AEPA Member Agencies reserve the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

Contract Documents: AEPA Member Agency will review proposed contract documents. Vendor Partner's contract document shall not become part of AEPA Member Agency's contract with Vendor Partner unless and until an authorized representative of an AEPA Member Agency reviews and accepts it.

Construction: Each AEPA Member Agency within their state statutes defines what constitutes construction, identifies the policies, rules, regulations and codes that govern construction projects. AEPA has defined construction as building, altering, repairing, installing or demolishing in the ordinary course of business any road, highway, bridge, parking area or related project; building, stadium or other structure; airport, subway or similar facility; park, trail, athletic field, golf course or similar facility; dam, reservoir, canal, ditch or similar facility; sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; sewage, water, gas or other pipeline; transmission line; radio, television or other tower; water, oil or other storage tank; shaft, tunnel or other mining appurtenance; electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations. Construction shall also include: leveling or clearing land; excavating earth; drilling wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.

Cooperative Procurement: Some individual state procurement codes may contain cooperative purchasing statutes that state any state agency or local public body may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each of the state agencies, local public bodies or external procurement units involved. The cooperative procurement agreement shall clearly specify the purpose of the agreement and the method by which the purpose will be accomplished. Any power exercised under a cooperative procurement agreement entered into pursuant to each state's procurement code shall be limited to the central purchasing authority common to the contracting parties, even though one or more of the contracting, parties may be located in different states.

Cooperative Purchasing Contracts: The Bidder agrees that all the prices, terms, warranties and benefits granted by the Bidder to AEPA Member Agencies or Participating Entities through this contract **will be equal to or better**

than those offered to any present or future customer or cooperative that have equal or lesser volume. If the Bidder shall, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Bidder shall notify the AEPA oversight committee chairman and offer said prices, terms, warranties and benefits to all AEPA Member Agencies. The following shall be noted:

1. AEPA and its AEPA Member Agencies reserves the right to accept or reject the Bidder's response if it is determined it does not comply with the above based on their knowledge, investigation, review and findings of Bidders' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies shall notify the Vendor Partner of the deviation and request written justification. Based on AEPA and its AEPA Member Agencies' investigation, review and findings, AEPA reserves the right to take following actions: to request the Vendor Partner to immediately adjust its AEPA's offered prices to match the lower prices offered, to work with the Vendor Partner to mediate and resolve the situation; or to notify the Vendor Partner that it intends to suspend and/or terminate their contract.

Cost of Bid Preparation: Neither AEPA nor any AEPA Member Agency shall reimburse the cost of developing, presenting or providing any response to this solicitation.

Credit Hold: The Bidder must agree not to place the AEPA Member Agency and/or its Participating Entity on "credit hold" without 10-days advanced notice in writing, either by letter, facsimile or email to the AEPA Member Agency and the Participating Entity. [The AEPA Member Agencies believes it is better for the Vendor Partner if the AEPA Member Agency places the slow-paying Agency Member on "credit hold;" if a Vendor Partner places the Participating Entity on credit hold, agencies that pay promptly are penalized. If, on the other hand, the Member Agency places the offending Participating Entity on "credit hold", payment is more likely to result and only the offender is disciplined.

Delivery Terms, Conditions and Requirements

1. **Delivery:** is to be made within the specified time identified in Part B Specifications for each bid category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify Buyer if an order cannot be processed within the specified period and/or the agreed upon timelines.
2. **The title and risk of loss of material or service:** shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery and they have been accepted, unless otherwise provided within this document or individual project's contract.
3. **Ownership of products and services:** happens only after receipt and acceptance of delivery by the Buyer. The Buyer will be the determining judge of whether materials and services delivered under the purchase order/contract satisfy the specifications and requirements as identified in the contract/order.
4. **Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a Buyer until a separation of the purchased share has been made, delivered and received.
5. **Shipping Terms:** See Part B Specifications to determine how the shipping and handling costs are to be addressed; this varies based on the specific bid category. Vendor Partner shall retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges shall be the responsibility of the Vendor Partner. Shipping shall be F.O.B. destination. The Vendor Partner shall file all claims for visible or concealed damage. AEPA Member Agency, or the receiving Buyer, will notify the Vendor Partner and/or Freight Company promptly of any damaged goods and shall assist the freight company/Vendor Partner in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

- a. **Shipping Costs:** Products may be shipped without additional cost. If shipping is allowed per Part B Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted.
 - b. **Shipment under Reservation:** Vendor Partner is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
 - c. **Shipping Errors:** Vendor Partner agrees that shipping errors will be at the expense of the Vendor Partner. For example, if a Vendor Partner ships a product that was not ordered, it is the responsibility of the Vendor Partner to pay for return mail or shipment.
6. **Stored Materials:** Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Buyer prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as property of Buyer and be separated from other materials. Buyer must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it shall be Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials and equipment shall pass to Buyer upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.
 7. **Improper delivery:** Unless contrary to other parts of this solicitation, if the goods, services or tender of delivery fail in any respect to conform and adhere to the terms, conditions, specifications of the resulting contract based on this solicitation and/or the individual Buyer's contract/order. The Buyer may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
 8. **Defective Goods:** Vendor Partner agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Vendor Partner must agree to arrange for return shipment of damaged goods.
 9. **Liquidated Damages:** The Buyer may suffer financial loss if the project is not substantially complete or products or services are not delivered on the established date. The Vendor Partner (if applicable Surety) shall be liable for and shall pay to the Buyer, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Buyer to be complete and/or delivered. Liquidated damages will be determined on a project-by-project basis.
 10. **No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this shall constitute a breach and Vendor Partner shall not have the right to substitute a conforming tender without written consent of all parties involved.
 11. **Default in One Installment to Constitute Total Breach:** Vendor Partner shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The AEPA Member Agency reserves the right to declare a breach of contract if the Vendor Partner delivers nonconforming materials or services to any Buyer under this contract.
 12. **Restocking Fees:** A restocking fee may only be charged on products ordered and that have been delivered to the Buyer's site in accordance with the order/contract. Restocking fees in excess of 15% will not be allowed. Restocking fees may be waived, at the option of the Vendor Partner. The Vendor Partner must identify, specify and justify any exceptions or deviations taken.

Deviations or Exceptions to Requirements: Deviations or exceptions stipulated in a Bidder's proposal may result in rendering of the response non-responsive. AEPA and its AEPA Member Agencies reserve the right to determine whether the deviation or exception does or does not serve the interest of or is not advantageous or acceptable to AEPA, its AEPA Member Agencies or Participating Entities.

Disbarment and Suspension: By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five years.

EDGAR Compliance: Vendors may be required to complete Education Department General Administrative Regulations (EDGAR) compliance certification. EDGAR regulations govern all federal grants awarded by the U. S. Department of Education on or after December 26, 2014.

Eligible Entities: The individual AEPA Member Agency's state procurement code and statutes provides for cooperative procurement and identifies those types of agencies, entities and organizations that are allowed to participate in and take advantage of cooperative procurement contracts solicited and approved by AEPA and awarded by AEPA Member Agencies. Therefore, depending on the individual state procurement codes and statutes federal agencies, state agencies, local public bodies and Non-Profit/Non-Public entities may be allowed to participate in and utilize AEPA solicited, approved and AEPA Member Agency awarded contracts.

Estimated Quantities: In Part B: Bid Specifications of this solicitation AEPA and AEPA Member Agencies' have indicated their anticipated volume for the products and services being solicited in this solicitation. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee of future order quantities due to the fact that this is an indefinite quantity contract. Usage depends on the actual needs of the AEPA Member Agencies, their Participating Entities and the marketing by the Vendor Partner.

Experience, Proven Track Record and Past Performance Information: has been determined by AEPA and its AEPA Member Agencies to be a major factor in considering if a Bidder possesses the ability, capacity and resources to acquire, manufacture, deliver, construct, install, services and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserves the right to accept or reject an offer, if in its judgment, the Bidder failed to demonstrate the following: a proven track record in the products and services offered (qualifications, knowledge and background); is willing and able to deliver the proposed products and/or services to ninety (90%) percent of those participating AEPA Member Agencies identified in Part B: Specifications; and has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Bidder's record of conforming to specifications and to standards of good workmanship; the Bidder's record of containing and forecasting costs on any previously performed cost reimbursable contract schedules, including the administrative aspects of performance; the Bidder's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Bidder's businesslike concern for the interests of the customer.

External Procurement Unit: means any procurement organization not located in a current AEPA Member Agency state which, if located in the state, would qualify as a federal or state agency or a local public body. Various state procurement codes allow external procurement units to offer their contracts and for agencies within those states to utilize those contracts to acquire goods and services.

Federal Agency [25] USC 3001 (4): Is defined as any department, agency, or instrumentality of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishment in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.

Federal Requirements: Vendor Partner agrees, when working on any federally assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 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 (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor regulations (41 CFR Part 60)). In such projects, the Vendor Partner agrees to post wage rates at the work site and submit a copy of their payroll to the AEPA Member Agency for their files. In addition, to comply with the Copeland Act, the Vendor Partner must submit weekly payroll records to the AEPA Member Agency. The Vendor Partner must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to AEPA Member Agency that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Vendor Partner. In projects that are not federally funded, Bidder 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 contract. Vendor Partner 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 be 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 the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-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 it 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 the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

Form of Contract: The form of contract for this solicitation shall be the Invitation for Bid, the awarded Bidder response and properly issued purchase orders and/or contracts in accordance with this Invitation for Bid. If a firm submitting a bid requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with the bid.

Gratuities: AEPA Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor Partner or any agent or representative of the Vendor Partner, to any employee of the AEPA Member Agency with a view toward securing a contract or with respect to the performance of this contract. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the AEPA Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, its Members, Participating Entities, its employees from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which might be brought or made against or incurred by, AEPA, its Members, Participating Entities, its employees on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors

or claims under similar such laws or obligations. Vendor Partner's obligation under this section will not extend to any liability caused by the sole negligence of AEPA, its Members, participating Entities, its employees. The liability of AEPA, its Members, Participating Entities or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency's state laws. Installation: Equipment and items of construction shall be installed in accordance with the manufacturer's instructions, specifications, in accordance with any federal, state, local rules, regulations, codes and the schedule determined by the AEPA Member Agency and/or Participating Entity.

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner shall procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, 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 AEPA Member Agency state's statutes and federal laws in which proposed products and services will be offered and provided. Evidence of the required insurance for each of those AEPA Member Agencies' state, who indicated an interest to participate in this solicitation, identified in Part B: Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each states requirements.

1. **Certificate of Insurance:** The Vendor Partner shall provide, as required, a certificate of insurance for commercial liability insurance naming the AEPA Member Agency and or its Participating Entity as the certificate holder (co-insurer). All insurance policies are to be executed by an insurance company authorized to do business in those AEPA Member Agency's states participating in this solicitation.
2. **Subcontractor's Insurance:** Prior to commencing any work, any Subcontractor shall procure and maintain, at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime Vendor Partner. All Subcontractors shall hold the appropriate type and amount of insurance coverage required by the AEPA Member Agency state in which the work is being done and will provide insurance, which waives all subrogation rights against the prime Vendor Partner, AEPA Member Agency and its Participating Entities.

Invalid Term or Condition: If any term or condition of this solicitation and any resulting contract shall be held invalid or unenforceable, the remainder of this solicitation and any resulting contract shall not be affected and shall be valid and enforceable.

Late Bids: Late bids will not be accepted. All bids must be submitted online via Public Purchase by the due date and time of this IFB.

Leases and Rentals: Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease or lease purchase. Buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will be in compliance with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the bid, with interest rates described as related to a published government standard. Vendor Partner must indicate in their response to this solicitation and in any leasing/rental agreement, all costs (must be itemized) associated with early termination and/or the returning of leased or rented equipment that are the responsibility of the Buyer. No sale of a contract to a third party will be made without informing the Buyer of the transfer. If Vendor Partner sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original Vendor Partner.

Legal Remedies: All claims and controversies shall be subject to the Procurement Code of the state in which the AEPA Member Agency or Participating Entity resides.

Licenses and Registration: Each state and local jurisdictions in which a transaction may occur may require various types of licenses and/or registrations (business, construction Vendor Partner, etc). Likewise, there are various policies, procedures, rules, regulations, codes and laws that govern such licensing/registration within federal, state and local jurisdictions, therefore, it is the Bidder's/Vendor Partner's responsibility to be aware of, obtain and maintain in current status all federal, state and local licenses, registrations and bonds required for the performance and delivery of any and all products and services offered in its response to this solicitation. It is also the responsibility of the Bidder/Vendor Partner to ensure that any Subcontractors performing under this bid hold and maintain the appropriate licenses/registrations. The Bidder will submit copies of licenses, registration and/or other documentation to substantiate they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

Liens: All materials and services shall be free of all liens.

Local Public Body: A political subdivision of the state and the agencies, instrumentalities and institutions thereof. Such agencies may include but are not limited to two-year and four-year post-secondary educational institutions, pre-k-12 institutions, counties, cities and municipalities, except as exempted pursuant to the Procurement Code within each state. Entities within these groups may include but are not limited to political subdivisions, administrative units, councils, commissions, boards and organizations that either by federal, state or local legislative or administrative action or appointment and have been established or given the responsibility and authority to act, conduct and perform various activities on behalf of the federal or state agency or local public body.

Manufacturer's Representative: Dealers, distributors and installers of specialized facility technology, electrical, mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Bidder is a bona fide manufacturer's agent for the specific products/services proposed, the Bidder is authorized to submit an offer on such products/services, and a guarantee that, should the Bidder fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations covered by warranties or provide for their competent assumption by one or more bona fide representatives for the term of the contract/warranty period. Bidders of software, mechanical devices, electrical products/systems and other commodities that make up systems/networks must be able to provide the same information from a manufacturer.

Modification by Buyer: Vendor Partner shall have no obligation with respect to any patent and copyright infringement claim based upon Buyer's modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by Vendor Partner. However, one Buyer's action will not preclude Vendor Partner's obligation to others not having modified their equipment or software.

Money: All transactions are payable in U.S. currency only. Multiple Approvals and Awards: Throughout the United States, AEPA Member Agencies have a large number of Participating Entities who take advantage of and utilize awarded contracts. In order to assure that any issued contract will allow these entities to fulfill current and future needs and requirements, AEPA and its AEPA Member Agencies reserve the right at its discretion to approve and/or award one contract, multiple contracts or no contracts. The actual use of any contract will be at the sole discretion of the AEPA Member Agency or the Participating Entity.

Nonexclusive Contract: Any contract resulting from this solicitation shall be approved and awarded with the understanding and agreement that it is for the sole convenience of the AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

Non-Profit, Non-Public Educational Institutions and other Non-Profit Organizations (Section 501(c)(3) of the Internal Revenue Code, Federal Tax Code): is defined as charitable, religious, educational, public service, support and scientific organizations, entities, corporations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of the Federal Tax Code.

Notice: Notices under this solicitation/contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, email with appropriate verification, properly addressed to the respective parties as specified herein or at such other address as may be specified by either party from time to time.

Novation: If the original Vendor Partner sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA and its AEPA Member Agencies reserves the right to recommend approval, acceptance or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the Vendor Partner.

Ordering Procedures: AEPA has established a standard and special ordering process as defined below. Additionally, some AEPA Member Agencies also prefer or utilize electronic ordering as the method for the transactions. For details on the ordering processes utilized for each AEPA Member Agency, please reference the Summary of State General Overview.

1. **Standard Ordering Process:** Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request; the vendor will also send a copy of their quote to the state AEPA Member Agency for all construction related bids. Buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, pricelist or Vendor Partner's quote. Vendor Partner will deliver and invoice the Buyer; Buyer will acknowledge delivery and acceptance by issuing the Vendor Partner payment. Vendor Partner, based on the agreed to process, will report and submit payment for the AEPA Member Agency's administrative fee to the AEPA Member Agency (quarterly). Vendor Partner shall provide the transaction and volume reporting in the AEPA report format.
2. **Special Ordering Process:**
 - a. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
 - b. Buyer will prepare and issue a purchase order to the AEPA Member Agency based on the product catalog, pricelist or Vendor Partner's quote;
 - c. Vendor Partner will deliver the goods and/or service to the Buyer and will invoice the AEPA Member Agency;
 - d. AEPA Member will invoice the Buyer and add their administrative fee to the invoice price;
 - e. AEPA Member will pay Vendor Partner for the goods and/or service once the Buyer has confirmed acceptance.
 - f. Vendor Partner shall provide the transaction and volume reporting as stipulated on a quarterly basis in the AEPA report format.
3. **Electronic Ordering (Optional by AEPA Member Agency):**
 - a. When a Vendor Partner based online ordering system is available, the following functionality is preferred:
 - b. Electronic ordering systems shall be secure and password protected. Entering the system with the designated password shall automatically send the user to AEPA contract pricing.
 - c. When the Buyer requires purchase orders, electronic ordering system shall require entry of a purchase order number, credit card or purchasing card prior to accepting an order.
 - d. Electronic ordering systems shall block excluded items not covered by the AEPA contract from any order.
 - e. Electronic ordering systems shall automatically assign correct contract prices to applicable orders.
 - f. Electronic ordering systems that list catalog price and AEPA discounted price.
 - g. Electronic ordering systems shall track orders and purchases covered by the AEPA contract for reporting and audit purposes. Vendor Partner shall provide the transaction and volume reporting in the AEPA format.

- h. Electronic ordering systems' pricing shall include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.
- i. Electronic ordering systems that allow AEPA Member Agencies to print an archived (historical) copy of a Buyer's order.

Order of Precedence: In the event a conflict occurs the following order of precedence shall prevail:

1. Member Agency Specific terms and conditions
2. Specifications and scope of work
3. General terms and conditions
4. Attachments and exhibits
5. Documents referenced or included in the solicitation

Overcharges by Antitrust Violations: Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the Buyer. Therefore, to the extent permitted by law, the Vendor Partner hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Parole Evidence: This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

Participating Entity: Those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies and Non- Profit Non-Public Corporations, Organizations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

Patent and Copyright Indemnification: To the extent permitted by law, Vendor Partner shall indemnify and hold harmless Member Agency and its Participating Entities against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Member Agency and its Participating Entities of materials furnished or work performed under this contract. Member Agency and its Participating Entities shall reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

Piggy Back Contracts: In the event a new Member Agency joins AEPA, the Member Agency may elect to award any and all existing contracts if permissible by their State laws.

Pricing: Within Part B: Bid Specifications and in the required forms, AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, etc. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. **The Bidder/Vendor Partner must agree that they will not offer or provide a better price to any individual entities or cooperatives with equal or lesser volume than that through AEPA.** Please note the following that relate to pricing:

1. **Primary Pricing Strategies:** All Bidders will be required to submit "Primary Pricing" in the form of either "Catalog Pricing" or "Line-Item Pricing" or a combination of these two pricing strategies as defined in Part B, bid specifications. Bidders are also encouraged to offer OPTIONAL pricing strategies including "Hot List" and "Volume Discounts".
 - a. **Catalog Pricing:** Catalog pricing is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The

Bidder offers a fixed discount(s) off retail price, catalog price, published price or list price. The discounts may be for the entire commercially available catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder.

- a. **Discounts:** Discount offers must clearly identify percent of discount to apply to a commercially available catalog, manufacturer, MSRP, retail or nationally published price lists. Bidders shall identify and stipulate if the discounts apply to the entire catalog/price list, specific product lines, manufacturers and/or categories of products. Bidder shall agree that there will be no reduction in discount(s) during the term of the contract.
 - b. **New Catalogs/Price Changes:** New catalogs and corresponding nationally published price lists may be submitted throughout the term of the contract and shall be submitted to the AEPA Contract Oversight Committee for review prior to release to all AEPA Member Agencies. Prices may change based on manufacturer's price changes, new published pricing or price lists, but the original discount bid shall remain firm for the duration of the contract.
 - c. **Core List:** In a Catalog Priced bid, a category (i.e. office supplies) may include a "core list" which contains a selection of the most commonly used products/services with the expectation that a deeper discount would be bid for these items. If a new catalog and price list is published during the contract term, the original discounts shall be applied to the new published prices to establish the AEPA price for these core items.
 - d. **Product Addition/Discontinuation:** New products, within the same scope of work, may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. In the event a Core item is discontinued by the manufacturer during the term of the contract, Vendor Partner is required to add a functionally equivalent substitute at the same discount structure.
- b. **Line-Item Pricing:** Line-item pricing is utilized when products and/or services that are broken down in detail by element, component, product categories, product type and each product and/or service is presented as an individual item which needs to be combined with other items to make up a final project or solution. The Bidder offers firm pricing for specific line items in response to this bid; a project's cost is derived by the Vendor Partner preparing and providing a quote based on the project's terms, conditions and requirements based on the line item pricing provided in the bid. The information provided in this bid for each item includes: Product Category, Product Description, Manufacturer, Manufacturer SKU, Vendor SKU, Unit of Measure, Item List Price, AEPA Bid Price.
- a. **Fixed prices:** Prices bid shall be firm until each anniversary date of contract, unless there is an occurrence of one or more economic price adjustment contingencies outlined in the bid. Fixed price offers shall include prices for any and all items.
 - b. **Routine Price Adjustments (Without Economic Price Adjustment):** Vendors may request adjustments to the prices twice a year at the time of renewal at the AEPA Spring and Winter meetings. Vendor Partner's must submit a fully documented written request to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA meeting. The request must specifically detail and document the cause and/or reason for price changes and include any supporting documentation (manufacturer's letter, indexes, etc.). All price changes require approval by the AEPA Member Agencies.
 - c. **Unpredictable Economic Price Adjustment:** If economic price adjustment contingencies occur, Vendor Partner may submit a fully documented request (manufacturer's letter, indexes, etc.) for price adjustment to AEPA Contract Oversight Committee for review and approval by the committee and the AEPA Member Agencies. The documentation must substantiate the cause and/or reason for the requested price increase and demonstrate that it was unpredictable at the time of bid

submittal and/or contract renewal and out of the Vendor Partner's control. Pricing will take effect thirty (30) days after approval and acceptance.

- d. **New Products/Services:** Vendor Partner may submit new products or technologies that are within the original scope of work for the bid, to be added to the contract pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership. Requests should be submitted to the AEPA Contract Oversight Committee thirty (30) days prior to the AEPA Winter or Spring meeting.

- c. **Automated System for Pricing (ASP):** The method consisting of an ASP and/or software application (RSMMeans, Gordian) that is self-contained and consists of a turn-key solution that includes a complete line-item listing of all of the products, supplies, materials, equipment, services, accessories and options with their description, specifications, terms, conditions and associated pricing for each item, sub-assemblies and/or assemblies. The Bidder provides a percent of discount or fixed multiplier/factor to be applied to total project cost to allow for individual state conditions and requirements and to arrive at the AEPA price.

- d. **RSMMeans (Construction Related Bids only):** It is important for Vendor Partners to breakout all costs (quantity and price) of all items listed under RS Means or an Alternative Pricing method. This includes all quoted items not on the approved AEPA bid submittal. The following are minimum requirements for using RSMMeans for quoting projects to AEPA Member Agencies:
 - i. The Contractors must use the current year and standard cost data. Only the following cost data titles will be excepted,
 - a. Building Construction Cost Data Book
 - b. Facilities Construction Cost Data
 - c. Facilities Maintenance & Repair Cost Data
 - d. Site Work & Landscape Cost Data Book
 - ii. All work proposed under RSMMeans must use RSMMeans format, even if subcontractors are used.
 - iii. An RSMMeans spreadsheet must be submitted to substantiate the quote given to the AEPA Member Agency. The spreadsheet columns must reveal the full RSMMeans number and a sufficient amount of the description. This also applies to change orders.
 - iv. Pricing must be done by Location codes. National Average will not be allowed. In order to choose the "closest" location code, the first three (3) numbers of the zip code will be used to determine the city location index in the AEPA Member Agency State.
 - v. The AEPA contract holder factor, bonding cost, AEPA discount and taxes if applicable must be shown as separate line items at the bottom of the RSMMeans spreadsheet. This information can be shown on a separate summary sheet. The summary sheet must start with the RSMMeans spreadsheet total and show the detail for each of the items stated above. This detail will be provided to that AEPA State Agency and the AEPA Buyer as required.
 - vi. All change orders which list items covered by RSMMeans must be supported by an RSMMeans spreadsheet.

- e. **Alternative Method of Costing:** This method covers any product and/or service not covered by catalog pricing, published price list, line-item price list, automated system for pricing, or is a product and/or service due to the projects or applications specifications, conditions and/or requirements that need to be custom designed, developed, manufactured and/or produced to meet the requirements of an individual, project or sole source. The alternative pricing is calculated as follows:
 - i. The Bidder must prepare, issue and receive three written quotes from available suppliers and select the supplier that offers the products and services that meet the stipulated

requirements and specifications and the most cost effective solution. All quotes must be made available upon request.

- ii. The Bidder must indicate the percent of overhead and /or markup as part of the their response to be added to these costs to obtain the normal and customary retail price.
- iii. The AEPA price is calculated by taking the product and services to cost to the Contractor plus the indicated percent of profit/overhead to equal the normal and customary retail price. The Contractor will then subtract the approved AEPA discount to obtain the AEPA price. Example: item cost \$1,000; percent of profit/overhead of 20% equals retail price of \$1,200; less the AEPA discount of 10% or \$120 equals the AEPA price of \$1,080.

2. Secondary Pricing Methods (Catalog Bids only, see Part B for category designation): Bidders are required to offer Customized Price Lists (Catalog Bids ONLY) and encouraged to offer Hot Lists and Volume Discounts as follows:

- a. **Customized Price List:** Bidders are required to offer customized price lists to Participating Entities for items within the Bidder's Commercially Available Catalog for Catalog Bids ONLY (not pertinent to Line Item Bids). Customized price lists shall be allowed under the following conditions:
 - i. Up to 100 items within the Vendor Partner's Commercially Available Catalog may be included on the customized price list providing they are not already on the Core Item list.
 - ii. Items are to be determined by the Participating Entity; Vendor Partner may object to up to ten (10) of the suggested items proposed by the customer and must offer substitutes until an agreement of the customized list is reached.
 - iii. Items on the customized price list shall be sold with an additional discount (deeper than what was originally bid on the non-core or catalog discount)
 - iv. Items may not include special order or customized service products unless agreed to by the Vendor Partner.
- b. **Hot List Pricing:** Bidders are invited, at their option, to offer a selection of products/services, defined as a Hot List, at greater discounts than those listed in the standard catalog or core list discounts. Special, time-limited reductions are permissible under the following conditions: The price reduction is available to all AEPA Member Agencies equally. The price reduction is for a specific time period, no less than thirty (30) days. May be used to discount and liquidate close-out and discontinued products/services as long as those items are clearly labeled as such. The original price for products/services is not exceeded after the time limit. The AEPA Oversight Committee and all AEPA Member Agencies shall be notified of any special or time limited price reduction. New prices must be on record fifteen (15) days prior to any offer of the new prices being proposed or offered to AEPA Member Agencies and Participating Entities. Pricing for all Hot List items must be updated on the Vendor Partner's online catalog and submitted to all AEPA Member Agencies in an electronic format that can be posted to websites, emailed and shared with Participating Entities/Buyers.
- c. **Volume Price Discounts:** Bidders are encouraged to offer additional pricing discounts that may be offered for a group of agencies in a local geographic area that desire to combine requirements (one time purchase or annual spend), i.e. local city, county, school district(s), etc. and/or for large one time purchases. Additional volume price discounts are permissible under the following conditions: Discounts should be tiered and based on spend ranges as established by the Bidder on the Pricing Forms. Volume determination shall be determined between the Vendor Partner and the individual Buyers on a case-by-case basis. All additional discounts are to be offered equally to all AEPA Member Agencies and Participating Entities and be based on the Volume Price Discounts originally bid providing the same or similar volume commitment, specific needs, terms and conditions,

a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor Partner.

Prime Vendor Partner: For the purpose of this bid, a Vendor Partner will be considered a prime Vendor Partner and not a Subcontractor. Any Vendor Partner paid directly by the AEPA Member Agency or Participating Entity is a prime Vendor Partner; a Vendor Partner pays a Subcontractor. Prime Vendor Partners using Subcontractors are responsible for all actions of its Subcontractors.

Procurement Code: All Bidder/Vendor Partner's must make themselves aware of and comply with all federal, state, and local statutes and regulations.

Products and Services

1. **Product Line:** If applicable, contracts will be awarded to Bidders able to provide their complete product line(s) of commodities, supplies, equipment, software and services that meets the scope of work and specifications of this solicitation. Bidders with a published, priced catalog may submit their entire catalog; AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.
2. **Serial Numbers:** Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All bids shall be for commodities, supplies, equipment, supplies and software in current production; meet or exceed commercial and industry standards; and marketed and provided nationally to the general public and/or educational/governmental agencies.
4. **Construction Products and/or Services:** are associated with building, erecting, altering, repairing, installing or demolishing in the ordinary course of business any: (1) road, highway, bridge, parking area or related project; (2) building, stadium or other structure; (3) airport, subway or similar facility; (4) park, trail, athletic field, golf course or similar facility; (5) dam, reservoir, canal, ditch or similar facility; (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; (7) radio, television or other tower; (8) shaft, tunnel or other mining appurtenance; (9) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; (10) air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations; (11) leveling or clearing land; (12) excavating earth; (13) drilling, wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.
5. **Services:** are defined as the furnishing of labor, time or effort by a Vendor Partner not involving the delivery of a specific tangible product other than reports and other materials which are merely incidental to the required performance.
6. **Professional Services:** Services relating to architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, educational specialist, construction managers and other persons or businesses providing similar professional services, which may be designated as part of this solicitation.
7. **Peripheral & Optional Items:** Bidder can include various peripheral products, equipment, accessories, services, deliverables and related items that are associated with and function with the primary offering. Optional equipment or products may be added to the contract during the term of the contract. AEPA reserves the right to accept or reject such offerings under the following conditions: the enhancement is recommended by AEPA and approved by the Member Agency; the option is priced at a discount similar to other options; and the option is an enhancement to the unit.
8. **Descriptive Literature and Brand Names:** All bids are to include a complete set of the manufacturer's descriptive literature regarding the commodities, supplies, materials, equipment and software offered. Brand names, trade names and/or catalog numbers used in the solicitation will be intended to describe and identify the type, level and quality of products, equipment and software being requested.
9. **Discontinued Products:** If a product or model is discontinued by the manufacturer, Vendor Partner may substitute a new product or model if the replacement product meets or exceeds the

specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

10. **Product Specifications:** This solicitation is designed to enable a Bidder to satisfy a requirement for a commodity, supply, material, equipment, software, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard; by specifying a manufacturer's brand and model. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily and/or meeting the actual needs of the procurement. When a brand name product is specified and is only available for a single source, Bidders are encouraged to offer alternative products which they believe to adhere to and comply materially, functionally and operationally equal to or better than the brand name product specified. Any Bidder believing a specification is unnecessarily restrictive, shall indicate such in the form of a question during the solicitation process and prior to bid due date. The fact that a manufacturer or supplier chooses not to produce or supply the commodity, supply, material, equipment, software or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. If the Bidder deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the commodity, supply, material, equipment, software or services they bid will render equivalent reliability, coverage, performance and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire bid.
11. **Quality:** Unless otherwise modified elsewhere in this solicitation, Vendor Partner warrants the commodities, supplies, materials, equipment, and services delivered as stipulated in the Buyer's purchase order/contract, shall be: of a quality to pass without objection in the industry and professional standards normally associated with them; fit for the intended purpose(s) for which they are used; of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract; adequately offered, presented, delivered, accomplished and complete as the contract may require; and conform to the written promises and/or oral affirmations of fact made by Vendor Partner.

Product Information | Catalogs | Price Lists: Bidders shall include an electronic and paper copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the bid response. Throughout the term of the contract, Vendor Partner(s) shall furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, paper, online shopping cart, etc.).

Progress Payments: Progress payments are allowed on purchases for goods and services under the following conditions: The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order; the purchase order describes the amounts to be paid and the date of payment; the Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order; that payments will only be made when actual goods and/or services are verified/received; and that any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

Protests: Under this public procurement and AEPA's Solicitation, any Bidder who is aggrieved in connection with this procurement, can file a protest in accordance with (1) AEPA's Solicitation Document; (2) AEPA's Policies and Procedures; and (3) AEPA Member Agency's State Procurement Code and Board Policies. Venue for any and all legal actions regarding or arising out of the transactions covered herein shall be solely in the court of jurisdiction located in the state and county of the AEPA Member Agency and will govern any resulting transactions.

1. **Procurement Phases:** AEPA's solicitation process is broken down into three (3) phases. Any Bidder who is aggrieved in connection with any of the three (3) procurement/solicitation phases listed below and/or any functions or activities associated with each shall file their protest with the AEPA representative indicated below.
 - a. **Bid Due Date:** The preparation and contents of the solicitation, its terms, conditions and specifications, the notification, distribution of solicitation documents and addendums (date published through the bid due date and time).

- b. **AEPA Approval:** The receiving, opening, recording, evaluating, recommending and approving Bidders to be considered for AEPA approval and/or actions relating to contract renewal and extension. (Date received and opened through date of individual contract award and future renewals).
 - c. **Contract Award:** The awarding, implementing and administering of resulting contracts and the disclosure of confidential data. (Date individual contracts awarded by AEPA Member Agencies or 120 days from AEPA approval).
 2. **Protest contents:** Protests shall be in writing and must be filed with the appropriate AEPA represented below. A protest must include:
 - a. The name, address and telephone number of the protester;
 - b. The original signature of the protester or its representative;
 - c. Identification of the procurement function and/or contract activity with the solicitation or the contract number;
 - d. A detailed statement of the factual grounds or legal basis for the protest;
 - e. Supporting exhibits, evidence or documents to substantiate any claim unless not available within the filing time, in which case, the expected availability date shall be indicated; and
 - f. The form of relief requested.
 3. **Protest Submittal:** Protester shall submit the bid protest in accordance with the requirements of the above three (3) procurement functions immediately or within ten days of the date the protester knows or should have known the basis of the protest per the following:
 - a. **Bid Due Date:** Knows or should have known the basis of the protest upon the bid due date or 10 days after the bid due date, send protest to Bid Question Coordinator (aepa-bids@googlegroups.org).
 - b. **AEPA Approval:** Knows or should have known the basis of the protest upon notification from AEPA of the bid category approval, send protest to AEPA President (aepa-president@googlegroups.org).
 - c. **Contract Award:** Knows or should have known the basis of the protest or ten days after the notification from the AEPA Member Agency award, send protest to Individual AEPA Member Agency; see AEPA Member Agency information sheet.
 4. **Protest Resolution:** Protest shall be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. It is the intent of AEPA that all bid protest decisions from the point a bid has been published through contract approval or rejection, will be resolved by AEPA. Bid protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.
 5. **Protest Costs:** The losing party to the protest shall be responsible for the reasonable and justifiable costs of the protest. The protest costs shall be based on the costs and expenses incurred by the AEPA and its Member Agencies, including but not limited to staff salaries, attorneys' fees, hearing, reproduction, transcription and travel costs.

Provisions Required By Law: By submitting a response to this solicitation, bidders are acknowledging they have conducted and performed the required research to make themselves aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this bid. These provisions of law and any clause required by law that is associated with and relates to this bid and any resulting contract will be read and enforced as though it were included herein.

Public Purchase: An easy-to-use platform that provides Bidders with the automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit an organization's solicitation response. All changes, updates, uploads, and downloads are time stamped and logged as part of the solicitation process.

Public Record: All bids submitted to this invitation shall become the property of the AEPA and will become a matter of public record, available for review, subsequent to the bid due date. Bids may be viewed, by appointment only, at the Oakland Schools, 2111 Pontiac Lake Road, Waterford, MI 48328, under the supervision of the AEPA Executive Director or his designee, from 8:30 a.m. to 3:30 p.m., Monday through Friday. Within fifteen days, the Bid Receipt Summary Report will be posted to Public Purchase and the AEPA website (www.aepacoop.org).

Questions: Inquiries and questions related to this solicitation, must be submitted online in Public Purchase per IFB and be submitted as follows:

1. From the time the solicitation is published until the deadline for questions for Bidders, questions should be submitted online via Public Purchase.
2. From the time bids are opened but prior to the approval of the contract by AEPA, questions should be submitted to aepa-bids@googlegroups.org.
3. After notification of AEPA contract approval, questions should be submitted via email to aepa-president@googlegroups.org.
4. Once a contract has been awarded by an individual AEPA Member Agency any inquiries and questions relating to contract implementation, execution, transactions and/or concerns/issues occurring within that state should be addressed to the individual AEPA Member Agency.

All other inquiries and questions should be addressed and submitted to the AEPA President by email at aepa-president@googlegroups.org.

Reporting: Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies. Access to reports will be granted after contract approval. If there are no sales, \$0 reports are required.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Right to Request Additional Information: AEPA, and its respective bid representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted bid response including, but not limited to, clarifying questions. Bidders may be requested to submit such answers in writing but will not be allowed to change or alter their bid.

Safety Measures: Vendor Partners shall take all necessary precautions for the safety of employees on the worksite, and shall erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They shall post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions shall be taken pursuant to state law and standard construction practices in order to protect workers, the general public and existing structures from injury or damage.

Safety Standards: All items supplied on this contract shall comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

Substance Use & Conduct: All Vendor Partners and Subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on AEPA Member Agencies and Participating Entities premises.

State Agency: means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state.

Survival: All applicable software license agreements, warranties or service agreements that were entered into between Vendor Partner and Buyer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Vendor Partner shall survive expiration or termination of the Contract.

Suspension or Debarment Status: If within the past five (5) years, any Bidder has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Bidder must include a letter with its response or bid setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. 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. By signing the bid section, the Bidder certifies that no current suspension or debarment exists.

Tare: If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing shall be of the lightest weight practical for safe delivery of the contents.

Taxes: Different jurisdictions taxing authorities have different tax laws, rules, regulations and processes, therefore, prices offered will not include applicable federal, state and local taxes. All applicable taxes must be listed as a separate item on all cost proposals, invoices.

Term of Contract and Extensions: The initial term of the contract shall be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the Acceptance of Bid and Contract Award (Form B). The contract shall continue in accordance with the dates stipulated in the Bid and Timeline schedule located in Part A of this bid unless terminated, canceled or extended. By mutual written agreement, the contract may be extended for three additional 12-month periods, ending on the last day of ebruary. AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose, at their sole discretion, to extend the contract. In the event AEPA does not recommend or approve a contract extension, a Member Agency reserves the right to offer month-by-month extensions not to exceed six (6) months until a new contract is awarded by that Member Agency.

Termination by Non-Approval of AEPA: AEPA Member Agencies on annual basis assess, evaluate and review existing AEPA vendors to determine if the organization as a whole desires to extend its approval of those vendors. If an existing AEPA vendor's approval is not extended for an additional term, the AEPA Member Agencies can not extend the dis-approved vendor's contract. (See Term of Contract and Extensions)

Termination by AEPA Member Agency: An AEPA Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the AEPA Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when the parties to this contract receive written notice from the AEPA Member Agency unless the notice specifies a later time. Cancellation by one AEPA Member Agency does not require other Agencies to cancel their contracts.

Termination for Convenience: AEPA Member Agency reserves the right to immediately terminate this contract, without penalty or recourse, in whole or in part, if the AEPA Member Agency determines that termination is in the best interest of Participating Entities. The Vendor Partner, after receipt of a "Notice of Termination," shall not accept any new orders after the termination date specified in the notice. Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency. Vendor Partner shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed and materials accepted before the effective date of the cancellation. The Vendor Partner will not be reimbursed for any anticipated profit. The AEPA Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this IFB if the Vendor Partner files for bankruptcy protection, or is acquired by an independent third party. Vendor Partner may cancel this contract upon written notice to the AEPA

Member Agency prior to the intended termination date (or on the yearly anniversary of the bid). Any termination shall have no effect on projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Termination for Default: If either party is in default under this contract, it shall have an opportunity to cure the default within the time indicated (ten business days in most states) after it is given written notice of default by the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party shall have ten business days to provide a satisfactory response to the AEPA Member Agency. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder. The AEPA Member Agency reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Vendor Partner, or if the Vendor Partner fails to comply with any contract terms and conditions, or fails to provide the AEPA Member Agency, upon request, with adequate assurances of future performance. In the event of termination for cause, the AEPA Member Agency shall not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner shall be liable to the AEPA Member Agency or any Participating Entity for any and all rights and remedies provided by law. If it is determined that the AEPA Member Agency improperly terminated this contract for default, such termination shall be deemed a termination for convenience. The AEPA Member Agency will issue written notice to the Vendor Partner for acting or failing to act in any of the following:

1. The Vendor Partner provides material that does not meet the specifications of the contract;
2. The Vendor Partner fails to adequately perform the services set forth in the specifications of the contract;
3. The Vendor Partner fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Vendor Partner fails to make progress in the performance of the contract and/or gives the AEPA Member Agency reason to believe that the Vendor Partner will not or cannot perform to the requirements of the contract;
2. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that have equal or lesser volume.
3. The Vendor Partner fails to observe any of the terms and conditions of the contract;
4. The Vendor Partner fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the AEPA Member Agency.

Termination for Non-Appropriation: Any individual Buyer's procurement/contract covered by this bid and executed in accordance with resulting contract may be terminated if insufficient appropriations and/or authorizations do not exist due to changes in state or federal law, or because of court order, or because of insufficient appropriations made available to the Buyer's governing board and/or its State Legislature. Such termination will be effected by sending fifteen (15) days written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Vendor Partner and shall be final.

Title and Risk of Loss: The title and risk of loss of material or service shall not pass to the Buyer purchasing the material or services until it actually receives the material or service at the point of delivery, unless otherwise provided within this document.

Trade-in Equipment: Equipment for trade-in shall be dismantled by the Vendor Partner and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the Vendor Partner shall be the same as when the original agreement was made, except as affected by normal wear and tear from use between the time of the bid and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

Type of Bids: Due to the various types, kinds and levels of products and services solicited by AEPA in its IFBs; the various pricing methodologies and/or methods utilized and offered to price the various products and services offered; and the type of contracts that results from any one of AEPA's/bids, AEPA has established the following two types of bids.

1. **Catalog Bid:** A catalog bid is utilized when the products and /or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Catalog for specific products, product lines, manufacturers or category of products as determined by the Bidder. See the Pricing section for detailed information on Catalog pricing.
2. **Line Item Bid:** A Line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variable and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solutions' cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See the Pricing section for detailed information on Line-Item pricing.

Vendor Partner: Bidder who has been approved and awarded a contract for the delivery of construction, tangible personal property, supplies, or services in response to this IFB.

Vendor Partner Contact: Vendor Partner will designate one individual who will represent them to the AEPA, its AEPA Member Agencies during the contract period. This contact person will correspond with each AEPA Member Agency for technical assistance, problems, or questions that may arise. If other staff, distributors and/or independent Vendor Partners will be performing the sales or support functions for different geographical areas (states), Vendor Partner shall include instructions and contact information that can be distributed to AEPA Member Agencies upon approval of this bid.

Warranty: Vendor Partner warrants that all commodities, supplies, materials, equipment, software and service delivered under this contract shall conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum 12-month manufacturer's warranty that includes parts and labor unless otherwise specified and agreed to. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the Buyer. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the manufacturer and the Vendor Partner. All extended warranties must be passed on, without exception. If, upon discovery, the Vendor Partner charges a Buyer for a replacement part that the Vendor Partner actually received at no cost under a warranty, the Vendor Partner will rebate the amount billed and the Buyer reserves the right to cancel the contract.



Invitation for bid
AEPA IFB #018-D Furniture

Part B – Specifications
NO BID SECURITY REQUIRED

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1. Scope of Bid

AEPA is seeking qualified, experienced contractor(s) to provide a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states. AEPA understands that no bidder can supply items in every category. Bidders are encouraged to respond to any and all groups. Items in the groups include, but are not limited to:

- a. Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
- b. Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
- c. Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
- d. Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
- e. Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
- f. Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
- g. Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
- h. Library/Media Center: A catalog selection.
- i. Auditorium/Theater Fixed Seating: A catalog selection.
- j. Other

- k. Design Layout and/or Installation Services (optional): Any related products, design and layout, interior designer services or other related services.

2. Type of Bid

This bid is considered a:

YES	NO	TYPE OF BID
√		CATALOG: A catalog bid is utilized when the products and/or services solicited are clearly identified with set and specific characteristics, attributes and configurations that are identifiable as a stand-alone single unit and can be listed and priced as a single unit with options that can be added to enhance and/or improve its operation and functionality. The Bidder offers a fixed discount(s) off retail price or prices in a Commercially Available Catalog. The discounts may be for the entire Commercially Available Catalog, for specific products, product lines, manufacturers or category of products as determined by the Bidder. See Pricing section for detailed information on Catalog Pricing.
	√	LINE ITEM: A line-item bid is utilized when the products and services solicited cannot be identified or listed as a single unit; consists of a number of different variables and configurations, it is necessary to identify the specific project or application; the end product or solution is made of individually priced elements or components and the end product's or solution's cost is derived by the Vendor Partner specially prepared and providing a quote based on the project's terms, conditions and requirements. See Pricing section for detailed information on Line-Item Pricing.

3. Anticipated AEP A Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In	Est. 1 st Year Purchase Volume	% Growth for Year 2-4
California		AZ,NV		
Colorado	Yes		\$30,000	2%
Connecticut	Yes	MA,ME,NH, NY, RI,VT	\$20,000	10%
Florida	Yes	AL,GA	\$50,000	5%
Indiana	Yes		\$814,326	2%
Iowa	Yes	IL,SD	\$20,000	10%
Kansas	Yes	OK	\$500,000	5%
Kentucky	Yes	AL,GA,LA,MS, NC,SC,TN,WV	\$100,000	5%
Massachusetts	Yes		\$5,000	5%
Michigan				
Minnesota	Yes	SD	\$440,000	3%
Missouri		AR,IL,LA,SD		
Montana	Yes	ID	\$25,000	10%
Nebraska	Yes		\$20,000	1%
New Jersey	Yes		\$100,000	2%
New Mexico	Yes		\$2,000,000	2%
North Dakota	Yes		\$240,000	3%
Ohio	Yes		\$500,000	3%
Oregon				
Pennsylvania	Yes	DE,HA, MD,NY,	\$100,000	5%
Texas	Yes		\$500,000	10%

Virginia				
Washington	No	AK,ID		
West Virginia	Yes		\$150,000	10%
Wisconsin				
Wyoming	Yes	SD,UT	75,00.00	5%
Total	20		\$5,614,326	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and bid award. The AEPA Member Agency's contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two (2) through four (4). This information is provided as an aid to Bidders in preparing responses only. It is not to be considered a guarantee of volume under this IFB. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

5. Special Terms and Conditions

5.1 The Vendor Partner will warranty all parts and materials for at least 90 days from date of purchase or manufactures' warranty, whichever is longer.

5.2 Vendor Partner will endeavor to supply products that are made in the United States of America.

6. Standard Specifications

Item	Description
6.1	The Vendor Partner will have access to a full inventory of the awarded product line.
6.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate for consumable items of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.3	Orders of catalog items must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner will notify the Buyer if product ordered cannot be shipped within this time period to provide the opportunity to secure product elsewhere.
6.4	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA contract.
6.5	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
6.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein,

Item	Description
	the Vendor Partner must identify all providers and any and all associated costs with these providers.
6.7	Optional services must be identified separately, and must include clear descriptions of proposed services.
6.8	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
6.9	Vendor Partners must be able to supply paper catalogs where requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
6.10	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
6.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.
6.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be bid. Older versions will only be sold, if specifically requested. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.13	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
6.15	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Calls must be answered by a live US technician.
6.16	Vendor Partner must have a 24-hour toll-free order fax line.
6.17	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
6.18	Vendor Partner shall provide a Safety Data Sheet (SDS) for all items sold, if required. A separate sheet shall be provided for each individual item when purchase is made.
6.19	Supply orders that are \$50.00 or more shall include free shipping, unless an exception is noted. Vendor Partner shall bid a flat rate for all orders that are less than \$50.00 regardless of where to be shipped in the continental United States.

7. Product | Category Specific Specifications

Item	Description
7.1.1	Products must comply with all standards including warning labels, safety devices, guards, etc., required to meet safety standards recognized and established by state agencies, federal agencies, industry, councils or organizations.
7.1.2	All products, supplies, parts, and related accessories must be new, and not have been previously used, and must be current and actively marketed products by the manufacturer's authorized dealers. The above must conform to manufacturer specifications and shall be of new manufacture and in current standard production.
7.1.3	Offers a selection of standard products with a variety of options of finishes and materials and an extensive line of accessories and options to enhance the products and services offered.
7.1.4	Provide product specification sheets and installation directions with all products, supplies and related accessories.
7.1.5	Notify AEPA and its 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

Item	Description
	and product recalls shall be borne by the vendor
7.1.6	All deliveries must occur during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the bidder.
7.1.7	Bidders will be expected to process and ship orders to various destinations. Each order shall be delivered based upon the needs of the participating agency. Delivery shall be made in accordance with the instructions from each participating agency.
7.1.8	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. 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. Bidders shall demonstrate they have informed the customers of this responsibility prior to order placement. The bidder will pay return shipping and give full credit on any defective product within 30 business days. All products must be 100% guaranteed.
7.1.9	Invoice all items directly to participating agencies. A packing slip must be provided with all deliveries including the agencies' purchase order number. Orders not filled and partial shipments shall be indicated on the packing list. Participating agencies shall be notified of an anticipated availability date.
7.1.10	<p>Bidder must provide detailed and specific information regarding product specifications including at minimum:</p> <p>Product Material: Description of the materials that make up the legs, support brackets, bins, seat, ergonomic details, grommets, drawers, mechanisms, casters, fabric, and any other facet of the products general composition.</p> <p>Product Measurables: Description of the furniture's: height, weight, adjustable height, surface areas, shipping size, and packaged weight.</p> <p>Product Options: Please indicate all of the options that are available for each product category in your catalog such as: type of surface, finish, size, seat count, additional features, or varied materials within the same product line.</p> <p>Environmental Features: Description of recycled content</p>

Design Layout and/or Installation Services (OPTIONAL)

Item	Description
7.2.1	Pricing for design layout and/or installation is either by hourly rate or percentage of project cost. The bidder must outline the option that applies to their response in Form F – Discount & Pricing Schedule Workbook. If the bidder charges for installation by a method other than hourly or percentage, a complete explanation and breakdown of how charges are calculated must be included with the proposal.
7.2.2	Possession of and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance, design, delivery and installation of any and all products and services in response to this solicitation. A bidder must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.
7.2.3	Possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased and installed. Product shall be installed by certified manufacturer installers.
7.2.4	Installation times must be coordinated with the purchasing agency. All areas will be kept clean and free of debris. All packing materials and debris must be removed from the premises and properly disposed of at vendor's expense. The bidder shall also be responsible for the cost of repairing any damage to existing work that is caused by them during the installation of their equipment. The bidder must provide the purchasing agency with a list of participating agency required responsibilities for installation, prior to the start of installation.
7.2.5	All personnel that are working in participating agencies' must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors.
7.2.6	<p>Use of Subcontractors.</p> <p>a. The bidder is responsible for ensuring that all subcontractors who provide goods or services</p>

Item	Description
	<p>under this contract comply with the terms and conditions of the contract.</p> <p>b. A participating agency reserves the right to require that a subcontractor be removed from the contract.</p> <p>c. Any damage done to the purchasing agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the purchasing agency.</p>
7.2.7	All services must be 100% guaranteed. Any service provided, which does not meet the end users' expectations must either be redone until the end users' expectations are met, or the charges for the services are refunded to the end user.

8. Pricing – See Pricing section in Part A – General Terms & Conditions for details

- 8.1 Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount from MLP including delivery and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List or catalog date (i.e. July 2017) as well as the catalog number from which the discount is calculated must be included with proposal response. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tabs by category to be completed as follows:
- a. F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
 - b. F.2 – Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
 - c. F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
 - d. F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
 - e. F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
 - f. F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
 - g. F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
 - h. F.8 – Library/Media Center: A catalog selection.
 - i. F.9 – Auditorium/Theater Fixed Seating: A catalog selection.
 - j. F.10 – Other
 - k. F.11 – Design Layout and/or Installation Services: Any related products, design and layout, interior designer services or other related services.
- 8.3 The Catalog Category Discounts award may be split.
- 8.4 Bid pricing will be evaluated on a combination of items the Category Discount list. See Evaluation, Approval and Award in Part A, II. Bid Procedures, G. Bid Evaluation, Approval and Award for all agencies for additional information.



Invitation for bid AEPA IFB #018

Part C – Member Agency (State) Terms and Conditions

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1. Member Agency (State) Terms and Conditions

A single IFB is being published and distributed on behalf of the Member Agencies in many states. Differences in contract implementation and operation will exist between the Member Agencies. Each state may have special laws relating to this procurement that must be adhered to in addition to the previously stated constraints. *When Member Agency/State Specific Terms and Conditions differ from the General Terms and Conditions, the Member Agency/State Specific Terms and Conditions will prevail.*

2. Common Terms and Conditions

Active Promotion of Contract: Agencies require that the Vendor Partner take ownership and actively promote the contract in cooperation with the AEPA Member Agency to all of the Agencies’ qualified Participating Entities.

Sales to Participating Entities: AEPA Member Agencies require that all awarded Vendor Partners offer the Member Agency contract opportunity to all qualified Participating Entities of the cooperative.

Legal Obligations: All Vendor Partners shall comply with all applicable Federal, State and Local Laws, Codes and Regulations while fulfilling the contract. It is the Bidder’s responsibility to be aware of and comply with all state and local laws governing this procurement. Applicable laws, codes, and regulations (etc.) must be followed even if Nt specifically identified herein.

Administrative Fees: AEPA Member Agencies charge Vendor Partners an administrative fee (a percentage of sales in their respective state or states that they extend the AEPA pricing to). Administrative Fees are generally paid to each Member Agency on a quarterly basis. Additional details of how these fees are charged may be found under each state’s Terms and Conditions.

A summary of each State’s Administrative Fee, any special terms and conditions, and special ordering process requirements is listed here for the convenience of the Bidders.

3. Member Agency General Overview Summary

AEPA Member Agency State	General			Ordering Process			Construction Products and Services								Potential Customers							
	Administrative Fee	Bid Security Required on bid due date	Special Reporting Requirements	Standard Ordering Process	Electronic Ordering	Special Ordering Process	Davis Bacon and State Wage Rates	Payment & Performance Bonds Required	Contractor's Licensure Required	Permits and/or Registration Required	Construction Project Cost Limitations	Participate in Construction Services	Participate in Construction Products Only	Products are taxable	Service is Taxable	K--12 Education	Higher Ed.	Private Schools	Non--Profits	Federal Agencies	State Agencies	Cities & Counties
CA	2%	N	N	Y	Y	N	-	-	-	-	Y	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
CO	2%	N	N	Y	N	N	N	N	N	N	N	Y	Y	N	N	Y	Y	Y	Y	Y	N	Y
CT	2%	O	N	Y	Y	N	Y	O	Y	Y	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y
FL	2%	N	N	Y	Y	N	Y	N	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
IN	Var	N	N	N	N	Y	-	-	-	-	-	-	-	-	Y	Y	Y	Y	Y	Y	Y	Y
IA	2%	N	Y	Y	Y	N		**			Y	Lim	Lim	**		Y	Y	Y	N	Y	Y	Y
KS	2%	N	n	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y
KY	2%	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
MA	2%	N	N	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y
MI	2%	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	TBD	Y	Y
MN	2%	N	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y/N*	N	Y	Y	Y	Y	Y	Y	Y
MO	2%	N	Y	Y	Y	N	Y	N	N	Y	N	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y
MT	2%	Y	N	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
NE	2%	N	N	Y	N	N	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	N	N	N	N
NJ	2%	Y	N	Y	Y	N	Y	Y	Y	Y	Y	N	Y	N	N	Y	Y	Y	Y	N	N	Y
NM	2%	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
ND	2%	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y/N*	N	Y	Y	Y	Y	Y	Y	Y
OH	2%	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
OR	2%	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
PA	2%	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N	N	Y	Y	Y	Y	Y	Y	Y
TX	2%	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
VA	2%	N	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y
WA	2%	N	Y	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	N	N	N	Y	Y
WV	2%	Y	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
WI	2%	N	N	Y	Y	N	Y	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
WY	1%	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y

4. State Specific Terms and Conditions

1. California, Monterey County Office of Education dba CalSave

1) Governing Law and Venue

The laws of the State of California govern the Contract and prevail in the interpretation and administration of the Contract. California-specific Terms and Conditions prevail over any General Terms and Conditions. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction.

The venue for any litigation arising out of or related to the Contract shall be with either the Superior Court in and for the County of Monterey, State of California or the Federal District Court for the Northern District of California, San Jose Division.

2) Authority

For California, this bid is issued under the authority of the elected Monterey County Superintendent of Schools, who administers the Monterey County Office of Education (MCOE), located at 901 Blanco Circle, Salinas California, 93912. In this document, MCOE may be referred to as Agency, being distinct from other parties who may use this contract who are hereinafter referred to as Local Education Agencies (LEAs), regardless of their hierarchy or their political and organizational status as schools or municipalities.

3) CalSAVE, Administration, and Agent

Contracts awarded and Awarded Contractors/Vendors will automatically be part of the CalSAVE program, and by bidding a vendor must agree to participate. CalSAVE is the cooperative purchasing program founded by the Monterey County Office of Education and administered by the Epylon Corporation under a contract with MCOE, in cooperation with the California County Superintendents Educational Services Association (CCSESA). MCOE is the lead agency for all Contracts, and the Monterey County Superintendent of Schools is the authority for the solicitation, evaluation and award of all contracts. Epylon serves as MCOE's agent, but only the Monterey County Superintendent of Schools has the authority to award contracts. Correspondence and communication related to the contract award or administration of the program should be directed to Epylon, 630 San Ramon Valley Blvd., Suite 210, Danville, CA 94526.

MCOE reserves the right to change agents or to change the contact name of existing Agent's personnel administering the contract. If Agent or Agent's personnel change, Awarded Contractors/Vendors will be notified with new instructions.

4) Transaction Fees

Transaction Fees are the funding source for the operation of the self-supporting CalSAVE cooperative purchasing program. Awarded Contractors/Vendors shall be required to pay a Transaction Fee for all purchases by LEAs made through the awarded Contract. For the purpose of this bid through Monterey County Office of Education and all Contracts awarded using this document, the Transaction Fee shall be 2 percent of Net Sales, which means gross sales less returns and cancelled orders within 30 days, shipping and sales and other taxes (excluding taxes based on net income). Transaction Fees will not be charged to or paid by the buyers themselves. Neither Awarded Contractor/Vendor nor its designated authorized reseller(s) shall include any additional amount corresponding to the Transaction Fees in the awarded Contract prices. This Transaction Fee applies to all orders, regardless of the method used to submit the order, or the quantity or dollar amount of the order.

Epylon will collect the Transaction Fee on behalf of the CalSAVE program. The Contractor/Vendor will make all participation fee payments within two weeks after sending the quarterly report. Checks are to be made payable to the Epylon Corporation and sent to 630 San Ramon Valley Blvd., Suite 210, Danville, CA 94526.

5) Non-Conforming Jurisdictions

Notwithstanding Section A.4 (immediately above) no Transaction Fee is authorized to be charged to Awarded Contractors/Vendors for sales within any jurisdiction where prohibited by law or local-government policy. Instead, the cost of products, services, licenses and goods sold under this contract in such jurisdictions shall be the same as for all school districts in all other counties of California. However, any LEA using this contract where Section 4 fees are not permitted shall be required to pay a 2 percent fee for use of the contract, imposed by MCOE on the authority of Public Contract Code Section 20118 and 20652, which allows MCOE to charge reasonable costs to the public corporation or agency for furnishing the services incidental to the purchase of items under contract.

6) Reports

The Contractor/Vendor will compile a quarterly report listing each purchase made by participating Agencies under this contract, and send them by the 15th of April, July, October, and January to Racquel Landolf with the e-mail address of

rlandolf@epylon.com. These reports shall be in Microsoft Excel format and shall have file names that identify the contractor/vendor and the month being reported. The file at a minimum shall include the fields listed below and shall allow for sorting on any of these fields:

- Date of Order
- Name of Participating Agency (LEA)
- Description of Item Purchased
- Manufacturer's SKU Number
- Quantity
- Contract Unit Price
- Extended Price
- List Price Before AEPA Discount

7) Length of Term

The term of the agreement shall commence on the date of the award and continue as stipulated in General Terms and Conditions, unless terminated, canceled or extended. Contract may be terminated by MCOE if LEAs have not used the contract in any 12-month period, or if orders from participating LEAs do not total \$10,000 in any 12-month period. California statutory term limits and extensions shall apply.

8) Marketing and Advertising under this Agreement

Vendor will actively promote the use of this contract by LEAs in California. Vendor must comply with the marketing plan offered as part of its bid submission. Unless other arrangements are made with the CalSAVE administrator, vendor is also required to perform the following:

- a. Vendor will include the approved CalSAVE logo, web address, and toll free number in all print electronic mail and other advertising and promotion intended for release to California K-12 schools, excluding national marketing releases.
- b. The CalSAVE logo and associated CalSAVE information shall be of a clearly readable size and in appropriate proportion to other elements in the printed material.
- c. Vendor agrees to provide CalSAVE with a copy or proof sheet of the advertisement or promotion material. Vendor will provide CalSAVE with date of release and name of publication, journal, etc.
- d. Vendor shall place a supplied CalSAVE vendor sign on booths, tables, etc. of any or all exhibits for which the vendor displays/participates at California tradeshows, conventions and the like. Vendor will supply in advance scheduled exhibit dates. Vendor agrees to make available at the exhibit CalSAVE supplied brochures or other promotion materials.
- e. Vendor agrees to insert the approved CalSAVE logo, web address, and toll free number on the vendor's web site promoting or a specific CalSAVE landing page and providing a link to the CalSAVE website.
- f. Vendor will supply product catalog information, product description, pricing, etc., in a spreadsheet format as specified by CalSAVE for inclusion on the CalSAVE website.
- g. Vendor agrees to cooperate in developing appropriate website content to promote its products, services and their advantages to school districts.
- h. Requested materials will be submitted to CalSAVE within 30 days.

A. Additional Member Agency Terms and Conditions for Non-Construction Products and Services

1) Conformance to Public Contract Code 20111

An award by the Monterey County Superintendent of Schools under this solicitation will be for the purchase of equipment, materials, supplies, services or repairs to be furnished, sold, or leased in accordance with Public Contract Code 20111 and 20650. Awards shall include allowance for installation and assembly services incidental and necessary to the use of the equipment, materials, supplies and repairs purchased or leased.

2) Conformance to Public Contract Code 20118 and 20652

All public agencies (LEAs) are authorized by law to purchase off a contract awarded by an agency that has itself gone to bid, including all K-12 schools districts, community college districts, special districts and JPAs serving education, pursuant to Public Contract Code Sections 20118 and 20652. Using these statutes, the Monterey County Office of Education hereby declares its intent and authorization to make all contracts awarded under this contract "piggybackable" by other agencies in the state. The Agency waives any right to receive payment from other California agencies making purchases off the awarded contracts and those agencies will make payment directly to the vendors. Any legislative changes to Public Contract Codes 20118 and 20652 during the term of the contract(s) with Award Vendor(s) shall apply to the contract(s) immediately when such changes become law.

3) Additional Piggyback and Standard School Supply and Equipment Authority

The Monterey County Office of Education declares that items, materials, personal property, equipment and licenses under Contract as a result of this Invitation to Bid will qualify as items to be included within its Standard School Supply and Equipment List. Because many County Offices of Education have banded together to create both the EdBuy and the CalSAVE programs for the purpose of collectively creating both a standard School Supply & Equipment List and cooperative contracts, the items solicited and awarded through this bid may also constitute a portion of an official Standard School Supply and Equipment List for other participating County Offices of Education and County Superintendents of Schools. Purchases by other County Offices of Education and LEAs may be made, not only in accordance with Public Contract Code 20118 and 20652, but also in accordance with Education Code 38110 and 38112 dealing with cooperatives and Standard School Supplies & Equipment.

B. Additional Member Agency Terms and Conditions for Construction Products and Services

1) Intended for Personal Property

An award by the Monterey County Superintendent of Schools under this solicitation will be for the purchase of equipment, materials, supplies, services or repairs to be furnished, sold, or leased in accordance with Public Contract Code 20111 and 20650. Awards shall include allowance for installation and assembly services incidental and necessary for use of the equipment, materials, supplies and repairs purchased or leased. When any services or repairs fall into a category of Public Works as defined in Public Contract Code 22002, an LEA may use this California contract only up to \$14,999 for labor and services, but for an unlimited dollar amount for any supplies, materials, equipment or personal property to be staged and ready for use in a local Public Works project.

2) Public Works Limitations

When Public Works services cost \$15,000 or more, an LEA, under most situations, must bid itself independently for the services and labor related to the public work, but may use this contract for the contracted supplies, material or equipment related to the project. If circumstances allow, LEAs may also combine this competitively bid contract with other alternative authorities for Public Works projects as may be allowed by law, such as Public Contract Code 22030, Education Code 17406 or Government Code 1466. LEAs should consult with their own legal counsel to see if such statutes apply to their Public Works projects.

C. Procedure for Processing Orders

1) Start date

Once the award is made to the Contractor/Vendor and signatures have been placed on the contract from both parties, the Awarded Contractor/Vendor is authorized to begin selling to eligible Agencies. MCOE will begin informing LEAs of the Contract once the Contract has been signed.

2) Prices and Requests for Quotes

The Awarded Contractor/Vendor, in cooperation with MCOE's agent, must make provision for LEAs to quickly ascertain bid prices by posting prices, posting a link or contact for prices, distributing catalogs and price lists, responding to requests for quotations, or participating in eCommerce.

The 2 percent Transaction Fee on all sales is a cost of doing business to the vendor and the requirement for the fee is publicly disclosed in these bid documents for the edification of all buying agencies and LEAs. Transaction fees should not appear as a line item on a quotation or on listed bid pricing. The final price quoted or displayed must be inclusive of the participation fee on all pricing and quotations.

3) Submission of Orders and Delivery

After entering into an agreement with MCOE, an LEA electing to use this Contract will enter into a separate contract with the Vendor by way of a purchase order or separate contracting document ("Separate Contract"). Purchase orders will be issued by participating LEAs to contractor/vendor.

LEAs will fax or mail purchase orders directly to the CalSAVE office fax at (866) 488-3729), unless other arrangements have been made and agreed to by the CalSAVE Administrator. LEAs may also use Epylon eCommerce software for transmission of purchase orders. Standard business practice is for all purchase orders received by 3:00 p.m. Pacific Time to be logged and forwarded to the appropriate vendor on the same day received, unless unusual circumstances occur. It is the responsibility of the awarded/Vendor contractor to track any purchase order received directly from an LEA and to include that order on quarterly reports.

Awarded Contractor/Vendor will deliver goods, services and corresponding invoices directly to the participating LEAs and receive payments directly from the participating LEAs as per bid specifications.

D. Agencies Allowed to Purchase under the Member Agency

1) Other Agencies' Right to Purchase.

CalSAVE is a self-supporting contracting program led by the Monterey County Office of Education. Contracts are made available to all California public school districts, private and non-public schools registered with a county office of education or state Department of Education, charter schools, community college districts, eligible state agencies, non-profits (particularly those such as PTAs buying on behalf of schools or government), and any other agency allowed by law – all referred to as LEAs.

Subject to the following terms and conditions, the Monterey County Office of Education (MCOE) consents to LEAs purchasing items at the same unit price(s) or pricing formula under the terms and conditions of this Contract, as may be authorized by Sections 20118 and 20652 of the Public Contract Code or other legal authority:

a) Any other agency (LEA) authorized by law to use this Contract for its own purchase(s) from the Awarded Contractor/Vendor or their authorized resellers shall by default enter into a standard agreement with MCOE, which *inter alia* will include the terms, conditions, and information set forth in this paragraph *a* and paragraphs *b* through *i* below.

After entering into a standard agreement with MCOE, an Other Agency electing to use this Contract will enter into a separate contract or purchase order ("Separate Contract") with the contractor/vendor. The Separate Contract is subject to and includes and/or incorporates all applicable terms of this Contract and the specific requirement that the Awarded Contractor/Vendor comply with the provisions set forth in the paragraph regarding payment of the 2 percent Transaction Fee (or the non-conforming jurisdiction fee) to be collected by the Epylon Corporation. MCOE will not be a party to any Separate Contract, but will be considered a third party beneficiary of such Separate Contract.

- a) The Awarded Contractor/Vendor understands and agrees that failure or refusal to comply with the provisions set forth in this agreement regarding payment of the 2 percent Transaction Fee in conjunction with any Separate Contract or any other use of this Contract by an "Other Agency" is grounds for cancellation of the Contract. The Contractor/Vendor also understands and agrees that if the Contract is cancelled for this or any other reason, MCOE may give notice of such cancellation by any other means appropriate to inform LEAs of that cancellation.
- b) The MCOE waives any right it may have to require any LEA using this Contract to draw its warrants for the purchase(s) in its favor and consents to each agency making such payment(s) directly to the contractor/vendor.
- c) Sales tax and freight/shipping charges included in the Contract apply to the MCOE only. Additional sales tax and freight/shipping charges may be required on purchases by any LEA and are outside the scope of this Contract, unless specifically addressed elsewhere in Part A or Part B of the Terms and Conditions.
- d) This Contract and any Separate Contract are for the purchase of the items covered by Contract. An LEA may, however, exercise its authority under Education Code section 17597 or 81645 or other legal authority to sell and lease back any item owned by, or to be owned by, it pursuant to any Separate Contract. The contractor/vendor agrees to take any and all actions requested by any LEA that are necessary to effect any such transfer, by way of example only, accepting payment under the Separate Contract from any third party to whom any such transfer is made.
- e) Both the contractor/vendor and any LEA using this Contract agree that the MCOE makes no representation that use of this Contract by any Other Agency is, in fact, authorized by law. In this regard, the MCOE suggests that, at a minimum, Contractor/Vendor and any LEA considering such use consult with their own legal counsels before doing so.
- f) Both the contractor/vendor and any LEA using this Contract agree to defend, indemnify and hold the MCOE, the Monterey County Superintendent of Schools, and the Monterey County Board of Education and its members, as well as all of their respective officers, employees and agents, free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any such use.
- g) MCOE reserves the right to cancel the whole or any part of this contract due to failure by the contractor to carry out any obligation, term or condition of the contract. MCOE will issue written notice to the contractor for acting or failing to act in any of the following:
 - a. The vendor fails to adequately perform the services set forth in the contract
 - b. The vendor fails to make progress in the performance of the contract and/or gives MCOE reason to believe that the contractor will not or cannot perform to the requirements of the contract
 - c. The contractor fails to observe any of the terms and conditions of the contract

d. The contract fails to pay Transaction Fees

e. The contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the MCOE. MCOE shall follow the following procedure if the contract is to be terminated:

- Step 1 - Issue a warning letter of concern outlining the violations and length of time to correct the problem(s).
- Step 2 - Issue a letter of intent to cancel the contract, if the problem(s) is not resolved by a given date.
- Step 3 - Issue letter to cancel the contract. Upon receipt of the written notice of concern, the contractor shall have ten (10) business days to provide a satisfactory response to MCOE.

Failure on the part of the contractor to address adequately all issues of concern may result in contract cancellation.

2) Other Agencies, Constitutionally Independent Agencies, and Out-of-State Agencies

Other agencies and out-of-state agencies and LEAs may use the contract as allowed by California Government Code Section 6502, which says, "If authorized by their legislative or other governing bodies, two or more public agencies by agreement may jointly exercise any power common to the contracting parties, even though one or more of the contracting agencies may be located outside this state. It shall not be necessary that any power common to the contracting parties be exercisable by each such contracting party with respect to the geographical area in which such power is to be jointly exercised. For purposes of this section, two or more public agencies having the power to conduct agricultural, livestock, industrial, cultural, or other fairs or exhibitions shall be deemed to have common power with respect to any such fair or exhibition conducted by any one or more of such public agencies or by an entity created pursuant to a joint powers agreement entered into by such public agencies."

2. Colorado, Colorado BOCES Association (CBA)

A. Additional Agency Terms and Conditions

Advertising: CBA will require a marketing flier, in electronic format, and timely updates from each vendor promoting the contract and AEPA/CBA relationship. CBA will assist in the development of the marketing flier and other appropriate materials which will include logos representing the vendor/AEPA/CBA. This flier will be for distribution and dissemination to all qualified customers through the CBA website and other appropriate and available methods.

Sales to Qualified Customers: Boards of Cooperative Educational Services (BOCES) in Colorado are legislatively created cooperative organizations directed by Colorado state statute 22-105 to serve all qualified agencies in a cooperative manner. BOCES are governed by publicly elected officials and by state and federal laws. No agency is obligated to use these services and contracts, but they find the benefits of low price and the satisfied bidding process most advantageous. Qualified agencies in Colorado include all public or private educational institutions, K-12 and higher education, all non-profit organizations, and all county or local governmental agencies. CBA requires that all participating vendors offer the Agency contract opportunities to all qualified customers.

A. **Procedure for Processing Orders:** Once the award is made to the vendor.

- CBA will inform its members of the contract by:
 - i.* Including the contract in the agency database that is available on the CBA website
 - ii.* Announcing the award through normal communication channels, CBA member presentations as well as regular electronic and direct mail communications.
 - iii.* Offering the opportunity to the vendor to publish their marketing information on the CBA website link to cooperative purchasing opportunities.
- A listing of CBA members, institutional names, contact names, addresses and phone numbers is available to the vendors through the CBA website. At this point the vendor must contact the members and qualified customers; and the customers have the right to contact the vendors directly. Note: CBA requires the awarded vendors to take ownership and actively promote the contract in cooperation with CBA to all members and qualified customers.
- When the customer identifies a desired product or service as available through the AEPA/CBA contract and agrees on price as presented to the customer by the awarded AEPA/CBA vendor, the customer then issues to the vendor a purchase order for that item or service.
- The awarded price must include an additional two percent (2%) administrative fee in the total cost (not as a separate line item), based on the total cost of goods and services including installation. This fee is to be forwarded by the vendor to CBA after the sale and payment is made to the vendor. Payment shall be made to CBA on a quarterly basis along with the complete sale report as specified in the general terms and conditions.
- The sale and transaction may continue without delay or anticipation of the CBA denial of said transaction.
- The administrative fee percentage (2%) is based on the total sale of goods and services including installation and must be included in the original cost quoted to the customer. In the event of a lease, the total administrative fee for the value of goods and services shall be paid to CBA by the vendor at the front end of the lease.
- Vendor makes all deliveries and installation of products and services. CBA does not warehouse items nor provide services.

3. Connecticut, Capitol Region Education Council (CREC)

A. ADDITIONAL MEMBER AGENCY GENERAL TERMS AND CONDITIONS

Applicability of Contract Provisions to Connecticut Participants - The Capitol Region Education Council (CREC) is the AEPA Member Agency. Any entity that uses the contract awarded by CREC under this document is referred to as a "Participant." The bidder that is awarded the contract by CREC is referred to as the "Contractor."

Modification to Bid Language in the AEPA Invitation for Bid - The Bidder by submitting its bid hereby declares that this Bid is made without any connection with any other person or persons making any proposal for the same items, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by CREC or a Participant is directly or indirectly interested in the proposal or in the goods or services to which it relates, or in any portion of the profits therefrom.

Modifications and Additions to Contract Language in the AEPA Invitation for Bid

A. Event of default and termination of Contract:

CREC shall have the right to cancel the contract based upon a default by Contractor. A Participant shall have the right to cancel its purchase arrangement based on a default by the Contractor with regard to such purchase arrangement. In addition, CREC and each Participant reserves the right to withhold payments for goods and services that are not in compliance with the terms of the contract or if the Contractor is in default. Any of the following shall be a default under the contract: 1) The Contractor fails to adequately perform the services set forth in the contract; 2) Contractor fails to deliver all or any part of the goods, or delivers defective goods; 3) The Contractor fails to make progress in the performance of the contract and/or does not deliver within the agreed-upon schedules; 4) The Contractor fails to observe any of the terms and conditions of the contract, including, without limitation, assigning the contract and/or failing to deliver required insurance or performance bonds; 5) The Contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the Participant; or 6) the Contractor has become insolvent, makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy or is subject to an involuntary petition in bankruptcy not discharged within thirty (30) days. CREC and each Participant shall follow the following procedure if the contract or purchase order is to be terminated:

Step 1 - Issue a warning letter of concern outlining the violations and length of time to correct the problem(s). The length of time to correct the problem shall be determined by CREC or the Participant, as applicable, in its sole discretion, based on the problem.

Step 2 - Issue a letter of intent to cancel the contract or purchase order, if the problem(s) is not resolved by the given date.

Step 3 - Issue the letter to cancel contract or purchase order.

Upon receipt of the written notice of concern, the Contractor shall have ten (10) business days to provide a satisfactory response to CREC and the Participant that provided the notices. Failure on the part of the Contractor to address adequately all issues or concerns may result in contract cancellation. The remedy to terminate and withhold payments is in addition to any other remedies CREC and the Participants may have. In the event of Contract termination by a Participant, such Participant's payment obligation shall cease as of the final date on which services in accordance with this Contract are last performed by the Contractor. Upon termination of this Contract under this section, the Contractor (and its surety) will be responsible for all of such Participant's expenses, losses and damages incurred in replacing Contractor for the remainder of the term of the Contract.

B. Assignment:

Contractor shall not subcontract, assign, transfer, convey, sublet or otherwise dispose of its/his/her contractual duties to any other person, firm, or corporation, without the previous written consent of CREC and any Participant that has an outstanding open purchase order or financing arrangement. If the Contractor wants to assign its/his/her right to payment of the Contract, Contractor shall notify CREC and any Participant that has an outstanding open purchase order or financing arrangement immediately, in writing, of such assignment of right to payment. In no case shall such assignment of Contract relieve the Contractor from its/his/her obligations or change the terms of the Contract.

C. Indemnification:

Contractor shall indemnify, defend, keep and save harmless CREC, each Participant and its respective agents, officials, employees and volunteers (each an "Indemnified Party") against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees) which result from, arise out of, or in connection with the performance, or breach of performance, under the Contract of Contractor and any of its/his/her employees, agents or personnel. The Contractor shall, at its/his/her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Indemnified Party in any such action, the Contractor shall, at its/his/her own expense, satisfy and discharge the same. Contractor expressly

understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Indemnified Party as herein provided.

D. Participant Policies:

The Contractor must be familiar with a Participant's policies or regulations which affect the services provided under this Contract and that have been or will be distributed during the term of this Contract. Policies and regulations include but are not limited to school district or organization policies, town policies, charters, and ordinances.

As each municipality, board of education, governmental agency, educational institution, and non-profit organization in the State of Connecticut may have or may be required to have, individual policies and procedures for the procurement of goods and services; and as one of the aforementioned institutions/agencies may be dependent upon the policies/procedures of another institution or agency, it is required for the Contractor to be familiar with the policies of the Participant that impact the purchase. In limited situations, there may be State statutes which govern the allowability of purchases to be reimbursed by State funding. The Participant should obtain its own legal advice on these statutes prior to purchasing under a contract.

E. Performance Bonds:

Each Participant may require a performance bond in the case of services to be performed under the Contract if required. The Contractor shall furnish to the Participant a Surety Performance Bond ("Performance Bond") with an option to renew each succeeding year of the Contract in a form satisfactory to the Participant assuring the faithful performance of the Contract. The Bond shall be equal to one hundred percent (100%) of each year's estimated Contract price as reviewed and agreed upon by the Participant, and shall be continued for the life of the Contract in amounts equal to one hundred percent (100%) of each year's estimated Contract price as reviewed and agreed upon by the Participant. The Contractor must send such Performance Bond to the Participant prior to the commencement of any services under the Contract. Each such Performance Bond shall be furnished by a surety company acceptable to the Participant and licensed or authorized to do business in Connecticut and New England. Failure to deliver the bond shall be considered a default under the Contract, at the discretion of and upon notice by the Participant.

F. Governing law:

This Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of Connecticut without regard to its conflicts of laws principles.

Conflict of Interest

The Contractor shall disclose any relationship with a CREC employee that would not be considered an "arms-length" or independent transaction, as described below. This disclosure must be made in writing to CREC for an evaluation. CREC will respond to this disclosure in writing.

A CREC employee (including independent contractors for purposes of this definition) placing an order or recommending a vendor must disclose any relationship with that vendor which would not be considered an "arms-length" or independent transaction. This disclosure must be made in writing to CREC for an evaluation. CREC will respond to this disclosure in writing.

For a transaction to be considered "arms-length" or "independent", a CREC employee should not be influenced, dependent upon, guided or controlled by a vendor into choosing that vendor, or item to purchase; nor should it appear to a third party that a CREC employee made a purchasing decision which appears to be based upon a personal relationship between the CREC employee and vendor.

The following are examples when a transaction is NOT considered arms-length or independent: (1) when there exists a personal relationship between a CREC employee and a vendor, (2) when there exists the potential for a personal benefit to a CREC employee, or (3) the parties to a business deal are dependent upon one another for "something" other than the purchase itself.

In addition, the Contractor shall, if given a copy of the potential Participant's conflict of interest policy, follow the process in that policy, or otherwise disclose to a potential Participant any relationship that would not be considered an "arms-length" or independent transaction with that Participant, as described above. This disclosure must be made in writing to the chief official (for example, the Superintendent at a board of education) at the potential Participant. Determination of the existence of a conflict of interest does not prohibit CREC and/or a Participant from entering into the contract and purchase order, respectively.

Financing Arrangements - Any financing arrangements (including lease purchasing arrangements) will be made directly between the Contractor and a Participant. Financing arrangements may be subject to additional laws, rules and regulations, terms and conditions not described in this document and are subject to separate negotiation with each Participant that is interested in such an arrangement. Each Participant should seek its own legal advice prior to entering into a financing arrangement. CREC must receive a report annually summarizing the executed lease purchases along with the summary of the customer purchases. CREC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the Contractor and the Participant only.

Affirmative Action - The Contractor must have an employment policy that there shall be no discrimination against anyone on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation in the hiring, upgrading, demotions, recruitment, termination and selections for training, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to be an "affirmative action-equal opportunity employer."

Independent Contractor - The Contractor shall not be held or deemed in any way to be the agent or employee of CREC and/or a Participant. It is the intention of the parties that the Contractor shall be and is to be considered an independent contractor.

Incorporation of Bid Documents - The bid documents, including all appendices executed by Contractor that have been accepted by CREC (the "Bid") are specifically incorporated into this Contract.

Freedom of Information Act - The Contractor acknowledges that CREC and some Participants are subject to the Freedom of Information Act, Connecticut General Statutes Sections 1-200 et seq., and submitted to CREC and/or such Participants may be made available to the public under the provisions of the Freedom of Information Act.

Marketing and Advertising - Contractor agrees to provide CREC with a copy or proof sheet of all advertisements, customer communications or promotional material for prior approval.

C. Additional Member Agency Terms And Conditions For Construction Products And Services
CT Commission on Human Rights and Opportunities:

Municipal Public Works contracts funded in whole or in part by the State of Connecticut are subject to contract compliance requirements and set-aside goals as follows:

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

D. Procedures For Processing Orders

Purchase orders will not be accepted or processed by CREC. All business will be contracted directly with the Participant, which will issue a purchase order and provide payment for the applicable good or service directly to the Contractor. To the extent not otherwise described in this document, once a purchase order is issued by a Participant to a Contractor, all of the provisions of the contract shall benefit and be enforceable by such Participant, unless specifically identified as applying to CREC only.

E. Agencies Allowed To Purchase Under The Member Agency

There are 169 school districts in Connecticut and all are eligible for membership. No district is obligated to use these services. Additional members may include other public educational institutions, public colleges or universities, community colleges, vocational or technical schools, municipal governments, and other governmental, quasi-governmental, or non-profit organizations.

Work in Other States

CREC is making the CT AEPA contract available for vendors to use in all New England states – CT, ME, NH, RI, VT – and New York, and any other state without AEPA member representation. Our contract is also available in MA for vendors who TEC has been unable to sign with.

Sales made in any of these states using the AEPA contract are to be reported to CREC, with the 2.0% administrative fee made payable to CREC. The Contractor must advise CREC its intent to use the contract in any of these states.

All Terms and Conditions for Connecticut apply to work in these states. It is the Contractor’s obligation to ensure that the purchaser fully understands the AEPA contract, including whether it is allowable under applicable state regulations.

4. Florida, Panhandle Area Education Consortium

A. Additional Agency Terms and Conditions

Vendor Contact: Vendor will designate to the Panhandle Area Educational Consortium (PAEC), one individual who will represent them during the agreement period. This contact person will correspond with each ordering member for technical assistance, problems, or questions that may arise, including instructions if different contacts for different geographical areas are needed. This information will be distributed to all school districts upon award of this bid. Vendors may use this contract to sell products or services in addition to school districts to any government agency, non-profit organizations or institutions.

Vendor agrees to abide by all federal, state and local laws and regulations. It is the responsibility of the Vendor to determine applicability and requirements of any such laws and to abide by them.

B. Procedures For Processing Orders

Once the award is made to the Vendor, PAEC will inform all school districts of the contract by:

1. Including the award information on the PAEC Web site at www.paec.org/clearinghouse
2. Announcing the award in its PAEC Horizon and FEC newsletters
3. Announcing the award via electronic mail to all members
4. Advertising promotional information over the Florida Education Channel

Any members, contact names, addresses and phone numbers will be available at the PAEC Web site www.paec.org. At this point, the Vendor may contact the members and the members may contact the Vendor. The member will identify a desired product or service available through the AEPA contract and agrees on the price and conditions as presented to the member by the awarded AEPA Vendor. The member then issues to the Vendor a purchase order for that item or service. The purchase order must include an additional (2%) administrative fee built into the total invoiced cost, based on the total costs of good, services and installation. A final copy of the customer purchase order or sales summary must be sent to PAEC by the Vendor after completion of the service or installation. The Vendor has (30) thirty days to forward this purchase order. This will insure compliance of the contract.

Vendor makes all deliveries and installations of products and services. PAEC does not warehouse items. All participating Vendors agree to and are subject to audit proceedings of the AEPA sales to members.

The Vendors price will include a (2%) administrative fee that the Vendor shall collect from the member and remit to PAEC on a quarterly basis. The Vendor will produce and provide to PAEC quarterly reports ending March 31, June 30, September 30 and December 31 throughout the contract period. The reports shall identify the Vendor and the quarter being reported, shall include a minimum of the fields listed below:

1. Date of Order
2. School district
3. List or academic price sales totals
4. PAEC price sales totals
5. Member savings total

Quarterly reports and administrative fee payments to PAEC are due the 15th of the succeeding month, and all checks are to be made payable to the Panhandle Area Educational Consortium and sent to: PAEC, 753 West Blvd, Chipley, Florida 32428 and Attention: Finance Department. PAEC may designate another agent for collecting and administrative fee that will be negotiated with Vendor for e-commerce transactions.

C. Agency Members Purchasing Under The Member Agency

The Panhandle Area Educational Consortium is a fourteen member consortium that includes a voluntary purchasing program developed for schools in Florida. All other school districts in Florida are participating members in the programs of the Panhandle Area Educational Consortium (PAEC), including participation in the statewide cooperative purchasing program. Agencies that use this contract will be in compliance with FS1001.42. PAEC was established to provide easily accessible information for our member and participating public school districts and the communities we serve. Since the creation of PAEC in 1967, our school districts have benefitted from shared services made available through leading edge technology. While school districts access our teaching and learning, training and technology, and business operations services in varying degrees of need, all come for the mutually beneficial purpose of reaching their goals together.

Vendor will also submit an annual sales report identifying all member purchases.

5. Indiana, Wilson Education Service Center (WESC)

A. Additional Agency Terms and Conditions

Participating entities and approved vendors must be in full compliance with statutory requirements of all applicable federal, state, and local laws, rules, regulations, and ordinances including applicable public works and prevailing wage projects. All provisions required thereby to be included herein and are hereby incorporated for reference. This contract shall be construed in accordance with and governed by the laws of the State of Indiana. Awarded pricing must be made available to all participating entities regardless of size.

B. Procedure for Processing Orders

Wilson Education Service Center will inform all public school corporations, private/parochial schools, charter schools, non profit entities, municipalities, other governmental entities and higher education entities of contract awards via web sites and various marketing strategies. Vendors will have the primary responsibility to market contracts to eligible buyers within Indiana. After contracts are awarded and product information is available on our e-procurement sites vendors are free to contact eligible buyers and vice versa.

The Wilson Education Service Center utilizes an e-procurement facilitation system as the only mechanism for ordering and the primary method of marketing. Bidders are required to use the IAESC Procurement System and GovPro systems upon award. A 2.2% administrative fee will be assessed on Gross monthly sales for IAESC Procurement (used by schools) and a 3.2% administrative fee will be assessed on Gross monthly sales on GovPro (all other entities) after a 1% price increase. Acceptance of a purchase order not transmitted electronically will constitute grounds for termination of bid award. Bidders shall not include Shipping and Handling Charges, Federal Excise Tax, or State Sales Tax on invoices. Taxes do not apply to purchases by the participating entities. All participating entities have a "Not for Profit Tax Exemption Certificate" which will be furnished by the buyer upon request by the vendor. Quantities shipped in excess of quantities designated in the Purchase Order, or unapproved product substitutions will be returned at the vendor's expense.

C. Members Purchasing Under the Agency

All public school corporations, private/parochial schools, charter schools, non profit entities, municipalities, other governmental entities and higher education entities are eligible buyers. The Wilson Education Center as established by Indiana Code 20-1-11.3-1 with Inter-local Agreement Powers as established by Indiana Code 36-1-7-2 represents all eligible buyers in this program within Indiana.

Public works projects have specific limitations using cooperative purchasing in Indiana as referenced in Indiana IC 36-1-12-4.9. For the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property the cost of the public work must be less than one hundred fifty thousand dollars (\$150,000).

6. Iowa, AEA Purchasing

A. Additional Member Agency General Terms and Conditions that apply for all categories

Right to Assign

AEA Purchasing specifically reserves the right, in its sole discretion, to assign and transfer its interest in the Contract with the Vendor Partner, consistent with the terms and conditions of said Contract, to any organization, along with all corresponding duties, responsibilities, and obligations of both parties, and under the terms provided herein.

B. Additional Member Agency Terms and Conditions for Non-Construction Products and Services None.

C. Additional Member Agency Terms and Conditions for Construction Products and Services

AEA Purchasing may participate in Construction Products and Services bids through AEPA on a limited basis due to the restrictions mandated in the Iowa Code, Chapter 26 and 573.

D. Procedure for Processing Orders

AEA Purchasing's eligible clients follow a standard or electronic ordering process. The awarded Contractor will invoice and deliver products and services directly to AEA Purchasing's eligible clients. All invoices for payment shall be sent directly to the AEA Purchasing eligible client ordering under the terms and conditions of this agreement. The AEA Purchasing eligible client will make payment directly to the awarded Contractor(s). AEA Purchasing does not process any orders.

E. Agencies Allowed to Purchase under the Member Agency

- K-12 Public & Private Schools
- Area Education Agencies
- Colleges & Universities
- Public Libraries
- City, County & State Government
- Non-Profit Education Organizations

7. Kansas, Southeast Kansas Educational Services Cooperative– Greenbush (SEKESC)

A. Additional Member Agency General Terms and Conditions that apply for all categories

SEKESC has no additional general terms and conditions that apply for all categories.

B. Additional Member Agency Terms and Conditions for Non-Construction Products and Services

SEKESC has no additional terms and conditions for non-construction products and services.

C. Additional Member Agency Terms and Conditions for Construction Products and Services

It is further agreed that the provisions of K.S.A. 44-1030 (1) to (5), both inclusive, and as shown below, shall be applicable to this contract, except as to those contractors, vendors or suppliers whose cumulative dollar total in any fiscal year is \$5,000 or less or have fewer than four employees.

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer", or a similar phrase to be approved by the commission.
3. If the contractor fails to comply with the manner in which he reports to the commission in accordance with the provisions of section 15 (44-1031) of this act, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or part, by the contracting agency.
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.
5. The contractor shall include the provisions of sub-sections (1) through (5) inclusively of the present section in every sub-contract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
6. Any purchase order issued by SEKESC, or one of its District's, is cancelable under provisions of K.S.A. 10-1113. All purchase orders shall be issued by the Kansas school district desiring to acquire the products or services under the bid. Said purchase order shall include adequate reference to identify the bid to which it relates.

D. Procedure for Processing Orders

The SEKESC develops all specifications for bids and proposals. After solicitation according to state law, awards are made to selected vendors. Members may then purchase from the list of approved vendors. To make a purchase, members prepare a purchase order directly to the vendor, the purchase order is submitted to the vendor as well as a copy mailed, e-mailed, or faxed to the SEKESC. The SEKESC will review the purchase order and will provide additional quality assurance to the procurement. If the purchase order is in need of modification, SEKESC will notify the district and the vendor of necessary corrections. The supplier provides the product, material, or service to the member and invoices the member. The member makes payment directly to the supplier. The vendor shall add a 2% administrative fee to the bid price. The administrative fee shall be invoiced as part of the overall invoice to the district. The vendor shall report gross sales quarterly to SEKESC and submit the 2% administrative fees to the SEKESC on a frequency of not less than quarterly.

E. Agencies Allowed to Purchase under the Member Agency

The structure of the SEKESC permits all school districts, interlocals and other qualified agencies to participate in awarded contracts under the AEPA bidding process. Virtually all public school districts in the state of Kansas can legally purchase through the SEKESC. Qualified agencies include all public educational institutions to include, universities, community colleges, and technical colleges, state, private and parochial schools, and charter schools. By mutual agreement with vendor and SEKESC, all awarded Kansas contracts are eligible to be offered to all cities, counties, governmental agencies and nonprofit organizations. Occasionally purchases are made from school districts and other non-profit institutions in adjoining states when the purchase is not available through their service agencies. Contracts available to such adjoining state agencies are available upon mutual agreement of vendor and SEKESC. No agency is obligated to use these services and/or contracts, but they will find the benefits of low price advantageous.

8. Kentucky, Green River Regional Educational Cooperative (GRREC)

A. Additional Member Agency General Terms and Conditions that apply for all categories

The Green River Regional Educational Cooperative, Inc. (GRREC) is one of eight educational cooperatives in Kentucky, all of which are participants in the AEPA bids. GRREC serves as contact agency for all AEPA correspondence for all eight educational cooperatives. For the Kentucky Educational Cooperatives, the collective bidding process is conducted consistent with KRS Chapter 45A, the Kentucky Model Procurement Code. Contracts with GRREC shall include the provision granting GRREC employees the right to access to the Contractor's records.

Vendor Contact: Vendor will designate to GRREC one individual who will represent them to Kentucky Bidding Cooperative members during the agreement period. This contact person will correspond with each ordering member for technical assistance, problems, or questions that may arise. Include instructions if different contacts for different geographical areas are needed; this information will be distributed to Kentucky Bidding Cooperative members upon award of this bid.

The following Federal Clauses are required as a part of KY bid documents:

1. CLEAN AIR/CLEAN WATER
 - A. Vendor Partner agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251 et seq). Vendor Partner agrees to report each violation to the USDA and the appropriate EPA Regional Office.
 - B. Vendor Partner agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Vendor Partner agrees to report each violation to the USDA and the appropriate EPA Regional Office.
2. SUSPENSION AND DEBARMENT

Vendor Partner understands that a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." By signing and submitting its bid or proposal, the bidder or proposer certifies as follows: The certification in this clause is a material representation of fact relied upon by GRREC. If it is later determined that Vendor Partner knowingly rendered an erroneous certification, in addition to remedies available to GRREC, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Vendor Partner agrees to comply with the requirements of 2 CFR 180.220 while the above-referenced contract is valid. Vendor Partner further agrees to include a provision requiring such compliance in its lower tier covered transactions.
3. LOBBYING

Vendor Partner will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) and the New Restrictions on Lobbying and has signed and attached to this Addendum the Certificate Regarding Lobbying and, if applicable, the Disclosure of Lobbying Activities (Forms SF-LLL) and annually will sign and submit a certificate, if applicable, Form SF-LLL to GRREC.
4. PROCUREMENT OF RECOVERED MATERIALS PURSUANT TO 2 C.F.R. § 200.322

Vendor Partner agrees to comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
5. BUY AMERICAN

"Domestic Commodity or Product" are defined as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards School Food Authorities ("SFAs") must comply with when purchasing commercial food products served in the school meals programs.

Buy American: AEPA Member Agencies or Participating Entities participating in the federal school meal programs are required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the US and a food product that is processed in the US substantially (at least 51 percent) using agricultural commodities that are produced in the US.

Federal regulations require that all foods purchased for Child Nutrition Program be of domestic origin to the maximum extent practicable. While rare, two (2) exceptions may exist when: the product is not produced or

manufactured in the US in sufficient, reasonable and available quantities of a satisfactory quality, such as bananas and pineapple; and competitive proposals reveal the cost of a domestic product is significantly higher than a non-domestic product.

ALL products that are normally purchased by Vendor Partner as non-domestic and proposed as part of this contract must be identified with the country of origin. Vendor Partner shall outline their procedures to notify GRREC when products are purchased as non-domestic.

Any substitution of a non-domestic product for a domestic product (which was originally a part of the solicitation), must be approved, in writing, by GRREC, prior to the delivery of the product to the AEPA Member Agency or Participating Entities. Any non-domestic product delivered to the AEPA Member Agencies or Participating Entities, without the prior, written approval of GRREC will be rejected.

Vendor Partner must affirm its willingness to assert its best and reasonable efforts to ensure compliance with this federal rule.

6. COST REIMBURSEMENT CONTRACTS

Solicitation Requirements for cost reimbursable contracts:

- A. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
- B. Contractor will separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or (B) Contractor will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
- C. Contractor's determination of its allowable costs will be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
- D. Contractor will identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit;
- E. Contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
- F. Contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

B. Additional Member Agency Terms and Conditions for Construction Products and Services

The Contractor and subcontractors shall pay all laborers, workmen and mechanics performing work under this contract not less than the rate of wages set forth in the prevailing wage schedule incorporated in the contract conditions as determined by the Kentucky Department of Labor in accordance with the provisions of KRS 337.505 through KRS 337.550.

Bidders are informed that construction contracts of the Commonwealth of Kentucky and political subdivisions are not exempt from the provisions of the Kentucky Sales and/or Use Tax. Current sales and/or Use Tax shall be provided for and included in the bid amount as no adjustments will be permitted nor made after receipt of bids.

1. It should be noted that where performance bonds are required, it should include both performance and payment bonds.
2. State Prevailing Wages shall apply for projects of \$250,000.00 or more, or Davis Bacon wages (when federal funds are utilized) if higher than State Prevailing Wages.
3. All work shall be in accordance with necessary approvals from the Kentucky Department of Housing, Buildings and Construction and the Kentucky Building Code.
4. All processes of the project comply with 702 KAR 4:160, the Capital Construction Process, including necessary approvals from the Kentucky Department of Education.
5. Performance and payment bond on AIA document 312 must be provided for all projects that exceed \$25,000. (Also provide that the Surety shall comply with state requirements.)
6. In accordance with 702 KAR 4:160, AIA and KDE documents be utilized on all projects including but limited to:

- a. A 101 Standard form of Agreement between Owner and Contractor (including KDE amendments)
 - b. A 201 General Conditions of the Standard Form of Agreement between Owner and Contractor (including KDE amendments)
 - c. AIA A701 Instructions to bidders, with KDE amendment and KDE Form of proposal (may require editing AEPA instructions to bidders to eliminate conflicts).
 - d. KDE purchase Order (for direct purchase of materials with tax number, to exempt materials from state sales tax)
 - e. If applicable, where architectural services are provided by the Owner, Form B141, Standard Form of Agreement between Owner and Architect
7. Architectural services shall be provided in accordance with KRS 322.360 and other relevant Kentucky Revised Statutes by the vendor or the Owner at the Owner's preference.

C. Procedure for Processing Orders

Once the award is made to the Contractor/vendor, GRREC and Kentucky's other cooperatives will inform their members (school districts and other entities) of the contract by: 1) including the contract in the Current Bids section on their websites and 2) publishing the contract information in catalogs disseminated to all members. A list of members, contact names, addresses and phone numbers is made available to the Contractor. At this point the Contractor/vendor contacts the members and members may contact the Contractor/vendor. When the member identifies a product or service, it will issue a purchase order for that item to the vendor. The vendor's price will include a two percent (2%) administrative fee that the vendor will collect from the member and remit to GRREC on a quarterly basis. Municipal and county governments, and other governmental, quasi-governmental, or nonprofit organization price will reflect a two percent (2%) administrative fee. On the occasion that an AEPA contract awarded by Kentucky is utilized by public school and public non-school entities in other states, purchases in these instances will also reflect a two percent (2%) administrative fee. The vendor will also compile and provide to GRREC a quarterly report showing all purchases made by Kentucky members (with specific detail as to what purchases were made by which members) under this contract. Further, if no purchases are made in any given quarter, the Vendor shall remit a "No Activities" statement to GRREC for that quarter. The vendor will also produce and provide to GRREC an annual summary report for all purchases made under this contract for a period of beginning with the award of the contract through December 31st and all consecutive annual periods if contract is extended. The vendor will make all administrative fee payments to the GRREC by the 15th of the month following the end of the quarter (i. e. April 15th, July 15th, October 15th and January 15th). All checks are to be made payable to GRREC and sent to GRREC, 230 Technology Way, Bowling Green, KY 42101 and Attention: Bids Coordinator. GRREC may designate another agent for collecting an administrative fee that will be negotiated with vendor for e-commerce transaction. GRREC will share information from the quarterly and annual reports and distribute the administrative fee among the other KY Educational Cooperatives according to membership.

D. Members Purchasing under the Agency

Currently there are 8 Bidding Cooperatives in Kentucky and all are participating in this invitation through GRREC's solicitation. There are 170+ independent and county school districts and all are eligible for membership in a Bidding Cooperative and approximately 98% of the districts are members of one of the cooperatives. No district is obligated to use these services. Additional members may include other public educational institutions in the state, public colleges or universities, community colleges, vocational or technical schools, municipal and county governments, and other governmental, quasi-governmental, or non-profit organizations. Kentucky currently shares its AEPA contracts with the following states: AL, GA, LA, MS, NC, SC, and TN. Only those districts or institutions listed on an approved Bidding Cooperative membership list are eligible to purchase under these contracts. This list may change during the contract period.

9. Massachusetts, The Education Cooperative

A. Additional Member Agency General Terms and Conditions that apply for all categories:

All Contractors and Vendors shall comply with MGL Chapter 30B including: Signing a non collusion statement as required by MGL 30B s. 10; Signing a tax compliance certificate as provided in MGL Ch. 62C s 49A.

All Contractors and Vendors will produce and provide to TEC at PO Box 186, Dedham, MA quarterly reports of all sales to Massachusetts Participants. The quarterly reports together with the administrative fee shall be sent to TEC with 15 days after the close of each quarter.

B. Additional Member Agency Terms and Conditions for Non-Construction Products and Services:

All Contractors and Vendors shall comply with MGL Chapter 30B.

C. Additional Member Agency Terms and Conditions for Construction Products and Services

All construction contracts shall be subject to the provisions of M.G.L. Ch. 149A.

D. Procedure for Processing Orders

1. Once an award is made to a Contractor/Vendor, TEC will inform the Participants of the contract. At this point, the Contractor/Vendor may directly contact any Participant and any Participant may directly contact the Vendor.
2. Purchase orders will not be accepted or processed by TEC. All business will be contracted directly by Participant, which will issue a purchase order and provide payment for the applicable good or service directly to the Contractor /Vendor.
3. To the extent not otherwise described in this document, once a purchase order is issued by a Participant to a Vendor, all of the provisions of the contract shall benefit and be enforceable by such Participant, unless specifically identified as applying to TEC only.
4. The total cost of TEC's program is funded through the administrative fee paid to TEC quarterly by the participating Contractors/Vendors. The administrative fee is based upon the total sale or lease of goods and services, including installation, if included, This fee shall be included in all price quotations to Participants and shall not be printed as a line item on the quotation.

E. Agencies Allowed to Purchase under the Member Agency

Any school district, municipality or non-profit tax exempt entity with a principal place of business in Massachusetts which sign the Participation Agreement attached hereto shall be entitled to participate.

10. Michigan, Oakland Schools, (OS)

A. Additional Member Agency General Terms and Conditions that apply for all categories:

1. Advertising

OS will require a marketing flier, brochure, or other similar marketing vehicle, in electronic format, from each Contractor promoting the available contract with the Contractor, and/or a web page or link. OS may assist in the development of the marketing flier and material (if requested by Contractor), but in all cases shall have authority to review and approve any marketing materials. If a web site is used, the link will be made available from the OS web page. Any web page or link, or other marketing tool shall be dedicated to AEPA information only.

2. Pricing

OS requires that Contractors must offer prices lower than what they would offer on any single school district contract in Michigan; on other cooperative purchasing contracts available to Michigan public educational institutions, colleges and/or universities, County Government offices, cities, townships, and villages; or State of Michigan purchasing contracts.

3. Conflict of Interest

Contractor shall disclose in writing to Buyer any conflicts of interest with Board members, administrators, and or employees of any Participating Entity (as defined below). A conflict of interest may include, but is not limited to, a financial ownership interest in, or employment with Contractor or Subcontractor by a Participating Entity' Board member, administrator, or employee or their family member. A "family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. Determination of the existence of a conflict of interest does not prohibit the Participating Entity from entering into a contract with the Contractor (MCL 380.634; MCL 15.322 et seq).

4. Termination of Buyer's Purchase Order

Default is defined as the failure of a Contractor to fulfill the contract, including but not limited to, not honoring bid prices, failure to deliver on time, or the unauthorized substitution of items or failure to comply with any or all of the specifications and/or terms and conditions contained in this solicitation or the contract/purchase order of a Participating Entity. Should the Contractor fail to satisfactorily resolve the default, the contract/purchase order may be terminated with thirty (30) days written notice. In that event, the Contractor shall be held liable to the Participating Entity for all costs and expenses incurred by the Participating Entity arising out of said default. Notwithstanding the foregoing, each Participating Entity may terminate their contract/purchase order, with or without cause, or discontinue purchasing from the Contractor at any time.

5. IRAN ECONOMIC SANCTIONS ACT

Public Act 517 of 2012, commonly known as the "Iran Economic Sanctions Act" (the "Act"). The Act provides that beginning April 1, 2013, an "Iran Linked Business" is not eligible to submit a bid on a request for proposal with a "public entity" (Oakland Schools). The Act also requires that a person that submits a proposal in response to an Oakland Schools request for proposal must certify to the public entity that it is not an Iran Linked Business. This requirement applies to all requests for proposals issued by Oakland Schools, and not just to construction projects.

The Act defines an Iran Linked Business as:

- i A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran;
- ii A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

If the Oakland Schools determines, using credible information available to the public, that a person or entity has submitted a false certification, Oakland Schools must provide written notice to the person or entity of its determination and of its intent not to enter into or renew the contract. The notice must include information on how to contest the determination. The notice must also specify that the individual or entity may become eligible for future contracts with the public entity if the activities that caused it to be an Iran Linked Business are ceased.

6. Quality of Goods

Bidder shall only bid new (not used or refurbished) items only. Seller warrants that all supplies, materials and equipment and services covered by a contract/purchase order with an Participating Entity will: (a) conform to the specifications, drawings, written instructions, samples, or descriptions; (b) be of good quality and workmanship; (c) be free of defects in design, materials and workmanship; (d) be merchantable; (e) be fit for particular purposes applicable to the design, function or use of the supplies, materials and equipment.

7. Taxes

The Participating Entities are exempt from State Sales Taxes and such taxes shall not be included in any solicitation prices. Exemption certificates will be provided upon request.

8. Shipping Costs

Prices for all supplies, materials and equipment **MUST include total freight, insurance and delivery** charges to the ordering destination ("FOB Destination").

9. Delivery

Delivery must be made as instructed on the contract/purchase order with the Participating Entity. All services must be delivered as specified by the Participating Entity.

10. Hazardous Materials

If any hazardous chemicals are supplied under a contract/purchase order arising out of this solicitation, a Material Safety Data Sheet (MSDS) shall accompany the delivery of any hazardous chemicals supplied by the Contractor. All MSDS sheets shall be sent to the attention of the Participating Entity. Ref: State of Michigan Act 154, Section 14, P.A. 1974 as amended. Copies of MSDS for all purchased hazardous materials must be provided prior to delivery of any items by the Contractor. Additionally, the MSDS needs to be attached to the invoice and all products delivered must be labeled according to Section 14 of Act 154, of the public Acts of 1974, as amended. Any appropriate products not labeled will be refused and the Contractor will be responsible for additional freight charges. Payment may be withheld until the Participating Entity receives the MSDS.

11. Acceptance

Inspection and acceptance of supplies, materials and/or equipment will be made after delivery at destinations specified on the contract/purchase order with the Participating Entity, unless otherwise stated. Final inspection shall be acceptance except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the supplies, materials and/or equipment will be made as promptly as practicable, but failure to inspect and accept or reject supplies, materials and/or equipment shall not impose liability on the Participating Entity for such supplies, materials and/or equipment that are not in accordance with the specifications of this solicitation or the contract/purchase order of the Participating Entity.

12. Modifications to Contracts

No modifications to a contract/purchase order with a Participating Entity shall be binding upon such Participating Entity unless agreed to in writing signed by an authorized representative of the Participating Entity.

13. Indemnification

Contractor agrees to indemnify, defend and hold harmless OS, each Participating Entity and each Other Agency, including their Board of Educations or governing body, in their official and individual capacities, employees, agents, successors and assignees, from and against any and all costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of the: (i) negligent act or omission or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, Contractors and agents; (ii) any breach of the terms of the contract between the Participating Entity and the Contractor; or (iii) any breach of any representation or warranty by Contractor under the contract with a Participating Entity or this solicitation.

14. Anti-discrimination

The Contractor hereby agrees to comply with all federal, state and municipal equal opportunity and antidiscrimination guidelines and regulations, and covenants that the Contractor will not discriminate against an employee or applicant for employment with respect to hire, tenure terms, conditions or privileges of employment, or in a manner directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, marital status or disability. Failure on the part of the Contractor to comply with said guidelines and regulations shall, upon reasonable notice, constitute grounds for a Participating Entity to revoke and otherwise terminate the contract and all obligations of the Participating Entity hereunder.

15. Local Contract Terms and Conditions

For procurements of supplies, materials, equipment and/or services resulting from this solicitation, it is clearly understood and agreed to by the Contractor that any clause, term, or condition not addressed in this solicitation, but required by a Participating Entity, shall be adhered to by said Contractor.

16. Governing Law

Any contract arising out of this solicitation shall be governed by and construed under the laws of the State of Michigan. In the event of any legal action to enforce or interpret any contract arising out of this solicitation, the sole and exclusive venue shall be the state or federal court of the local jurisdiction where the Participating Entities located.

B. Additional Member Agency Terms and Conditions for Non-Construction Products and Services: Special Bid Requirements for Supplies, Materials and Equipment: All supplies, materials, and equipment sold or leased to Michigan intermediate school districts or K-12 public school districts must be in accordance with MCL 380.623a and 380.1274, respectively. The procurement of supplies, materials and/or equipment in a single transaction costing more than the State of Michigan Competitive Bidding threshold set forth in MCL 380.623a and 380.1274 by an intermediate school districts or K-12 public school districts requires the district to obtain competitive bids and the purchase must be approved by the

district's Board of Education. Participating Entities, other than from K-12, choosing to purchase from awarded AEPA contracts are subject to their own respective laws, and/or local policy, procedures, and/or Charters.

C. Additional Member Agency Terms and Conditions for Construction Products and Services:

Special Bid Requirements for Construction, Renovation and Remodeling: All Contractors understand and agree that the use of AEPA contracts is not intended for use by Michigan intermediate school districts or public K-12 school districts for construction, renovation or remodeling projects under MCL 380.1267 and agree to comply with all applicable standards and statutes for said construction projects. Participating Entities, other than from K-12, choosing to purchase from awarded AEPA contracts are subject to their own respective laws, and/or local policy, procedures, and/or Charters.

D. Procedure for Processing Orders

1. Once the award is made to a Contractor, OS will inform the Participating Entities and Other Agencies of the award by announcing the award through its general and usual methods of disseminating information.
2. OS requires the awarded Contractor to take ownership and actively promote the contract in cooperation with OS to all qualified Participating Entities and Other Agencies.
3. Oakland Schools follows the AEPA Standard Ordering Process (see Part A, III. General Terms and Conditions for All Agencies, "Ordering Procedures").
4. Administrative Fee:
 - a. Contractors shall be required to pay a two percent (2%) administrative fee (the "Fee") based on the total cost of goods or services purchased, including installation and freight, if applicable. In the event of a lease arrangement, the total Fee for the value of goods leased shall be paid to OS by the Contractor at the front end of the lease. Contractor or its designated authorized reseller(s) shall not include any additional amount corresponding to the Fee in the bid responses or awarded prices. **Administrative fee payments and sales reports are to be submitted to Oakland Schools on a quarterly basis.**

E. Agencies Allowed to Purchase under the Member Agency:

OS serves all local school districts located in Oakland County, Michigan. In addition to, and in accordance with the terms and conditions set forth in this solicitation, all **public school districts, private schools, public school academies and intermediate school districts** in the State of Michigan shall be permitted to use AEPA solicitations approved by OS. In accordance with the terms and conditions set forth in this solicitation, **colleges, universities, counties, cities, townships, villages, and non-profit organizations** may also use select AEPA solicitations. It should be clearly understood that OS is assisting these Participating Entities as a service to procure selected supplies, materials and equipment and services desired by the Participating Entity. Both the Contractor and any Participating Entity using this solicitation agree that the OS makes no representation that use of this solicitation by any Participating Entity is, in fact, in compliance with rules, regulations, policy or procedures of the Participating Entity. In this regard, the OS strongly suggests that, at a minimum, the Contractor and any Participating Entity considering such use consult with their own legal counsels before doing so. All Participating Entities using AEPA solicitations shall be responsible for adhering to their own applicable rules, regulations, policies, procedures and state statutes, etc., which may govern the use of cooperative purchasing contracts within their respective jurisdictions.

11. Minnesota, Cooperative Purchasing Connection (CPC)

A. General Terms and Conditions that apply for all categories

1. Hazardous Substances: All hazardous products purchased by members shall include a Safety Data Sheet (SDS) with the delivery.
2. Lease and Rental Agreements: Vendor 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 agencies' purchases. CPC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the vendor and the CPC participating agency. Vendor agrees that leases will be in compliance with the Uniform Commercial Code. A two percent (2.0%) 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 ordering process.
3. CPC Training Seminar: Contracted vendors and their participating sub-contractors are required to participate in an online CPC training session (CPC 101) that is designed to educate the vendor (and sub-contractors) on the purpose and nature of CPC. A contracted vendor will not be marketed to CPC participating agencies until they have completed the CPC 101 training.

B. *Additional Participating Agency Terms and Conditions for Non-Construction Products and Services*

If requested by CPC, the contracted vendor will work with CPC to develop an order form, or order forms, containing the most commonly purchased items, that CPC can utilize to market the contracted vendor to its participating agencies.

C. *Additional Participating Agency Terms and Conditions for Construction Related Products and Services*

Upon acceptance and approval of the Vendor's offer by AEPA, CPC will independently consider the offer and conduct a conference call with the Vendor to determine if the Vendor is 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 require that an architect's signature or certification is noted on the specifications as required by Minnesota Statute §326.12 subd. 3. With certain exceptions, Minnesota Rules part 1800.5200, subpart 1, requires a licensed architect or engineer to prepare and certify specifications for building alterations or renovations. Once CPC and the Vendor are able to confirm that business is able to be conducted in Minnesota, CPC will make a final decision to complete the contract execution process.

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

D. Procedure for Contract Award, Notification and Processing Orders

Once the award is recommended by the AEPA Review Committee, CPC considers the recommendation based on the value of the potential contract for its participating agencies. Participating agency is defined as any city, county, public or private educational agency, nonprofit or governmental agency that is a participant of CPC as described in Section E. In the event of an award by the Board of Directors, CPC will inform its members of the award and contract by the following methods along with contract instructions and ordering process.

1. The contract opportunity is listed and promoted on the CPC website (www.purchasingconnection.org).
2. Announcing the award in CPC newsletters.
3. CPC will publish the contract and marketing information through a hard copy marketing flier and electronic email. Contracts are promoted through PDF and a hard copy product catalog distributed at statewide trade shows and agency meetings on a regular basis. CPC will require a marketing flier, brochure, or other similar marketing pieces, in an editable, electronic format, from each vendor promoting the available contract with the vendor, and/or a web page or link. CPC may assist in the development of the marketing flier and material (if requested by vendor), but in all cases shall have authority to review and approve any marketing materials. If a web site is used, the link will be made available from the CPC web page. Any web page or link, or other marketing tool shall be dedicated to AEPA information only.
4. When the member identifies a desired product or service, the member and the vendor may negotiate with each other to establish a description of items and/or services. The vendor shall quote a price to the member, in writing, using AEPA established discounts and including the two percent (2%) administrative fee in the quoted price. The administrative fee shall be based upon the total cost of goods and/or services including installation costs. The administrative fee shall not be listed as a separate line item on the quote. When a member decides to purchase through the CPC-AEPA contract, the member issues the purchase order directly to the vendor. The purchase order must include the total invoiced cost, based on

- the total cost of goods, service, and installation, including the 2% administrative fee.
5. Notification will be made to the vendor in the event the purchase order is not in compliance with the contract and adjustments will be made at that time. NDESC and the vendor will mutually resolve any issues with regard to past purchases. The purchase orders are to continue to be processed and viewed as approved unless notified by NDESC otherwise. All sales and transactions may continue without delay or in anticipation of the NDESC purchase order verification.
 6. Once all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, the vendor then files a copy of the final invoice, which is available to NDESC by request in support of the quarterly sales summary. The invoice is to be marked "Copy".
 7. Vendor makes all deliveries and installations of products and services. CPC does not warehouse items or provide installation services.
 8. CPC's participating agencies purchasing construction related products and/or services may, as required by statute, or at their discretion, require the vendor to post a performance bond.
 9. This administrative fee is to be paid by the vendor to CPC, quarterly, within 20 working days after the end of each fiscal quarter. The AEPA vendor shall also submit to CPC a sales report, in Excel format, listing the following information:
 - Name of service cooperative region
 - Name of purchasing agency
 - Address of purchasing agency
 - Date of sale
 - Standard sale price
 - Sale price with AEPA discount
 - Administrative fee generated by sale
 - Savings generated by sale
- This report shall include all sales made and payments received by the vendor in said quarter. The sales report shall be emailed to Melissa Mattson at mmattson@lcsc.org and copied to Lori Mittelstadt at lmittelstadt@lcsc.org. The administrative fee payment shall be delivered to Melissa Mattson, CPC, 1001 E. Mt. Faith, Fergus Falls, MN 56537. The check shall be made out to Lakes Country Service Cooperative.
10. In the event of a lease, the total administrative fee for the value of goods shall be paid to CPC by the vendor at the front end of the lease. CPC reserves the right to review all purchase orders, lease documents and invoices to insure contract compliance.
 11. CPC requires that all participating vendors offer the contract opportunity to all CPC participating agencies. Participating agencies is defined under Section E (below).

E. Agencies Allowed to Purchase under the Member Agency

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 3,000 participating agencies (schools, cities, counties, other governmental organization and nonprofit agencies) in Minnesota and South Dakota through the Cooperative Purchasing Connection. Participation with CPC is required for contract participation.

F. Governing Law

The laws of the State of Minnesota govern all contracts resulting from this IFB. Each and every provision of law and clause required by law to be included in a contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction.

12. Missouri, Cooperating School Districts of the Greater St. Louis Area, (CSD)

A. Additional Agency Terms and Conditions

Lease and Rentals: Vendor may allow CSD members to enter into rental, lease, or lease purchase agreements, providing such agreements are in compliance with Missouri statutes and State Department of Education policies, rules and regulations. CSD must receive a copy of the executed leasing documents prior to processing a purchase order. CSD will not collect lease payments. Bidder agrees that leases will be in compliance with the Uniform Commercial Code. All terms of leasing must be included in the proposal, with interest rates described as related to a government standard. Bidder must indicate in its response to this solicitation if the shipping costs for the return of leased or rented equipment are the responsibility of the CSD member, and what that cost will be. No sale of a contract to a third party will be made without first informing CSD and the CSD member of the sale. If Bidder sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original vendor. A 2% administrative fee must be included in the lease cost based on the total value of the goods purchased. This fee is referred to under ordering process.

B. Procedure for Processing Orders

(1.) Once the award is made to the vendor, CSD will inform its members of the contract by announcing the award in its periodic newsletter and other CSD member presentations as well as regular electronic and direct mail communications to members.

(2.) CSD may require a marketing flier from each vendor promoting the contract and AEPA relationship. CSD will assist in the development of the marketing flier and material. This flier will be for distribution as well as posted on the CSD online catalog and disseminated to all members. At this point the vendor must contact the members and members may contact the vendor. Note: CSD requires the awarded vendor to take ownership and actively promote the contract in cooperation with CSD to all qualified customers.

(3.) When the member identifies a desired product or service as available through the AEPA contract and agrees on price as presented to the member by the awarded AEPA vendor, the member then issues to the vendor a purchase order for that item or service.

(4.) The purchase order must include an additional two percent (2%) administrative fee in the total cost, based on the total cost of goods and service including installation and freight if applicable. This fee is to be forwarded by the vendor to CSD after the sale and payment is made to vendor. Payment shall be made to CSD on a quarterly basis along with complete sales history during that period.

(5.) When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then forwards a copy of the invoice to CSD. The invoice is to be marked "Copy". The invoice shall include the additional 2% administrative fee to the total amount invoiced based on the goods and services as defined and provided by the vendor. The administrative fee percentage is based on the total sale of goods and services including installation and freight if applicable. In the event of a lease, the total administrative fee for the value of goods shall be paid to CSD by the vendor at the front end of the lease.

(6.) Vendor makes all deliveries and installations of products and services. CSD does not warehouse items nor provide services.

(7.) All participating vendors agree to and are subject to audit proceedings of AEPA member sales.

C. Members Purchasing Under the Agency

We take great pride in the fact that the Business Services Division of CSD is providing a complete line of purchasing services to our 56 member school districts and over 265 additional school districts and educational institutions throughout Missouri and Illinois. For those of you who have not participated in the past with the Business Services Division, it is important to note that we serve students in 321 public, private and parochial schools within our service area. CSD was created in 1928 with its primary focus aimed at improving educational opportunities for all students. Our goal is to promote efficient use of educational dollars, and simultaneously provide an ongoing market for those vendors doing business with CSD. The Cooperating School Districts of Greater St Louis serves schools and political subdivisions in the following states: Illinois, Wisconsin, Oklahoma, Arkansas, North and South Carolina, South Dakota.

D. Governing Law

Any municipality or political subdivision of this state, as hereinafter defined, may contract and cooperate with any other municipality or political subdivision, or with an elective or appointive official thereof, or with a duly authorized agency of the United States, or of this state, or with other states or their municipalities or political subdivisions, or with any private person, firm, association or corporation for the planning, development, construction, acquisition or operation of any public improvement or facility, or for a common services; provided, that the subject and purposes of any such contract or cooperative action made and entered into by such municipality or political subdivision shall be within the scope of the powers of such municipality or political subdivision. If such contract or cooperative action shall be entered into between a municipality or political subdivision and an elective or appointive official of another municipality or political subdivision, said contract or cooperative action must be approved by the governing body of the unit of government in which such elective or appointive official resides.

13. Montana, Montana Cooperative Services (MCS)

A. Additional Agency Terms and Conditions

Advertising: MCS will require a marketing flier in electronic form from each vendor promoting the contract or a web page of contact. MCS will assist in the development of the marketing flier and material. This flier will be for distribution and used as a page on the MCS web site. If a web site is used, a link will be established on the MCS web page.

Price and Packaging Information: It is mandatory that all bidders include both the LIST PRICE and BID PRICE on each item for consideration. Failure to include both prices could disqualify the bid. Complete Product Specification Sheets or brochures must be submitted when requested. Failure to provide said specification sheets could disqualify the bid.

B. Procedure for Processing Orders

(1) Once the award is made to the vendor, MCS will inform its members of the contract by:

(a) Including the contract in the agency database that is available on the MCS website.

(b) Announcing the award in its periodic newsletter and other MCS member presentations as well as regular electronic and direct mail communications to members.

(2) When the member identifies a desired product or service as available through the Agency contract and agrees on price as presented to the member by the awarded Agency vendor, the member then issues to the vendor a purchase order for that item or service.

(3) An additional two percent (2%) administrative fee is to be included in the cost, based on the total cost of goods and services, including installation. This fee is to be forwarded by the vendor to MCS after the sale and payment is made to the vendor.

(4) When all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, the vendor then forwards a copy of all sales to MCS. These sales are to be reported on a quarterly basis and include purchaser and sales.

(5) Vendor makes all deliveries and installation of products and services. MCS does not warehouse items nor provide services.

(6) MCS requires that all participating vendors offer the contract opportunity to all qualified membership. Qualified membership is defined under E.

C. Agencies allowed to Purchase under the Member Agency

MCS is a Montana based, legislatively created, cooperative organization formed under Montana state statute section 20-9-204 Senate Bill # 329 allowing services to all qualified agencies in a cooperative manner. No agency is obligated to use these services and contracts, but they will find the benefits of low price advantageous.

Qualified agencies include all public educational institutions to include universities, community colleges, technical colleges, state and private schools, charter schools, as well as all cities, counties, governmental agencies and all nonprofit organizations.

14. Nebraska, Educational Service Unit Coordinating Council (ESUCC)

A. Additional Agency Terms and Conditions

1) Bid Award Determination: The bidder hereby agrees to these bidding conditions by virtue of submitting this signed document on or before the Bid Opening date as specified below.

2) Natural Gas Contractors: Any bids relating to natural gas shall be based upon an awareness of NEB. REV. STAT. § 75-501, adopted in conformity with Rules, Regulations, and Interpretations of Federal Agencies with authority to regulate pipeline common carriers and interstate commerce.

3) Performance Bonds: Upon execution of a contract between an ESUCC member and the prime contractor for construction or public improvement, performance and payment bonds shall be provided the member. Such bonds may be required for non-construction contracts. If so required, a performance bond in an amount equal up to 100% of the price specified in the contract between the member and a surety company authorized to do business in Nebraska shall be executed by the prime contractor. Performance bonds between the member and the prime contractor shall be on standard forms. If so required, a payment bond in an amount equal up to 100% of the price specified in the contract between the member and a surety company authorized to do business in Nebraska, shall be executed by the prime contractor. This bond will protect all persons supplying labor and material to the prime contractor for the performance of the work provided in the contract. Payment bonds between the member and the prime contractor shall be on the standard form. The prime contractor shall deliver copies of both the performance and payment bonds to ESUCC at the time the contract between the member and the prime contractor is executed. All suits for nonpayment or nonperformance shall be filed as allowed under Nebraska law. The prime contractor will be responsible for providing ESUCC with copies of all contracts and bonds in accordance with ESUCC procedures. In the event the ESUCC finds it to be in the best interest of the cooperative or any Educational Service Unit within Nebraska or any member school district served by the cooperative to waive any bond requirement, it may do so by notifying any contractor of that fact in writing. Any purported waiver of any bond requirement in any form other than in written form signed by the Executive Director of ESUCC shall be non-binding and of no effect.

4) Insurance: Contractors shall secure and keep in force during the term of any awarded agreement the following insurance coverages from insurance companies authorized to do business in Nebraska:

- Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- Automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$1,000,000 per person for any number of claims arising out of a single occurrence and \$5,000,000 for all claims arising out of a single occurrence.
- Workers compensation coverage meeting all statutory requirements.

5) Special Bid Security: ESUCC reserves the right to reject any or all bids in whole or in part; to waive any formalities or irregularities in any bids, and to accept the bids, which in its discretion, may be for the best interest of ESUCC. Nothing in the solicitation for bids or acceptance of bids is to be construed as an assertion that zoning or other land use authority is appropriate to the placement of any portable classrooms, the subject of any bids hereto. As to whose duty it is to ascertain whether zoning and land use is appropriate as to any portable classrooms upon which any vendor is the successful bidder, shall be set forth in the bid specifications by the vendor. Any deviation from housing and urban development standards or uniform building code standards that may be a term of the bid by any vendor shall be clearly set forth in the bid. Whether or not any portable or other building as bid includes architectural or engineering services as required by NEB. REV. STAT. § 81-3445 or if the building is exempt under NEB. REV. STAT. § 81-3449 because it is a public work not to exceed \$100,000.00 or whether the building is not exempt, the bid shall include specific statements as to how the aforementioned statutes will be complied with. NEB. REV. STAT. § 73-101 provides for the manner and methods which public letting will occur. Section 73-106 exempts the expenditure of funds for construction, remodeling, or repair of any school owned building or for site improvement, if the contemplated expenditure for the complete project does not exceed \$100,000.00. The granting of a bid to a vendor does not absolve the bidder from also complying with NEB. REV. STAT. § 73-101 and NEB. REV. STAT. § 73-106 of the Nebraska statutes. Any bid accepted by ESUCC shall also be subject to NEB. REV. STAT. § 73-102 which requires a contractor to file a statement that the vendor or bidder is complying with and will continue to comply with fair labor standards in the pursuit of his business and in the execution of the contract on which he is bidding. A form statement to that effect is available from Mr. Craig Peterson at Nebraska ESUCC Cooperative Purchasing.

6) Debarment and Suspension: Contractors shall comply with Executive Orders 12549 and 12689 as applicable. Contractors may be debarred for a period of two (2) years, unless earlier modified by the Special Awards Committee of ESUCC for any of the following conduct: (a.) Repeatedly not following the bid process. (b.) Repeatedly submitting non-responsive bids. (c.) Any behavior, which has as its effect injuring the integrity of the bid process. (d.) Failure to deliver goods pursuant to a successful bid. (e.) Repeated lack of acceptable handling and delivery of goods pursuant to a successful bid. (f.) Repeatedly not meeting delivery deadlines. (g.) Repeated failure to timely rectify damages of goods, or shortages of goods when it is the responsibility of the contractor to take such action. (h.) Conviction of a crime of dishonesty. (i.) Debarment or suspension by any agency or

Federal Agency by the contractor or any of its key employees. (j.) Other conducts which materially and adversely affects the services of ESUCC Cooperative Purchasing program.

7) Statement Filed: A bidder who is awarded a contract for any goods or services pursuant to this IFB shall file with ESUCC a statement as required by NEB. REV. STAT. § 73-102.

8) Nondiscrimination: The Contractor and all subcontractors, if any, shall not discriminate against any employee or applicant who is to be employed for performance of any awarded bid or agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

9) Employment Eligibility Verification: The Contractor shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If the Contractor employs or contracts with any subcontractor in connection with any awarded bid or agreement, the Contractor shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.**10) Federal Funding.** It is understood that purchases may be funded in whole or in part with funds allocated by the Federal government, including the U.S. Department of Education and is therefore subject to those regulations, restrictions, and conditions normally associated with federally funded programs and any other requirements that the state or federal government may prescribe including, but not necessarily limited to, the following:

- **Equal Employment Opportunity:** The Bidder shall comply with the Equal Employment Opportunity Clause required under Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).
- **Copeland "Anti-Kickback" Act:** The Bidder shall comply with the Copeland "Anti-Kick Back" Act (40 U.S.C. 3145), as supplemented in Department of Labor regulations (29 CFR 3).
- **Lobbying:** The Bidder agrees and understands that under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) that Bidders that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
- **Contract Work Hours and Safety Standards Act:** The Bidder agrees to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5).
- **Patent Rights:** The USDOE's and any other federal agency's requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course or under this Agreement include, but are not necessarily limited to, 34 CFR Part 80.
- **Copyrights and Right in Data:** The USDOE's and any other federal agency's requirements and regulations pertaining to copyrights and rights in data include, but are not necessarily limited to, 34 CFR Part 80.
- **Access to Documents:** The Parties and their grantees, the USDOE and/or other federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Bidder which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.
- **Energy Policy and Conservation Act:** The parties shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- **Clean Air and Federal Water Pollution Control Acts:** The parties shall comply with all applicable standards, orders, or regulations issued under the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- **Buy American:** To the maximum extent practicable, the Bidder will purchase domestic commodities or products produced in the United States or processed substantially using commodities produced in the United States
- **Minority Business Owners:** The ESU will contract with minority-owned businesses, women's business enterprises, and labor surplus firms when possible. Steps to ensure compliance with this provision will include:
 - .1 Qualified small, minority, and women's businesses on solicitation lists so that when such businesses are potential vendors, they are included in ESU solicitations.
 - .2 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation for such businesses.
 - .3 Establishing delivery schedules, where requirement permits, which encourage such enterprises
 - .4 Use services of Small Business Administration, Minority Development Agency, or similar state agency to maximize participation.

11) Governing Law and Venue: All bids and contracts shall be governed by and construed in accordance with the laws of the State of Nebraska. The venue for any litigation arising out of or related to a bid or contract will be in any eligible state or federal court Nebraska.

12) Public Records: The Contractor acknowledges that the ESUCC and its affiliated schools and members must comply with NEB. REV. STAT. § 84-712 through § 84-713 and release public records as defined law upon request, which may include any bid documents or contracts and all records created and maintained in relation to them.

13) Conflict of Interest: The Contractor shall not, at any time, recruit or employ any employee or agent who has worked on the Request for Proposal or project, or who had any influence on decisions affecting the Request for Proposal or project.

The Contractor, by submitting a bid, certifies that it has not had a contract with education organizations in State of Nebraska terminated early. If Contractor has had a contract terminated early within the State of Nebraska, Contractor must provide the contract number, along with an explanation of why the contract was terminated early.

Contractor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

Contractor certifies that Contractor and Contractor's employees, officers, and associates directly involved in obtaining contracts with the State of Nebraska, ESUCC, or any subdivision of the state have not been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985

ESUCC may cancel any contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by Contractor or any agent or representative of Contractor, to any employee of ESUCC with a view toward securing a contract or with respect to the performance of this contract. Paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, shall not be prohibited by this paragraph. Samples of software, equipment or hardware provided to ESUCC for demonstration or evaluation are not considered gratuities.

B. Procedure for Processing Orders

ESUCC affiliated schools or members send their purchase orders directly to the vendor, the vendor ships directly to the school/member, and direct bills the schools/members the cost of merchandise plus the ESUCC 2% administrative fee. Vendors must provide a quarterly report to ESUCC Cooperative Purchasing. The report will include: Date of sales, school name, ESU affiliation, selling price, list price and savings. The ESUCC Cooperative Purchasing administrative Fee of 2% will accompany each quarterly report.

C. Members Purchasing Under the Agency

ESUCC represents 17 Educational Service Units statewide who in turn service Nebraska school districts with over 300,000 students. ESUCC is authorized to coordinate purchases for public school districts, nonpublic school systems, other ESUs, and other public agencies, including any county, city, village, school district, or agency of the state government, any drainage district, sanitary and improvement district, or other Municipal Corporation or political subdivision of the State of Nebraska.

D. Procedure for Processing Orders

All purchase orders will be submitted directly from the purchasing entity to the vendor. ESUCC will not facilitate the processing of purchase orders unless the offering is service related. If it is a service related purchase then the purchase order shall be submitted by ESUCC.

E. Agencies Allowed to Purchase under the Member Agency

Purchases through ESUCC contracts are to be primarily for K-12. However other state entities may use the ESUCC contracts. All inquiries to purchase on the behalf of a non-profit group not in state statute or receiving state funding must be approved by ESUCC.

15. New Jersey, Middlesex Regional Educational Services Commission (MRESC)

A. Additional Agency Terms and Conditions

Applicability of Contract Provisions to New Jersey Participants

ESCNJ is the AEPA Member Agency. Any entity that uses the contract awarded by ESCNJ under this document is referred to as a "New Jersey Participant." To be a New Jersey Participant the entity must be a member of the ESCNJ Cooperative Pricing System. The bidder that is awarded the contract by ESCNJ is referred to as the "Contractor."

Once a contract is awarded by ESCNJ, a New Jersey Participant may enter into a purchase order agreement directly with the Contractor. To the extent not otherwise described below or in this document, once a purchase order is issued by a New Jersey Participant to a Contractor, all of the provisions of the contract shall benefit and be enforceable by such New Jersey Participant, unless specifically identified as applying to ESCNJ only.

1. The Bidder by submitting its bid hereby declares that this Bid is made without any connection with any other person or person making any proposal for the same items, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by ESCNJ or a New Jersey Participant is directly or indirectly interested in the proposal or in the goods or services to which it relates, or in any portion of the profits there from.

2. **Event of default and termination of Contract:**

ESCNJ shall have the right to cancel the contract based upon a default by Contractor. A New Jersey Participant shall have the right to cancel its purchase arrangement based on a default by the Contractor with regard to such purchase arrangement. In addition, ESCNJ and each New Jersey Participant reserves the right to withhold payments for goods and services that are not in compliance with the terms of the contract or if the Contractor is in default. Any of the following shall be a default under the contract: 1) The Contractor fails to adequately perform the services set forth in the contract; 2) Contractor fails to deliver all or any part of the goods, or delivers defective goods; 3) The Contractor fails to make progress in the performance of the contract and/or does not deliver within the agreed-upon schedules; 4) The Contractor fails to observe any of the terms and conditions of the contract, including, without limitation, assigning the contract and/or failing to deliver required insurance or performance bonds; 5) The Contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by the New Jersey Participant; or 6) the Contractor has become insolvent, makes an assignment for the benefit of creditors, files a voluntary petition in bankruptcy or is subject to an involuntary petition in bankruptcy not discharged within thirty (30) days. ESCNJ and each New Jersey Participant shall follow the following procedure if the contract or purchase order is to be terminated:

Step 1 - Issue a warning letter of concern outlining the violations and length of time to correct the problem(s). The length of time to correct the problem shall be determined by ESCNJ or the New Jersey Participant, as applicable, in its sole discretion, based on the problem.

Step 2 - Issue a letter of intent to cancel the contract or purchase order, if the problem(s) is not resolved by the given date.

Step 3 - Issue the letter to cancel contract or purchase order.

Upon receipt of the written notice of concern, the Contractor shall have ten (10) business days to provide a satisfactory response to ESCNJ and the New Jersey Participant that provided the notices. Failure on the part of the Contractor to address adequately all issues or concerns may result in contract cancellation.

The remedy to terminate and withhold payments is in addition to any other remedies ESCNJ and the New Jersey Participants may have. In the event of Contract termination by a New Jersey Participant, such New Jersey Participant's payment obligation shall cease as of the final date on which services in accordance with this Contract are last performed by the Contractor. Upon termination of this Contract under this section, the Contractor (and its surety) will be responsible for all of such New Jersey Participant's expenses, losses and damages incurred in replacing Contractor for the remainder of the term of the Contract.

3. **Assignment:**

Contractor shall not subcontract, assign, transfer, convey, sublet or otherwise dispose of its/his/her contractual duties to any other person, firm, or corporation, without the previous written consent of ESCNJ and any New Jersey Participant that has an outstanding open purchase order or financing arrangement. If the Contractor wants to assign its/his/her right to payment of the Contract, Contractor shall notify ESCNJ and any New Jersey Participant that has an outstanding open purchase order or financing arrangement immediately, in writing, of such assignment of right to payment. In no case shall such assignment of Contract relieve the Contractor from its/his/her obligations or change the terms of the Contract.

4. Indemnification:

Contractor shall indemnify, defend, keep and save harmless ESCNJ, each New Jersey Participant and its respective agents, officials, employees and volunteers (each an "Indemnified Party") against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees) which result from, arise out of, or in connection with the performance, or breach of performance, under the Contract of Contractor and any of its/his/her employees, agents or personnel. The Contractor shall, at its/his/her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the Indemnified Party in any such action, the Contractor shall, at its/his/her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Indemnified Party as herein provided.

5. New Jersey Participant Policies:

The Contractor must be familiar with a New Jersey Participant's policies or regulations which affect the services provided under this Contract and that have been or will be distributed during the term of this Contract. Policies and regulations include, but are not limited to, New Jersey Public Contracts Law, school district policies, municipality policies, charters school policies, and county ordinances.

As each board of education, municipality governmental agency, educational institution in the State of New Jersey may have or may be required to have individual policies and procedures for the procurement of goods and services; and as one of the aforementioned institutions/agencies may be dependent upon the policies/procedures of another institution or agency, it is required for the Contractor to be familiar with the policies of the New Jersey Participant that impact the purchase. In limited situations, there may be State statutes which govern the allowability of purchases to be reimbursed by State funding. The New Jersey Participant should obtain its own legal advice on these statutes prior to purchasing under a contract.

The following documentation will be required prior to the award of any contract for New Jersey Participants:

1. New Jersey Business Registration Certificate - Before award in NJ, not at time of bid
2. New Jersey Contractors Registration Certificate (All time and material bids.) Before award in NJ not at time of bid
3. New Jersey Pay-to-Play Documentation (Political Contribution Disclosure)
4. Statement of Ownership (Ownership Declaration Certification)
5. New Jersey Affirmative Language (Exhibit A)
6. Acknowledgement of the Contractor's/Vendor's responsibility to pay prevailing wage.
http://lwd.dol.state.nj.us/labor/wagehour/wagerate/prevailing_wage_determinations.html
(Time and material bids.)
7. New Jersey Affirmative Action Questionnaire/Documentation
8. Disclosure of Investment Activities in Iran
9. Years of experience is not a criteria for the evaluation of bids to be awarded for the State of New Jersey. For additional information visit www.nj.gov/dca/divisions/dlgs
10. W9
11. Certificate of Insurance with the ESCNJ named as insured and the bid title/# listed - Before award in NJ, not at time of bid
12. DPMC - (All time and material bids.) Before award in NJ, not at time of bid
13. Total Amount of Uncompleted Contracts (All time and material bids.) Before award in NJ, not at time of bid
14. Americans with Disabilities ACT of 1990

6. Performance Bonds:

Each New Jersey Participant may require a performance bond in the case of services to be performed under the Contract if required. The Contractor shall furnish to the New Jersey Participant a Surety Performance Bond ("Performance Bond") with an option to renew each succeeding year of the Contract in a form satisfactory to the New Jersey Participant assuring the faithful performance of the Contract. The Bond shall be equal to one hundred percent (100%) of each year's estimated Contract price as reviewed and agreed upon by the New Jersey Participant, and shall be continued for the life of the Contract in amounts equal to one hundred percent (100%) of each year's estimated Contract price as reviewed and agreed upon by the New Jersey Participant. The Contractor must send such Performance Bond to the New Jersey Participant prior to the commencement of any services under the Contract. Each such Performance Bond shall be furnished by a surety company acceptable to the New Jersey Participant and licensed or authorized to do business in New Jersey. Failure to deliver the bond shall be considered a default under the Contract, at the discretion of and upon notice by the

New Jersey Participant.

7. Governing Law:

This Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of New Jersey without regard to its conflicts of laws principles.

8. Financing Arrangements:

Any financing arrangements (including lease purchasing arrangements) may be made directly between the Contractor and a New Jersey Participant or with the free ESCNJ Leasing Program. Financing arrangements may be subject to additional laws, rules and regulations, terms and conditions not described in this document and are subject to separate negotiation with each New Jersey Participant that is interested in such an arrangement. Each New Jersey Participant should seek its own legal advice prior to entering into a financing arrangement. ESCNJ must receive a report annually summarizing the executed lease purchases along with the summary of the customer purchases. ESCNJ will not collect lease payments or be involved in the terms and conditions of the Contractor lease. All lease arrangements are between the Contractor and the New Jersey Participant only.

9. Affirmative Action:

The Contractor/Vendor must have an employment policy that there shall be no discrimination against anyone on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, physical disability or sexual orientation in the hiring, upgrading, demotions, recruitment, termination and selections for training, in any manner prohibited by the laws of the United States or of the State of New Jersey. The Contractor/Vendor further agrees to be an "affirmative action-equal opportunity employer." The Contractor/Vendor must provide one of the following: "Letter of Federal Affirmative Action Plan Approval", "Certificate of Employee Information Report" or a completed "Employee Information Report Form AA302" prior to award bid.

10. Independent Contractor:

The Contractor shall not be held or deemed in any way to be the agent or employee of ESCNJ and/or a New Jersey Participant. It is the intention of the parties that the Contractor shall be and is to be considered an independent contractor.

11. Incorporation of Bid Documents:

The bid documents, including all appendices executed by Contractor that have been accepted by ESCNJ (the "Bid") are specifically incorporated into this Contract.

12. New Jersey Public Records Act:

The Contractor acknowledges that ESCNJ and New Jersey Participants are subject to the New Jersey Public Records Act, New Jersey Public Contracts Law and information submitted to ESCNJ and/or such New Jersey Participants may be made available to the public under the provisions of the this Act.

Marketing and Advertising under this Contract - applicable to Member Agency (ESCNJ) contract only:

1. Contractor agrees to provide ESCNJ with a copy or proof sheet of all advertisements, customer communications or promotional material for approval. Contractor will provide ESCNJ with date of release and name of publication, journal, etc. if applicable.
2. Contractor will include the approved ESCNJ logo, web address, and contact information in all print, electronic mail and other advertising and promotion intended for release in New Jersey.
3. The ESCNJ logo and information shall be of a clearly readable size and in appropriate proportion to other elements in the print material.
4. Contractor agrees to make available ESCNJ supplied brochures or other promotional materials on booths, tables, etc. of any or all exhibits for which the Contractor displays/participates at tradeshow, conventions and the like. Contractor will supply scheduled exhibit dates in advance.
5. Contractor agrees to insert the approved ESCNJ logo, web address, NJ State Approved Co-op #65MCESCCPS bid #, bid term and contact information on the Contractor's website promoting and providing a link to the ESCNJ website. Contractor will also provide ESCNJ with text, links and logos to be posted on the ESCNJ website.

B. Procedures for Processing Orders

1. Once the award is made to the Contractor, ESCNJ will inform the potential New Jersey Participants of the Contract, including a webpage dedicated to the contract on the ESCNJ website. At this point, the Contractor may directly contact any potential New Jersey Participant and any potential New Jersey Participant may directly contact the Contractor.
2. Purchase orders will not be accepted or processed by ESCNJ. All business will be contracted directly with the New Jersey Participant, which will issue a purchase order and provide payment for the applicable good or service directly to the Contractor.

3. The total cost of ESCNJ's program is funded through a 2.2% participation fee paid to ESCNJ quarterly by the participating Contractors. The administrative fee percentage is based upon the total sale or lease of goods and services, including installation, if included. This fee shall be included in all price quotations to New Jersey Participants and shall not be printed as a line item on the quotation.
4. Along with the participation fee, the Contractor will produce and provide to ESCNJ quarterly reports ending March 31, June 30, September 30 and December 31 throughout the contract period. The reports shall be in Microsoft Excel and be available in electronic form, shall identify the Contractor and the quarter being reported, shall include a minimum of the fields listed below and shall allow for sorting on any of these fields:
 1. Date of order.
 2. The name of the New Jersey Participant.
 3. ESCNJ Bid Number
 4. ESCNJ Co-op Number (New Jersey State Approved Cooperative Pricing System #65MCESCCPS)
 5. List (or academic) price sales totals.
 6. New Jersey Participant price sales totals.
 7. New Jersey Participant savings totals to be sent to the ESCNJ in summary and to each individual New Jersey Participant.
5. Quarterly reports and administrative fee payments are to be made payable to ESCNJ and sent to ESCNJ, 1660 Stelton Road, Piscataway, NJ 08854, Attn: Patrick M. Moran, or such other address that ESCNJ will provide from time to time.
6. If no purchases are made in any given quarter, the Contractor shall remit a "No Activities" statement to ESCNJ for that quarter. The Contractor will also produce and provide to ESCNJ an annual summary report for all purchases made under each contract awarded by MRESC pursuant to this document for a period beginning with the award of the contract and ending December 31st and all consecutive annual periods, if the contract is extended.
7. New Jersey School Districts and other eligible New Jersey Participants are normally exempt from sales tax. The Contractor/Vendor should confirm this exemption and collect a tax-exempt letter from each New Jersey Participant.

C. Members Purchasing Under the Agency

There are 584 operating school districts in New Jersey and all are eligible for membership. No district is obligated to use these services. Additional New Jersey Participants may include other public educational institutions, public colleges or universities, community colleges, vocational or technical schools, municipal governments, and other governmental, quasi-governmental, or non-profit organizations. The ESCNJ Cooperative Pricing System currently has 1,100+ New Jersey Participants located in all 21 Counties of the State of New Jersey.

CONFLICT OF INTEREST

An ESCNJ employee (including independent contractors for purposes of this definition) placing an order or recommending a vendor must disclose any relationship with that vendor which would not be considered an "arms-length" or independent transaction. This disclosure must be made in writing to the Business Administrator and/or Chief Financial Officer for an evaluation. The Business Administrator and/or the Chief Financial Officer will respond to this disclosure in writing.

For a transaction to be considered "arms-length" or "independent", an ESCNJ employee should not be influenced, dependent upon, guided or controlled by a vendor into choosing that vendor, or item to purchase; nor should it appear to a third party that an ESCNJ employee made a purchasing decision which appears to be based upon a personal relationship between the ESCNJ employee and vendor.

The following are examples when a transaction is NOT considered arms-length or independent: (1) when there exists a personal relationship between an ESCNJ employee and a vendor, (2) when there exists the potential for a personal benefit to an ESCNJ employee, or (3) the parties to a business deal are dependent upon one another for "something" other than the purchase itself.

The Contractor shall disclose any relationship with an ESCNJ employee that would not be considered an "arms-length" or independent transaction, as described above. This disclosure must be made in writing to the Business Administrator and/or the Chief Financial Officer for an evaluation. The Business Administrator and/or the Chief Financial Officer will respond to this disclosure in writing.

In addition, the Contractor shall, if given a copy of the potential New Jersey Participant's conflict of interest policy, follow the process in that policy, or otherwise disclose to a potential New Jersey Participant any relationship that would not be considered an "arms-length" or independent transaction with that New Jersey Participant, as described above. This disclosure must be made in writing to the chief official (for example, the Superintendent at a board of education) at the potential New Jersey Participant.

Determination of the existence of a conflict of interest does not prohibit ESCNJ and/or a New Jersey Participant from entering into the contract and purchase order, respectively.

American Goods - American Goods Clause—N.J.S.A. 18A:18A-20 - American goods and products to be used where possible

All contracts for work for which it will pay any part of the cost or work which by contract it will ultimately own and maintain, that only manufactured and farm products of the United States, wherever available, to be used in such work.

Anti-discrimination - All parties to any contract with the ESCNJ agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A. 10:5-31 through 10:5-38, and all rules and regulations issued thereunder are hereby incorporated by reference.

Debarment/Suspension - N.J.A.C. 17:19-1.1 et seq. The ESCNJ will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred) or the Federal System for Award—SA (www.state.nj.us/treasury/debarred) or the Federal System for Award—SA

For Time and Material bids - DPMC - There is a non-refundable fee of \$100.00 which must be submitted to the State with your application. All payments must be made on company checks (no-cash) made payable to "Treasurer, State of New Jersey". No application will be processed without the fee. If you have any questions, please contact the Contractor Classification unit by accessing the DPMC web site at www.state.nj.us/treasury/dpmc/ NOTE: It is suggested that a photocopy of this completed form be retained for your records. Please submit the completed application and all required documentation to the Treasurer, State of New Jersey. Upon review and approval of this application, your firm will be notified by mail of the effective and expiration dates, type of work, and rating assigned to your firm. Please submit your certificate with your bid package.

Any contractor who submits a bid for a public works contract the amount which exceeds **\$20,000**, pursuant to N.J.S.A. 18A:18A-26, 27 et seq., shall be classified by the Department of Treasury, Division of Property Management (DPMC) as to the type of work and trades (character) and the aggregate rating (amount) of public work they are qualified to submit bids.

The ESCNJ may only accept bids from contractors that are qualified.

Notice of Classification—DPMC-27

The Notice of Classification is a document issued by the DPMC that provides the following information about the qualified contractor:

- Trade(s) classification held by the contractor

The contractor is classified by the trade and trade number as found in Form DPMC-27. For example

Trade Number	Trade
C030	Plumbing
C032	HVACR

The contractor is therefore qualified to submit bids (exceeding \$20,000) to the board of education that pertain to plumbing and heating, ventilation, air conditioning and refrigeration.

For Time and Material bids - Equipment Certification - 18A:18A-23.

A certificate showing that the bidder owns, leases, or controls all the necessary equipment required by the plans, specifications and advertisements under which bids are asked for and if the bidder is not the actual owner or lessee of any such equipment, his certificate shall state the source from which the equipment will be obtained, and shall be accompanied by a certificate from the owner or person in control of the equipment definitely granting to the bidder the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary.

For Time and Material bids - Total Amount of Uncompleted Contracts - DPMC 701

This document is completed by the contractor submitting a bid, on the form provided by the DPMC. The document lists the amount of uncompleted contracts held by the contractor and a certification that the amount of uncompleted contracts, added to the bid amount for the ESCNJ Participant project, does not exceed the Aggregate Amount rating as assigned by the DPMC.

For Time and Material bids - Pre-qualification Affidavit/No Material Adverse Change

Pursuant to N.J.S.A. 18A:18A-32, no bidder is qualified to bid on any public work contract unless they provide an affidavit that there has been no material adverse change in his qualification information pursuant to N.J.S.A. 18A:18A-28.

For Time and Material bids - Prevailing wages; Alterations and repairs - The State of New Jersey Prevailing Wage Act, Chapter 150 Laws of 1963 with applicable statewide wage rates and for the wage rates for the county of the location of the New Jersey Participant, as published by the Department of Labor and Workforce Development in conformance with N.J.S.A. 34:11-56-25 et seq. Copies of these wage rates may be obtained from the State Department of Labor and Workforce Development, and/or viewed at <http://lwd.dol.state.nj.us/> the Prevailing Wages Determination Section.

For Time and Material bids - Compliance with New Jersey Prevailing Wage Act

Every contractor and subcontractor performing services in connection with this project, shall pay all workers a wage rate not less than the published prevailing wage rates, for the locality the work is being performed, as designated by the New Jersey Department of Labor and Workforce Development.

For Time and Material bids - Certified Payrolls

Every contractor agrees to submit to the New Jersey Participant a certified payroll for each payroll period within ten (10) days of the payment of wages. The contractor further agrees that no payments will be made to the Contractor by the New Jersey Participant, if certified payrolls are not received by the New Jersey Participant. It is the Contractor's responsibility to insure timely receipt by the district of certified payrolls.

For Time and Material bids - Submission of Affidavit

Before final payment, the contractor shall furnish the New Jersey Participant with an affidavit stating that all workers have been paid the prevailing rate of wages in accordance with State of New Jersey requirements. The contractor shall keep an accurate record showing the name, craft, or trade and actual hourly rate of wages paid to each workman employed by him in connection with this work. Upon request, the Contractor(s) and each Subcontractor shall file written statements certifying to the amounts then due and owing to any and all workmen for wages due on account of the work. The statements shall be verified by the oaths of the Contractor or Subcontractor, as the case may be.

16. New Mexico, Cooperative Educational Services (CES)

A. *Additional Member Agency's Terms and Conditions - That apply to all categories.*

Cooperative Educational Services (CES) is the administering agency of a Joint Powers Agreement as authorized by Section 11-1-1, et. seq. NMSA 1978, which is based in Albuquerque, New Mexico, and is composed of 180 New Mexico public educational institutions (Members) such as k-12 public school districts; charter schools; colleges and universities and their branch campuses; community colleges and vocational schools; Bureau of Indian Education (BIE) schools; that are parties to the Revised and Amended Joint Powers Agreement (JPA) to establish an educational cooperative. CES was organized in 1979 as a direct response to the needs of small and rural Local Education Agencies (LEA's). CES offers numerous programs and services in the following areas: administrative support, special education services, and cooperative purchasing.

B. CES General Terms and Conditions

Arbitration: This contract is subject to arbitration to the extent required by the New Mexico Procurement Code, 13-1-21 to 13-1-199. NMSA 1978

Assignment of CES Payments: If the offeror requests that its payment from CES/CES Members be issued to a third party or that a joint check be issued to the offeror and a third party, this request must be submitted and approved by the agency prior to the Contractor accepting a purchase order. The agency reserves the right to assess a special handling charge of thirty-five dollars (\$35) per check. The special handling charge will be deducted from the amount of the invoice being paid. If the offeror wishes to have all payments under this contract made to a third party, offeror must state this in his response.

Bonds: All performance bonds and payment bonds, if required, are to be issued by a corporate surety authorized to do business in New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570.

CES Members: Are the parties to the CES Joint Powers Agreement (JPA) and consist of public educational institutions within the State of New Mexico and include public school districts as defined in NMSA 1978 § 22- 1-2, State Institutions as defined in NMSA 1978 § 22-1-2, State Educational Institutions defined under Article XII, Section 11 of the New Mexico Constitution, most of the community colleges defined by the "Community College Act" as defined in NMSA 1978 § 21-13-1 et seq., their branch community colleges as defined in NMSA 1978 § 21-14-1 et seq., technical and vocational institutes defined in NMSA 1978 § 21-16-1, area vocational schools defined in NMSA 1978 § 21-17-4, off campus community colleges or instructional facilities as defined in NMSA 1978 § 21-14A-1, charter schools as defined in NMSA 1978 § 22-8A-1, Regional Center Cooperatives as set forth in Section 22-2B-1 et seq., and 638 schools and grant schools. Each public educational institution is authorized by its governing body and the Procurement Code 13-1-135 NMSA 1978 to enter into cooperative purchasing agreements, pursuant to Sec. 11-1-1 et seq. 1978 Comp. and Sec. 108 of Ch. 65 of the Laws of 1984 (The Procurement Code).

CES Participating Entities: Is defined as non-public educational agencies and/or organizations classified as follows, that may participate in and purchase tangible personal property, professional, non-professional and construction services through their cooperative purchasing agreement with CES.

1. Federal Agency [25 USC 3001 (4)] is defined as any department, agency, or instrument of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishment in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.
2. State Agency [13-1-90 NMSA 1978] is defined as any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or office of the executive, legislative or judicial branch of the government of this State. "State agency" includes the purchasing division of the General Services Department (GSD) and the state purchasing agent, but does not include local public bodies.
3. Local Public Body [13-1-67 NMSA 1978] is defined as a political subdivision of the State and the agencies, instruments and institutions thereof, including: two-year post-secondary educational institutions, school districts and local school boards and municipalities, except as exempted pursuant to the Procurement Code [13-1-28 NMSA 1978].

CES Supplemental Packet: Upon acceptance and approval of the Vendor's offer by AEPA, CES will independently consider the offer and issue a Vendor's supplemental packet requesting specific information necessary to enter and execute a contract in the state of New Mexico including information relating to: the Vendor's qualifications; ability to conduct business in the state of New Mexico; and who will be coordinating, promoting, receiving, and processing orders; and providing the prime Contractor's goods and services in New Mexico. Once the prime Contractor provides this information, CES will review, seek clarification (if needed), and conduct a Vendor conference to complete the contract execution process.

Civil and Criminal Penalties: The New Mexico Procurement Code, Sections 13-1-21 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

Confidential Information and Disclosure of Proposal Contents: For the purposes of this procurement, the provisions of the "New Mexico Inspection of Public Records Act" (NMSA 1978, Chapter 14, Article 2) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded, that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the New Mexico Inspection of Public Records Act for further clarification.

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The proposer shall provide a sheet with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

"The data or contained in proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, CES and its Members and Participating Entities shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit CES and its Members and Participating Entities the right to use or disclose data obtained from any source, including the proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL". Within the required electronic submission, any item marked as confidential will need to be submitted in a separate folder marked "Confidential information".

The CES Executive Director will review the statement, and will determine in writing whether the information will be withheld. If the Executive Director determines that the information should be disclosed, the Offeror will be informed in writing of such determination and, should the Offeror object in writing within five (5) days after notification thereof, no disclosure will be made and the bid or RFP may be rejected.

Disclosure of Confidential Information: Any confidential information provided to the Contractor by CES, its Members or Participating Entities or developed by the Contractor based on information provided by CES, its Members or Participating Entities in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of CES, its Members or Participating Entities. Upon termination of this Agreement, Contractor shall deliver all confidential material in its possession to CES, its Members or Participating Entities within thirty (30) business days of such termination. Contractor acknowledges that failure to deliver such confidential information to CES, its Members or Participating Entities will result in direct, special and incidental damages.

Eligible Agencies: consist of any CES Member, Participating Entity or External Procurement Unit. CES reserves the right to reject any purchase authorizations it receives under its cooperative purchasing program from New Mexico eligible agencies without cause.

Execution of Contract and Compliance with Bid Instructions: By submitting a bid, the Offeror acknowledges its understanding of the instructions to bidders, the New Mexico additional Terms and Conditions, and its willingness to comply with the requirements of the bid documents as it relates to offering and providing their products and services within the state of New Mexico.

Indemnification: The Contractor shall indemnify and hold harmless CES, its CES Member and Participating Entities (its officers and employees) against liability, claims, damages, losses, or expenses arising out of bodily injury to persons or damage to property caused by, or resulting from, Contractor's and/or its employees own negligent act(s) or omissions(s) while the Contractor, and/or its employees, perform(s) or fails to perform its obligations and duties under the terms and conditions of

this agreement. This safe and harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (41-4-1, et seq., N.M.S.A. 1978 comp.) and any amendments thereto. It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create the public or any Member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a lawsuit(s) for wrongful death(s) bodily and/or personal injury(ies) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement. Vendor shall provide all insurance necessary to employees on the work site, including, but not limited to, workman's compensation.

Indemnification Intellectual Property: The Contractor shall defend, at its own expense, CES, its Members and Participating Entities against any claim that any product or service provided under this Agreement infringes any patent, copyright or trademark, and shall pay all costs, damages and attorney's fees that may be awarded as a result of such claim. In addition, if any third party obtains a judgment against CES, its Members and Participating Entities based upon Contractor's trade secret infringement relating to any product or services provided under this Agreement, the Contractor agrees to reimburse CES, its Members and Participating Entities for all costs, attorneys' fees and the amount of the judgment. To qualify for such defense and/or payment, CES, its Members and Participating Entities shall:

1. Give the Contractor written notice, within forty-eight (48) hours, of its notification of any claim;
2. Allow the Contractor to manage the defense and settlement of the claim as permitted by law; and
3. Cooperate with the Contractor, in a reasonable manner, to facilitate the defense or settlement of the claim.

CES, its Members and Participating Entities Rights: If any product or service becomes, or in the Contractor's opinion is likely to become, the subject of a claim of infringement, the Contractor shall, at its sole expense:

1. Provide CES, its Members and Participating Entities the right to continue using the product or service and fully indemnify CES, its Members and Participating Entities against all claims that may arise out of CES, its Members and Participating Entities use of the product or service;
2. Replace or modify the product or service so that it becomes non-infringing; or
3. Accept the return of the product or service and refund an amount equal to the value of the returned product or service, less the unpaid portion of the purchase price and any other amounts, which are due to the Contractor. The Contractor's obligation will be void as to any product or service modified by CES, its Members and Participating Entities to the extent such modification is the cause of the claim

Insurance: On contract award, the Contractor will, at its own expense, purchase and maintain insurance that will protect it from claims that may arise out of or as a result from its activities under this contract, where those activities are performed by it, by any Subcontractor, by anyone directly or indirectly employed by any of the Contractors or by anyone for whose acts the Contractor may be liable during the entire performance period of this contract. The Contractor must furnish a Certificate of Insurance to the CES procurement officer prior to official award. If policy changes occur during the life of the contract, it is the Contractor's responsibility to provide updated proof of coverage to the CES procurement officer.

1. Bidders will submit proof of coverage under the Worker's Compensation Insurance, as required by the Labor Laws and New Mexico Statutes. Waiver of Subrogation in favor of CES is required.
2. Bidders will submit a certificate of general liability insurance for personal injury, occupational disease, sickness or death, and property damage. Insurance will include "occurrence" claim provisions. Minimum acceptable coverage is one million dollars (\$1,000,000) combined single limit for bodily injury and property damage, or seven hundred fifty thousand dollars (\$750,000) bodily injury and two hundred fifty thousand dollars (\$250,000) property damage (each occurrence). The Offeror will name CES and the CES Member as co-insured up to the limits of the NM Tort Claims Act. Additional punitive damages liability to \$500,000 will be provided naming CES as co-insured.
3. Commercial Auto Liability Insurance, for both owned and non-owned vehicles, shall be one million dollars (\$1,000,000) per occurrence combined single limit for both personal injury and property damage. The Offeror will name CES and the CES Member as additional insured up to the limits of the NM Tort Claims Act.
4. If required, a bidder will submit a certificate of errors and omissions insurance for damages caused by an error, omission, or any negligent acts caused by the Contractor and its Subcontractors in the performance under this agreement. Combined singled limit per occurrence is one million dollars (\$1,000,000) and the annual aggregate limit of not less than two million dollars (\$2,000,000). This will be a condition of the final acceptance of work or services.
5. In addition, Contractor must provide, upon request, identical certification of insurance to any CES Member or Participating Entity using this contract. Prior to commencing any work, all Subcontractors must procure and maintain at its own expense until final acceptance of the work, written insurance coverage, and insurer's acceptance to the prime Contractor. All Subcontractors will provide workers' compensation insurance, which waives all subrogation rights against the prime Contractor and CES, its Members and Participating Entities.

- A. The Offeror will name CES and the CES Member or Participating Entity as the additional insured up to the limits of the Tort Claims Act

Limits of the NM Tort Claims Act:

- 1) New Mexico Tort immunity is not waived, and the State can be liable only within the limitations of the Tort Claims Act. NMSA Sect. 41-4-2. As for contract claims, immunity is waived for claims involving written contracts, but is not waived for actions based on an oral or implied contract per NMSA Sect. 37-1-23.
- 2) NMSA 41-4-2A: The Tort Claims Act applies to all governmental entities and their employees
- 3) There are a number of statutory exceptions to the immunity doctrine. For example, the State can be held liable for claims arising out of the following:
 - a. NMSA 41-4-5 Operation or maintenance of a motor vehicle
 - b. NMSA 41-4-6 Operation or maintenance of public buildings or parks
 - c. NMSA 41-4-7 Operation of airports or
 - d. NMSA 41-4-9 Operation of medical facilities
 - e. Other statutory provisions apply.
- 4) Tort Cap per Claimant in NM NMSA 41-4-19A:
 - a. \$200,000 for damage to real property arising out of single occurrence
 - b. \$300,000 for past and future medical expenses arising out of a single occurrence
 - c. \$400,000 to any person for any number of claims arising out of a single occurrence
 - d. \$750,000 Comparative Negligence: Modified Joint and Several Liability

Lease and Rentals: The offeror can allow CES Members to enter into rent, lease, or purchase agreements, providing such agreements are in compliance with New Mexico statutes, rules, and regulations. CES must receive a copy of the executed leasing documents prior to processing a purchase order. CES will not collect lease payments. All terms of leasing must be included in the proposal with interest rates described as related to a government lease agreement. The offeror must indicate if the shipping costs for the return of leased or rented equipment are the responsibility of the CES Member and what that cost will be. No sale of a contract to a third party will be made without informing CES and the CES Member of the transfer. If the offeror sells a lease contract to a third party, the cost of return must not be greater than the cost of return to the original Contractor.

As required by New Mexico law, the lease agreement with the CES Member or Participating Entity will need to contain a termination provision for Non-Appropriation of Funds. In the event no funds or insufficient funds are appropriated and budgeted by CES, its Members or Participating Entities (Lessee) governing body or are otherwise unavailable in any fiscal year for the payment of lease and other amounts due under any lease, the lease shall terminate on the last day of the fiscal period for which appropriations were received or other amounts are available to pay amounts due under the lease without penalty or expense to the Lessee. It is the decision of CES, its Members, or Participating Entities to determine the sufficiency of funds, which determination shall be accepted by the Lessor and is final. The Lessee shall give the Lessor or its Assignee written notice at least thirty (30) days in advance of such occurrence.

Legal Remedies: All claims and controversies are subject to the New Mexico Procurement Code, NMSA 1978, and Sections 13-1-21 through 13-1-199.

Local Representation: Depending on the type and level of products and services offered, the Vendor must demonstrate their sales, support, and service staff are physically located where they can respond to and deliver services in a timely and cost effective manner.

Manufacture Endorsement: The bidder must demonstrate it is an authorized distributor of the products and services offered, has access to manufacturer's technical support and warranty services, and possesses the certifications required to install, configure, and maintain the products offered within the state of New Mexico.

Marketing: Once the award is made to the Contractor, CES will, in conjunction with the Contractor, develop a marketing strategy on how the contract will be presented to its Members and Participating Entities. CES informs its Members and Participating Entities of the contract by: 1) including the contract in the agency database that is available on the CES website, 2) announcing the award in its periodic newsletter, 3) publishing the contract information in a catalog disseminated to all Members, and 4) attending a number of conferences and promoting its existing contracts. A list of Members' and

Participating Entities' names, contact names, addresses, and phone numbers can be viewed or downloaded by going to CES' website (www.ces.org).

Multiple Awards: AEPA approved Vendors must service a required number of the AEPA Member States which does not allow New Mexico or regional Vendors to participate. CES has determined that it is in its Members and Participating Entities best interest, and in order to provide local Vendors the opportunity, CES conducts public solicitations for local and/or regional Vendors in some of the same product and service areas. Therefore, CES may have existing CES contracts in place with local or regional Vendors.

New Mexico Procurement Code: Sections 13-1-21 through 13-1-199 NMSA 1978 may be cited as the "Procurement Code".

Offer Acceptance Period to Execute a Contract with CES: In order to allow CES the opportunity to evaluate the bids approved by AEPA, CES requires that the AEPA approved Vendor submit to CES a complete electronic copy of its response to AEPA's solicitation within fifteen (15) days of CES request. CES will issue its supplemental packet within thirty (30) days after receipt and review of the approved Vendor response. The approved Vendor will have fifteen (15) days to return the CES supplemental packet. After CES receives the requested information in the supplemental packet, CES will issue a contract for the products and services as approved by AEPA.

Offeror's Support for CES Prices: Because the resulting CES awarded contracts are based on publically solicited sealed bids, Members are exempt from having to issue their own individual solicitation. The additional value CES brings to the transactions is its oversight, support services, and assurance that the procurement complies and adheres to the New Mexico Procurement Code. The service and convenience of processing orders through one agency, CES, simplifies the procurement process. If problems occur, the Member has the assistance of CES in reaching a satisfactory solution.

Therefore, for CES to comply with the intent of State of New Mexico cooperative purchasing statute and to provide its Members and Participating Entities the best value, CES requires that Vendors offer prices lower than what they would offer on single school district contracts in New Mexico, other cooperative purchasing contracts available to New Mexico public institutions, and agencies or state purchasing contracts for equal or less volume. Vendors that awarded a CES contract under this solicitation must lead with and/or offer their CES contract. As the agencies' first option, however, it is understood that it has the option to use whatever procurement method they choose.

Ordering Process: CES currently offers two procurement/purchasing options: the traditional and ecommerce methods.

1. Traditional Method: Orders accepted will be processed by:
 - a. The Contractor provides a written quote or proposal to the CES customer. When a final quote or proposal is agreed upon, a copy is provided to CES. When preparing a quote or proposal under a CES awarded contract, the Contractor must clearly identify and separate supplies, materials, equipment, and services into individual line items as they appear on the Contractor's awarded price schedule. Stated prices must include the CES two percent (2%) administrative fee.
 - b. The CES Member or Participating Entity issues a purchase order to CES based on the quote or proposal provided referencing the Contractor's CES contract number.
 - c. When CES receives the Member's or Participating Entity's purchase order, it verifies the quote or proposal with the Contractor's CES contract pricing to ensure compliance. CES issues a purchase order to the Contractor for the contract pricing less two percent (2%) CES administrative fee.
 - d. The Contractor provides the items or services and invoices CES for an amount not to exceed the amount of CES' purchase order to the Contractor. Invoices must only be issued to CES.
 - e. CES verifies the Contractor's invoice received and issues a CES invoice to its Member or Participating Entity.
 - f. The Member or Participating Entity pays CES, and CES pays the Contractor for items and services delivered and accepted by the CES Member or Participating Entity and retains its 2% percent administrative fee.
2. Ecommerce (online ordering) Method: This allows the CES Members and Participating Entities to log on to the Contractor's website which contains only those products and services covered under the Contractor's CES awarded contract. The Contractor delivers the product/services, sends an invoice to the Member/Participating Entity, the CES Member or Participating Entity pays the Contractor, and the Contractor rebates to CES the two percent (2%) administrative fee.

Ownership of Materials and Documents: CES, its Members or Participating Entities shall be the sole owner of all right, title and interest, including copyright, in and to all software, plans, diagrams, facilities, and tools (hereafter "materials") which are

originated or created through Contractor's work pursuant to this Contract. Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in CES, its Members or Participating Entities all Contractor's rights, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to Contractor's work under this Contract.

Patent and Copyright Infringement: Contractor will, at their expense, defend CES and its Members and Participating Entities against any claim that any equipment or software supplied hereunder (even if such equipment or software are modified by CES or its Members, subject to the last paragraph of this section) infringe a patent or copyright in the United States, or a U.S. Territory, and will pay all costs, damages and attorney's fees that a court finally awards as a result of such a claim. To qualify for such a defense and payment, CES must:

1. Give Contractor prompt written notice of any such claim after becoming aware of such claim.
2. Allow Contractor to control and fully cooperate with Contractor in the defense and all related settlement negotiations.

CES will be reimbursed for all expenses incurred by CES in fully cooperating with Contractor as specifically requested by contract. CES is not required to incur any expenses specified in this paragraph, which are not reimbursable, by the Contractor. If any CES Member and Participating Entities are involved by any party in any way, the same provisions that apply to CES in this paragraph will apply to the CES Member or Participating Entity. Contractor's obligation under this section is conditioned on CES' agreement that if the subject of such a claim, CES will permit the Contractor, at its expense and option, either to procure the right for CES and its Members or Participating Entity to continue using the equipment and/or software, or to replace or so modify with equipment or software which are functionally equivalent so that they become non-infringing. If neither of the foregoing alternatives is available on terms which are reasonable in Contractor's judgment and satisfactory to CES, CES will request its Members or Participating Entity to return the equipment or software on written request by Contractor at Contractor's expense.

Contractor agrees to refund CES and/or its Members or Participating Entities a refund for returned equipment as depreciated unless otherwise mutually agreeable in writing. The depreciation will be an equal amount per year over six (6) years. In the event that Contractor's written request for return is made after full depreciation, the Contractor will pay CES, or its Members who purchased the equipment, an amount equivalent to the fair market value of the returned equipment. If CES, or any of its Members or Participating Entities, fails to return the equipment, the Contractor is not obligated to that Member under this clause.

Contractor will have no obligation with respect to any such claim based upon a Member's or Participating Entity's modification of the equipment or software or combination, operation or use with apparatus, data or programs not furnished by Contractor. However, one Member's or Participating Entity's action will not preclude Contractor's obligation to others not having modified their equipment or software.

Payment Processing: All payments must be invoiced through CES, unless online ordering is approved by CES. If any payment is delayed beyond 45 days from the due date, the Contractor agrees not to charge CES interest on the late payment. Any late charges will be the total responsibility of the procurement unit. The Contractor can extend any due date to avoid the requirement to pay interest. Acceptance of final payment is a waiver of all claims, with the exception of unsettled claims previously made in writing.

Price List: The AEPA Vendor will submit to CES and/or its Members and Participating Entities (if requested), or make available on its website all applicable pricing for all products and services proposed, approved, and awarded under this solicitation. Price lists submitted must be in accordance and comply with the AEPA's terms, conditions, and the requirements of the CES purchasing process utilized to facilitate eligible procurement agencies' staff to place and process orders. When utilizing any of the pricing methodologies identified and required within this solicitation, such discounts and pricing will include the CES two (2%) percent administrative fee, must be submitted in the format required, and can be audited by CES.

Provisions Required by Law: Each and every provision of law and any clause required by law to be in the contract will be read and enforced as though it were included herein, and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract will forthwith be physically amended to make such insertion or correction.

Quotes and Cost Proposals: All cost quotes and proposals submitted to a CES Member or Participating Entity under this solicitation will be based on or more of the pricing methodology described and stipulated and identified within each category and or lot of this IFB. All pricing submitted must include adjustments for New Mexico Gross Receipts Tax if applicable.

Shipping Terms: Prices that include shipping to any location in the State of New Mexico, delivered to the specific receiving point as identified in the purchase order issued by CES, its Members or Participating Entities to the Contractor. The Contractor will retain title and control of all goods until they are delivered and received. All risk of transportation and all related charges will be the responsibility of the Contractor. The receiving agency will notify CES, the Contractor and/or Freight Company promptly of any damaged goods, and will assist the Freight Company and/or Contractor in arranging for inspection. No F.O.B. vessel, car or other vehicle terms will be accepted.

Subcontractors: If it is necessary for the Offeror to contract with third party firms to provide various goods and services, the following will apply:

1. Subcontracting is allowed in any category of this solicitation, the contractor agrees that any subcontract will comply with the specifications and requirements of the individual project.
2. CES, its' Members and Participating Entities reserves the right to approve or reject any subcontractor listed in the Offeror's project proposal.
3. The Contractor will not enter into any subcontract subject to this solicitation without prior notification and approval from CES or its' Member and Participating Entity. Any such subcontract shall incorporate by reference the terms and conditions of this solicitation and each individual project contract.

Taxes: Prices offered will not include applicable State of New Mexico Gross Receipts Tax (NMGRT). All applicable NMGRT must be listed as a separate item on all invoices.

1. NMGRT does not apply to delivery charges to the CES Member or Participating Entity location.
2. NMGRT does not apply to non-construction supplies, materials, and equipment.
3. NMGRT does apply to services and professional services based on the location of the provider.
4. NMGRT does apply to any construction product or project and will be based upon the physical location of the construction site.
5. Indian Reservation or Tribal Tax: In addition to NMGRT, tribal taxes may be applied to goods or services.
6. Contractors will be required to provide New Mexico CRS Identification Number issued by New Mexico Taxation and Revenue Department at time of contract award.

Termination for Convenience: CES can, by written notice stating the effective date, terminate the contract issued for convenience in whole or in part, at any time. CES shall pay Offeror as full compensation for performance until such termination as follows:

1. The unit or pro-rata order price for the delivered and accepted portion; and
2. A reasonable amount, not otherwise recoverable from other sources by Offeror as approved by CES with respect to the undelivered or unaccepted portion of the service, provided compensation shall in no event exceed the total contract price.

Termination for Default: CES reserves the right to terminate in whole or any part of the contract due to the failure of the Contractor to carry out any obligation, term or condition of the contract. CES may issue written notice to the Contractor for acting or failing to act under the following conditions.

1. The Contractor provides material that does not meet the specifications of the contract.
2. The Contractor fails to complete the services set forth in the specifications of the contract.
3. The Contractor fails to complete the work required or to furnish the materials required within the specified time.
4. The Contractor fails to make progress in the performance of the contract and/or gives CES cause to believe that the contractor will not or cannot perform the requirements of the contract.
5. The Contractor fails to observe any or all of the terms and conditions of the contract.
6. The Contractor accepts purchase orders, based on this contract, directly from a CES Member and then invoices them directly.
7. Any other conditions that, in the opinion of CES, warrants such action.

Upon receipt of a written notice, the Contractor will have ten (10) days to provide a satisfactory response in writing to CES. Failure on the part of the Contractor to satisfactorily respond can result in CES terminating the contract.

Termination for Gratuity: CES shall, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any employee of CES with a view toward securing a contract or the respect to the performance of the contract. Paying the expenses of normal business meals, which are generally made available to all eligible school and government employees,

shall not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to CES for demonstration, evaluation, or loan purposes are not considered gratuities.

Termination for Non-Performance or Contractor Deficiency: CES can terminate any contract if CES Members have not used the contract in any 12-month period, or if purchase orders total less than \$10,000 per year. CES reserves the right to cancel the whole or any part of this contract due to failure by Contractor to carry out any obligation, term or condition of the contract. CES may issue a written notice to Contractor for acting or failing to act in any of the following:

1. Providing material that does not meet the specifications of the contract;
2. Failing to adequately perform the services set forth in the scope of work, specifications or contract;
3. Failing to complete required work or furnish required materials within a reasonable amount of time;
4. Failing to make progress in performance of the contract and/or giving CES reason to believe that contractor will not or cannot perform the requirements of the contract;
5. Performing work or providing services under the contract prior to receiving a purchase order from CES for such work;
6. Accepting purchase orders based on this contract from CES Members and/or invoicing CES Members directly.
7. Fails to observe any or all of the terms and conditions of the contract.
8. Any other conditions that, in the opinion of CES, warrants such action.

Upon receipt of a written notice, contractor will have ten (10) days to provide a satisfactory response to CES. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data, and reports prepared by Contractor under the contract will become the property of the CES Member on demand.

Termination for Non-Appropriation: Any individual Member's or Participating Entities' project covered by this IFB may be terminated if insufficient appropriations or authorizations do not exist due to changes in state or federal law, or because of court order, or because of insufficient appropriations made available to Members or Participating Entities governing board and/or the New Mexico State Legislature. Such termination will be effected by sending fifteen (15) days written notice to the Contractor. The CES Members or Participating Entities decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Contractor and shall be final.

B. Construction Terms and Conditions – For construction products and services.

Additional Contract: For any contract entered into by CES, contractor and CES Member or Participating Entity based on this bid, the terms and conditions of the IFB will prevail. A contract between the CES Member or Participating Entity and the Contractor for construction will be an industry standard agreement. The parties may agree to use the American Institute of Architects (AIA) General Conditions of Contract for Construction Form A201 as a guide.

New Mexico Public School Facilities Authority (NMPSFA) Terms and Conditions: Any construction project involving funds provided by NMPSFA will require the Contractor to adhere to NMPSFA's additional terms, conditions and requirements.

Bonds:

1. Upon execution of a contract between a CES Member/Participating Entity and the prime Contractor for a construction project with a value twenty-five thousand (\$25,000) or more, will provide performance and payment bonds from a surety company authorized to do business in New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570.
2. The prime Contractor will execute a performance bond in an amount equal to one hundred percent (100%) of the price specified in the contract between the CES Member or Participating Entity and the prime Contractor by a surety company authorized to do business in the state of New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570. Performance bonds between the CES Member or Participating Entity and the prime Contractor will be on standard AIA or similar forms. This bond will protect all persons supplying labor and material to the prime Contractor for the performance of the work provided in the contract.
3. All suits for nonpayment or nonperformance will be filed as allowed under New Mexico law.
4. Any Subcontractor providing or performing one hundred and twenty-five thousand dollars (\$125,000) or more of work for an individual project, must submit to the prime Contractor a performance and payment bond equal to one hundred percent (100%) of the subcontract cost from a surety company authorized to do business in New Mexico in accordance with the New Mexico Insurance Code and be a surety listed in the US Treasury Circular 570.

Contract Between Owner and Contractor

15. An agreement between CES Member or Participating Entity and a CES Contractor for the purpose of procuring construction and professional services for a particular project may be completed for any construction project. It is at

the discretion of the CES Member or Participating Entity and the Contractor to determine if an additional industry standard Owner/Contractor contract is to be executed in addition to this contract. The agreement must be signed by all parties prior to the Contractor starting any work.

16. The Contractor warrants and assures the Owner that it has complied with the New Mexico Procurement Code, Public Works Contract and the Subcontractor Fair Practices Act in contracting for procurements from CES Contractors.

Quotes and Cost Proposals: All cost quotes and proposals submitted to a CES Member or Participating Entity will be based on or more of the pricing methodology described within each category or lot of this IFB.

Licenses: The prime Contractor and any Subcontractors shall possess the appropriate New Mexico Construction Industries Division (NMCID) Contractor's license required to provide construction products and services covered by this solicitation. Copies of the prime Contractor's licenses shall be provided in the CES Supplemental Contract Packet. The Contractor and any Subcontractors must maintain and keep current all New Mexico licenses during the term of the contract.

New Mexico State Wage Rate Documentation

1. It is the Contractor's responsibility to be acquainted with the New Mexico Department of Workforce Solutions' rules, regulations, procedures and requirements relating to state wage rates, and to comply with state and federal regulations regarding payment of wages rates on public projects. The Contractor, as established by the New Mexico Department of Workforce Solutions, will pay wage rates for every job performed under this contract with a total project cost of more than Sixty Thousand Dollars (\$60,000) not including New Mexico Gross Receipts Tax. The Contractor will pay all mechanics and laborers employed on the site of the project by the Contractor, unconditionally and not less than once a week, and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications.
2. The New Mexico Department of Workforce Solutions requires that certain forms be completed for every project that needs a wage decision issued. CES, CES Member or Participating Entity will submit for the wage decision and, upon receipt of the decision, will provide it to the Prime Contractor. The Contractor is responsible for completing and submitting the required forms to the NM Department of Workforce Solutions and must provide CES with a copy of the following: NOTIFICATION OF AWARD, STATEMENT OF INTENT TO PAY PREVAILING WAGES, and AFFIDAVIT OF WAGES PAID.

Ordering Process: Once the Contractor is notified by a CES Member or Participating Entity that they are interested in having the contractor provide construction related products and services, the Contractor will schedule a site visit to familiarize itself with the site and project scope of work. This is done by conducting and performing its own site investigation, research, analysis and asking pertinent questions in order to obtain a complete and comprehensive knowledge and understanding of the project's terms, conditions, requirements, and the Owner's expectations prior to developing, preparing, and submitting a project cost proposal.

Payment Retention, Progress Payments:

1. In order to comply with New Mexico Statutes Annotated 1978, Article 28 Retainage, 57-28-1 to 57-28-11, CES will not retain any funds on progress payments during any construction projects. The prime contractor agrees to only request payment for goods and services delivered, received and accepted by the CES Member or Participating Entity.
2. Final payment of a contract, for which progress payments have been made, will not be made until the project is totally completed (including punch list items and close out document delivered), and the final application for payment is signed by the CES Member or Participating Entity, received and audited by CES.
3. If the CES Member or Participating Entity and the Prime Contractor agree to retainage or a substitute security, the agreement must be in full compliance with New Mexico Procurement Code and applicable laws. If a substitute security or retainage is agreed upon, written notice must be provided to all parties prior to the issuing of a CES purchase order.

NMPSFA: New Mexico Public School Facilities Authority is the administrative unit created by the State of New Mexico legislature to carry out and act on behalf of the Public School Capital Outlay Council (PSCOC) to administer, coordinate and provide general oversight for "state-funded construction", which is defined as a building or appurtenance to a building that is built in whole or in part with state capital outlay monies. As part of their oversight function, NMPSFA will receive and review construction project documents and coordinate with other state agencies such as NMCID, Environment Department, Department of Energy, Minerals and Natural Resources, State Fire Marshal's Office, etc., to ensure compliance with all applicable adequacy standards, rules, regulations, building, plumbing, electrical, fire prevention, and mechanical codes adopted by the state, county, city, town or fire district in which the construction project is located.

NM Workforce Solutions: This is state agency responsible for the overseeing, administering, issuing, implementing and ensuring that all employers, Contractors, and Subcontractors follow and comply with New Mexico and Federal labor laws, rules, regulations, policies, and procedures governing employment and the general workforce.

NM Public Works Contracts: Sections 13-4-1 through 13-4-43 NMSA 1978 may be cited as part of the "Procurement Code".

New Mexico Workforce Solutions Contractor Registration Requirement: In order to submit a bid or response to a request for proposal valued at more than sixty thousand dollars (\$60,000) or to be considered for an award of any portion of a public works project greater than sixty thousand dollars (\$60,000) and for a public works project that is subject to the Public Works Minimum Wage Act (13-4-10 NMSA 1978), the contractor, serving as a Prime Contractor or Subcontractor, shall be registered with the New Mexico Department of Workforce Solutions, Public Works (13-4-14.1 NMSA 1978) before CES can issue a contract.

Quality Control Issues:

1. During the course of the contract, the Member's/Participating Entity's contact person may secure samples according to Construction Industries Division guidelines or industry standards of materials being used from containers at the job site, and submit them to an independent laboratory for comparison to specified material.
 - A. Should test results prove that a material is not functionally equal to or better than specified, the prime Contractor will pay for all testing and any cost incurred to have materials installed to replace those found not to comply with the specifications, and remove and dispose of the nonconforming materials.
2. Should the Member/Participating Entity and the Contractor encounter a situation and/or condition that they cannot agree on or resolve during the execution of the project and/or during the project close-out process, CES has consultants under contract that either of the parties can engage to review, investigate, evaluate, and issue a written report on their findings and propose recommendations/solutions for addressing the concerns and issues.

Site Cleanup: Contractor will clean up and remove all debris resulting from its work as required by the Member/Participating Entity. The contractor shall comply with all laws and regulations governing disposal of construction and hazardous materials. Upon completion of the work, the premises will be left in a neat, unobstructed condition with everything in good repair and order.

Site Examination: Contractor shall familiarize itself with the site, in order to anticipate unseen problems that may develop as the work progresses. Failure to have visited the site before submitting a job order proposal shall in no way relieve the contractor from furnishing any materials or performing any work required to complete the project in accordance with the contract documents, without additional cost to the CES Member/Participating Entity.

Site Preparation: Prior to a purchase order being issued by a CES Member or Participating Entity, the size, location and site conditions that exist at the time the contractor takes possession and/or control must be clearly identified and stated in writing. The contractor will not begin a project for which the site is not prepared or in the condition agreed upon in writing by the CES Member or Participating Entity, unless contractor decides to accept the site as is and is willing to perform the preparation work necessary at no cost, or until the CES Member or Participating Entity has included the cost of site preparation in a purchase order to CES. Site preparation may include, but is not limited to clearing the site, securing the site, installing wiring for networks or power and similar pre-installation requirements.

Subcontractors: If it is necessary for the Offeror to contract with third party firms to provide various goods and services, the following will apply:

1. In awarding subcontracts, the Contractor agrees that any subcontract competitively solicited by Contractor will not be awarded solely upon membership, non-membership or affiliation in a union or professional association or other organized group or agency, but on a competitive bid and ability to meet the specifications and comply with the requirements of the individual project.
2. Subcontractor shall be registered with New Mexico Department of Workforce Solutions, Public Works section (13-4-14.1 NMSA 1978).
3. CES, its' Members and Participating Entities reserves the right to approve or reject any subcontractor listed in the Offeror's project proposal.
4. Subcontractors shall provide performance and payment bonds to Prime Contractor if the subcontract is greater than \$125,000 (13-1-148.1 NMSA 1978).

5. The Contractor will not enter into any subcontract without prior notification and approval from CES its' Member or Participating Entity. Any such subcontract shall incorporate by reference the terms and conditions of this solicitation and each individual project contract.
6. No subcontracts will be entered into with any unlicensed party. Contractor must use Subcontractors openly, include such arrangements in the proposal and certify upon request that such use complies with the rules of the NMCID and the New Mexico Public Works Act and New Mexico Procurement Code. No subcontracting costs can be hidden in a cost proposal to CES.
7. Subcontractor Payment: Contractor agrees to pay Subcontractors in a timely manner and in accordance with the New Mexico Subcontractors Act. If Contractor receives a progress payment from CES, the Contractor will pay its Subcontractor(s) their correct proportion of the amount paid. CES will provide release of liens from Subcontractors within fifteen (15) days of date of payment. Failure to pay Subcontractors for work faithfully performed and properly invoiced can result in the suspension or cancellation of this contract.
8. Subcontractor's labor used must be of a standing or affiliation that will permit the work to be carried on harmoniously, without delay and will not cause any disturbance, interference or delay to the progress of the project. Subcontractor and lower-tier Subcontractors will not employ anyone whose employment might be objected to by Prime Contractor or Member.

C. Procedure for Processing Orders

Ordering Process: CES currently offers two procurement/purchasing options: the traditional and ecommerce methods.

1. Traditional Method: Orders accepted will be processed by:
 - a. The Contractor provides a written quote or proposal to the customer. When a final quote or proposal is agreed upon, a copy is provided to CES. When preparing a quote or proposal under a CES awarded contract, the Contractor must clearly identify and separate supplies, materials, equipment, and services into individual line items as they appear on the Contractor's awarded price schedule or pricing methodology. Stated prices must include the CES two percent (2%) administrative fee.
 - b. The CES Member or Participating Entity issues a purchase order to CES based on the quote or proposal provided referencing the Contractor's specified CES contract number.
 - c. When CES receives the Member's or Participating Entity's purchase order, it verifies the quote or proposal with the Contractor's CES contract to ensure compliance. CES issues a purchase order to the Contractor for two percent (2%) less than the Contractor's quote and the Member's or Participating Entity's purchase order.
 - d. The Contractor provides the items or services and invoices CES for an amount not to exceed the amount of CES' purchase order to the Contractor. Invoices must only be issued to CES.
 - e. CES verifies the Contractor's invoice received and issues a CES invoice to its Member or Participating Entity.
 - f. The Member or Participating Entity pays CES, and CES pays the Contractor for items and services delivered and accepted by the Member or Participating Entity and retains its 2% percent administrative fee.
2. Ecommerce (online ordering) Method: This allows the CES Members and Participating Entities to log on to the Contractor's website which contains only those products and services covered under the Contractor's CES awarded contract. The Contractor delivers the product and services, sends an invoice to the CES Member or Participating Entity, the CES Member or Participating Entity pays the Contractor, and the Contractor rebates the CES administrative fee to CES.

Progress Payments Processing: All progress payments must be invoiced through CES. It is the responsibility of the CES Member or Participating Entity and/or its designee to review and approve any estimates of work completed. If the CES Member or Participating Entity and/or their designee issues a written statement to the Contractor that the estimate of work is not approved and certified, the CES Member or Participating Entity may withhold an amount from the progress payment determined to be reasonably sufficient to cover the deficiency set forth in the written finding. In such cases, the Contractor agrees to hold CES, its' Members and Participating Entities harmless for any deficiency of payment. If any payment is delayed beyond 45 days from the due date, the Contractor agrees not to charge CES interest on the late payment. Any late charges will be the total responsibility of the CES Member or Participating Entity. The Contractor can extend any due date to avoid the requirement to pay interest. Acceptance of final payment is a waiver of all claims, with the exception of unsettled claims previously made in writing.

17. North Dakota, North Dakota Educators Service Cooperative (NDESC)

A. Additional Agency Terms and Conditions

1. Hazardous Substances: All hazardous products purchased by members shall include a Safety Data Sheet (SDS) with the delivery.
2. Lease and Rentals: Vendor may allow NDESC members to enter into rental, lease, or lease purchase agreements, providing such agreements are in compliance with North Dakota Statutes and guidelines as well as the State Department of Education policies, rules and regulations. NDESC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the Vendor and the NDESC member. Vendor agrees that leases will be in compliance with the Uniform Commercial Code. A two percent (2%) 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 ordering process.
3. Training Seminar: The contracted Vendor and their participating sub-contractors are required to participate in an online training session that is designed to educate the vendor and subcontractor on the purpose and nature of NDESC. The contracted Vendor will not be marketed to NDESC participating agencies until they have completed the training seminar.

B. *Additional Participating Agency Terms and Conditions for Non-Construction Products and Services* If requested by CPC, the contracted Vendor will work with CPC to develop an order form, or order forms, containing the most commonly purchased items, that CPC can utilize to market the Vendor to its participating agencies.

C. Additional Participating Agency Terms and Conditions for Construction Related Products and Services

Upon acceptance and approval of the Vendor's offer by AEPA, NDESC will independently consider the offer and conduct a conference call with the Vendor to determine if the Vendor is 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 NDESC and the Vendor are able to confirm that business is able to be conducted in North Dakota, NDESC 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 contracted vendor must also send a duplicate quote to CPC. The quote provided to CPC must include the contact information of the participating agency.

D. Procedure for Contract Award, Notification and Processing Orders

Once the award is recommended by the AEPA Review Committee, NDESC considers the recommendation based on the value of the potential contract for its qualified members. Member is defined in Section C. In the event of an award by the NDESC Board of Directors, NDESC will inform its members of the award and contract by the following methods along with contract instructions and ordering process.

1. The contract opportunity is listed and promoted on the NDESC website.
2. Announcing the award in NDESC newsletters.
3. NDESC will publish the contract and marketing information through a hard copy marketing flier and electronic email. Contracts are promoted through PDF and hard copy product catalog distributed at statewide trade shows and member meetings on a regular basis. NDESC will require a marketing flier, brochure, or other similar marketing pieces, in an editable, electronic format, from the Vendor promoting the available contract with approve any marketing materials. If a web site is used, the link will be made available from the NDESC web page. Any web page or link, or other marketing tools shall be dedicated to AEPA information only.
4. When the member identifies a desired product or service, the member and the Vendor may negotiate with each other to establish a description of items and/or services. The Vendor shall quote a price to the member, in writing, using AEPA established discounts and including the two percent (2%) administrative fee in the quoted price. The administrative fee shall be based upon the total cost of goods and/or service including installation costs. The administrative fee shall not be listed as a separate line item on the quote. When a member decides to purchase through the NDESC-AEPA contract, the member issues the purchase order directly to the vendor. The purchase order must include the total invoiced cost, based on the total cost of goods, service, and installation, including the two-percent (2%) administrative fee.
5. Notification will be made to the Vendor in the event the purchase order is not in compliance with the contract and adjustments will be made at that time. NDESC and the Vendor will mutually resolve any issues with regard to past purchases. The purchase orders are to continue to be processed and viewed as approved unless notified by NDESC otherwise. All sales and transactions may continue without delay or in anticipation of the NDESC purchase order verification.
6. Once all the items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, the Vendor then files a copy of the final invoice, which is available to NDESC by request in

support of the quarterly sales summary. The invoice is to be marked "Copy".

7. Vendor makes all deliveries and installations of products and services. NDESC does not warehouse items or provide services.
8. NDESC's participating agencies purchasing construction related products and/or services may, as required by statute, or at their discretion, require the Vendor to post a performance bond.
9. This administrative fee is to be paid by the vendor to NDESC quarterly within 20 working days after the end of each fiscal quarter. The AEPA vendor shall also submit to NDESC a sales report, in Excel format, listing the following information:
 - Name of service cooperative region
 - Name of purchasing agency
 - Address of purchasing agency
 - Date of sale
 - Standard sale price
 - Sale price with AEPA discount
 - Administrative fee generated by sale
 - Savings generated by sale

This report shall include all sales made and payments received by the vendor in said quarter. The sales report shall be e-mailed to Jane Eastes at jeastes@lcsc.org and copied to Lori Mittelstadt at lmittelstadt@lcsc.org. The administrative fee payment shall be delivered to Jane Eastes, NDESC, 1001 E. Mt. Faith, Fergus Falls, MN 56537. The check shall be made out to NDESC.

10. In the event of a lease, the total administrative fee for the value of goods shall be paid to NDESC by the Vendor at the front end of the lease. NDESC reserves the right to review all purchase orders and lease documents to insure contract compliance.
11. NDESC requires that all participating vendors offer the contract opportunity to all NDESC qualified members. Qualified membership is defined under section E (below).
12. NDESC has designated Lakes Country Service Cooperative (LCSC), 1001 E. Mt. Faith, Fergus Falls, MN as its purchasing agent. All vendors agree to work with LCSC on all purchasing issues related to NDESC.

E. Members Purchasing Under the Agency

The NDESC has been established pursuant to the provisions of [Chapter 54-40.3 of the North Dakota Century Code](#), as amended. The purpose of NDESC is to assist in meeting those specific needs of the members which are determined to be better provided by a cooperative effort, including without limitation the joint purchasing of programs, goods, and services which are deemed to be priority needs of the members. NDESC currently has approximately 200 participating agencies. Qualified agencies of NDESC include all North Dakota public schools, private schools and higher education institutions and any other North Dakota political subdivisions eligible to enter into a joint powers agreement with NDESC.

F. Governing Law

The laws of the State of North Dakota govern the Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction.

18. OHIO COUNCIL OF EDUCATIONAL PURCHASING CONSORTIA (OCEPC) 2015

A. General Terms and Conditions that apply for all Categories:

1. Compliance with Laws/Forum Designation

Contractor shall comply with Federal, State, and Local Laws, Codes and Regulations while fulfilling the contract. It is the Contractor's responsibility to be aware of and comply with all state and local laws governing this procurement. Applicable laws, codes, and regulations (etc.) must be followed even if not specifically identified herein. Contractor shall verify to the Ohio Council of Educational Purchasing Consortia (OCEPC), its Member Agencies and other qualifying purchasers that the Contractor is complying with all Federal, State and Local Laws, Codes and Regulations while fulfilling the contract. Moreover, this contract shall be governed by and construed in accordance with the laws of the State of Ohio without giving effect to its principles of conflict of law. Legal proceedings arising under this contract shall be brought in an Ohio Court of Common Pleas of the County where the Member Agency's main office is located.

2. Delinquent Tax Affidavit

Contractor shall provide an affidavit relating to delinquent taxes as may be required by Ohio Revised Code Section 5719.042.

3. Secretary of State Registration

Contractor shall meet and maintain all registration requirements as necessary to conduct business in the State of Ohio, including but not limited to registration with the Ohio Secretary of State.

4. Findings for Recovery

Contractor warrants and represents that it is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or that Contractor has taken the appropriate remedial steps required under Ohio Revised Code Section 9.24, or otherwise qualifies under Ohio Revised Code Section 9.24.

5. Ohio Workers Compensation Insurance

Contractor, and any subcontractors hired by Contractor shall, at their own expense, maintain in force for the duration of the project workers' compensation and employer's liability insurance as required by the laws of the State of Ohio.

6. Project Personnel, Student Safety and Background Checks

Member Agency shall have the right to reject the participation of any personnel of Contractor in the performance of the services if, in relation to the work assigned to them, the Member Agency deems such personnel to lack the skill, experience and expertise required to perform the services or if Member Agency considers their performance to be substandard or otherwise detrimental to the proper completion of the services. Contractor will advise Member Agency promptly of any change in the project manager or other key personnel assigned to the performance of the services.

Contractor acknowledges that the safety of the Member Agency's students, employees, officials and guests is of the utmost importance. Contractor will endeavor to ensure that its officers, employees, agents, representatives, and consultants will take no action that would jeopardize the safety of the Member Agency's students, employees, officials, or guests. The Member Agency reserves the right to require Contractor's officers, employees, agents, representatives and consultants to wear identification and stay in designated work areas at all times while on the Member Agency's property. The Member Agency shall have the right to effect the immediate removal of any person associated in any way with Contractor from Member Agency property for failure to wear identification, for being outside a designated work area, for fraternizing with or engaging in any improper behavior directed toward or in the vicinity of students, employees, officials, or guests of the Member Agency or for any other good cause.

Contractor shall perform or cause to be performed an Ohio Bureau of Criminal Investigation and Identification and Federal Bureau of Investigation criminal background check of any personnel that will be performing the services within the proximity of minors. Contractor shall notify the Member Agency of any proposed employee who has been convicted, pled guilty or pled "no contest" to a criminal offense, and the Member Agency reserves the right to reject the proposed employee with a criminal background. No person shall be employed by Contractor who has been found guilty of any of the criminal offenses enumerated in Ohio Revised Code Section 3319.39 without prior approval of the Member Agency.

7. Independent Contractor

Contractor shall be an independent contractor and neither Contractor nor any of its subcontractors, nor the employees of any thereof, shall be deemed to be the servants, employees, or agents of Member Agency. Contractor shall be responsible for paying all costs related to its employees and managers performing the services. Contractor shall remain liable and responsible to Member Agency for all of its obligations under this contract, regardless of whether the services are performed by the Contractor or a subcontractor of any tier.

8. Ownership of Instruments of Service

Drawings, data and other documents prepared by, or with the cooperation of, the Contractor pursuant to this contract shall become, upon payment of all undisputed compensation due the Contractor from the Member Agency, the property of the Member Agency. Such drawings, data or other documents may be used by the Member Agency or others employed by the Member Agency without compensation to the Contractor.

9. Audit

Member Agency may audit and inspect Contractor's records and accounts at any time during the Contractor's performance of the services and for a period of two (2) years following the completion or termination of the services for the purpose of verifying any invoice and underlying documentation presented by Contractor, it being understood that Contractor agrees to preserve all such documents through such two- (2) year period.

10. Notices

Unless otherwise expressly provided in this contract, all notices and other communications given under the contract shall be in writing and shall be deemed effective upon receipt by the addressee at its address as set forth in the contract or at such other address as such party shall have notified the other in writing.

11. Non-Appropriation

If the Member Agency fails to appropriate sufficient monies in any fiscal year for payments due under the contract and other funds are not available for such payments, then a "Non-Appropriation" shall be deemed to have occurred. If a Non-Appropriation occurs, then Member Agency will give Contractor prompt notice of such Non-Appropriation. This contract shall thereupon terminate without penalty or expense to the Member Agency.

12. No Personal Liability

It is understood and agreed that under no circumstances will the Member Agency's board members, officers, employees, or agents be personally liable for any obligations or claims arising out of or related to the contract.

13. Miscellaneous

Headings and titles of articles, paragraphs and other subparts of this contract are for convenience of reference only and shall not be considered in interpreting the text of this contract. This contract and any appendices constitute the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings with respect thereto. No contract amendments can be made without the approval of the AEPA membership.

B. Non-Construction Products and Services:

1. Bus Purchases - For the purchase of school buses, the successful Contractor shall provide bonds required by Ohio Revised Code Sections 153.54 and 153.571.

C. Construction Products and Services:

For construction improvements, the following shall apply:

1. The successful Contractor shall provide such bonds required by Ohio Revised Code Sections 153.54 and 153.571.
2. Progress payments and retainage shall be in accordance with the provisions of the Ohio Revised Code including Ohio Revised Code Sections 153.12 and 153.14.
3. In the event that the agreement is subject to the prevailing wage requirements of either Ohio Revised Code Chapter 4115 or the Davis-Bacon Act, then the contract between the Member Agency and the Contractor shall contain the applicable rates and such terms and provisions as may be required by law.
4. Contractor shall comply with all applicable licensing requirements, including those of the Ohio Construction Industry Licensing Board.

D. Procedures for Processing Orders:

The OCEPC will keep informed its Member Agencies and other qualified purchasers of contract information via web site and through other marketing strategies. A list of OCEPC Member Agencies along with addresses, phones, contacts, etc. will be made available to successful Contractors. After contracts are awarded, Contractors may contact the OCEPC Member Agencies and other qualifying purchasers concerning their products and services.

Participating Member Agencies and other qualified purchasers will submit all purchase orders directly to the Contractor.

The Contractor price shall include a two percent (2%) administrative fee that the Contractor will collect from the Member Agency or other qualified purchaser. Administrative fees are to be remitted to the OCEPC on April 15, July 15, October 15 and January 15 of every calendar year with checks payable to the Southwestern Ohio Educational Purchasing Council, 303 Corporate Center Dr. Suite 208, Vandalia, OH 45377.

The Contractor will compile a quarterly report showing all purchases made by the OCEPC Member Agencies and other qualified purchasers under this contract at the conclusion of each calendar quarter. These reports shall be attached to the administrative fee remittance.

E. Agencies Allowed to Purchase under Member Agency:

All member cooperatives of the OCEPC and their individual Member Agencies are eligible to participate and purchase from the awarded AEPA contracts. All Ohio K-12 school districts, including Boards of Developmental Disabilities, Educational Service Centers, and Instructional Technology Centers, are eligible to participate and purchase from the awarded AEPA contracts. In addition, all colleges and universities, state, cities, counties, townships and other governmental agencies are eligible to participate if the AEPA contracts satisfy their individual procurement requirements.

19. Oregon, Intermountain Educational Service District (IMESD)

A. Additional Agency Terms and Conditions

Intermountain Education Service District ("IMESD") is an educational service district organized under the laws of the STATE OF OREGON. Pursuant to Oregon Law ORS 279A and IMESD is authorized to cooperate with other entities and in such regard is authorized to cooperate with them in the purchasing of goods and services pursuant to these contract documents. As other entities cooperate with IMESD to take advantage of the goods and services made available pursuant to these contract documents, the terms and conditions of any such sales shall be in accordance with the contract documents.

Additionally Senate Bill 3184 enables Oregon's Education Service Districts to offer the services they provide to component school districts to other organizations. For the past 10 years, the InterMountain ESD (formerly Umatilla-Morrow ESD) has been a leader in expanding revenue available for schools and IMESD programs by providing these services outside of 19 local school districts. (Reference: [ORS 334.185](#))

Under Oregon public contracting rules, each individual public agency will have its own local rules it must adhere to, in addition to statewide public contracting laws. InterMountain Education Service District does not presume that its cooperative purchasing program will necessarily comply with every agency's internal public contracting rules. We always advise potential customers to review the bid solicitation carefully and recommend review by their legal department and/or procurement personnel to assure that contracting laws are complied with.

ADVERTISING AND MARKETING: Bidders must demonstrate they possess the necessary resources and have a proven track record to market, offer, obtain, deliver, install and provide the sales and technical support services to IMESD and its participating agencies within the state of Oregon in a timely and cost effective manner.

APPLICABLE LAW AND VENUE: Any dispute arising out of any of the contract documents, or out of their performance, shall be decided by litigation in the Circuit Court of the State of Oregon in the county of Owner's residence, the parties consenting to jurisdiction in said court and permanently waiving jurisdiction in any other court, state or federal. In the event of litigation the prevailing party shall be entitled to an award of reasonable attorney's fees and costs at trial and upon any appeal thereof. In the event that the successful bidder breaches a term of condition of a contract awarded, the IMESD may terminate the contract. In addition to the right to terminate due to the successful bidder's breach, and all other rights and remedies contained in other provisions, the IMESD reserves all its rights and remedies at law and in equity available due to the breach.

HAZARDOUS CHEMICALS: The Successful bidder shall supply current MSDS for all products as required below even if these sheets have been supplied in previous years.

The agencies participating on IMESD agreement will need MSDS and labels for certain products defined as hazardous chemicals by the State of Oregon in accordance with ORS 654.025(2) and 656.726(3). The successful bidder has the responsibility to determine such products and to provide MSDS and labels for such products. The MSDS shall be received by the IMESD by or at the time of the initial shipment of such products. These requirements have been determined by the State of Oregon Workers Compensation Department, and published as Oregon Administrative Rules 437, Division 2 Hazard Communication. This document is available from Hazard Communication Coordinator, Accident Prevention Division, State of Oregon, Labor and Industries Building, 350 Winter St. NE, Salem, OR 97310, phone: (503) 378-3272 or (800) 922-2689 any local Accident Prevention Division Office.

HOLD HARMLESS: Bidders shall indemnify, hold harmless, and defend the IMESD from any and all liabilities, settlements, losses, penalties, costs, expenses, attorney fees (including attorney fees on appeal) in collection with any action, suit or claim based upon or allegedly based upon, resulting from or allegedly resulting from the successful bidder's negligence, omission, activities or services provided pursuant to a contract awarded to such bidder.

LAW OF THE STATE OF OREGON: Any contract between the IMESD and a bidder shall be entered into within the State of Oregon, and the laws of said state, whether substantive or procedural, shall apply to the contract.

In addition to any requirements listed, vendor shall comply with all, current, applicable state, federal and local laws, regulations and ordinances. If through mistake or otherwise any such provision is omitted then submission by either IMESD or the vendor-partner the contract shall be amended to make such inclusion or correction. IMESD Also reserves the right to amend the contract resulting from state law changes. Vendor- partners will be sent written notification of such changes.

SEVERABILITY: The parties agree that if any term or provision of a resultant contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

TAXES: Taxes, whether State or Federal, shall not be included in bid prices. Our Employer Identification No: 93-6000924 indicated our tax exemption status as a political subdivision. Contractor must certify compliance with the Oregon tax laws in accordance with ORS 305.385 when applicable.

C. Additional Agency Terms and Conditions – Construction Products and Services

1. Prevailing wage rates/Davis-Bacon.

As set forth in the conditions below, if this is a public works project (as defined below) Oregon State prevailing wage rates will apply unless exempted. If federal funds are being used, Bidders must take into account the need to comply with the Davis-Bacon Act. If both the federal and state prevailing wages are required the Contractor is required by law to pay the greater of the applicable prevailing wage. Pursuant to ORS 279C.365 no bid will be considered unless the bid contains a statement by the Bidder as a part of its bid that the provision of ORS 279C.840 will be complied with.

(a) If contract is \$50,000.00 or under and there are no federal funds involved the contract is exempted from prevailing wages pursuant to ORS 279C.810(2) (a).

(b) If contract exceeds \$50,000.00 and there are no federal funds involved, existing prevailing wage rate of the State of Oregon will apply. No worker may be paid by any Contractor or Subcontractor a wage less than the wage required by ORS 279C.840. Every subcontract shall include the requirements of this section. Prevailing wages, state and federal, can be seen at the websites referred to in Section 6(a), Additional Requirements of Oregon Law for Public Contracts, Public Works, and Improvements and Miscellaneous Provisions.

(c) If contract exceeds \$50,000.00 and/or federal funds are involved, unless otherwise exempted by law, Contractor shall comply with ORS 279C.800 to 279C.870 relating to the payment of prevailing wages; Contractor shall also comply with the federal Davis-Bacon Act to the extent applicable. No worker may be paid by any Contractor or Subcontractor a wage less than the wage required by ORS 279C.840 and if the state and federal prevailing wage laws both apply, Contractor shall pay as wages the great of the applicable prevailing wage. Every Subcontractor shall include the requirements of this section. Additional Requirements of Oregon Law for Public Contracts,

2. Residence status of Bidder

Each Bidder must identify in its bid whether the Bidder is a resident Bidder, as defined in ORS 279A.120.

3. Licensure

If the contract involves asbestos or asbestos abatement, the contractor or subcontractor must be licensed under ORS 468A.720.

4. Bonding

If this contract is a public improvement contract in excess of \$100,000.00, at the time of the execution of the contract, the successful Bidder shall also deliver to the Owner good and sufficient bonds endorsed on forms supplied by Owner, in sums equal to the contract price, for the faithful performance of the contract, and for the payment of all claims for labor, materials, equipment, and rental equipment that may result from work performed pursuant to the contract documents. The successful Bidder shall not be allowed to execute the contract without the concurrent delivery to the Owner of the bonds required by this paragraph on the required forms. At owner's sole discretion, Contractor shall be subject to disqualification and forfeiture of bid security for breach of this section. If Bidder is disqualified, Owner may award the contract to another Bidder.

5. Subcontractor Disclosure

Unless exempted by ORS 279C.370(1)(c) for public improvement contracts, all Bidders shall within two hours of the date and time of the deadline when bids are due submit information about certain first-tier Subcontractor when the contract value for public improvements is greater than \$100,000 (see ORS 279C.370). Specifically, when the contract amount of a first-tier Subcontractor furnishing labor or labor and materials would be greater than or equal to:

(i) 5% of the project bid, or \$15,000, or

(ii) \$350,000 regardless of the percentage, Bidders must disclose the following information about that Subcontractor:

(a) the Subcontractor's name, and

(b) the category of the work that the Subcontractor would be performing, and

(c) the dollar amount of the subcontract

If Contractor will not be using any Subcontractors that are subject to the above disclosure requirements, Contractor is required to indicate "NONE" on the reply form.

THE OWNER MUST REJECT A BID IF THE BIDDER FAILS TO SUBMIT THE DISCLOSURE FORM WITH THIS INFORMATION BY THE STATED DEADLINE.

FIRST TIER SUBCONTRACTOR DISCLOSURE FORM

Project name: Bid #:

Bid Opening Date:
Name of Bidding Contractor: Required
Disclosure Deadline:

Bids which are submitted by Bid Closing, but for which a required disclosure submittal has not been made by the specified Disclosure Deadline, are not responsive and shall not be considered for Contract award.

See the certification above the signature line on the second page of this form regarding the Subcontractors that must be disclosed.

The Owner will insert "NA" above if the contract value is not anticipated to exceed \$100,000. Otherwise this form must be submitted either with the bid or within two (2) working hours after the advertised bid closing date and time; but no later than the DISCLOSURE DEADLINE stated above.

This form may not be submitted by facsimile. It is the responsibility of Bidders to submit this disclosure form and any additional sheets, completely filled out and signed, by the specified disclosure deadline.

List below the name of each Subcontractor that will be furnishing labor or will be furnishing labor and materials and that is required to be disclosed, the category of work that the Subcontractor will be performing and the dollar value of the subcontract. Enter "None" if there are no Subcontractors that need to be disclosed. (Attach additional sheets if needed.)

NAME OF CATEGORY OF DOLLAR VALUE SUBCONTRACTOR WORK

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Failure to submit this form by the disclosure deadline will result in a nonresponsive bid. A nonresponsive bid will not be considered for award.

CERTIFICATION

It is certified that the above listed first-tier Subcontractor(s) are providing labor, or labor and material, with a dollar value equal to or greater than:

- (a) 5% of the total Contract Price, but at least \$15,000 [if the dollar value is less than \$15,000 do not list the Subcontractor above], or
- (b) \$350,000 regardless of the percentage of the total Contract Price. Form submitted by (insert Bidder name):
Contact name: Telephone number:

Additional Requirements of Oregon Law for Public Contracts, Public Works, and Improvements;

Miscellaneous Provisions

"Owner" means the public entity executing the Contract of which these provisions are a part.

"Public improvement" means projects for construction, reconstruction or major renovation on real property by or for a public agency. "Public Works" shall mean roads, highways, buildings, structures and improvement of all types, the construction, reconstruction, major renovation or painting of which is carried on or contracted for by any public agency to serve the public interest by does not include the reconstruction or renovation of privately owned property which is leased by a public agency.

(1) In reference to ORS 279B.220 and 279C.505. Contractor shall:

- (a) Make payment promptly, as due, to all persons supplying to Contractor labor or material for the performance of the work provided for in the contract.
- (b) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or Subcontractor incurred in the performance of the contract.
- (c) Not permit any lien or claim to be filed or prosecuted against the Owner on account of any labor or material furnished.
- (d) If the contract is for a public improvement, demonstrate to Owner that Contractor has an employee drug testing program in place.
- (e) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

(2) In reference to ORS 279C.515 regarding contracts for public improvements:

(a) If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a Subcontractor by any person in connection with the contract as such claim becomes due, the Owner may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the Contractor by reason of such contract.

If the contract is for a public improvement and if the Contractor or a first-tier Subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the contract within thirty days after receipt of payment from the Owner or a Contractor, the Contractor or first-tier Subcontractor shall owe the person the amount due plus interest charges commencing at the end of the ten day period that payment is due under ORS 279C.580(4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest charged to the Contractor or first-tier Subcontractor on the amount due shall equal three times the discount rate on ninety-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is thirty days after the date when payment was received from the Owner or from the Contractor, but the rate of interest shall not exceed 30 percent. The amount of interest may not be waived.

(b) If the contract is for a public improvement, or is related to a contract for a public improvement, and if the Contractor or a Subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with the contract, that person may file a complaint with the Construction Contractor's Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

(c) The payment of a claim in the manner authorized in this section of this contract shall not relieve the Contractor or the Contractor's surety from any obligation with respect to any unpaid claims.

(3) Relating to ORS 279B.020 and ORS 279C.520. Contractor shall comply with ORS 279B.020 and ORS 279C.520 in their entirety (when applicable), and in this regard:

(a) No person shall be employed for more than ten hours in any one day, or forty hours in any one week except in cases of necessity, emergency, or where the Owner absolutely requires it, and in such cases, the employee shall be paid at least time and half pay:

(i) For all overtime in excess of eight hours a day or forty hours in any one week when the work week is five consecutive days, Monday through Friday; or

(ii) For all overtime in excess of ten hours a day or forty hours in any one week when the work week is four consecutive days, Monday through Friday; and

(iii) For all work performed on Saturday, Sunday, and on any legal holiday specified in ORS 279B.020 and 279C.540.

(iv) Contractor shall comply with the notice and posting requirements of ORS 279B.020 and 279C.520(2). Contractor shall pay employees for overtime work performed under this Contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

(4) If the contract is for a public improvement, Contractor shall at its sole expense comply with any and all applicable statutes or ordinances, and all regulations of any agencies, whether federal, state, local or tribal, dealing with the prevention of environmental pollution and the preservation of natural resources including without limitation water that affect the performance of this contract.

The following agencies, as well as others, may have pertinent regulations:

Federal: Army Corps of Engineers, Federal Energy Regulatory Commission, Environmental Protection Agency, Dept. of Human and Health Services, Dept. of Interior including but not limited to the US Fish and Wildlife Service, Department of Labor, and Water Resources Council.

State: Columbia River Gorge Commission, Department of Energy, Department of Environmental Quality, Department of Fish and Wildlife, Department of Human Resources, Soil and Water Conservation Commission, and Oregon Water Resources Department.

Local: City and County wherein the project is to be undertaken. Tribal: Confederated Tribes of the Umatilla Indian Reservation.

(5) In relation to ORS 279B.230 and 279C.530, Contractor shall comply in their entirety, and in this regard:

(a) Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

(b) All employers, including Contractor, that employ subject workers who work under this contract in the State of Oregon shall comply with ORS 656.017 and provide the required workers compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its Subcontractors complies with these requirements.

(6) (a) If the contract is for public works and is over \$50,000, Contractor, unless otherwise exempted by law, shall comply with ORS 279C.800 to 279C.870 relating to the payment of prevailing wages; Contractor shall also comply with the federal Davis-Bacon Act to the extent applicable. The prevailing rates of wage, state and federal, made available on the internet are hereby incorporated by reference; they may be seen at various sites including at www.boli.state.or.us/BOLI/WHD/PWR and www.access.gpo.gov/davisbacon/or.html. If the state and federal prevailing wage laws both apply, Contractor shall pay as wages the greater of the applicable prevailing wage. Contractor shall comply with all wage reporting and certification requirements of the prevailing wage laws and/or the Davis-Bacon Act, as applicable.

(b) Before starting Work the Contractor shall file with the Construction Contractors Board, and maintain in full force and effect, the separate public works bond required by Oregon Laws 2005, Chapter 360, and OAR 839-025-0015, unless otherwise exempt under those provisions. The Contractor shall also include in every subcontract a provision requiring the Subcontractor to have a public works bond filed with the Construction Contractors Board before starting Work, unless otherwise exempt, and shall verify that the Subcontractor has filed a public works bond

(7) The following apply to contracts for public improvements:

(a) Contractor shall comply with ORS 279C.580, dealing with Contractor's relations with Subcontractors. Without limiting the generality of the foregoing, in this regard Contractor shall include a clause in each subcontract for property or services entered into by the Contractor and a first-tier Subcontractor, including a material supplier, for the purposes of performing the contract:

(i) that obligates the Contractor to pay the first-tier Subcontractor for satisfactory performance under its subcontract within ten days out of such amounts as are paid to the Contractor by the Owner; and

(ii) that obligates the Contractor, if payment is not made within thirty days after receipt of payment from the Owner, to pay to the first-tier Subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause required by the preceding paragraph. The interest penalty shall be for the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made, and shall be computed at the rate specified in ORS 279C.515(2).

(b) Contractor shall include in each of its subcontracts, for the purpose of performance of work in relation to project, a provision requiring the first-tier Subcontractor to include a before clause and an interest penalty clause conforming to the foregoing standards in each of its contracts and to require each of its Subcontractors to include such clauses in their subcontracts with each lower-tier Subcontractor or supplier.

(c) Nothing stated herein shall be construed to preclude the negotiations allowed pursuant to ORS 279C.580(5).

(8) If any work supplied pursuant to the contract requires licensing with the Construction Contractors Board or the State Landscape Contractors Board, Contractor must be so licensed in order to submit a bid for the contract, and Contractor and all relevant Subcontractors must remain licensed during the period required for performance. Contractor certifies that all Subcontractors and workers will be properly licensed to perform the work required by this Contract before their commencement of work.

(9) If this contract is for public improvements, then retainage in the amount of 5% of the amount due shall be withheld in accordance with Oregon laws, including ORS 279C.550 et seq.

(10) If this contract is for a public improvement, and unless exempted by resolution of the Owner, Contractor shall comply with ORS 279C.380 and execute and deliver to Owner a good and sufficient performance bond and payment bond to be approved by Owner in a sum equal to the contract price. By way of supplement to, and equally binding as, all of the foregoing:

(10.1) Contractor shall comply with all federal, state and local laws, codes, regulations and ordinances applicable to the Work and the Contract. Failure to comply with such requirements shall constitute a breach of Contract and shall be grounds for Contract termination. Without limiting the generality of the foregoing, Contractor expressly agrees to comply with the following as applicable: (i) Title VI and VII of Civil Rights Act of 1964, as amended; (ii) Section 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Health Insurance Portability and Accountability Act of 1996; (iv) the Americans with Disabilities Act of 1990, as amended; (v) ORS Chapter 659A; as amended (vi) all regulations and administrative rules established pursuant to the foregoing laws; and (vii) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Owner's performance under the Contract is conditioned upon Contractor's compliance with the provisions of ORS 279C.505, 279C.510, 279C.515, 279C.520, and 279C.530, which are incorporated by reference herein.

(10.2) Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations; and

(a) Contractor shall not discriminate against Disadvantaged, Minority, Women or Emerging Small Business enterprises, as those terms are defined in ORS 200.005, in the awarding of subcontracts (ORS 279A.110).

(b) Contractor shall maintain, in current and valid form, all licenses and certificates required by law, regulation, or this Contract when performing the Work.

(10.3) Unless contrary to federal law, Contractor shall certify that it shall not accept a bid from Subcontractors to perform Work as described in ORS 701.005 under this Contract unless such Subcontractors are registered with the Construction Contractors Board in accordance with ORS 701.035 to 701.055 at the time they submit their bids to the Contractor.

(10.4) Unless contrary to federal law, Contractor shall certify that each landscape Contractor, as defined in ORS 671.520(2), performing Work under this Contract holds a valid landscape Contractor's license issued pursuant to ORS 671.560.

(10.5) The following notice is applicable to Contractors who perform excavation Work. ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503)232-1987.

(11) Contractor must certify compliance with the Oregon tax laws in accordance with ORS 305.385 when applicable.

(12) Upon receipt by Contractor of any notice or claim, pursuant to ORS 279C.600 et seq (concerning action against bonds) Contractor shall immediately notify Owner in writing.

(13) Unless agreed to by Owner in writing, Contractor may not assign, transfer, dispose of, or delegate its duties under the contract.

(14) Contractor shall be responsible for compliance with all local, state, tribal, and federal laws, applicable to any aspect of the work to be performed. It shall be Contractor's responsibility to determine the applicability and requirements of any such laws and to abide by them. Contractor shall indemnify, defend, and hold harmless Owner for any default or breach of Contractor in this regard.

(15) The submission of a bid for this contract is certification by Contractor that Contractor has not discriminated and will not discriminate in violation of ORS 279A.110 against any minority, women, or emerging small business enterprises in obtaining any required subcontracts.

(16) If this contract is a public improvement contract for demolition, Contractor shall salvage or recycle constructions and demolition debris if feasible and cost-effective.

(17) If this contract is a public improvement contract for lawn and landscape maintenance, Contractor shall compost or mulch yard waste material at an approved site, if feasible and cost-effective.

(18) Any dispute arising out of any of the contract documents, or out of their performance, shall be decided by litigation in the Circuit Court of the State of Oregon in the county of Owner's residence, the parties consenting to jurisdiction in said court and permanently waiving jurisdiction in any other court, state or federal. In the event of litigation the prevailing party shall be entitled to an award of reasonable attorney's fees and costs at trial and upon any appeal thereof.

D. Procedures for Processing Orders

Once the award is made to the vendor, IMESD will market these contracts by: 1) including the contract on the IMESD website, 2) announcing the award in flyers, and 3) attending vendor events throughout school year. A list of schools, contact names, addresses and phone number can be accessed through the Oregon Department of Education website. At this point the vendor contacts schools and schools may contact the vendor. When the school/agency identifies a product or services and agrees on price it issues to Vendor a purchase order for that item or service, referencing the AEPA Bid number. The purchase order must include an additional one percent (2%) administrative fee in the total to be forwarded by the vendor to IMESD after the sale. All participating vendors agree to and are subject to audit proceedings of IMESD member sales.

Upon receipt of the purchase order, the vendor provides the goods or service listed on the purchase order. It is important to remember the vendor makes delivery to the member unless other arrangements are made in cooperation with IMESD. When all items and services on the purchase order have been delivered to the member in a complete and satisfactory manner, vendor then invoices the member for the goods and service. This invoice includes the additional one percent (2%) administrative fee to the total amount invoiced of the goods or service provided by the vendor. This percent is based on the total sales of goods or services. The member then pays the vendor including the one percent (2%) administrative fee. IMESD then invoices the Vendor for the 2% administrative fee based on the sale of goods and services collected by the vendor.

C. Agency Members Purchasing under the UMESD

The InterMountain Education Service District (IMESD) participates in a national non-profit organization, the Association of Educational Purchasing Agencies (AEPA), which is a procurement vehicle. The mission of IMESD's involvement with AEPA is to cooperatively serve Oregon state agencies members through a continuous effort to explore and solve present and future purchasing needs. AEPA goals include working to secure multi-state volume purchasing contracts with benefits that are measureable, cost-effective and continuously exceed our state member's expectations. InterMountain Education Service District is the member agency representing Oregon in AEPA through an IMESD board approved Memorandum of Understanding between all participating states that are all political subdivisions related to K-12 education. All AEPA bids have been advertised by IMESD in Oregon. Pursuant to Oregon Law, ORS 279A, InterMountain Education Service District is authorized to offer these contracts to other government entities including school districts, state universities, community colleges, special districts, local and state government.

There is no fee or annual dues to become an IMESD agency member to purchase. InterMountain Education Service District's contract management efforts are funded by a nominal administrative fee paid by the vendor based on sales volume.

20. Pennsylvania, Central Susquehanna Intermediate Unit dba Keystone Purchasing Network

A. Additional Member Agency General Terms and Conditions that apply to all categories

KPN is a cooperative purchasing program operated by the Central Susquehanna Intermediate Unit under Pennsylvania's inter-governmental cooperation laws and includes members in several east coast states that currently include Pennsylvania, Maryland, the District of Columbia, New York and Delaware, as well as members from other states. All such members of KPN shall be referred to in these state-specific terms and conditions as "Member." Additionally, any bidder that is awarded a contract shall be referred to in these state-specific terms and conditions as "Vendor" or "Contractor."

Vendor agrees that, in the provision of supplies, and in the performance of the work and services required under the contract, Vendor shall abide by all Federal, Pennsylvania state, and local laws, regulations and ordinances that may apply, including, but not limited to, those listed below. Vendor shall also abide by the state and local laws, regulations and ordinances of other states and municipalities where a Member is located, including, without limitation, any states and municipalities where new Members are added as KPN Members throughout the term of the applicable contract.

- 1. Marketing and Advertising under this Agreement.** Vendor will actively promote the resulting contract in Pennsylvania, Maryland, Delaware and New York States. Vendor will comply with the AEPA Marketing program along with the requirements listed below.
 - a. Vendor will include the approved KPN logo, web address, contract number and toll free number in all print, electronic mail and other advertising and promotion intended for release to PA, MD, DE and NY excluding national marketing releases.
 - b. The KPN logo and associated KPN information shall be of a clearly readable size and in appropriate proportion to other elements in the printed material.
 - c. Vendor agrees to provide KPN with a copy or proof sheet of the advertisement or promotion material. Vendor will provide KPN with date of release and name of publication, journal, etc.
 - d. Vendor shall place a supplied KPN vendor sign on booths, tables, etc. of any or all exhibits for which Vendor displays/participates at tradeshow, conventions and the like. Vendor will supply in advance scheduled exhibit dates. Vendor agrees to make available at the exhibit KPN supplied brochures or other promotion materials.
 - e. Vendor agrees to insert the approved KPN logo, web address, contract number and toll free number on Vendor's website promoting the KPN contract or a specific KPN landing page and providing a link to the KPN website.
 - f. Vendor will supply product catalog information, product description, pricing, etc., in a spreadsheet format as specified by KPN for inclusion on the KPN website.
 - g. Vendor agrees to cooperate in developing appropriate website content to promote its products, services and their advantages to KPN Members.
 - h. Requested materials will be submitted to KPN within thirty (30) days.
- 2. Pricing and Ordering.** Vendor will provide all pricing information in an electronic format and/or setup an electronic ordering system that would show the current contract prices along with the KPN administrative fee of two percent (2%) or as adjusted by KPN. In the case of electronic ordering, KPN must have administrative reporting capabilities with an online ordering system. The KPN administrative fee will apply to all purchases, installation, total lease, total rental prices and all construction and installation and annual maintenance fees and will be included in the net price offered to the Member.
- 3. Criminal Background Reports and Child Abuse Clearances.** Unless Member stipulates in writing otherwise, the background checks required pursuant to 24 P.S. § 1-111 and 23 Pa.C.S. § 6344, each as amended from time to time, shall be submitted to Member for review and approval prior to Contractor or any of Contractor's employees commencing work under the Contract. Contractor shall be required to obtain Criminal History Reports (24 P.S. § 1-111), Child Abuse Clearances (23 Pa.C.S. § 6344) and an Employment Background Review (24 P.S. § 1-111.1) for any individual Contractor intends to utilize in conjunction with the Contract. No Criminal History Report or Child Abuse Clearance submitted may be more than fifty-five (55) months old at the time of submission and will expire at the point it is sixty (60) months old. The Member shall follow the regulations promulgated by the State Board of Education concerning the confidentiality of the Criminal History Reports, Child Abuse Clearances and Employment Background Review. In compliance with 24 P.S. § 1-111, as amended, and 23 Pa.C.S. § 6344, Contractor shall be required to:
 - a. Present the original Criminal History Reports, Child Abuse Clearances and Employment Background Reviews to Member's administrative designee prior to the beginning of work under the contract for copying and

evaluation of the suitability of each such individual based upon the applicable statute, as amended. The Member shall retain a copy of the official background check information and shall note on that copy the date on which the original document was inspected and the name of the administrator who viewed the original. This copy shall be retained in Member's records, with the original being returned to the Contractor.

- b. Follow the same procedure described above prior to performing any work under the contract if any new employees are added to the workforce during the course of the work.
- c. Cover all costs for the Criminal History Reports, Child Abuse Clearances and Employment Background Review.

Upon review of the Criminal History Reports, Child Abuse Clearance or Employment Background Review for any particular individual, Member may determine that utilizing the individual pursuant to the contract is inappropriate. At that point, Member shall notify Contractor in writing and Contractor shall then assign a different, cleared individual without delay to the role that otherwise would have been filled by the excluded individual. Similarly, Contractor shall also assign a different, cleared individual without delay if a previously cleared individual fails to submit new Criminal History Reports or Child Abuse Clearances prior to the expiration of the old report(s).

A. ADDITIONAL GENERAL TERMS AND CONDITIONS FOR CONSTRUCTION PRODUCTS AND SERVICES

The following items refer to all projects involving construction or construction related services:

Vendor agrees that, in performance of the work and services required under the contract, Vendor shall abide by all Federal, Pennsylvania state, and local laws, regulations and ordinances that may apply, including, but not limited to, those listed below. Vendor shall also abide by the state and local laws, regulations and ordinances of other states and municipalities where a Member is located. It is the responsibility of the Vendor to determine applicability and requirements of any such laws and to abide by them. Additionally, Vendor has the sole responsibility for compliance with all other matters in conjunction with the services to be performed under the contract and in the Invitation for Bid.

1. **Performance and Labor and Material Payment Bonds.** The Contractor shall provide a performance bond and a labor and material payment bond, each in the amount of one hundred percent (100%) of the contract price, before the award of the contract. (§§ 756 and 757 of the Public School Code of 1949, as amended, and the Public Works Contractors Bond Law of 1967)
2. **Discrimination Prohibited.** According to 62 Pa.C.S.A. § 3701, the Contractor agrees that:
 - a. In the hiring of employees for the performance of work under the contract or any subcontract, no Contractor, Subcontractor or any person acting on behalf of the Contractor or Subcontractor shall by reason of gender, race, creed or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
 - b. No Contractor or Subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the contract on account of gender, race, creed or color.
 - c. The contract may be canceled or terminated by the government agency and all money due or to become due under the contract may be forfeited for a violation of the terms or conditions of that portion of the contract.
3. **Human Relations Act.** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P. L. 744) (as amended June 24, 1997, 43 P.S. § 951, et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals by employers, employment agencies, labor organizations, Contractors and others. The Contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 Pa. Code § 49.101.
4. **Competent Workmen.** For school district projects where the total estimated cost is twenty-five thousand dollars (\$25,000.00) or less, § 7-752 of the Public School Code of 1949 requires that no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent first class, within the meaning of this act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such rates of wages and for such hours' work as shall be the established and current rates of wages paid for such hours by employers of organized labor in doing of similar work in the district where work is being done.
5. **Pennsylvania Prevailing Wage Rates.** Projects where the total estimated cost is greater than twenty-five thousand dollars (\$25,000.00), paid for in whole or in part out of funds of a public body, except for maintenance work or work performed under a rehabilitation program or manpower training program must specify "Prevailing Wages." Further information on implementation of the act, definition of maintenance work and prevailing wage rates may be requested

from the Pennsylvania Department of Labor and Industry (800-932-0665 or 717-787-4763). When applicable, use Davis-Bacon wage rates for federally assisted projects. This regulation and the general Pennsylvania prevailing minimum wage rates, (Act 442 of 1961, P.L. 987, amended), as determined by the Secretary of Labor and Industry, which shall be paid for each craft or classification of all workers needed to perform the contract during the anticipated term therefore in the locality in which public work is performed, are made part of this specification.

- a. The general prevailing minimum wage rates including contributions for employee benefits as shall have been determined by the Secretary of Labor and Industry (hereinafter "Secretary"), which must be paid to the workmen, employed in the performance of the Contract.
- b. The Contractor shall pay no less than the wage rates as determined in the decision of the Secretary and shall comply with the conditions of the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the Regulations issued pursuant thereto, to assure the full and proper payment of said rates.
- c. These Contract provisions shall apply to all work performed on the Contract by the Contractor and to all work performed on the contract by all Subcontractors.
- d. The Contractor shall insert in each of his subcontracts all of the stipulations contained in these required provisions.
- e. No workmen may be employed on the Work except in accordance with the classifications set forth in the decision of the Secretary. In the event that additional or different classifications are necessary the procedure set forth in the Regulations shall be followed.
- f. All workmen employed or working on the Work shall be paid unconditionally, regardless of whether any contractual relationship exists or the contractual relationship which may be alleged to exist between any Contractor, Subcontractor and workmen, not less than once a week without deductions or rebate, on any account, either directly or indirectly, except authorized deductions, the full amount due at the time of payment, computed at the rates applicable to the time worked in the appropriate classification. Nothing in this Contract, the Act or the Regulations shall prohibit the payment of more than the general prevailing minimum wage rates as determined by the Secretary to the workmen on the Work.
- g. The Contractor and each Subcontractor shall post for the entire period of construction the wage determination decisions of the Secretary, including the effective date of any changes thereof, in a prominent and easily accessible place or places at the site of the work and at such place or places used by them to pay workmen their wages. The posted notice of wage rates must contain the following information:
 - i. Name of project.
 - ii. Name of public body of which it is constructed.
 - iii. The crafts and classifications of workmen listed in the Secretary's general prevailing minimum wage rate determination for the particular project.
 - iv. The general prevailing minimum wage rates determined for each craft and classification and the effective date of any changes.
 - v. A statement advising workmen that if they have been paid less than the general prevailing minimum wage rate for their job classification or that the Contractor and/or Subcontractor are not complying with the Act or the Regulations in any manner whatsoever, they may file a protest with the Secretary within three (3) months of the date of the occurrence, objecting to the payment to the Contractor to the extent of the amount or amounts due or to become due to them as wages for work performed on the Project. Any workmen paid less than the rate specified in the Contract shall have a civil right of action for the difference between the wage paid and wages stipulated in the Contract, which right of action must be exercised within six (6) months from the occurrence of the event creating such right.
- h. The Contractor and all Subcontractors, shall keep an accurate record showing the name, craft and/or classification, number of hours worked per day, and the actual hourly rate of wage paid (including employee benefits) to each workman employed by him in connection with the Work and such record must include any deductions from each workman. The record shall be preserved for two (2) years from the date of payment and shall open at all reasonable hours to the inspection of the Owner and to the Secretary or his duly authorized representative.
- i. Apprentices shall be limited to such numbers as shall be in accordance with a bona fide apprenticeship program registered with and approved by the Pennsylvania Apprenticeship and Training Council and only apprentices whose training and employment are in full compliance with the provisions of the Apprenticeship and Training Act approved July 14, 1961 (Act No. 304) and the Rules and Regulation issued pursuant thereto shall be employed on the Work. Any workmen using the tools of a craft that does not qualify as an apprentice within the provisions of this submission shall be paid the rate predetermined for journeyman in that particular craft and/or classification.

- j. Wages shall be paid without any deductions except authorized deductions. Employers not party to a contract requiring contributions for employee benefits which the Secretary has determined to be included in the general prevailing minimum wage rate shall pay the monetary equivalent thereof directly to the workman.
 - k. Payment of compensation to workmen for work performed on public work on a lump sum basis, or a piece work system, or a price certain for the completion of a certain amount of work, or the production of a certain result shall be deemed a violation of the Act and the Regulations, regardless of the average hourly earnings resulting there from.
 - l. Each Contractor and each Subcontractor shall file a statement each week and a final statement at the conclusion of the Work on the Contract with Owner, under oath, and in form satisfactory to the Secretary, certifying that all workmen have been paid wages in strict conformity with the provisions of the Contract as prescribed by the Regulations, or if any wages remain unpaid, to the amount of wages due and owing to each workman respectively.
 - m. The provision of the Act and the Regulations are incorporated by reference in the Contract.
 - n. The current prevailing wage threshold for Pennsylvania is twenty-five thousand dollars (\$25,000.00). However, the threshold may be increased during the term on the contract by legislated action. Vendor will then be required to adjust labor rate for job under the new threshold.
6. **E-Verify.** The Vendor and its subcontractors (as such term is defined in the act) are required to comply with the Public Works Employment Verification Act, Act No. 127, July 5, 2012 (formerly Senate Bill 637). All bidders shall submit with their Bid a Public Works Employment Verification Form (the "Verification Form") to CSIU - KPN in the form published by the Commonwealth of Pennsylvania, Department of General Services. Per the act, the Verification Form is to be obtained from the Secretary of the Pennsylvania Department of General Services. The Verification Form is presently available on the Department of General Services website. Per the act, the Verification Form shall include a certification that the information in the statement is true and correct and that the individual signing the statement understands that the submission of false or misleading information in connection with the verification shall subject the individual and the public works contractor or subcontractor, as the case may be, to sanctions provided by law; and the verification form shall be signed by a representative of the public works contractor or subcontractor, as applicable, who has sufficient knowledge and authority to make the representations and certifications contained in the statement. Prior to award of a contract or purchase order by a Member to the Vendor for a particular project, the Vendor shall submit to the Member a Verification Form. Per the act, the Vendor's subcontractors shall provide to the Member, and Vendor shall cause its subcontractors to provide to the Member, their Verification Forms prior to commencing work on the Member's project.
7. **Standard of Quality.** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the Bidder, the bid or the evaluation of the bid to any one material or product specified but rather to describe the minimum standard. When proprietary names are used, they shall be followed by the words "or alternatives of the quality necessary to meet the specifications". A bid containing an alternative, which does not meet the specifications, may be declared non-responsive. A bid containing an alternative may be accepted but, if an award is made to that Bidder, the Bidder will be required to replace any alternatives, which do not meet the specifications.
8. **Provisions for the Use of Steel and Steel Products Made in the U.S.** In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, unless such steel products are included in the applicable list of exempt products, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder in accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.
9. **Prohibition on Cash Allowance.** Cash allowances are prohibited.
10. **Time(s) of Completion of the Project.** Vendor shall complete all work within one hundred eighty (180) days after entry into a contract with the individual Member. Member and Vendor may agree in writing on a lesser number of workdays depending on the scope of the project.
11. **Owner's Compliance in Retaining Payments.** Unless a Member stipulates otherwise, Payment Retentions and Progress Payments shall be as follows: Ten percent (10%) of all contract payments shall be retained by the Member as assurance of proper performance of the Contractor. Contractor agrees to identify the amount of the invoices sent to the Member, then send copies of the invoices to KPN. When fifty percent (50%) of the work is completed, as determined by the Member, one-half (1/2) of the amount retained shall be paid to the Contractor, if the Contractor requests release of retainage, provided that the Contractor is making satisfactory progress and there is no specific cause for greater withholding. After the work is fifty percent (50%) completed, no more than five percent (5%) of the amount of any subsequent progress payments shall be retained, unless the governing board of the Member determines that satisfactory progress is not being made, at which point ten percent retention shall be reinstated. If the Member and the

Contractor agree to a substitute security, the agreement must be in full compliance with Pennsylvania law (or such other applicable state law). If the substitute security is agreed to, the Contractor must provide KPN and the Member with a signed and acknowledged waiver of any right or power of the obligor to set-off any claim against KPN, the Member, or the Contractor, in relationship to the security assigned. The Contractor, as authorized above, will pay any interest due a Subcontractor or material supplier. A Subcontractor to the Contractor may request, in writing, that the Subcontractor be notified by KPN within five (5) days of payment of each progress payment made to the Contractor. It is the responsibility of the Contractor to inform all suppliers and Subcontractors that this contract is a cooperative purchasing contract. Once all bonds are in place, the Contractor and the authorized agent of the Member will agree in writing upon a schedule of payments based on identifiable milestones. Retaining of payments must be done in accord with 62 Pa.C.S.A. § 3921.

12. **Final Payment.** A contract containing a provision for retainage as provided in § 3921 (relating to retainage) shall contain a provision requiring the architect or engineer to make final inspection within thirty (30) days of receipt of the request of the Contractor for final inspection and application for final payment. If the work is substantially completed, the architect or engineer shall issue a certificate of completion and a final certificate for payment, and the government agency shall make payment in full within forty-five (45) days except as provided in § 3921, less only one and one-half times the amount required to complete any then-remaining uncompleted minor items, which amount shall be certified by the architect or engineer and, upon receipt by the government agency of any guarantee bonds which may be required, in accordance with the contract, to insure proper workmanship for a designated period of time. The certificate given by the architect or engineer shall list in detail each uncompleted item and a reasonable cost of completion. Final payment of any amount withheld for the completion of the minor items shall be paid upon completion of the items in the certificate of the engineer or architect.
13. **Workers' Compensation Act.** The Contractor shall accept, insofar as the work covered by their contract is concerned, the provisions of the Workers' Compensation Act 44 of 1993, and any supplements of amendments thereof, including any which may hereafter be passed, and shall insure the Contractor's full liability there under for all parts of their contract being performed by the Contractor, the Contractor's partners, associates, employees or those of any the Contractor may employ herein, or file with the Entity a certificate of exemption from insurance from the Bureau of Workers' Compensation of the Department of Labor and Industry.
14. The Contractor shall, at all times, indemnify and save harmless the school entities of and from all claims for Workers' Compensation which may be made by any of the employees of the Contractor or by any of the employees to whom the Contractor may have let the performance of any part of the work embraced by their contract and the Contractor shall appear for and defend the school entities against any and all such claims. The Contractor shall be covered by Employers' Liability Insurance with a minimum limit of two hundred fifty thousand dollars (\$250,000.00) for each employee, a two million dollar (\$2,000,000.00) policy limit and two hundred fifty thousand dollars (\$250,000.00) for each accident.
15. **Antibid-rigging Act (Non Collusion).** In accordance with the Commonwealth of Pennsylvania's Antibid-Rigging Act, 62 Pa. C.S.A. § 4501 et seq., the Contractor shall execute and submit with the bid a Non-Collusion Affidavit required by KPN. If Contractor is a joint venture, each party to the joint venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
16. **Prevention of Environmental Pollution.** Section 3301 of the Pennsylvania Commonwealth Procurement Code requires that all invitations for Bids and requests for proposals for construction projects issued by any governmental agencies shall set forth any provision of Federal and State statutes, rules, and regulations dealing with prevention of environmental pollution and the preservation of public natural resources that affect the Project. A notice of said provisions prepared by the Pennsylvania Department of Environmental Resources ("Notice") under Act 247 of 1972, 52 P.S. § 1612 (repealed) is available from Jeffrey L. Kimball, Cooperative Purchasing Services Director at the Keystone Purchasing Network, mailing address: 90 Lawton Lane, Milton, Pennsylvania 17847; phone: 570-523-1155, ext.2130; and e-mail: jkimball@csiu.org. Said Notice is hereby incorporated by reference. Contractor is hereby notified and agrees to comply with the terms of all statutes, rules and regulations enumerated in the Notice.
17. **Architectural Services.** For those Members who are Pennsylvania public school districts, and whose projects require architectural or engineering services, your attention is directed to § 7-751.1 of the Pennsylvania Public School Code (24 P.S. § 7-751.1), which requires a public school district to engage an architect/engineer that is independent from the Vendor's architect/engineer.
18. **Multiple Prime Contractors.** For those Members who are Pennsylvania public school districts, your attention is directed to § 7-751 of the Pennsylvania Public School Code (24 P.S. § 7-751), which requires a public school district to use separate prime contractors for plumbing, heating and ventilating, and electrical work. To the extent a school district's project extends beyond general construction services, the school district will need to separately bid plumbing, heating and ventilating, and electrical work, and should consult with its individual solicitor for compliance with § 7-751. For other Members who are subject to multiple prime requirements under applicable bidding laws, such Members should consult with their individual solicitors for compliance with said requirements.

B. PROCEDURE FOR PROCESSING ORDERS

Once the award is made to the Vendor, KPN will inform its Members of the contract by: (1) including the contract in the agency database that is available on the KPN website, (2) announcing the award in its periodic newsletter, and (3) publishing the contract information in a catalog disseminated to all Members. A list of Members, institution names, contact names, addresses and phone numbers will be made available to the Vendor in an electronic format. At this point the Vendor contacts the Members and Members may contact the Vendor. When the Member identifies a product or service it issues a purchase order for that item to the Vendor. The Vendor's price to the Member will include the following administrative fees: currently two percent (2%) on all supplies, equipment and construction, rental or lease, annual subscription fee, etc.; and other administrative fees as approved by KPN, which will be collected by Vendor from the Member. KPN reserves the right to adjust the administrative fee at any time during the duration of the contract and any renewal period or to modify the administrative fee based on volume of purchase. If the administrative fee is reduced due to the size of the project the Vendor will show the adjustment on the quote. The Vendor will compile a quarterly report showing all purchases made by KPN Members under this contract. The Vendor will also produce an annual report for all purchases made under the contract for a period beginning with the award of the contract through December 31 and all consecutive twelve (12) month periods if the contract is extended. The Vendor will make all administrative fee payments to KPN by the fifteenth (15th) of the succeeding month of each three (3) month period (quarterly) after they have received payment from the Member. All checks are to be made payable to the Central Susquehanna Intermediate Unit (CSIU) and sent to Keystone Purchasing Network, 90 Lawton Lane, Milton, Pennsylvania 17847, and Attention: Jeff Kimball. All reporting of purchases will be broken down by entity as well as by state, and will show purchaser, total dollar and date of purchase. These reporting requirements may change during the contract period.

C. AGENCIES ALLOWED TO BECOME MEMBERS OF KPN

KPN is a cooperative purchasing program operated by the Central Susquehanna Intermediate Unit under Chapter 19, Intergovernmental Relations, of the Pennsylvania Commonwealth Procurement Code, 62 Pa.C.S. §§ 1901 et. seq., as the same may be amended from time to time (the "Procurement Code"). Pursuant to the Procurement Code, Pennsylvania public school districts are eligible to become Members of KPN. Other organizations, whether such organizations are located inside or outside of the Commonwealth of Pennsylvania, may be eligible to become Members of KPN. Other organizations located inside and outside of the Commonwealth of Pennsylvania that may be eligible to become Members include: state purchasing agencies, political subdivisions, public authorities, tax-exempt, nonprofit educational or public health institutions and organizations, nonprofit fire companies, nonprofit rescue companies, nonprofit ambulance companies, and to the extent provided by law, any other entity, including a council of governments or an area government, which expends public funds for the procurement of supplies, services and construction.

Any eligible organization desiring to become a Member of KPN must complete a Membership Application Form, and, per the KPN Terms of Membership Agreement incorporated therein, certify that they are an eligible organization. Each organization must determine for itself whether it is an eligible organization as defined by the Procurement Code and by the Member's home state. The CSIU relies on these certifications and by entering into the Membership Agreement, the Member does attest and affirm that it is an eligible organization under the Procurement Code and the applicable laws and regulations in the Member's home state. Membership by eligible organizations from other states is permitted only if such membership is permissible under various intergovernmental cooperative purchasing laws and regulations from Pennsylvania and the Member's home state.

No Member is obligated to use a contract, but Members find the benefits of low price and not needing to go through a separate bidding process very advantageous. Only those Members listed on an approved KPN membership list are eligible to purchase under a contract. This list may change during the contract period and currently includes Members from Pennsylvania, Maryland, New Jersey, New York, Delaware, the District of Columbia and other Northeast and Mid-Atlantic states. Vendors may choose to offer the contract in other non-AEPA Member states where cooperative purchasing laws allow.

As Members from other states are added to the membership of KPN, the Vendor agrees to abide by all state and local laws, regulations and ordinances that may apply to any purchase of products, services or construction by these Members in their home state. KPN reserves the right to market any AEPA contract under any cooperative program name that it may choose in the future on a national basis in any non-AEPA Member state.

20. Texas, **TexBuy**, a Cooperative Purchasing Shared Services Cooperative Sponsored by the Region 16 Education Service Center

A. Additional Agency Terms and Conditions

- (1) **TexBuy funding:** The total cost of the TexBuy program is funded through a two percent (2%) participation fee paid to TexBuy by the participating Contractors. This fee shall be included in all pricing to TexBuy and its participating agencies. The fee is based on actual Contractor sales. TexBuy does not charge any fees to participating government agencies.
- (2) **Tax exempt status:** All government agencies participating in TexBuy are exempt from payment of taxes under Texas Tax Code §151.309 for the purchase of tangible personal property.
- (3) **Minority and Women Business Enterprise (MWBE) participation:** It is the policy of some TexBuy participants to involve MWBE Contractors in the purchase of goods and services. Contractors shall indicate on the proposal form whether or not they are an MWBE.
- (4) **Bid awards** shall not consider whether a vendor is a member of or has another relationship with any organization and bid specifications (and subsequent contracts) shall not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to any organization in accordance with Texas Education Code §44.043.
- (5) **Felony Conviction Notice** (TexBuy Contractors will be required to sign a standard affidavit required by the State of Texas): Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract." This notice is not required of a publicly held corporation.
- (6) **Criminal History Background Checks** in accordance with Texas Education Code §22.0834 shall be required should any employee or agent of a contractor awarded a bid have "continuing duties related to the contracted services" with a school district and that employee or agent will have "direct contact with students" (as those terms are defined in 19 Texas Administrative Code §153.1101).

B. Additional Agency Terms and Conditions for Non-Construction Products and Services

- (1) **State of Texas Franchise Tax:** By signature hereon, the bidder certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Texas Tax Code.
- (2) **Agricultural products**, including textiles and other similar products, are not to be made available to Texas school districts through the agreement, unless such products produced, processed, or grown in the state of Texas are given a preference in accordance with Texas Education Code §44.042.

C. Additional Agency Terms and Conditions for Construction Products and Services as required by law in the State of Texas:

- (1) **Certification of Residency (TexBuy Contractors will be required to sign a standard affidavit required by the State of Texas):** The State of Texas has a law concerning non-resident Contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter.

A. This law makes it necessary for TexBuy to determine the residency of its Contractors. In part, this law reads as follows:

(a.) **Section: 2252.001**

"Non-resident bidder" refers to a person who is not a resident. "Resident bidder" refers to a person whose principal place of business is in this state, including a Contractor whose ultimate parent company or majority owner has its principal place of business in this state."

(b.) **Section: 2252.002**

"A governmental entity may not award a governmental contract to a non resident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

- (2) **Security**

(a.) **Bid Security**, when required by Texas Law, shall be furnished with the bid. The Bid Security shall consist of a certified check, cashier's check or a bid bond in the amount of ten percent (10%) of the total bid (or as otherwise stated in the RFB) that shall be a guarantee to furnish Performance and Payment Bonds. Bid Security shall be to TexBuy.

(b.) **The Successful Bidder's Security** will be retained until the Contract is signed and the required Performance and Payment Bonds have been furnished. If any bidder refuses to enter into a contract

within 30 days or fails to furnish the required bonds, TexBuy will retain the Bid Security as liquidated damages, but not as a penalty.

(c.) **Performance Bonds** when required by Texas Law, shall be furnished by the successful bidder in an amount equal to one hundred percent (100%) of the total amount of the contract sum, underwritten by such Surety Company as the Participating Agency may approve, conditioned upon the faithful performance of the work in accordance with the plans, specifications, and contract documents. Said bond shall be solely for the protection of the Participating Agency.

(d.) **Payment Bonds** when required by Texas Law shall be furnished by the successful bidder, in the amount of the contract, solely for the protection of all claimants supplying labor and material as hereinafter defined, in the prosecution of the work provided in said contract, for the use of each claimant.

(e.) **Prevailing Wage** must be paid to any contractors or subcontractors or their employees or agents in performing any work under the awarded bid.

(f.) **Criminal History Background Checks** in accordance with Texas Education Code §22.0834 shall be required should any employee or agent of a contractor awarded a bid have “continuing duties related to the contracted services” with a school district and that employee or agent will have “direct contact with students” (as those terms are defined in 19 Texas Administrative Code 153.1101).

(3) **Insurance:** The Contractor shall file with the Participating Agency’s designee, Insurance Certificates, as described herein, evidencing the coverage required, and shall be supplied within ten (10) calendar days after receipt of the written “Notice of Award”. In no instance shall the Contractor begin work prior to the filing of the insurance requirements. Failure to do so shall be grounds to void the contract. The Participating Agency’s designee shall be given ten (10) days notice prior to the cancellation or change of any of the required insurance coverage. The Participating Agency shall be named as Certificate Holder.

(a.) Contractor’s Liability Insurance: Produce and maintain in force the following kinds of insurance of companies acceptable to the Owner. Minimum Limits of Liability are stated.
Contractor’s Liability Insurance:

(4) Employer’s Insurance Workers’ Compensation—Statutory Employer’s Liability:

Bodily Injury by Accident Each Occurrence—\$100,000.00

Bodily Injury by Disease Each Employee—\$100,000.00

Policy Limit—\$500,000.00

Commercial General Liability -Combined Limits of Bodily and Personal Injury and Property Damage:

Single Limit—\$500,000.00

Unimpaired Aggregate—\$500,000.00

Comprehensive Automobile Liability - Including non-ownership, hired and owned vehicle coverage:

Bodily Damage Each Person—\$250,000.00

Each Occurrence—\$500,000.00

Property Damage Each Occurrence—\$250,000.00

(b.) Owner’s Insurance: Carry and pay for Owner’s Protective Liability Insurance in the same amounts as specified above for the Contractor’s General Liability. Name the Architect, Engineers, and Consultants as additional insured if applicable.

(c.) Comprehensive Catastrophic Liability: excess over the above liability policies in the amount of \$2,000,000.00 each occurrence. (Combined Limit)

D. Procedure for Processing Orders

(1) Purchase orders are issued by participating agencies to the Contractor. The purchase orders are sent to TexBuy where they are reviewed and edited by TexBuy and forwarded to the Contractor within one working day.

(2) “Automated contracts” may be negotiated with TexBuy that provide for purchase orders to be sent directly to the Contractor with reports of usage submitted periodically to TexBuy.

(3) Contractors deliver goods/services directly to the participating agency and then invoice the participating agency. The Contractor receives payment directly from the participating agency.

(4) TexBuy will invoice the Contractor on a monthly basis for the 2% participation fee. The invoice will be based on total sales made through the TexBuy contract with the Contractor. The Contractor shall remit payment to TexBuy at net thirty-day (30) terms.

E. Members Purchasing Under the Agency

TexBuy is operated by Region 16 Education Service Center, Amarillo, Texas and is available for use by all public and private schools, colleges, universities, cities, counties and other government agencies in the State of Texas.

21. Virginia, Fairfax County Public Schools

A. Additional Agency Terms and Conditions that apply to all categories

AUTHORITY-The Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order (except for capital construction projects) issued by the County of Fairfax. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned Buyers. Unless specifically delegated by the County Purchasing Agent, no other County officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the government of the County of Fairfax for indebtedness. Any purchase ordered or contract made which is contrary to these provisions and authorities shall be of no effect and void and the County shall not be bound thereby.

NOTE: Fairfax County does not discriminate against faith-based organizations, in accordance with the *Code of Virginia*, § 2.2-4343.1, or against a Bidder or Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

GENERAL

1. DEFINITIONS-

AGENCY: Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the County.

BIDDER/BIDDER: Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Purchasing Agent and offering to enter into contracts with the County. The term "Bidder" will be used throughout this document and shall be construed to mean "Bidder" where appropriate.

CONTRACTOR: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the County.

COUNTY: County of Fairfax.

GOODS: All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.

PURCHASING AGENT: The Purchasing Agent employed by the Board of Supervisors of Fairfax County, Virginia.

SERVICES: Any work performed by an independent Contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

STATE: Commonwealth of Virginia.

2. **FUNDING**-A contract shall be deemed binding only to the extent of appropriations available to each Agency for the purchase of goods and services.
3. **CONTRACT ALTERATIONS**-No alterations in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his or her authorized agent.
4. **SUBLETTING OF CONTRACT OR ASSIGNMENT OF CONTRACT FUNDS**-It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of his or her contractual duties to any other person, firm or corporation, without the previous written consent of the Purchasing Agent. If the Contractor desires to assign his or her right to payment of the contract, Contractor shall notify the Purchasing Agent immediately, in writing, of such assignment of right to payment. In no case shall such assignment of contract relieve the Contractor from his or her obligations or change the terms of the contract.
5. **NEW GOODS, FRESH STOCK**-All Contractors, unless otherwise specifically stated, shall provide new commodities, fresh stock, latest model, design or pack.
6. **INSPECTION-ACCEPTANCE**-For determining acceptance of supplies in accordance with the provisions of the prompt payment discount paragraph, inspection and acceptance shall be accomplished only after examination (including testing) of supplies and services to determine whether the supplies and services conform to the contract requirements. Acceptance shall occur only after receipt and inspection provided such inspection, as appropriate, is accomplished within a reasonable time.
DELIVERY/SERVICE FAILURES-Failure of a Contractor to deliver goods or services within the time specified, or within reasonable time as interpreted by the Purchasing Agent, or failure to make replacements/corrections of rejected articles/services when so requested, immediately or as directed by the Purchasing Agent, shall constitute authority for the Purchasing Agent to purchase in the open market articles/services of comparable grade/quality to replace the services, articles rejected, and/or not delivered. On all such purchases, the Contractor shall reimburse the County, within a reasonable time specified by the Purchasing Agent, for any expense incurred in excess of contract prices. Such purchases shall be deducted from the contract quantities if applicable. Should public necessity demand it, the County reserves the right to use or consume articles delivered or services performed which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
7. **GUARANTEES & WARRANTIES**-All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent before final payment on the contract is made. Unless otherwise stated, manufacturer's standard warranty applies.
8. **INSPECTIONS**-Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the County will bear

the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the County for such materials or supplies as are not in accordance with the specifications.

9. **POINT OF DESTINATION**-All materials shipped to the County must be shipped F.O.B. DESTINATION unless otherwise stated in the contract or purchase order. The materials must be delivered to the "Ship to" address indicated on the purchase order.
10. **ADDITIONAL CHARGES**-Unless bought F.O.B. "shipping point" and Contractor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, difference between freight or mail and express charges may be added to invoice.
11. **TERMINATION OF CONTRACTS**-Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
 - a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the County for Convenience or Cause.
 - b. Extended upon written authorization of the Purchasing Agent and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
12. **TERMINATION FOR CONVENIENCE**-A contract may be terminated in whole or in part by the County in accordance with this clause whenever the County Purchasing Agent shall determine that such a termination is in the best interest of the County. Any such termination shall be effected by delivery to the Contractor at least five (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.
13. **TERMINATION OF CONTRACT FOR CAUSE**-
 - a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate, specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
14. Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the County from the Contractor is determined.
15. **CHANGES**-Should it become proper or necessary in the execution of this contract to make any change in design, or to make any alterations which will increase the expense, the Purchasing Agent shall determine an equitable adjustment. No payment shall be made to the Contractor for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless some changes in or additions to the contract requiring additional outlay by the Contractor shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Purchasing Agent.
16. **GENERAL GUARANTY**-Contractor agrees to:
 - a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition; secret process, patented or unpatented; invention; article or appliance furnished or used in the performance of a contract for which the Contractor is not the patentee, assignee, licensee or owner.
 - b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
 - c. Furnish adequate protection against damage to all work and to repair damages of any kind to the building or equipment, to his or her own work or to the work of other Contractors, for which his or her workers are responsible.
 - d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County.
 - e. Protect the County from loss or damage to County owned property while it is in the custody of the Contractor.
17. **SERVICE CONTRACT GUARANTY**-Contractor agrees to:
 - a. Furnish services described in the solicitation and resultant contract at the times and places and in the manner and subject to conditions therein set forth provided that the County may reduce the said services at any time.
 - b. Enter upon the performance of services with all due diligence and dispatch, assiduously press to its complete performance, and exercise therein the highest degree of skill and competence.
 - c. All work and services rendered in strict conformance to all laws, statutes, and ordinances and the applicable rules,

regulations, methods and procedures of all government boards, bureaus, offices and other agents.

- d. Allow services to be inspected or reviewed by an employee of the County at any reasonable time and place selected by the County. Fairfax County shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.

Stipulate that the presence of a County Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements, or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material. Notification of an omission or failure will be documented by the Purchasing Agent.

- 18. INDEMNIFICATION**-Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the Subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

- 19. NON-DISCRIMINATION**-During the performance of this contract, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each Subcontractor or vendor.
- e. Contractor and Subcontractor hereunder shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.

- 20. DRUG FREE WORKPLACE**-During the performance of a contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each Subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a Contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 21. OFFICIALS NOT TO BENEFIT**-

- a. Each Bidder or Bidder shall certify, upon signing a bid or proposal, that to the best of his or her knowledge no Fairfax County official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit of more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment, or rescission of the contract made, or could affect payment pursuant to the terms of the contract.
- b. Whenever there is reason to believe that a financial benefit of the sort described in paragraph "a" has been or will be received in connection with a bid, proposal or contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the County Executive, as a prerequisite to payment pursuant to the contract, or at any other time, may require the Contractor to furnish, under oath, answers to any interrogatories related to such possible

benefit.

- c. In the event the Bidder or Bidder has knowledge of benefits as outlined above, this information should be submitted with the bid or proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the Bidder or Bidder shall address the disclosure of such facts to the Fairfax County Purchasing Agent, 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035-0013. Relevant Invitation/Request for Proposal Number (see cover sheet) should be referenced in the disclosure.

LICENSE REQUIREMENT-All firms doing business in Fairfax County, shall obtain a license as required by Chapter 4, Article 7, of The Code of the County of Fairfax, Virginia, as amended, entitled "Business, Professional and Occupational Licensing (BPOL) Tax." Questions concerning the BPOL Tax should be directed to the Department of Tax Administration, telephone (703) 222-8234 or visit: http://www.fairfaxcounty.gov/dta/business_tax.htm. The BPOL Tax number must be indicated in the space provided on the Cover Sheet, "Fairfax License Tax No." when appropriate.

- 22. REGISTERING OF CORPORATIONS**-Any foreign corporation transacting business in Virginia shall secure a certificate of authority as required by Section 13.1-757 of the Code of Virginia, from the State Corporation Commission, Post Office Box 1197, Richmond, Virginia 23209. The Commission may be reached at (804) 371-9733. The consequences of failing to secure a certificate of authority are set forth in Virginia Code Section 13.1-758.

- 23. COVENANT AGAINST CONTINGENT FEES**-The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For violation of this warranty, the County shall have the right to terminate or suspend this contract without liability to the County or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

24. OFFICE OF SMALL BUSINESS-

- a. It is the policy of the County of Fairfax as declared by the Fairfax County Board of Supervisors' adoption of a Small and Minority Business Enterprise Program, April 6, 1981, that Fairfax County and its employees undertake every effort to increase opportunity for utilization of small or minority businesses in all aspects of procurement to the maximum extent feasible.
- b. In connection with the performance of this contract, the Contractor agrees to use his or her best effort to carry out this policy and to insure that small and minority businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
- c. As used in this contract the term "small business" means a corporation, partnership, or sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees, or less than \$1,000,000 in annual receipts.
- d. As used in this contract, the term "minority business" means a business enterprise that is at least 51 percent owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts; women regardless of race or ethnicity; and persons with a physical impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.
- e. Contractors may rely on oral or written representations by Subcontractors regarding their status as small and/or minority business enterprises in lieu of independent investigation.
- f. Where Federal grants or monies are involved it is the policy of Fairfax County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

PAYMENTS

- 25. TAX EXEMPTION**-The County is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a Bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the County. Fairfax County's Federal Excise Tax Exemption Number is 54-74-0127K. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the County at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.

- 26. PAYMENT**-Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. Fairfax County reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modifications thereto.

- 27. PARTIAL PAYMENTS-**Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, up to 5 percent (5%) of the value of the entire order may be retained until completion of contract.
- 28. PAYMENT FOR EQUIPMENT, INSTALLATION, AND TESTING-**When equipment requires installation (which shall also be interpreted to mean erection and/or setting up or placing in position, service, or use) and test, and where such installation or testing is delayed, payment may be made on the basis of 50% of the contract price when such equipment is delivered on the site. A further allowance of 25% may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.

REMEDIES

29. INELIGIBILITY-

- a. Any person or firm suspended or debarred from participation in County procurement shall be notified in writing by the County Purchasing Agent.
1. The Notice of Suspension shall state the reasons for the actions taken and such decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.
 2. The Notice of Debarment shall state the reasons for the actions taken and the decision shall be final unless the person or firm appeals within thirty (30) days of receipt of the notice by instituting legal action as provided in the Code of Virginia.
- b. The County Purchasing Agent shall have the authority to suspend or debar a person or firm from bidding on any contract for the causes stated below:
1. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
 2. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County Contractor;
 3. Conviction under the state or federal antitrust statutes arising out of the submission of bids or proposals;
 4. Violation of contract provisions, as set forth below, of a character which is regarded by the County Purchasing Agent to be so serious as to justify suspension or debarment action:
 - (a) failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (b) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided, that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for suspension or debarment;
 5. Any other cause the County Purchasing Agent determines to be so serious and compelling as to affect responsibility as a Contractor, such as debarment by another governmental entity for any cause listed herein, or because of prior reprimands;
 6. The Contractor has abandoned performance or been terminated for default on any other Fairfax County project;
 7. The Contractor is in default on any surety bond or written guarantee on which Fairfax County is an obligee.
- c. If, upon appeal, it is determined that the action taken by the County Purchasing Agent was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the person or firm shall be restoration of eligibility. The person or firm may not institute legal action until all statutory requirements have been met.

30. CONTRACTUAL DISPUTES-

- a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the County Purchasing Agent, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days. The decision of the County Purchasing Agent shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A Contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified.
- b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time

of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

31. LEGAL ACTION-No Bidder, Bidder, potential Bidder or Bidder, or Contractor shall institute any legal action until all statutory requirements have been met.

C - Member Purchasing

32. COOPERATIVE PURCHASING-The County may participate in, sponsor, conduct or administer a cooperative procurement agreement on behalf of or in conjunction with one or more other public bodies, or public agencies or institutions or localities of the several states, of the United States or its territories, or the District of Columbia, for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. Except for contracts for architectural and engineering services, a public body may purchase from another public body's contract even if it did not participate in the request for proposal (RFP) or invitation for bid (IFB), if the RFP or IFB specified that the procurement was being conducted on behalf of other public bodies. Nothing herein shall prohibit the assessment or payment by direct or indirect means of any administrative fee that will allow for participation in any such arrangement. As authorized by the United States Congress and consistent with applicable federal regulations, and provided the terms of the contract permit such purchases, any county, city, town, or school board may purchase goods and nonprofessional services from a U.S. General Services Administration contract or a contract awarded by any other agency of the U.S. government. Bidders are advised that the *resultant* contract(s) may be extended, with the authorization of the Bidder, to other public bodies, or public agencies or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor(s) must deal directly with that public body concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County of Fairfax acts only as the "Contracting Agent" for these public bodies. It is the Contractor's responsibility to notify the public body(s) of the availability of the contract(s). Other public bodies desiring to use this contract will need to make their own legal determinations as to whether the use of this contract is consistent with their laws, regulations, and other policies. Each public body has the option of executing a separate contract with the Contractor(s). Public bodies may add terms and conditions required by statute, ordinances, and regulations, to the extent that they do not conflict with the contract's terms and conditions. If, when preparing such a contract, the general terms and conditions of a public body are unacceptable to the Contractor, the Contractor may withdraw its extension of the award to that public body.

23. Washington, King County Directors' Association (KCDA)

(General Contracts and Construction/Public Works Projects)

A. KCDA Additional General Terms and Conditions

General Intent: KCDA may participate in all or any part of the goods and services listed in this IFB, upon completion of contracts currently in effect, whichever is deemed in the best interest of KCDA members. KCDA cannot be restricted by the successful bidder from choosing which parts of these contracts to use.

Both the Contractor and KCDA member using this Contract agree that it is the member's responsibility to perform due diligence as to the legality of their usage of this contract. In this regard, KCDA suggests that, at a minimum, Contractor and member considering such usage consult with their legal counsel before doing so.

Advertising/Marketing:

KCDA requires all vendors to develop a marketing program to include printed, web-based, e-mail, telemarketing and other methods approved by KCDA.

All promotional marketing materials must have the prior approval of KCDA before distribution and must include the KCDA logo and other contract information.

KCDA staff will work jointly with all vendors and their representatives to market the AEPA contracts to KCDA members and prospective members. Vendors may be requested to make joint presentations to KCDA or its members in either a one to one or a group setting. Some group presentations may be done in conjunction with other vendors.

Displaying exhibits at various statewide conferences are encouraged. Contractor agrees to make available KCDA supplied brochures or other promotional materials at these events. Contractor will provide KCDA with scheduled exhibit dates in advance.

Contractor agrees to insert the approved KCDA logo, web address and contact information on the Contractor's website promoting and providing a link to the KCDA website. Contractor will also provide KCDA with text, links and logos to be posted on the KCDA website.

Assignment:

Contractor shall not subcontract, assign, transfer, convey, sublet or otherwise dispose of contractual duties to any other person, firm or corporation without the previous written consent of KCDA and any member that has an outstanding open purchase order or financing arrangement. In no case shall such assignment of Contract relieve the Contractor from obligations or change the terms of the Contract.

Cancellation/Default/Termination:

KCDA reserves the right to cancel the whole or any part of this contract due to the failure by the Contractor to carry out any obligation, term or condition of the contract. KCDA will issue written notice to the contractor for acting or failing to act in any of the following:

- The Contractor fails to adequately perform the services set forth in the contract
- The Contractor fails to make progress in the performance of the contract and/or gives KCDA reason to believe the Contractor will not or cannot perform to the requirements of the contract
- The Contractor fails to observe any of the terms and conditions of the contract
- The Contractor fails to pay any applicable administrative fees.
- The Contractor fails to follow the established procedure for purchase orders, invoices and receipt of funds as stipulated by KCDA.

If the contract is to be terminated KCDA shall do the following:

- Step 1 – Issue a warning Letter of Concern outlining the violations and length of time to correct the problem(s). Upon receipt of the letter, the Contractor shall have ten (10) business days to provide a satisfactory response to KCDA. Failure on the part of the Contractor to address adequately all issues of concern may result in contract cancellation.
- Step 2 – Issue a letter of intent to cancel the contract if the problems(s) are not resolved by the date specified.
- Step 3 – Issue a letter to terminate the contract.

Compliance with Laws

In addition to any requirements set forth herein, vendor shall comply with all applicable state, federal and local laws, rules, regulations and ordinances.

Contract Amendments:

KCDA reserves the right to amend the contract resulting from state law changes or internal boilerplate changes due to state law changes. Contractors/Vendors will be sent written notification of the changes.

Employees who have been Convicted of Crimes Against Children:

The Contractor, or any subcontractors, shall not utilize any employee at a school site or allow any contact between school children and any employee when an employee has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9A.444 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under 9A.88 RCW, or violation of similar laws of another jurisdiction.

Contractors/Vendors who have regularly scheduled unsupervised access to children, and/or who hire employees who will have regularly scheduled unsupervised access to children, shall perform a record check through the Washington State Patrol criminal identification system under RCW 43.43.830-43.43.834, 10.97.0303 and 10.97.050, and through the Federal Bureau of Investigation before hiring the employee. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Contractor shall provide a copy of the record to the person applying for employment to the school location. If the Contractor or applicant has had a record check within the previous two years, the Contractor may waive the requirement. The Contractor shall determine whether the applicant or the Contractor shall pay costs associated with the record check.

In addition, pursuant to RCW 9.96A.020 and 1993 Chapter Law 71, a person is disqualified from employment by school districts, and their Contractor from hiring employees who will have regularly scheduled unsupervised access to children because of a prior guilty plea or conviction of a felony crime specified under RCW 28A.400.322, or a violation of similar laws of another jurisdiction, even if the time elapsed since the guilty plea or conviction is ten years or more.

Governing Law and Venue/Legal Litigation:

All applicable local, state and federal laws and regulations will apply to any purchases of equipment, service or public works in any of the states KCDA currently services, as well as any other non-AEPA states where members may be added to KCDA membership throughout the term of these contracts. The laws of the State of Washington govern the Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. Venue for any litigation arising out of or related to the Contract shall take place in the State of Washington.

Hazardous Materials:

If any hazardous chemicals/materials are supplied under a contract/purchase order arising out of this solicitation, a Safety Data Sheet (SDS) shall accompany the delivery of any hazardous chemicals/materials supplied by the vendor. All SDA sheets shall be sent to KCDA and the KCDA member. Any products not appropriately labeled will be refused and the vendor will be responsible for additional freight charges.

Indemnification/Hold Harmless:

The Contractor agrees to defend, indemnify and hold harmless KCDA and the member agency, and their respective officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or resulting from the acts, errors or omissions in performance of this Agreement, except for injuries and damages caused by the sole negligence of KCDA or the member agency. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor, KCDA or the member agency and their respective officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. Use of this contract certifies that the waiver of immunity specified by this provision was mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of the Agreement.

Independent Contractor:

The Contractor shall not be held or deemed in any way to be the agent or employee of KCDA and /or a KCDA member. It is the intention of the parties that the Contractor shall be and is to be considered an independent Contractor.

Minority and Women Owned Businesses:

KCDA encourages all minority and women owned businesses to participate in the bid process. Washington State law does not allow KCDA to provide any financial advantage for minority and women owned businesses who participate, however, KCDA believes that a diverse range of suppliers benefits all.

Quality of Goods:

Bidder shall bid and provide new (not used or refurbished) items only. Seller warrants all supplies, materials and equipment and services covered by a contract/purchase order with KCDA or with a KCDA member will:

- (a) conform to the specifications, drawings, written instructions, samples, or descriptions;
- (b) be of good quality and workmanship;
- (c) be free of defects in design, materials and workmanship;
- (d) be merchantable;
- (e) be fit for particular purposes applicable to the design, function or use of the supplies, materials and equipment.

Taxes:

The KCDA Members and Associate Members are to be taxed.

Term of Contract:

The term of the agreement shall commence on the date of the award and continue as stipulated in the General Terms and Conditions, unless terminated, canceled or extended.

Use of Tobacco on School Districts/Public Agency Premises:

RCW 28A.210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco will not be permitted at the job site.

B. Procedure for Processing Orders
Order Procedure

After entering into an agreement with KCDA, KCDA will confirm the directions for placement of orders with the Contractor, and will post directions on the KCDA website for both Contractor and members. These directions will also be posted on each awarded Contractors/Vendors website.

- Once the award is made to the Contractor, KCDA will inform members of the contract.
- At this point the Contractor may directly contact members or the member may contact the Contractor.
- A list of members, addresses and phone numbers is available to the Contractor upon request.
- Before a Contractor may enter into business with a KCDA member, they need to verify membership through the KCDA website, which can be viewed under Membership.

Invoicing/Reporting

- KCDA will contact Contractors/Vendors about invoicing procedures.
- KCDA is funded through a service fee paid to KCDA by the participating Contractors/Vendors. The service fee percentage is based upon the total sale of goods and services, including installation, if applicable. This fee shall be reflected in all price quotations under the KCDA agreement. The service fee will be 2%. Do not print the service fee as a separate line item on the quotation.
- The Contractor will compile an electronic quarterly report listing each purchase made by participating members. Within 30 days after each quarterly period the report will be sent to the e-mail address of the KCDA Purchasing Manager, Judy Isaac jisaac@kcda.org and Director of Finance, Robert Payne rpayne@kcda.org
- These reports shall be in Microsoft Excel format and shall have file names that identify the Contractor and the quarterly period being reported. They shall include the following fields and allow for sorting on any of the fields: Date of order, name of member, item purchased, quantity, unit price, extended price, member PO #, Contractor order number.
- KCDA reserves the right to change the contact name of existing KCDA personnel administering the contract. If there are personnel changes, reports and payments will be sent to the new contact(s) specified.

C. Agencies Allowed to Purchase under KCDA

King County Director’s Association (KCDA) is a member owned purchasing cooperative representing 294 Washington State school districts. In addition, KCDA provides purchasing and procurement services for more than 1,200 public agencies and political subdivisions in Washington and other states, including but not limited to Alaska, Idaho, and Montana. KCDA also provides purchasing services for accredited private K-12 schools in Washington State.

A listing of all KCDA members is available on the KCDA website, www.kcda.org.

D. KCDA Additional Terms & Conditions for Construction Products and Services

Contractor agrees that, in performance of the services required under this agreement, Contractor shall abide by all federal, state, local and Washington law and regulations that may apply to construction and public works. It is the responsibility of the Contractor to determine applicability and requirements of any such laws and to abide by them.

- **Bid Bond:** The bid must be accompanied by a bid bond using the KCDA form included in these contract provisions, issued by a surety licensed to do business in the State of Washington and made out to King County Directors Association in an amount not less than 5% of the amount of the bid as identified in Part B, Section 4 of the solicitation. A Power of Attorney must accompany the bid bond and must appoint the surety's true and lawful attorney-in-fact to make, execute, seal and deliver the bid guarantee bond. Failure to submit the required bid security with the Bid shall render the bid non-responsive and the bid shall be rejected.
- **Public Works:** State of Washington statute requires workers be paid prevailing wages when employed on public works projects and on public building service maintenance contracts. (RCW 39.04.010, RCW 39.12.010 and 020) It is the contractor's responsibility to be acquainted with and comply with State regulations regarding payment of prevailing wages on public works projects. Prevailing Wages are established by the Washington State Department of Labor and Industries and can be obtained on the web at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp> or by contacting Labor and Industries at 360-902-5335. KCDA serves all counties in Washington State. The County in which the project is located will be identified once a member initiates a request for the service, and the effective wage rate to be applied to a specific project is to be based on the date of this bid during the original contract term, and if contract extensions are granted, the prevailing wage rate in effect at the time of the latest extension. A copy of the applicable prevailing wage rates are also available for viewing at the office of KCDA. Upon request KCDA will mail a hard copy of the applicable prevailing wages.
- **Application:** The Public Works Act regulates wages paid to workers, laborers and mechanics performing public work. It does not apply to work that is clerical, executive administrative or professional in nature. It does not apply to work of a secretary, engineer or administrator, unless they are performing construction work, alteration work, repair work, etc. Prevailing wage application depends on the work that is performed, regardless of the worker's job title. (RCW 39.12.020 and WAC 296-128-510 through 530). Definition: Public Works is all work, construction, alteration, repair or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, building construction, ferry construction and utilities construction. (RCW 39.04.010). Public Building Service Maintenance Contracts: Prevailing wages are also required on all public building service maintenance (janitorial) contracts. (RCW 39.12.020). **Contractors bidding a Public works project exceeding \$1,000,000.00 must declare who their HVAC, Plumbing and Electrical subcontractors will be and submit this information with bid documents in order for the bid to be responsive (RCW 39.30.060).** Such projects also have special considerations pertaining to prefabricated materials (RCW 39.04.370) and use of apprentices (39.04.320).
- **Reciprocity:** In accordance with RCW 39.04.380 any bidding process for public works in which a bid is received from a nonresident contractor from a state that provides a percentage bidding preference, a comparable percentage disadvantage must be applied to the bid of that nonresident contractor. This does not apply to public works procured pursuant to RCW 39.04.155, 39.04.280 or other procurement exempt from competitive bidding.
- **Prevailing Wage:** Definition: Prevailing Wage is the hourly wage, usual benefits and overtime, paid in the largest city in each county, to the majority of workers, laborers and mechanics. The rate is established by the Department of Labor and Industries for each trade and occupation employed in the performance of public work. If Federal funds are used, bidders must comply with provisions of Davis-Bacon Act.
- **Basic procedures:** A Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid must be filed and approved for the contractor and all subcontractors. No payments can be made until all Contractors/Vendors have submitted an approved intent form. KCDA cannot release retainage until all Contractors/Vendors have an approved Affidavit of Wages Paid form certified by the Industrial Statistician. (RCW 39.12.030, 040, 042). Costs for filing shall be the responsibility of the Contractor. Once the work is successfully completed, KCDA will release 95% of the project cost and withhold 5% retainage for as dictated by law. The final 5% will be paid when the following is completed: acceptance of project completion to the satisfaction of the KCDA ordering member, followed by receipt of approved Affidavit of Wages Paid Forms, Releases from Washington State Department of Labor & Industries, Employment Security Department and the Department of Revenue.
- **Federally Funded Projects:** In addition to the Federal Requirements of Section III General Terms and Conditions, Davis-Bacon prevailing wage requirements apply to public works construction contracts of \$2000 or more when a project includes any federal funding of any amount. When there is a difference between applicable state and federal prevailing wages for a particular classification of labor, contractors and subcontractors are required to pay the higher of the two prevailing wages. Applicable federal prevailing wage determinations can be found at <http://www.wdol.gov/>. Contractors/Subcontractors must be knowledgeable and adhere to all federal prevailing wage requirements, including but not limited to paying workers weekly and providing certified weekly payrolls for the contractor and subcontractors of any tier as required in the Davis-Bacon Act and applicable U.S. Department

of Labor regulations. Falsification of any prevailing wage payroll records may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of Title 18 and section 231 of Title 31 of the United States Code. Contractor shall inform all subcontractors of the Davis-Bacon requirements and the prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses. Contractor must coordinate all requirements related to federal funded projects with the KCDA member Agency.

- **Responsible Bidder**

Before award, the bidder must meet the following state responsibility criteria and, if applicable, supplemental responsibility criteria to be considered a responsible bidder. The bidder is required to submit documentation demonstrating compliance with the criteria.

Low Responsible Bidder

A. State Responsibility Criteria. The Bidder must meet the following state responsibility criteria:

1. At the time of submittal of bid to AEPA, the contractor must hold a current Washington State Contractors License in the name of the company signing the bid. Failure to have the license prior to submitting the bid is a violation of chapter 18.27 RCW and is a gross misdemeanor.
2. Have a current Washington State Unified Business Identifier (UBI) number.
3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
4. If applicable:
 - a. Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington State, as required in Title 51 RCW;
 - b. Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
 - c. Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW.

B. Supplemental Bidder Responsibility Criteria. If supplemental criteria apply to this project, the criteria are included in "Attachment A." The Bidder may make a written request to modify any or all of the supplemental criteria. Modification of supplemental criteria shall be at KCDA's discretion. Any modifications to the supplemental criteria shall be made by addenda prior to bid opening.

Subcontractor Responsibility:

The contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. At the time of bid submittal, have a current certification of registration in compliance with chapter 18.27 RCW.
2. Have a current Washington State Unified Business Identifier (UBI) number.
3. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
4. If applicable:
 - a. Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington State, as required in Title 51 RCW;
 - b. Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
 - c. Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW
5. Have an electrical contractor license, if required by Chapter 19.28 RCW;
6. Have an elevator contractor license, if required by Chapter 70.87 RCW;

- **Bonds- Payment & Performance:**

The prime Contractor shall provide a Performance and Payment Bond at 100% of the contract price to the KCDA member with a copy to KCDA before work begins. The only exception is for contracts of thirty-five thousand (\$35,000) dollars or less. In this instance, at the option of the Contractor, the member may in lieu of the bond retain fifty percent of the contract amount for a period of thirty days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter

60.28 RCW, whichever is later. The bond shall be issued by a surety company authorized to do business in the State of Washington and shall be on standard forms used for public projects (RCW 39.08.010) and as directed by the KCDA member. Performance and Payment bonds for KCDA members outside Washington must be provided by

companies licensed to provide bonds for public entities in the member's state.

- **Licenses:** The prime contractor shall possess and maintain in current status all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services offered in its response to the bid solicitation. Before submitting a bid, Bidders must hold a current, valid contractor's license as required in Washington. The contractor's license must be in the name of the legal entity submitting and signing the bid. A Bidder may not substitute a contractor's license held by a subcontractor or joint venture. Bidders submitting bids in Washington State without a valid contractor's license in the name of the Bidder are in violation of RCW 18.27.010. It is the responsibility of the prime contractor to ensure any subcontractors performing under this contract hold and maintain appropriate licenses. The contractor shall verify that appropriate licenses are in place at the time of response to this bid. Copies of licenses must be submitted to the member prior to performing the work. The Contractor agrees to keep and ensure subcontractors keep any required license, permit or bond current and in compliance with Washington rules, regulations and statutes, as well as in states outside Washington in which contractor performs work under this contract. For work performed for any Washington State school district, public agency or municipality, the Contractor must comply with the bidder responsibility requirements of RCW 39.04.350 prior to the KCDA member awarding a contract. The contractor must verify the responsibility of all subcontractors used in accordance with RCW 39.06.020.
- **Permits:** The acquisition of all permits as well as any drawings needed to obtain those permits is the responsibility of the successful Contractor/Bidder unless otherwise acknowledged by the KCDA member.
- **Certificate of Insurance:** A certificate of insurance demonstrating current coverage of the types and amounts of insurance required by KCDA and the KCDA member must be provided to KCDA and the KCDA member prior to performance of any work. In addition, the Commercial General Liability policies must be endorsed to name KCDA and the KCDA member as additional insureds. Such policies must be further endorsed to provide that the insurance is primary as respects KCDA and the KCDA member, and that any other insurance maintained by KCDA and the KCDA member shall be excess and not contributing insurance with the Contractor's insurance. These endorsements must be provided along with the certificate of insurance. KCDA and the KCDA member must both approve the certificate of insurance and endorsements.
- **Acceptable Pricing Method:** KCDA is unable to accept Alternative Costing Method quotations except in certain limited instances, (i.e. sole source) in which KCDA and Contractor may mutually determine the Alternative Costing Method is acceptable. This will be the exception rather than the rule. RS Means or line item bid pricing is acceptable.
- **Progress Payments:** The Contractor shall be paid, upon submission of a proper Payment Request, the prices stipulated herein for work performed (less deductions, if any), in accordance with all payment and retainage instructions herein. Submitted Payment Requests must contain the following minimum information:
 - a. Contract Number
 - b. Bid item ID, bid quantity, unit, unit price and description as appropriate
 - c. Sales Tax as applicable

The Payment Request will be reviewed by the Member before payment is made. If the Member is in disagreement with the Payment Request, KCDA will issue a notice requesting a revised Payment Request. In accordance with RCW 51.12.050, KCDA reserves the right to deduct from the payment any outstanding industrial insurance premiums owed by the Contractor or Subcontractors.

- **Payment Retainage:** In accordance with RCW 60.28 a contract retainage of not to exceed five percent of the moneys earned by the contractor toward completion of a public improvement contract shall be withheld and reserved as a trust fund for the protection and payment of 1) the claims of any person arising under the contract, and 2) the state with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from such contractor. Upon completion of a contract, the member agency shall notify the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries of the completion of contracts over thirty-five thousand dollars. KCDA will issue payment on the retainage amount forty-five days after notice from the KCDA Member Agency that the contract has been accepted as complete or upon receipt of all necessary releases, whichever is later.



PURCHASING COOPERATIVE

BID BOND

KNOW ALL BY THESE PRESENTS, That we _____
Of _____

As principal, and _____

a corporation duly organized under the laws of the State of _____ and authorized to do business in the State of Washington, as surety, are held and firmly bond unto King County Directors Association in the full and penal sum of _____ for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The conditions of this bond are such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following, to wit:

Said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by King County Directors Association within a period of ten (10) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these present to be signed and sealed this

_____ Day of _____.

By: _____

By: _____

Principal

Surety

Title: _____

Title: _____

Date: _____

Date: _____

24. West Virginia, West Virginia Regional Education Service Agencies Cooperative Purchasing

A. General Terms and Conditions that apply for all Categories:

1. Compliance with Laws/Forum Designation

Contractor shall comply with Federal, State, and Local Laws, Codes and Regulations while fulfilling the contract. It is the Contractor's responsibility to be aware of and comply with all state and local laws governing this procurement. Applicable laws, codes, and regulations (etc.) must be followed even if not specifically identified herein. The terms of the Agreement Addendum which is attached hereto and incorporated herein shall govern and supersede any contract terms to the contrary with respect to each procurement. Contractor shall verify to the West Virginia Regional Education Service Agencies (WVRESA), its Member Agencies and other qualifying purchasers that the Contractor is complying with all Federal, State and Local Laws, Codes and Regulations while fulfilling the contract, and shall provide a copy of this contract and any addenda to each Member Agency when providing a price quotation. Moreover, this contract shall be governed by and construed in accordance with the laws of the State of West Virginia without giving effect to its principles of conflict of law. Legal proceedings arising under this contract shall be brought in a West Virginia Court of the County where the Member Agency's main office is located.

2. Delinquent Tax Affidavit

Contractor shall provide an affidavit relating to delinquent taxes as may be required by West Virginia State Code §11-12-10.

3. Secretary of State Registration

Contractor shall meet and maintain all registration requirements as necessary to conduct business in the State of West Virginia, including but not limited to registration with the West Virginia Secretary of State.

4. West Virginia Workers Compensation Insurance

Contractor, and any subcontractors hired by Contractor shall, at their own expense, maintain in force for the duration of the project workers' compensation and employer's liability insurance as required by the laws of the State of West Virginia.

5. Project Personnel, Student Safety and Background Checks

Member Agency shall have the right to reject the participation of any personnel of Contractor in the performance of the services if, in relation to the work assigned to them, the Member Agency deems such personnel to lack the skill, experience and expertise required to perform the services or if Member Agency considers their performance to be substandard or otherwise detrimental to the proper completion of the services. Contractor will advise Member Agency promptly of any change in the project manager or other key personnel assigned to the performance of the services.

Contractor acknowledges that the safety of the Member Agency's students, employees, officials and guests is of the utmost importance. Contractor will endeavor to ensure that its officers, employees, agents, representatives, and consultants will take no action that would jeopardize the safety of the Member Agency's students, employees, officials, or guests. The Member Agency reserves the right to require Contractor's officers, employees, agents, representatives and consultants to wear identification and stay in designated work areas at all times while on the Member Agency's property. The Member Agency shall have the right to effect the immediate removal of any person associated in any way with Contractor from Member Agency property for failure to wear identification, for being outside a designated work Contractor shall perform or cause to be performed by the West Virginia State Police and Federal Bureau of Investigation criminal background check of any personnel that will be performing the services within the proximity of minors. Contractor shall notify the Member Agency of any proposed employee who has been convicted, pled guilty or pled "no contest" to a criminal offense, and the Member Agency reserves the right to reject the proposed employee with a criminal background. No person shall be employed by Contractor who has been found guilty of any of the criminal offenses enumerated in West Virginia State Code without prior approval of the Member Agency.

6. Independent Contractor

Contractor shall be an independent contractor and neither Contractor nor any of its subcontractors, nor the employees of any thereof, shall be deemed to be the servants, employees, or agents of Member Agency. Contractor shall be responsible for paying all costs related to its employees and managers performing the services. Contractor shall remain liable and responsible to Member Agency for all of its obligations under this contract, regardless of whether the services are performed by the Contractor or a subcontractor of any tier.

- 7. Ownership of Instruments of Service**
Drawings, data and other documents prepared by, or with the cooperation of, the Contractor pursuant to this contract shall become, upon payment of all undisputed compensation due the Contractor from the Member Agency, the property of the Member Agency. Such drawings, data or other documents may be used by the Member Agency or others employed by the Member Agency without compensation to the Contractor.
- 8. Audit**
Member Agency may audit and inspect Contractor's records and accounts at any time during the Contractor's performance of the services and for a period of two (2) years following the completion or termination of the services for the purpose of verifying any invoice and underlying documentation presented by Contractor, it being understood that Contractor agrees to preserve all such documents through such two- (2) year period.
- 9. Notices**
Unless otherwise expressly provided in this contract, all notices and other communications given under the contract shall be in writing and shall be deemed effective upon receipt by the addressee at its address as set forth in the contract or at such other address as such party shall have notified the other in writing.
- 10. Non-Appropriation and Other Contract Terms Applicable to Member Agencies as Political Subdivisions of the State**
If the Member Agency fails to appropriate sufficient monies in any fiscal year for payments due under the contract and other funds are not available for such payments, then a "Non-Appropriation" shall be deemed to have occurred. If a Non-Appropriation occurs, then Member Agency will give Contractor prompt notice of such Non-Appropriation. This contract shall thereupon terminate without penalty or expense to the Member Agency other than for goods and services already provided.
- 11. No Personal Liability**
It is understood and agreed that under no circumstances will the Member Agency's board members, regional council members, officers, employees, or agents be personally liable for any obligations or claims arising out of or related to the contract.
- 12. Price Quotation**
Contractors must quote to a Member Agency the pricing listed in the current contract awarded by the Association of Educational Purchasing Agencies. Vendor will follow the procedures for price reductions to AEPA Member Agencies and Participating Entities set forth in the AEPA general terms area, and conditions. The price quotation must be submitted to a Member Agency and Participating Entity in writing, and any other expenses that the Contractors intend to charge a Member Agency or Participating Entity must be separately itemized on the quotation page in bold font with a good faith estimate of the dollar amount of each item, such as use tax if applicable. The failure to list an item or include a good faith estimate of the dollar amount on the quotation page will preclude a Contractor from charging the same.
- 13. Miscellaneous**
Headings and titles of articles, paragraphs and other subparts of this contract are for convenience of reference only and shall not be considered in interpreting the text of this contract. This contract and any appendices constitute the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements or understandings with respect thereto and all agreements or understandings with a Member Agency. No contract amendments can be made without the approval of the AEPA membership.
- B. Construction Products and Services:**
For construction improvements, the following shall apply:
1. The successful Contractor shall provide such bonds required by West Virginia State Code §38- 2-39.
 2. Contractor shall comply with all applicable licensing requirements, including those of the West Virginia Contractor Licensing Board pursuant to West Virginia State Code §21-11-3 .
- D. Procedures for Processing Orders:**
The WVRESA will keep informed its Member Agencies and other qualified purchasers of contract information via web site and through other marketing strategies. A list of WVRESA Member Agencies along with addresses, phones, contacts, etc. will be made available to successful Contractors. After contracts are awarded, Contractors may contact the WVRESA Member Agencies and other qualifying purchasers concerning their products and services.

Participating Member Agencies and other qualified purchasers will submit all purchase orders directly to the Contractor.

The Contractor price shall include a two percent (2%) administrative fee that the Contractor will collect from the Member Agency or other qualified purchaser. Administrative fees are to be remitted to the WVRESA on April 15, July 15, October 15 and January 15 of every calendar year with checks payable to the RESA 2, 2001 McCoy Road, Huntington, WV 25701

The Contractor will compile a quarterly report showing all purchases made by the WVRESA Member Agencies and other qualified purchasers under this contract at the conclusion of each calendar quarter. These reports shall be attached to the administrative fee remittance.

E. Agencies Allowed to Purchase under Member Agency:

All member cooperatives of the WVRESA and their individual Member Agencies are eligible to participate and purchase from the awarded AEPA contracts. All West Virginia PK-12 school districts, including Career and Technical Education Centers, Regional Education Services Agencies, West Virginia Department of Education (WVDE) and all Institutional Education Programs operated by WVDE are eligible to participate and purchase from the awarded AEPA contracts. In addition, all colleges and universities, state, municipalities, counties, other governmental agencies and non-profit agencies are eligible to participate if the AEPA contracts satisfy their individual procurement requirements.

25. Wisconsin, Cooperative Educational Service Agency (CESA) #2

A. Additional Terms and Conditions

(note: anything that is not already in Part A – General Terms and Conditions for AEPA) Terms and Conditions must be compliant with Wisconsin State Statutes 16.70 to 16.848

B. *Additional Participating Agency Terms and Conditions for Non-Construction Products and Services* Some larger districts, like Milwaukee Public Schools, may require an additional one page “piggyback” memorandum of understanding to utilize the contract.

C. Additional Participating Agency Terms and Conditions for Construction Related Products and Services

Construction contracts are subject to Wisconsin State Statutes 16.855 or 66.0901.

D. Procedure for Processing Orders

All districts directly process orders with the CESA Purchasing AEPA vendor partner unless otherwise arranged.

E. Members Purchasing Under CESA

CESA Purchasing membership is free. Membership is available to the following agencies based on WI State Statutes Chapter 116 which governs the work of WI Cooperative Educational Service Agencies: school districts, University of Wisconsin System institutions, and technical colleges. All public, private, and tribal schools, and all public and private agencies and organizations, that provide services to pupils. Please note in Wisconsin we do not require additional registration of members and define members as those defined by WI Statute 116 that guides our work.

25. Wyoming, Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)

A. Additional Terms and Conditions

Upon execution of this document, the respondent hereby agrees to submit bids and NEW BOCES agrees to accept such bids under the following conditions:

Public Works and Contracts: Vendor shall comply with any and all laws, whether local, state, federal, or otherwise, applicable to any aspect of the service or product to be provided in relation to the contract. It shall be the vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them. Vendor shall indemnify, defend, and hold harmless NEW BOCES for any default or breach of vendor in this regard. To the extent applicable for the product or service bid, vendor shall comply with W.S. 16-6-101 to 16-6-602 and to W.S. 21-3-110(a) (viii) (copies available upon request).

B. Procedure for Processing Orders

Upon bid award to the Contractor/vendor, NEW BOCES will inform its members and other qualifying purchasers of the contract by: 1) including the contract on the NEW BOCES website, 2) announcing the award in its periodic newsletter, and 3) publishing the contract information in a catalog disseminated to all members and other qualifying purchasers. A list of members and other qualifying purchasers, contact persons, addresses, and phone numbers will be made available to the Contractor. When a member or other qualifying purchaser identifies a product or service for procurement, they issue a purchase order for that product or service. The vendor's price shall include a one percent (1%) administrative fee that the vendor will collect from the member or other qualifying purchaser. This amount will be remitted to NEW BOCES on a quarterly basis. The vendor will compile an annual report showing all purchases made by NEW BOCES members and other qualifying purchasers under this contract at the conclusion of each calendar year.

Administrative fees will be payable to NEW BOCES on the 15th of the month succeeding each quarter and all checks are payable to NEW BOCES, 410 North Miller Avenue, Gillette, Wyoming 82716, Att: Business Manager.

C. Members Purchasing Under NEW BOCES

NEW BOCES is an educational cooperative authorized under the provisions of W.S. 21-20-101 to 21-20-111. Each of the K-12 school districts in the state is eligible to participate in NEW BOCES cooperative purchasing programs. No district is obligated to use these services but they find the benefits of economy and efficiency made possible by cooperative purchasing to be advantageous. Additional qualifying purchasers may include other public or non-profit educational institutions in the state.

5. State Specific Required Forms

Please see the proceeding pages of Part C for any state specific documents. These state specific documents will be required with your response/submission.



There are number of levels of authority that must take action during the entire procurement process and within each of these levels there are a number of checks and balances. Therefore CES has made the determination, as it relates to complying with the Campaign Contribution Disclosure requirement, that even though the individuals listed below do not fall within the definition “**Applicable public official**” as defined in 13-1-191.1 NMSA 1978, in order to ensure that CES is in compliance with the intent of the requirements, the following have been identified as Name(s) of Applicable Public Official(s) if any that must be identified:

- David Chavez, Executive Director of Cooperative Educational Services (CES)
- Robin Strauser, Deputy Executive Director of CES
- Dotty McKinney, Procurement Manager of CES
- John Tortelli, Procurement and Contract Specialist of CES
- Joe Valencia, Procurement and Contract Specialist of CES
- TJ Parks, (Superintendent of Hobbs Municipal Schools) President of CES’ Board of Directors
- Kirk Carpenter, (Superintendent of Aztec Municipal Schools) President Elect of CES Board of Directors
- Vernon Jaramillo, (Executive Director of Cariño De Los Niños Chárter School) Past President of CES Board of Directors
- Dr. Kim Mizell, (Superintendent of Bloomfield School District) CES’ Executive Committee Representative for Region I
- Vacant, CES’ Executive Committee Representative for Region II
- Richard Perea, (Superintendent of Santa Rosa Consolidated Schools) CES’ Executive Committee Representative for Region III
- Dr. Marc Space, (Superintendent of Grants-Cibola County Schools) CES’ Executive Committee Representative for Region IV
- Steve Barron, (Superintendent of Dora Consolidated Schools) Secretary of the CES Board of Directors and CES’ Executive Committee Representative for Region V
- Dwain Haynes, (Superintendent of Eunice Municipal Schools) CES’ Executive Committee Representative for Region VI
- Brenda Vigil, (Superintendent of Tularosa Municipal Schools) Treasurer of the CES Board of Directors CES’ Executive Committee Representative for Region VII
- Dr. Greg Ewing, (Superintendent of Las Cruces Public Schools) CES’ Executive Committee Representative for Region VIII
- Kelly Callahan, (Executive Director for Charter Schools) CES’ Executive Committee Representative for Region Charter Schools



- Stan Rounds, (Executive Director of New Mexico Coalition of Educational Leaders) CES' Executive Committee Representative for School Administrators
- Joe Guillen, (Executive Director of New Mexico School Boards Association) CES' Executive Committee Representatives of School Board Members
- Paul Aguilar, (Deputy Secretary of Finance & Operations Bureau, New Mexico Public Education Department) CES' Executive Committee Representative of NMPED
- Dr. Penny Garcia, (Dean of College of Education and Technology of Eastern New Mexico University-Portales)CES' Executive Committee Representative of New Mexico Higher Education Department
- Dr. John Madden, (President of Eastern New Mexico University-Roswell) CES' Executive Committee Representative of New Mexico Association of Community Colleges

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of

individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)


NJ Business Registration Form

All vendors must have a valid Business Registration Certificate (BRC) from the Department of the Treasury, Division of Revenue prior to conducting business in the State of New Jersey and prior to receiving the award of a contract with a public entity.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTOR		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-362/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM BRC(09-01)		

John S. Tully
Acting Director

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

For more information on how to obtain a Business Registration Certificate, please visit the State of New Jersey, Department of Treasury, Division of Revenue and Enterprise Services website at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml> A valid Business Registration Certificate must be provided to the ESCNJ before the award of a contract can be made.

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Educational Services Commission of New Jersey (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relive the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Signature _____

Name _____

Title _____

Company name: _____

To be completed and signed below

Return with bid

AFFIRMATIVE ACTION QUESTIONNAIRE

This form is to be completed and returned with the bid. However, the ESCNJ will accept in lieu of this Questionnaire, Affirmative Action Evidence attached but not stated to this page.

1. Our company has a federal Affirmative Action Plan approval. Yes
 No

If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a New Jersey State Certificate of Employee Information Report. Yes
 No

If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered "**NO**" to both questions above, No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract_compliance/

- Click on "Forms" and then "AA302" and "Instructions" under the heading "Employee Information Report"
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 206
Trenton, New Jersey 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the ESCNJ within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. **IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM. SEND COPY OF CURRENT CERTIFICATE TO THE PUBLIC AGENCY. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.**

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

includes for example, China, Japan, Korea, the Philippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. DO NOT attach an EEO-1 Report.

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDING THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY (FEE IS NON-REFUNDABLE) TO:**

**NJ Department of the Treasury
Division of Contract Compliance & Equal Employment Opportunity
P.O. Box 209
Trenton, New Jersey 08625-0209 Telephone No. 1-609-292-5475**

To download the AA-302 form, click this link:

http://www.state.nj.us/treasury/contract_compliance/pdf/aa302.pdf

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FED. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)		CITY STATE ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	ISSUE DATE	ASSIGNED CREDITATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. DO NOT SUBMIT AN EEO-1 REPORT.

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment from previous report (if any)														
Temporary & Part-Time Employees:	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO. EXTENSION)

I certify that the above information is correct to the best of my knowledge.

Name of Company/Firm _____

Address _____

City, State, Zip _____

Name of Authorized Agent _____ Title _____

SIGNATURE _____ Date _____

Sample Certificate of Employee Information Report

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID



State Treasurer

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability,

nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature _____

Name _____

Title _____

Company name: _____

**Educational Services Commission of New Jersey
Business Office**

1660 Stelton Road
Piscataway, New Jersey 08854

**Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public law 2005 – Chapter 271.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s. 2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee^{*1}
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs)

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L. 1993, c. 65 (C. 19:44A-10.1) for the purpose of receiving contributions and making expenditures."

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed over sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

P.L. 2005, c. 271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts there from to business entities that have made a contribution pursuant to P.L. 1973, c. 83 (C. 19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L. 2004, c. 19 (C. 19:44A-20.2 et al.) and section 22 of P.L. 1973, c. 83 (C. 19:44A-22).

b. The provisions of P.L. 2004, c. 19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L. 2004, c. 19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

52:34-25 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefore, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. 1973, c. 83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, and elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by

any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

P.L. 2005, c. 271

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L. 1973, c. 83 (C. 19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"Business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"Interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

*Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40:11-51 and to N.J.S.A. 52:34-25.

To be completed and signed below.

Return with bid

STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This Statement Shall Be Included with
All Bid and Proposal Submissions**

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships, apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.
Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
- Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
- Partnership Limited Partnership Limited Liability Partnership
- Limited Liability Company
- For-profit Corporation (including Subchapters C and S or Professional Corporation)
- Other (be specific): _____

Part II

I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

AND

Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn before me this ___ day of _____, 2_____.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)

Statement of Suspension or Debarment

STATE OF NEW JERSEY/ _____
Specify, of other

COUNTY OF _____

I, _____ of the (City, Town, Borough)
of _____ State of _____ of full age,

being duly sworn according to law on my oath depose and say that:

I am _____ of the firm
of _____ the Bidder

making the Proposal for the above named projects, and that I executed the said Proposal with full authority to do so; that said Bidder is not at the time of the making this bid included on the New Jersey State Treasurer's or the Federal Government's List of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State or Federal Agency.

Name of Contractor: _____
(Company Name)

By: _____
(Signature of authorized representative)

Subscribed and sworn to before me

This _____ day of _____, 20 ____.

(Seal) Notary Public of New Jersey/
Specify Other State

My Commission expires _____ 20 ____.

**STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: _____

Bidder / Offeror: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____	Relationship to Bidder/Offeror _____	<input type="button" value="Delete"/>
Description of Activities _____		
Duration of Engagement _____	Anticipated Cessation Date _____	
Bidder/Offeror Contact Name _____	Contact Phone Number _____	

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Signature: _____

Do Not Enter PIN as a Signature

Title: _____

Date: _____



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. Box 039

TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>
Telephone (609) 292-4886 / Facsimile (609) 984-2575

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

FORD M. SCUDDER
State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Bank Markazi Iran (Central Bank of Iran)	18.	Indian Oil Corporation
2.	Bank Mellat	19.	Kingdram PLC
3.	Bank Melli Iran	20.	Maire Tecnimont SpA
4.	Bank Tejarat	21.	Naftiran Intratrade Company (NICO)
5.	National Iranian Tanker Company (NITC)	22.	Oil and Natural Gas Corporation (ONGC)
6.	Amona	23.	Oil India Limited
7.	Bank Saderat PLC	24.	Persia International Bank
8.	Bank Sepah	25.	PetroChina Company, Ltd
9.	Belaz	26.	Petroleos de Venezuela (PDVSA Petróleo, SA)
10.	Belneftkhim (Belarusneft)	27.	Sameh Afzar Tajak Co. (SATCO)
11.	China International United Petroleum & Chemicals Co., Ltd (Unipecc)	28.	Shandong FIN CNC Machine Company, Ltd
12.	China National Offshore Oil Corporation (CNOOC)	29.	Sinohydro
13.	China National Petroleum Corporation (CNPC)	30.	SKS Ventures
14.	China National United Oil Corporation (ChinaOil)	31.	Som Petrol AS
15.	China Petroleum & Chemical Corporation (Sinopec)	32.	Zhuohai Zhenrong Company
16.	China Precision Machinery Import-Export Corp. (CPMIEC)		
17.	Grimley Smith Associates		

List Date: January 30, 2017

To be completed and signed below.

Return with Bid

Prevailing Wages Certification

It is the determination of the ESCNJ that this is a public works project that in total will exceed \$2,000.00 (two thousand dollars), therefore prevailing wages rules and regulations apply as promulgated by the New Jersey Prevailing Wage Act and in conformance with N.J.S.A. 34:11-56:25. With the laws as they apply to the public agency.

CERTIFICATION

1. I certify that our company understands that this project of the ESCNJ requires prevailing wages to be paid in full accordance with the law.
2. I further certify that all subcontractors named in this bid understand that this project requires the subcontractor to pay prevailing wages in full accordance with the law.

NOTIFICATION OF VIOLATIONS – New Jersey Department of Labor

Has the Bidder or any person having an "interest" with the Bidder, been notified by the New Jersey Department of Labor by notice issued pursuant to N.J.S.A. 34:11-56:37 that he/she has been in violation for failure to pay prevailing wages as required by the New Jersey Prevailing Wage Act within the last five (5) years?

*Yes _____ No _____

*If yes, please attach a signed document explaining any/or all administrative proceedings with the NJDOL within the last five (5) years.

Please include any pending administrative proceedings with the NJDOL, if any.

Name of Company _____

Authorized Agent _____

Authorized Signature _____

Contractor's Registration Evidence

Certificate Number
629534



Registration Date: 03/13/2016
Expiration Date: 03/12/2018

State of New Jersey

Department of Labor and Workforce Development
Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

2016
Eagle Mechanical, Inc.

Responsible Representative(s):
Henry S. Stronski Jr., CEO

Handwritten signature of Harold J. Wirths in black ink.

Harold J. Wirths, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION
33 W. STATE STREET
PO BOX 034
TRENTON, NEW JERSEY 08625-0034

REPLY TO:
TEL: (609) 943-3400
FAX: (609) 292-7651

**TOTAL AMOUNT OF
UNCOMPLETED CONTRACTS**

(This form is to be used with the NOTICE OF CLASSIFICATION when submitting bids to the Department of Education.)

I Certify that the amount of uncompleted work on contracts is \$ _____.

The amount claimed includes uncompleted portions of all currently held contracts from all sources (public and private) in accordance with N.J.A.C. 17:19-2.13.

I further certify that the amount of this bid proposal, including all outstanding incomplete contracts does not exceed my prequalification dollar limit.



Respectfully submitted,

By _____
Name of Firm

Signature

Title

Business Address

Phone

Sworn to and
subscribed before me
This day of
20

Notary Public

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II Check the appropriate box

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

AEPA IFB #018-D Furniture Bid Proposal Checklist

Bidder Name: _____

Name of Authorized Representative: _____

Office Address: _____

Time Zone: Eastern Central Mountain Pacific

Telephone: _____ **Fax:** _____

Email: _____ **Website:** _____

Instructions: Please complete the checklist below, confirming that the following documents have been uploaded to Public Purchase, in their ***individual required format***, by the due date and time listed for this IFB. ***Submission as one merged document will result as being marked non-responsive and will not considered.*** Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the deadline.

"x"	Document Title, Uploaded to Public Purchase <i>(Bidder must submit forms in the required title/format)</i>	Format of Uploaded Document	Notes
	Bid Proposal Checklist – Name of Bidding Company	Scanned PDF	
	Form A – Bid Affidavit – Name of Bidding Company	Scanned PDF	Signature and notarization required
	Form B – Acceptance of Bid & Contract Award – Name of Bidding Company	Scanned PDF	Signature required
	Form C – Company Information and Service Questionnaire – Name of Bidding Company	Scanned PDF	Signature required
	Form D – Exceptions and Deviations – Name of Bidding Company	Scanned PDF	Signature required
	Form E – Discount & Pricing Schedules – Name of Bidder	Scanned PDF	Signature required
	Form F – Discount & Pricing Schedules Workbook – Name of Bidder	Excel Workbook	Cannot be password protected
	Uniform Guidance “EDGAR” Certification	Scanned PDF	Signature required
	Warranties, Additional Services – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
	Additional Discounts – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
	Letter of Line of Credit and/or Annual Report – Name of Bidding Company	Submit as PDF	Not provided by AEPA, Bidder Created
	State Specific Required Forms – Name of Bidding Company	Scanned PDF	**See Appendix in Part C for State Specific Forms (submit with response)

**AEPA IFB #018-D Furniture
Form A – Bid Affidavit**

Name of Bidder: _____

Instructions: This form must be signed by the Bidder’s authorized representative and notarized below. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder’s proposal. If awarded, the Bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency, Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Forms B, C, D and E of these bid forms.

Authorized Representative (Please print or type)

Mailing Address

Title (Please print or type)

City, State, Zip

Signature of Authorized Representative

Date

Phone

Subscribed and sworn to before me this _____ day of _____

Notary Public in and for County of _____ State of _____

My commission expires: Signature: _____

**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: _____

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name _____ Date _____
Company Address _____ City _____ State _____ Zip _____
Contact Person _____ Title _____
Authorized Signature _____ Title _____
Email Address _____ Phone _____

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____
Agency Executive _____
Awarded this _____ day of _____ Contract Number _____
Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form C – Company Information & Service Questionnaire**

Name of Bidder: _____

Company Information

Company Name _____ Website _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Contact Phone _____ Contact Email _____

Background

***Note:** Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.*

This business is a: ___ public company ___ privately owned company.

In what year was this business started under its present name? _____

Under what other or former name(s) has your business operated? _____

Is this business a corporation? _____ No _____ Yes. If Yes, please complete the following:

Date of incorporation: _____ State of incorporation: _____

Name of President: _____

Name(s) of Vice President(s): _____

Name of Secretary: _____

Name of Treasurer: _____

Is this business a partnership? _____ No _____ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? _____ No _____ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. _____ No _____ Yes.

If Yes, describe the company's format, year and state of origin, and names and titles of the principals. _____

Company Headquarter Location

Company Address _____

City _____ State _____ Zip _____

Main Phone Number _____ How long at this address? _____

Company Branch Locations

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

If more branch locations, insert information here or add another sheet with above information.

Sales History

Provide your company's annual sales for **2015, 2016, 2017 YTD** in the United States by the various public segments:

	2015	2016	2017 YTD
K-12 (public & private), Educational Service Agencies			
Higher Education Institutions			
Counties, Cities, Townships, Villages			
States			
Other Public Sector & Non-profits			
Private Sector			
Total			

Work Force

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager				
Sales Manager				
Customer & Support Manager				
Distributors, Dealers, Installers, Sales Reps				
Consultants & Trainers				
Technical, Maintenance & Support Services				
Quotes, Invoicing & Payments				
Warranty & After the Sale				
Financial Manager				

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State

Marketing

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the Email column.)*

Name	Title	Phone	Email

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2016-2017 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited.

- Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid. _____

- Sales Training:** Explain how your company will educate your sales staff on the AEPA contract including timing, methods, etc. _____

Environmental Initiatives

- Describe how your products and/or services support environmental goals. _____

- Describe the company’s “green” objectives (i.e. LEED, reducing footprint, etc.). _____

Independent Subcontractors, Distributors, Installers, etc.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

- Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
- Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

Disclosures

- Letter of Line of Credit or Annual Financial Report (REQUIRED): Attach a letter from the business’s chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2014, 2015 and 2016). This letter should state the line of credit as a range (ie. “credit in the low six figures” or “a credit line exceeding five figures”). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
- Legal: Does this business have actions currently filed against it? _____ No _____ Yes.

If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration’s “Excluded Parties List”), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your company’s ten largest public agency customers:

Agency	Name	Title	Phone Number	Email
--------	------	-------	--------------	-------

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Service Questionnaire

Respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. The scanned PDF file must be uploaded to Public Purchase with the Bidder’s proposal. As part of evaluating the Bidder’s qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an “X” in response to questions in the last three (3) columns. **Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.**

AEPA Member States	Participating in this bid category?	Has the bidding company sold products/services in these states for the past three (3) years?	If awarded, which states does the bidding company propose to sell in?	Indicate which states the bidding company has sales reps, distributors or dealers in.
California				
Colorado	Yes			
Connecticut	Yes			
Florida	Yes			
Indiana	Yes			
Iowa	Yes			
Kansas	Yes			
Kentucky	Yes			
Massachusetts	Yes			
Michigan				
Minnesota	Yes			
Missouri				
Montana	Yes			
Nebraska	Yes			
New Jersey	Yes			
New Mexico	Yes			
North Dakota	Yes			
Ohio	Yes			
Oregon				
Pennsylvania	Yes			
Texas	Yes			
Virginia				
Washington	No			
West Virginia	Yes			
Wisconsin				
Wyoming	Yes			

2. **e-Commerce:** Does this company have an e-commerce website? _____ Yes _____ No

If **Yes**, what is the website? _____

3. Customer and Support Service:

- a. Does this company have online customer support options? _____ Yes _____ No
- b. Does this company have a toll-free customer support phone option? _____ Yes _____ No
- c. Does this company offer local customer and support service options? _____ Yes _____ No
- d. Describe the type, level, availability and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation. _____

4. Training: If applicable, does this company offer customer training for the products and services sold?

_____ Yes _____ No

If **Yes**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

5. Pricing:

- a. Is your pricing methodology guaranteed for the term of the contract? _____ Yes _____ No
- b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A? _____ Yes _____ No
- c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A? _____ Yes _____ No
- d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A? _____ Yes _____ No

6. Competitiveness: In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume?

_____ Yes _____ No

Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB.

_____ Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

_____ Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____%

7. Cooperative Contracts: Does your company currently have contracts with other cooperatives (local, regional, state, national)? _____ Yes _____ No

If Yes, identify which cooperative and the respective expiration date(s). _____

If Yes, and your company is awarded an AEPA contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? _____

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.
	The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling: Orders that are \$50.00 or more shall include free shipping and handling.** What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than \$50.00? \$ _____

10. **Product Returns:** Does your company have a return policy? _____ Yes _____ No

If Yes, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). _____

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? _____ Yes _____ No

If Yes, what is the discount? _____ % Net _____

12. **Leasing:** Do you offer leasing arrangements under this bid? _____ Yes _____ No

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Responsibilities of an AEPA Vendor Partner	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.		
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.		
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be		

limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.		
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.		
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.		
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.		
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.		
8. Attend two (2) AEPA meetings each year (see page 9 in Part A)		
9. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).		
10. Increase sales over the term of the contract with all participating AEPA Member Agencies.		

Signature _____

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture Form D – Exceptions and Deviations

Name of Bidder: _____

Exceptions

Instructions:

1. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
2. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

	No , this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
	Yes , this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

7. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
8. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
9. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
10. Scan this form plus any attachments into a single PDF document.
11. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
12. Deviations to local, state or federal laws cannot be accepted under this bid.

	No , this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B of this IFB.
	Yes , this bidder has the following deviations to the specifications listed in Part B of this IFB.

Outline Number Part B	Specification (describe)	Details of Deviation

Signature _____
**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

**AEPA IFB #018-D Furniture
Form E – Discount & Pricing Schedule**

Name of Bidder: _____

Instructions: *Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)*

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

F.1. Catalog Discount for Items in a Commercial Catalog (REQUIRED)

Complete the form for this IFB, reset the 'print area' if lines were added, and save the file according to directions.

F.2A Core Items Price Schedule (REQUIRED)

Use this tab of the workbook to provide the Bid Discount Percentage and item information for all of the listed core items. Be sure to complete Form G.2B for non-core item pricing and item information.

F.2B Non-Core Price Schedule (REQUIRED)

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for all non-core items in your catalog.

F.3 Services Price Schedule (OPTIONAL)

If your company provides any design, installation, training or support services to support the items you are bidding, use this form to provide your bid prices.

F.4 Volume Discounts Schedule (OPTIONAL)

Use this form if your company is offering additional discounts off of the base discounts bid for one time purchases AND for public agencies that group their requirements together (based on their estimated total annual spend for commodity). Each Bidder must specify the dollar ranges required in order for the agency(ies) to receive the additional discount.

Commented [LT1]: Update per Pricing

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created): Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature _____

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture Form E – Discount & Pricing Schedule

Name of Bidder: _____

Instructions: *Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)*

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).

F.2 – Soft Seating: A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.

F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.

F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).

F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.

F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.

F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.

F.8 – Library/Media Center: A catalog selection.

F.9 – Auditorium/Theater Fixed Seating: A catalog selection.

F.10 – Other.

F.11 – Additional Services: Any design and layout, interior designer services or other related services.

F.12 – Delivery: Associated costs for delivery and installation and any additional supplemental charges.

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created): Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature _____

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*



Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount from MLP including delivery and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List or catalog date (i.e. July 2017) as well as the catalog number from which the discount is calculated must be included with proposal response.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery					Discount including Tailgate Delivery and Installation				
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate Delivery		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate Delivery		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate D		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate D		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate Delivery		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA IFB #018-D Furniture CATALOG

Bidding Company Name:

Discount shall be from Manufacturer List Price (MLP). Discount from MLP including delivery to dock (tailgate) and Discount and installation should be listed. Discount can be applied by manufacturer or lines within manufacturer. The Price List as well as the catalog number from which the discount is calculated must be included with proposal.

Line No.	Manufacturer and/or Manufacturer Line	Discount including Tailgate Delivery				Discount including Tailgate Delivery		
		\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000	\$30001 - \$100,000 - \$250000	\$0-\$2500	\$2501 - \$10000	\$10001 - \$30000
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Form F.3 – Services Price Schedule

AEPA IFB #018-D Furniture

Bidding Company Name:

Enter company name here

NOTE: If your company provides any of the services listed below, please complete the price schedule.

Design Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Installation Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Training Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Port Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

AEPA IFB #018-D Furniture
Uniform Guidance “EDGAR” Certification
2 CFR Part 200

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

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

1. Violation of Contract Terms and Conditions

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

2. Termination for Cause of Convenience

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

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

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

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 and vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

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

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act

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

6. Right to Inventions Made Under a Contract or Agreement

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

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

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

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

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

12. General Compliance with Participating Agencies

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

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

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Name of Company

Signature of Authorized Personnel

Printed Name

Date

<u>Customer Name</u>	<u>Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>PO #</u>	<u>Item #</u>	<u>Item Description</u>	<u>Manufacturer #</u>	<u>Qty</u>	<u>Extended Advertised Price</u>	<u>Extended AEPA Price</u>	<u>Savings</u>
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Total Purchases

Total Administrative Fee

Questions for Bid IFB #018-D - Furniture

Question #1

Re:IFB#018-D

My company does not price according to discount from Mfg. List. Nor do we have the ability to include delivery in our pricing. Other contracts such as TIPS, BuyBoard and KPN have accepted a discount from our published catalog net pricing plus freight charges. Is this acceptable?

Answers

AEPA requires the forms to be completed with the requested information and in the format provided in the bid published on Public Purchase in order to complete a fair comparison across vendors.

Aug 23, 2017 8:23:55 AM CDT
By: K-Log Inc - klog1224

Aug 28, 2017 10:02:29 AM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #2

If awarded a contract, what is the process to address member needs for specific manufacturer's products if they are not on an award? Is there a process to add new suppliers to an awarded contract?

Answers

Yes. An awarded vendor may request additional products to be added to the contract. The request, along with the proposed discounts, is sent to the chair of the bid category. This request may be made at any time during the year. Please refer to Part A, Pricing, a. Catalog Pricing (page 23-24) for a description of the process for adding or discontinuing product lines.

Sep 7, 2017 2:08:51 PM CDT
By: School Specialty - SSIuser

Sep 15, 2017 5:25:07 PM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #3

On past AEPA bids we submitted authorized dealer letters from our manufacturers. Is this not required with this response?

Answers

Authorized dealer letters are not required.

Sep 7, 2017 2:10:12 PM CDT
By: School Specialty - SSIuser

Sep 15, 2017 5:25:23 PM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #4

Will we have access to view the other vendors names bidding on IFB #018-D? It may help me decide to bid or not if I know there are certain vendors/manufacturers bidding, as I am not able to

Sep 14, 2017 10:57:53 AM CDT
By: Wholesale Distribution (THOSCO, Inc.) - Thosco2011

compete with their discounting structure.

Answers

We do not have a list of vendors as we do not know which vendors are submitting a bid for IFB 018-D.

Sep 22, 2017 3:45:33 PM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #5



My question was the same as Question 1 already shown and if I understand the answer correctly...we cannot submit a bid unless we are able to submit pricing from manufactures list?

Sep 22, 2017 11:44:09 AM CDT
By: National Business Furniture - tdd2025

Answers

Your understanding is correct. The percentage discount must be from the manufacturer's list price.

Sep 22, 2017 3:43:41 PM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #6



For pricing, the 2% service fee due to agencies, can that be structured by taking 2% off all prices or does it need to be paid separately?

Sep 22, 2017 11:45:00 AM CDT
By: National Business Furniture - tdd2025

Answers

No, it cannot be structured as described. As stated in Part A, V. General Terms and Conditions for All Agencies, Administrative Fees shall be paid to each Member Agency on a quarterly basis.

Sep 22, 2017 3:26:45 PM CDT
By: jeastes_aepa

Archive

Answer

Reject

Question #7



All of the documents required by the State of NJ - we are located in WI - does that negate our being able to bid since we are not based in the state of NJ - not sure how to respond to those documents.

Sep 22, 2017 11:46:25 AM CDT
By: National Business Furniture - tdd2025

Answers

AEPA does not require businesses to be located only in certain states. Any company recommended for award can work with individual states to ensure compliance with a Member Agency (state) terms and conditions.

Sep 25, 2017 9:58:22 AM CDT
By: jeastes_aepa

Archive

Answer

Reject

Ask a Question

View Bid



Information Deleted: Deleted

Information Added: Added

Bid IFB #018-D - Furniture Addendum #1 - Addendum

Bid Type **IFB**Bid Number **018-D**Title **Furniture**Start Date **Aug 15, 2017 3:02:46 PM CDT**End Date **Oct 9, 2017 12:30:00 PM CDT**Agency **Association of Educational Purchasing Agencies**Bid Contact **Melissa Mattson**

(218) 737-6507

mmattson@lcsc.org

1001 E. Mount Faith Avenue

Fergus Falls, MN 56537

Description

AEPA is seeking qualified, experienced contractor(s) to provide a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states. AEPA understands that no bidder can supply items in every category. Bidders are encouraged to respond to any and all groups. Items in the groups include, but are not limited to:

1. Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
2. Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
3. Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
4. Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
5. Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
6. Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
7. Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
8. Library/Media Center: A catalog selection.
9. Auditorium/Theater Fixed Seating: A catalog selection.
10. Other
11. Design Layout and/or Installation Services (optional): Any related products, design and layout, interior designer services or other related services.

Pre-Bid Conference

Date: Sep 14, 2017 12:00:00 AM CDT

Location: Voluntary Pre-Bid Conference Call

Notes: AEPA will host a voluntary pre-bid conference call on Thursday,

September 14, 2017, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.













Voluntary Pre-Bid Conference Call Schedule – Thursday, September 14, 2017

IFB	Eastern	Central	Mountain	Pacific
018-A Technology	10:00 AM	9:00 AM	8:00 AM	7:00 AM
018-B LED Lighting	10:30 AM	9:30 AM	8:30 AM	7:30 AM
018-C Athletic Equipment and Supplies	11:00 AM	10:00 AM	9:00 AM	8:00 AM
018-D Furniture	11:30 AM	10:30 AM	9:30 AM	8:30 AM
018-E MRO	12:00 PM	11:00 AM	10:00 AM	9:00 AM

Conference Call Number: 248-209-2400
Conference Call Code: *0102087#

No Attachments

Documents

Name	Posting Date	Acceptance
 Part A - Terms and Condi	Aug 15, 2017 8:54:31 AM CDT	Yes
 Part B Specifications - AEP	Aug 15 Sep 11, 2017 24:46:11:14 19 P	Yes
 Part C - Member Agency (Aug 15 Sep 11, 2017 84:54:11:37 AM	Yes
 Bid Proposal Checklist - AE	Aug 10, 2017 3:32:40 PM CDT	Yes
 Form A - Bid Affidavit - AE	Aug 10, 2017 3:32:43 PM CDT	Yes
 Form B - Acceptance of Bic	Aug 10, 2017 3:32:46 PM CDT	Yes
 Form C - Company Info. ai	Aug 15, 2017 2:46:18 PM CDT	Yes
 Form D - Exceptions and D	Aug 10, 2017 3:32:50 PM CDT	Yes
 Form E - Discount & Pricin	Aug 15 Sep 11, 2017 84:54:12:42 AM	Yes
 Form F - Discount and Pric	Aug 15 Sep 11, 2017 84:54:12:49 AM	Yes
 Uniform EDGAR Complianc	Aug 15, 2017 2:14:09 PM CDT	Yes
 AEPA_Vendor_Quarterly_R	Aug 11, 2017 2:06:09 PM CDT	Yes

[Return to Bid](#)

Information Deleted: **Deleted**Information Added: **Added**

Bid IFB #018-D - Furniture Addendum #2 - Addendum

Bid Type **IFB**Bid Number **018-D**Title **Furniture**Start Date **Aug 15, 2017 3:02:46 PM CDT**End Date **Oct 9, 2017 12:30:00 PM CDT**Agency **Association of Educational Purchasing Agencies**Bid Contact **Melissa Mattson**

(218) 737-6507

mmattson@lcsc.org

1001 E. Mount Faith Avenue

Fergus Falls, MN 56537

Description

AEPA is seeking qualified, experienced contractor(s) to provide a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states. AEPA understands that no bidder can supply items in every category. Bidders are encouraged to respond to any and all groups. Items in the groups include, but are not limited to:

1. Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
2. Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
3. Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
4. Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
5. Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
6. Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
7. Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
8. Library/Media Center: A catalog selection.
9. Auditorium/Theater Fixed Seating: A catalog selection.
10. Other
11. Design Layout and/or Installation Services (optional): Any related products, design and layout, interior designer services or other related services.

Pre-Bid Conference

Date: Sep 14, 2017 12:00:00 AM CDT

Location: Voluntary Pre-Bid Conference Call

Notes: AEPA will host a voluntary pre-bid conference call on Thursday,

September 14, 2017, for any interested Bidders or potential Bidders. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.













Voluntary Pre-Bid Conference Call Schedule – Thursday, September 14, 2017

IFB	Eastern	Central	Mountain	Pacific
018-A Technology	10:00 AM	9:00 AM	8:00 AM	7:00 AM
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018-C Athletic Equipment and Supplies	11:00 AM	10:00 AM	9:00 AM	8:00 AM
018-D Furniture	11:30 AM	10:30 AM	9:30 AM	8:30 AM
018-E MRO	12:00 PM	11:00 AM	10:00 AM	9:00 AM

Conference Call Number: 248-209-2400
Conference Call Code: *0102087#

No Attachments

Documents

Name	Posting Date	Acceptance
 Part A - Terms and Conditions	Aug 15 Sep 27, 2017 81:54:31 AM	Yes
 Part B Specifications - AEP	Sep 11, 2017 4:11:19 PM CDT	Yes
 Part C - Member Agency (S	Sep 11 27, 2017 41:15:44-03 PM CD	Yes
 Bid Proposal Checklist - AE	Aug 10, 2017 3:32:40 PM CDT	Yes
 Form A - Bid Affidavit - AE	Aug 10, 2017 3:32:43 PM CDT	Yes
 Form B - Acceptance of Bid	Aug 10, 2017 3:32:46 PM CDT	Yes
 Form C - Company Info. at	Aug 15 Sep 27, 2017 21:46:52:18-41 P	Yes
 Form D - Exceptions and D	Aug 10, 2017 3:32:50 PM CDT	Yes
 Form E - Discount & Pricing	Sep 11, 2017 4:12:02 PM CDT	Yes
 Form F - Discount and Pricing	Sep 11, 2017 4:12:19 PM CDT	Yes
 Uniform EDGAR Compliance	Aug 15, 2017 2:14:09 PM CDT	Yes
 AEPA_Vendor_Quarterly_R	Aug 11, 2017 2:06:09 PM CDT	Yes

[Return to Bid](#)

Information Deleted: **Deleted**Information Added: **Added**

Bid IFB #018-D - Furniture Addendum #3 - Addendum

Bid Type **IFB**Bid Number **018-D**Title **Furniture**Start Date **Aug 15, 2017 3:02:46 PM CDT**End Date **Oct 9, 2017 12:30:00 PM CDT**Agency **Association of Educational Purchasing Agencies**Bid Contact **Melissa Mattson**

(218) 737-6507

mmattson@lcsc.org

1001 E. Mount Faith Avenue

Fergus Falls, MN 56537

Description

AEPA is seeking qualified, experienced contractor(s) to provide a broad-line of furniture options and the necessary resources and capabilities to acquire, deliver and provide installation services to all participating member states. AEPA understands that no bidder can supply items in every category. Bidders are encouraged to respond to any and all groups. Items in the groups include, but are not limited to:

1. Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
2. Soft Seating – A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
3. Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
4. Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
5. Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
6. Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
7. Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
8. Library/Media Center: A catalog selection.
9. Auditorium/Theater Fixed Seating: A catalog selection.
10. Other
11. Design Layout and/or Installation Services (optional): Any related products, design and layout, interior designer services or other related services.

Pre-Bid Conference

Date: Sep 14, 2017 12:00:00 AM CDT

Location: Voluntary Pre-Bid Conference Call

Notes: AEPA will host a voluntary pre-bid conference call on Thursday,

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Voluntary Pre-Bid Conference Call Schedule – Thursday, September 14, 2017

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018-A Technology	10:00 AM	9:00 AM	8:00 AM	7:00 AM
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018-C Athletic Equipment and Supplies	11:00 AM	10:00 AM	9:00 AM	8:00 AM
018-D Furniture	11:30 AM	10:30 AM	9:30 AM	8:30 AM
018-E MRO	12:00 PM	11:00 AM	10:00 AM	9:00 AM

Conference Call Number: 248-209-2400
Conference Call Code: *0102087#

No Attachments

Documents

Name	Posting Date	Acceptance
 Part A - Terms and Condi...	Sep 27, 2017 1:52:46 PM CDT	Yes
 Part B Specifications - AEP	Sep 11, 2017 4:11:19 PM CDT	Yes
 Part C - Member Agency (S...	Sep 27, 2017 1:53:03 PM CDT	Yes
 Bid Proposal Checklist - AE	Aug 10, 2017 3:32:40 PM CDT	Yes
 Form A - Bid Affidavit - AE	Aug 10, 2017 3:32:43 PM CDT	Yes
 Form B - Acceptance of Bic...	Aug 10, 2017 3:32:46 PM CDT	Yes
 Form C - Company Info. ai...	Sep 27, 2017 1:52:41 PM CDT	Yes
 Form D - Exceptions and D...	Aug 10, 2017 3:32:50 PM CDT	Yes
 Form E - Discount & Pricin...	Sep 11, 2017 4:12:02 PM CDT	Yes
 Form F - Discount and Pric...	Sep 11, 2017 4:12:19 PM CDT	Yes
 Uniform EDGAR Complianc...	Aug 15, 2017 2:14:09 PM CDT	Yes
 AEPA_Vendor_Quarterly_R...	Aug 11, 2017 2:06:09 PM CDT	Yes
 AEPA 018-D Furniture - Cc...	Sep 29, 2017 11:24:48 AM CDT	Yes

[Return to Bid](#)

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: Public Purchase - IFB #018-D - Furniture Closed Notification
Date: Monday, October 9, 2017 12:30:18 PM



Lisa Truax

The bid IFB #018-D - Furniture has closed on Oct 9, 2017 12:30:00 PM CDT

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=83320>

Thank you for using Public Purchase.

Public Purchase Support Team
Email: support@publicpurchase.com
Website: www.publicpurchase.com

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This message is not SPAM. You received this email because you are listed in the contact database of a government agency using Public Purchase.

MK: Kf02tEDeRKYPsdTT70+P3Q==

Notifications Report

Agency

Association of Educational Purchasing Agencies

Bid Number

018-D

Bid Title

Furniture

Vendor Name	State	Invitation	Date	Email	Reason
Aaron's Business Solutions	WV	Classification	2017-08-15 14:26:57	jennifer.hamden@aaronproducts.com	Bid Notification
ACCO Brands USA LLC	IL	Self Invited	2017-09-11 15:31:24	directbid@acco.com	Addendum Notification
ACCO Brands USA LLC	IL	Self Invited	2017-09-15 16:25:07	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-15 16:25:23	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-22 14:26:45	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-22 14:43:42	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-22 14:45:34	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-25 08:58:23	directbid@acco.com	Bid Answer
ACCO Brands USA LLC	IL	Self Invited	2017-09-27 13:08:14	directbid@acco.com	Addendum Notification
ACCO Brands USA LLC	IL	Self Invited	2017-09-29 10:36:38	directbid@acco.com	Addendum Notification
AEPA PAEC	FL	Self Invited	2017-09-15 16:25:07	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-15 16:25:23	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-22 14:26:45	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-22 14:43:42	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-22 14:45:34	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-25 08:58:23	judy.hall@paec.org	Bid Answer
AEPA PAEC	FL	Self Invited	2017-09-27 13:08:14	judy.hall@paec.org	Addendum Notification
AEPA PAEC	FL	Self Invited	2017-09-29 10:36:38	judy.hall@paec.org	Addendum Notification
Agati, Inc.	IL	Self Invited	2017-09-15 16:25:07	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-15 16:25:23	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-22 14:26:45	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-22 14:43:42	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-22 14:45:34	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-25 08:58:23	nhawkins@agati.com	Bid Answer
Agati, Inc.	IL	Self Invited	2017-09-27 13:08:14	nhawkins@agati.com	Addendum Notification
Agati, Inc.	IL	Self Invited	2017-09-29 10:36:38	nhawkins@agati.com	Addendum Notification
Allied Construction Industries	OH	Self Invited	2017-09-11 15:31:24	dwright@aci-construction.org	Addendum Notification
Allied Construction Industries	OH	Self Invited	2017-09-15 16:25:07	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-15 16:25:23	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-22 14:26:45	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-22 14:43:42	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-22 14:45:34	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-25 08:58:23	dwright@aci-construction.org	Bid Answer
Allied Construction Industries	OH	Self Invited	2017-09-27 13:08:14	dwright@aci-construction.org	Addendum Notification
Allied Construction Industries	OH	Self Invited	2017-09-29 10:36:38	dwright@aci-construction.org	Addendum Notification
Allied Trade Group	WA	Classification	2017-09-14 10:30:57	eparten@atgstores.com	Bid Notification
Allied Trade Group, Inc.	WA	Classification	2017-08-15 14:26:57	jajones@themine.com	Bid Notification
Allstate Peterbilt Group	WI	Classification	2017-08-15 14:26:57	jsemingson@wdlarson.com	Bid Notification
AmTab Manufacturing Corporation	IL	Classification	2017-09-18 16:28:59	greg.swon@amtab.com	Bid Notification
AUDIO VISUAL AIDS CORP	TX	Classification	2017-08-15 16:44:46	avacorp@audiovisualaids.com	Bid Notification
Biofit Engineered Products	OH	Classification	2017-09-26 15:48:23	daryl.hensley@biofit.com	Bid Notification
Biofit Engineered Products	OH	Classification	2017-09-27 13:08:14	daryl.hensley@biofit.com	Addendum Notification
Biofit Engineered Products	OH	Classification	2017-09-29 10:36:38	daryl.hensley@biofit.com	Addendum Notification
Biofit Engineered Products	OH	Classification	2017-10-09 13:09:38	daryl.hensley@biofit.com	Award Notification
B & J Food Service Equipment	KS	Classification	2017-08-15 14:26:57	kherndon@bjpeerless.com	Bid Notification
Block and Company	IL	Classification	2017-08-15 14:26:57	cmagee@blockinc.com	Bid Notification
Brite Visual Products, Inc.	MA	Self Invited	2017-08-28 09:02:30	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-11 15:31:24	usmarkerboard@contracts123.com	Addendum Notification
Brite Visual Products, Inc.	MA	Self Invited	2017-09-15 16:25:07	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-15 16:25:23	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-22 14:26:45	usmarkerboard@contracts123.com	Bid Answer

Brite Visual Products, Inc.	MA	Self Invited	2017-09-22 14:43:42	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-22 14:45:34	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-25 08:58:23	usmarkerboard@contracts123.com	Bid Answer
Brite Visual Products, Inc.	MA	Self Invited	2017-09-27 13:08:14	usmarkerboard@contracts123.com	Addendum Notification
Brite Visual Products, Inc.	MA	Self Invited	2017-09-29 10:36:38	usmarkerboard@contracts123.com	Addendum Notification
BSN Sports & US Games	TX	Classification	2017-08-15 14:26:57	bsnbid@bsnsports.com	Bid Notification
Builders Exchange	OH	Self Invited	2017-09-11 15:31:24	info@bxohio.com	Addendum Notification
Builders Exchange	OH	Self Invited	2017-09-15 16:25:07	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-15 16:25:23	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-22 14:26:45	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-22 14:43:42	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-22 14:45:34	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-25 08:58:23	info@bxohio.com	Bid Answer
Builders Exchange	OH	Self Invited	2017-09-27 13:08:14	info@bxohio.com	Addendum Notification
Builders Exchange	OH	Self Invited	2017-09-29 10:36:38	info@bxohio.com	Addendum Notification
Busch Systems International Inc.	ON	Classification	2017-08-15 14:26:57	michaelan@buschsystems.com	Bid Notification
Camcor, Inc.	NC	Classification	2017-10-06 10:00:22	bids@camcor.com	Bid Notification
Champlin Tire Recycling, Inc.	KS	Classification	2017-08-15 14:26:57	ctri@nckcn.com	Bid Notification
C&H Government	WI	Classification	2017-08-15 14:26:57	smakovec@chdist.com	Bid Notification
Classroom Outfitters, LLC	FL	Classification	2017-08-15 14:26:57	laura@classroomoutfitters.com	Bid Notification
College Products	IA	Classification	2017-08-15 14:26:57	sales@collegeproducts.com	Bid Notification
Computer Comforts, Inc.	TX	Classification	2017-08-15 14:26:57	computercomforts@ironfurnace.com	Bid Notification
CONSTRUCTIVE PLAYTHINGS	MO	Classification	2017-08-15 14:26:57	bids@constructiveplaythings.com	Bid Notification
CONTRACT FURNISHINGS INTL, INC	FL	Classification	2017-08-15 14:26:57	Susan@Contract-Furnishings.com	Bid Notification
Cooper's Office Supply, Inc.	MN	Classification	2017-08-15 14:26:57	sshale@coopersinc.com	Bid Notification
Cooper's Office Supply, Inc.	MN	Classification	2017-08-28 09:02:30	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-11 15:31:24	sshale@coopersinc.com	Addendum Notification
Cooper's Office Supply, Inc.	MN	Classification	2017-09-15 16:25:07	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-15 16:25:23	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-22 14:26:45	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-22 14:43:42	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-22 14:45:34	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-25 08:58:23	sshale@coopersinc.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2017-09-27 13:08:14	sshale@coopersinc.com	Addendum Notification
Cooper's Office Supply, Inc.	MN	Classification	2017-09-29 10:36:38	sshale@coopersinc.com	Addendum Notification
Creative-image technologies	KY	Classification	2017-08-29 15:19:41	lwalsh2@c-it.cc	Bid Notification
DEMCO, Inc.	WI	Classification	2017-08-15 14:26:57	quote@demco.com	Bid Notification
DEMCO, Inc.	WI	Classification	2017-08-28 09:02:30	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-11 15:31:24	quote@demco.com	Addendum Notification
DEMCO, Inc.	WI	Classification	2017-09-15 16:25:07	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-15 16:25:23	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-22 14:26:45	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-22 14:43:42	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-22 14:45:34	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-25 08:58:23	quote@demco.com	Bid Answer
DEMCO, Inc.	WI	Classification	2017-09-27 13:08:14	quote@demco.com	Addendum Notification
DEMCO, Inc.	WI	Classification	2017-09-29 10:36:38	quote@demco.com	Addendum Notification
Diversified Metal Fabricators, Inc.	MO	Classification	2017-08-15 14:26:57	info@dmfinc.com	Bid Notification
Douglas Food Stores Inc	WV	Classification	2017-08-15 14:26:57	rebecca@dougleasequipment.us	Bid Notification
ELB US Inc	CA	Self Invited	2017-09-11 15:31:24	J.ZAJAC@ELBGLOBAL.COM	Addendum Notification
ELB US Inc	CA	Self Invited	2017-09-15 16:25:07	J.ZAJAC@ELBGLOBAL.COM	Bid Answer
ELB US Inc	CA	Self Invited	2017-09-15 16:25:23	J.ZAJAC@ELBGLOBAL.COM	Bid Answer
ELB US Inc	CA	Self Invited	2017-09-22 14:26:45	J.ZAJAC@ELBGLOBAL.COM	Bid Answer
ELB US Inc	CA	Self Invited	2017-09-22 14:43:42	J.ZAJAC@ELBGLOBAL.COM	Bid Answer
ELB US Inc	CA	Self Invited	2017-09-22 14:45:34	J.ZAJAC@ELBGLOBAL.COM	Bid Answer
ELB US Inc	CA	Self Invited	2017-09-25 08:58:23	J.ZAJAC@ELBGLOBAL.COM	Bid Answer

ELB US Inc	CA	Self Invited	2017-09-27 13:08:14	J.ZAJAC@ELBGLOBAL.COM	Addendum Notification
ELB US Inc	CA	Self Invited	2017-09-29 10:36:38	J.ZAJAC@ELBGLOBAL.COM	Addendum Notification
Federal Supply USA	IL	Classification	2017-08-15 14:26:57	bids@federalsupply.com	Bid Notification
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-11 15:31:24	procurement@foliot.com	Addendum Notification
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-15 16:25:07	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-15 16:25:23	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-22 14:26:45	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-22 14:43:42	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-22 14:45:34	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-25 08:58:23	procurement@foliot.com	Bid Answer
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-27 13:08:14	procurement@foliot.com	Addendum Notification
Foliot Furniture Pacific Inc.	NV	Self Invited	2017-09-29 10:36:38	procurement@foliot.com	Addendum Notification
Game Time Sports Systems, LLC	IL	Classification	2017-08-15 14:26:57	d.stern@gametimesportssystemsc.com	Bid Notification
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-08-25 11:01:24	krista@gsos-solutions.com	Bid Notification
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-08-28 09:02:30	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-11 15:31:24	krista@gsos-solutions.com	Addendum Notification
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-15 16:25:07	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-15 16:25:23	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-22 14:26:45	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-22 14:43:42	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-22 14:45:34	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-25 08:58:23	krista@gsos-solutions.com	Bid Answer
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-27 13:08:14	krista@gsos-solutions.com	Addendum Notification
Garden State Office Systems & Equipment, Inc.	NJ	Classification	2017-09-29 10:36:38	krista@gsos-solutions.com	Addendum Notification
Global	WI	Classification	2017-08-15 14:26:57	governmentsales@chdistgov.com	Bid Notification
Global	WI	Classification	2017-08-28 09:02:30	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-11 15:31:24	governmentsales@chdistgov.com	Addendum Notification
Global	WI	Classification	2017-09-15 16:25:07	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-15 16:25:23	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-22 14:26:45	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-22 14:43:42	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-22 14:45:34	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-25 08:58:23	governmentsales@chdistgov.com	Bid Answer
Global	WI	Classification	2017-09-27 13:08:14	governmentsales@chdistgov.com	Addendum Notification
Global	WI	Classification	2017-09-29 10:36:38	governmentsales@chdistgov.com	Addendum Notification
Global Industries, Inc.	NJ	Self Invited	2017-09-11 15:31:24	jfreund@globalindustries.com	Addendum Notification
Global Industries, Inc.	NJ	Self Invited	2017-09-15 16:25:07	jfreund@globalindustries.com	Bid Answer
Global Industries, Inc.	NJ	Self Invited	2017-09-15 16:25:23	jfreund@globalindustries.com	Bid Answer
Global Industries, Inc.	NJ	Self Invited	2017-09-22 14:26:45	jfreund@globalindustries.com	Bid Answer
Global Industries, Inc.	NJ	Self Invited	2017-09-22 14:43:42	jfreund@globalindustries.com	Bid Answer
Global Industries, Inc.	NJ	Self Invited	2017-09-22 14:45:34	jfreund@globalindustries.com	Bid Answer
Global Industries, Inc.	NJ	Self Invited	2017-09-25 08:58:23	jfreund@globalindustries.com	Bid Answer

Global Industries, Inc.	NJ	Self Invited	2017-09-27 13:08:14	jfreund@globalindustries.com	Addendum Notification
Global Industries, Inc.	NJ	Self Invited	2017-09-29 10:36:38	jfreund@globalindustries.com	Addendum Notification
Hann Manufacturing, Inc.	OH	Classification	2017-08-15 14:26:57	hann@ironfurnace.com	Bid Notification
HCONE International IMPEX Inc	PA	Classification	2017-09-07 07:41:17	edkabutey@hconecompanies.com	Bid Notification
HCONE International IMPEX Inc	PA	Classification	2017-09-11 15:31:24	edkabutey@hconecompanies.com	Addendum Notification
HCONE International IMPEX Inc	PA	Classification	2017-09-15 16:25:07	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-15 16:25:23	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-22 14:26:45	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-22 14:43:42	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-22 14:45:34	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-25 08:58:23	edkabutey@hconecompanies.com	Bid Answer
HCONE International IMPEX Inc	PA	Classification	2017-09-27 13:08:14	edkabutey@hconecompanies.com	Addendum Notification
HCONE International IMPEX Inc	PA	Classification	2017-09-29 10:36:38	edkabutey@hconecompanies.com	Addendum Notification
HCONE International IMPEX Inc	PA	Classification	2017-10-09 13:09:38	edkabutey@hconecompanies.com	Award Notification
HERTZ FURNITURE	NJ	Self Invited	2017-09-11 15:31:24	bids@hertzfurniture.com	Addendum Notification
HERTZ FURNITURE	NJ	Self Invited	2017-09-15 16:25:07	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-15 16:25:23	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-22 14:26:45	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-22 14:43:42	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-22 14:45:34	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-25 08:58:23	bids@hertzfurniture.com	Bid Answer
HERTZ FURNITURE	NJ	Self Invited	2017-09-27 13:08:14	bids@hertzfurniture.com	Addendum Notification
HERTZ FURNITURE	NJ	Self Invited	2017-09-29 10:36:38	bids@hertzfurniture.com	Addendum Notification
IBuy Office Supply	MN	Classification	2017-08-15 14:26:57	mlanders@ibuyofficesupply.com	Bid Notification
IBuy Office Supply	MN	Classification	2017-08-28 09:02:30	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-11 15:31:24	mlanders@ibuyofficesupply.com	Addendum Notification
IBuy Office Supply	MN	Classification	2017-09-15 16:25:07	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-15 16:25:23	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-22 14:26:45	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-22 14:43:42	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-22 14:45:34	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-25 08:58:23	mlanders@ibuyofficesupply.com	Bid Answer
IBuy Office Supply	MN	Classification	2017-09-27 13:08:14	mlanders@ibuyofficesupply.com	Addendum Notification
IBuy Office Supply	MN	Classification	2017-09-29 10:36:38	mlanders@ibuyofficesupply.com	Addendum Notification
Interior Concepts	MI	Classification	2017-08-15 14:26:57	interiorconcepts@ironfurnace.com	Bid Notification
Interiors By Guernsey	VA	Classification	2017-09-15 14:08:19	Lynn@InteriorsByGuernsey.com	Bid Notification
Interiors By Guernsey	VA	Classification	2017-09-15 16:25:07	Lynn@InteriorsByGuernsey.com	Bid Answer
Interiors By Guernsey	VA	Classification	2017-09-15 16:25:23	Lynn@InteriorsByGuernsey.com	Bid Answer
Interiors By Guernsey	VA	Classification	2017-09-22 14:26:45	Lynn@InteriorsByGuernsey.com	Bid Answer
Interiors By Guernsey	VA	Classification	2017-09-22 14:43:42	Lynn@InteriorsByGuernsey.com	Bid Answer
Interiors By Guernsey	VA	Classification	2017-09-22 14:45:34	Lynn@InteriorsByGuernsey.com	Bid Answer
Interiors By Guernsey	VA	Classification	2017-09-25 08:58:23	Lynn@InteriorsByGuernsey.com	Bid Answer

Interiors By Guernsey	VA	Classification	2017-09-27 13:08:14	Lynn@InteriorsByGuernsey.com	Addendum Notification
Interiors By Guernsey	VA	Classification	2017-09-29 10:36:38	Lynn@InteriorsByGuernsey.com	Addendum Notification
Interiors By Guernsey	VA	Classification	2017-10-09 13:09:38	Lynn@InteriorsByGuernsey.com	Award Notification
International Commerce and Marketing	WI	Classification	2017-08-15 14:26:57	melanief@postalproducts.com	Bid Notification
Jayhawk Plastics, Inc.	KS	Classification	2017-08-15 15:37:36	nickp@jayhawk.com	Bid Notification
Jonti-Craft	MN	Classification	2017-08-15 14:26:57	bids@jonti-craft.com	Bid Notification
Jonti-Craft	MN	Classification	2017-08-28 09:02:30	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-11 15:31:24	bids@jonti-craft.com	Addendum Notification
Jonti-Craft	MN	Classification	2017-09-15 16:25:07	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-15 16:25:23	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-22 14:26:45	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-22 14:43:42	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-22 14:45:34	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-25 08:58:23	bids@jonti-craft.com	Bid Answer
Jonti-Craft	MN	Classification	2017-09-27 13:08:14	bids@jonti-craft.com	Addendum Notification
Jonti-Craft	MN	Classification	2017-09-29 10:36:38	bids@jonti-craft.com	Addendum Notification
Kiltie Corporation	MN	Classification	2017-08-15 14:26:57	sreiter@designlinepg.com	Bid Notification
K-Log Inc	IL	Classification	2017-08-15 14:26:57	ebid@k-log.com	Bid Notification
K-Log Inc	IL	Classification	2017-08-28 09:02:29	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-11 15:31:24	ebid@k-log.com	Addendum Notification
K-Log Inc	IL	Classification	2017-09-15 16:25:07	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-15 16:25:23	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-22 14:26:45	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-22 14:43:42	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-22 14:45:34	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-25 08:58:23	ebid@k-log.com	Bid Answer
K-Log Inc	IL	Classification	2017-09-27 13:08:14	ebid@k-log.com	Addendum Notification
K-Log Inc	IL	Classification	2017-09-29 10:36:38	ebid@k-log.com	Addendum Notification
Kore Design, LLC	NY	Classification	2017-08-15 14:26:57	kore@ironfurnace.com	Bid Notification
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-08-15 14:26:57	BIDDEPT@LAKESHORELEARNING.COM	Bid Notification
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-08-28 09:02:30	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-11 15:31:24	BIDDEPT@LAKESHORELEARNING.COM	Addendum Notification
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-15 16:25:07	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-15 16:25:23	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-22 14:26:45	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-22 14:43:42	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-22 14:45:34	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-25 08:58:23	BIDDEPT@LAKESHORELEARNING.COM	Bid Answer
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-27 13:08:14	BIDDEPT@LAKESHORELEARNING.COM	Addendum Notification
LAKESHORE EQUIPMENT COMPANY	CA	Classification	2017-09-29 10:36:38	BIDDEPT@LAKESHORELEARNING.COM	Addendum Notification
MIDWEST SHOP SUPPLIES INC	IA	Classification	2017-08-15 14:26:57	AKENNEDY@MIDWESTTECHNOLOGY.COM	Bid Notification
MIEN Company	MI	Self Invited	2017-09-15 16:25:07	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-15 16:25:23	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-22 14:26:45	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-22 14:43:42	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-22 14:45:34	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-25 08:58:23	kdiaz@miencompany.com	Bid Answer
MIEN Company	MI	Self Invited	2017-09-27 13:08:14	kdiaz@miencompany.com	Addendum Notification
MIEN Company	MI	Self Invited	2017-09-29 10:36:38	kdiaz@miencompany.com	Addendum Notification
Modus Workshop, LLC	VA	Self Invited	2017-09-15 16:25:07	sales@modusworkshop.com	Bid Answer
Modus Workshop, LLC	VA	Self Invited	2017-09-15 16:25:23	sales@modusworkshop.com	Bid Answer
Modus Workshop, LLC	VA	Self Invited	2017-09-22 14:26:45	sales@modusworkshop.com	Bid Answer

Modus Workshop, LLC	VA	Self Invited	2017-09-22 14:43:42	sales@modusworkshop.com	Bid Answer
Modus Workshop, LLC	VA	Self Invited	2017-09-22 14:45:34	sales@modusworkshop.com	Bid Answer
Modus Workshop, LLC	VA	Self Invited	2017-09-25 08:58:23	sales@modusworkshop.com	Bid Answer
Modus Workshop, LLC	VA	Self Invited	2017-09-27 13:08:14	sales@modusworkshop.com	Addendum Notification
Modus Workshop, LLC	VA	Self Invited	2017-09-29 10:36:38	sales@modusworkshop.com	Addendum Notification
Moo	TX	Self Invited	2017-09-11 15:31:24	mkirk@moorecoinc.com	Addendum Notification
Moo	TX	Self Invited	2017-09-15 16:25:07	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-15 16:25:23	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-22 14:26:45	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-22 14:43:42	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-22 14:45:34	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-25 08:58:23	mkirk@moorecoinc.com	Bid Answer
Moo	TX	Self Invited	2017-09-27 13:08:14	mkirk@moorecoinc.com	Addendum Notification
Moo	TX	Self Invited	2017-09-29 10:36:38	mkirk@moorecoinc.com	Addendum Notification
Nasco	WI	Classification	2017-08-15 14:26:57	quotes@enasco.com	Bid Notification
Nasco	WI	Self Invited	2017-08-28 09:02:30	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-11 15:31:24	quotes@enasco.com	Addendum Notification
Nasco	WI	Self Invited	2017-09-15 16:25:07	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-15 16:25:23	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-22 14:26:45	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-22 14:43:42	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-22 14:45:34	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-25 08:58:23	quotes@enasco.com	Bid Answer
Nasco	WI	Self Invited	2017-09-27 13:08:14	quotes@enasco.com	Addendum Notification
Nasco	WI	Self Invited	2017-09-29 10:36:38	quotes@enasco.com	Addendum Notification
Nasco	WI	Self Invited	2017-10-09 13:09:38	quotes@enasco.com	Award Notification
National Business Furniture	TX	Classification	2017-09-22 07:41:22	teresad@nbf.com	Bid Notification
National Business Furniture	TX	Classification	2017-09-22 14:26:45	teresad@nbf.com	Bid Answer
National Business Furniture	TX	Classification	2017-09-22 14:43:41	teresad@nbf.com	Bid Answer
National Business Furniture	TX	Classification	2017-09-22 14:45:34	teresad@nbf.com	Bid Answer
National Business Furniture	TX	Classification	2017-09-25 08:58:22	teresad@nbf.com	Bid Answer
National Business Furniture	TX	Classification	2017-09-27 13:08:14	teresad@nbf.com	Addendum Notification
National Business Furniture	TX	Classification	2017-09-29 10:36:38	teresad@nbf.com	Addendum Notification
National Business Furniture	TX	Classification	2017-10-09 13:09:38	teresad@nbf.com	Award Notification
Norix Group, Inc.	IL	Classification	2017-08-15 14:26:57	joverstreet@norix.com	Bid Notification
Office Depot	CT	Classification	2017-08-15 14:26:57	diane.beliveau@officedepot.com	Bid Notification
Office Depot	CT	Classification	2017-08-28 09:02:30	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-11 15:31:24	diane.beliveau@officedepot.com	Addendum Notification
Office Depot	CT	Classification	2017-09-15 16:25:07	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-15 16:25:23	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-22 14:26:45	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-22 14:43:42	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-22 14:45:34	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-25 08:58:23	diane.beliveau@officedepot.com	Bid Answer
Office Depot	CT	Classification	2017-09-27 13:08:14	diane.beliveau@officedepot.com	Addendum Notification
Office Depot	CT	Classification	2017-09-29 10:36:38	diane.beliveau@officedepot.com	Addendum Notification
Office Furniture Center	FL	Self Invited	2017-08-28 09:02:30	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-11 15:31:24	Edwin@OFCTampa.com	Addendum Notification
Office Furniture Center	FL	Self Invited	2017-09-15 16:25:07	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-15 16:25:23	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-22 14:26:45	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-22 14:43:42	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-22 14:45:34	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-25 08:58:23	Edwin@OFCTampa.com	Bid Answer
Office Furniture Center	FL	Self Invited	2017-09-27 13:08:14	Edwin@OFCTampa.com	Addendum Notification
Office Furniture Center	FL	Self Invited	2017-09-29 10:36:38	Edwin@OFCTampa.com	Addendum Notification
Palmer Hamilton LLC	WI	Classification	2017-08-15 14:26:57	trsmith@palmerhamilton.com	Bid Notification
Palmer Hamilton LLC	WI	Classification	2017-08-28 09:02:30	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-11 15:31:24	trsmith@palmerhamilton.com	Addendum Notification
Palmer Hamilton LLC	WI	Classification	2017-09-15 16:25:07	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-15 16:25:23	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-22 14:26:45	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-22 14:43:42	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-22 14:45:34	trsmith@palmerhamilton.com	Bid Answer
Palmer Hamilton LLC	WI	Classification	2017-09-25 08:58:23	trsmith@palmerhamilton.com	Bid Answer

Palmer Hamilton LLC	WI	Classification	2017-09-27 13:08:14	trsmith@palmerhamilton.com	Addendum Notification
Palmer Hamilton LLC	WI	Classification	2017-09-29 10:36:38	trsmith@palmerhamilton.com	Addendum Notification
Palmer Hamilton, LLC	WI	Classification	2017-08-15 14:26:57	nfoster@palmerhamilton.com	Bid Notification
Palmer Hamilton, LLC	WI	Classification	2017-08-28 09:02:30	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-11 15:31:24	nfoster@palmerhamilton.com	Addendum Notification
Palmer Hamilton, LLC	WI	Classification	2017-09-15 16:25:07	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-15 16:25:23	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-22 14:26:45	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-22 14:43:42	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-22 14:45:34	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-25 08:58:23	nfoster@palmerhamilton.com	Bid Answer
Palmer Hamilton, LLC	WI	Classification	2017-09-27 13:08:14	nfoster@palmerhamilton.com	Addendum Notification
Palmer Hamilton, LLC	WI	Classification	2017-09-29 10:36:38	nfoster@palmerhamilton.com	Addendum Notification
Paragon Furniture, LP	TX	Classification	2017-08-15 14:26:57	paragon@ironfurnace.com	Bid Notification
Paragon Furniture, LP	TX	Classification	2017-08-28 09:02:30	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-11 15:31:24	paragon@ironfurnace.com	Addendum Notification
Paragon Furniture, LP	TX	Classification	2017-09-15 16:25:07	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-15 16:25:23	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-22 14:26:45	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-22 14:43:42	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-22 14:45:34	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-25 08:58:23	paragon@ironfurnace.com	Bid Answer
Paragon Furniture, LP	TX	Classification	2017-09-27 13:08:14	paragon@ironfurnace.com	Addendum Notification
Paragon Furniture, LP	TX	Classification	2017-09-29 10:36:38	paragon@ironfurnace.com	Addendum Notification
Park Warehouse	FL	Classification	2017-08-15 14:26:57	sales@parkwarehouse.com	Bid Notification
PC University Distributors, Inc.	NY	Self Invited	2017-09-11 15:31:24	gmm@pcuniversity.com	Addendum Notification
PC University Distributors, Inc.	NY	Self Invited	2017-09-15 16:25:07	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-15 16:25:23	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-22 14:26:45	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-22 14:43:42	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-22 14:45:34	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-25 08:58:23	gmm@pcuniversity.com	Bid Answer
PC University Distributors, Inc.	NY	Self Invited	2017-09-27 13:08:14	gmm@pcuniversity.com	Addendum Notification
PC University Distributors, Inc.	NY	Self Invited	2017-09-29 10:36:38	gmm@pcuniversity.com	Addendum Notification
Proto Productions, Inc.	IL	Self Invited	2017-09-11 15:31:24	steve@protoproductions.com	Addendum Notification
Proto Productions, Inc.	IL	Self Invited	2017-09-15 16:25:07	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-15 16:25:23	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-22 14:26:45	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-22 14:43:42	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-22 14:45:34	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-25 08:58:23	steve@protoproductions.com	Bid Answer
Proto Productions, Inc.	IL	Self Invited	2017-09-27 13:08:14	steve@protoproductions.com	Addendum Notification
Proto Productions, Inc.	IL	Self Invited	2017-09-29 10:36:38	steve@protoproductions.com	Addendum Notification
PS Furniture, Inc.	WI	Classification	2017-08-15 14:26:57	jvaughn@psfurniture.com	Bid Notification
REALLY GOOD STUFF	CT	Classification	2017-08-15 14:26:57	bidsupport@reallygoodstuff.com	Bid Notification
REALLY GOOD STUFF	CT	Classification	2017-09-15 16:25:07	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-15 16:25:23	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-22 14:26:45	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-22 14:43:42	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-22 14:45:34	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-25 08:58:23	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Classification	2017-09-27 13:08:14	bidsupport@reallygoodstuff.com	Addendum Notification
REALLY GOOD STUFF	CT	Classification	2017-09-29 10:36:38	bidsupport@reallygoodstuff.com	Addendum Notification
Recreonics, Inc.	KY	Classification	2017-08-15 14:26:57	aquatics@recreonics.com	Bid Notification
Recycled Office Environments Inc	WI	Classification	2017-08-15 14:26:57	colec@roefurniture.com	Bid Notification

RFID Library Solutions	MN	Classification	2017-08-15 14:26:57	info@rfidsl.com	Bid Notification
Russell Carroll Manufacturing, Inc.	NC	Classification	2017-08-15 14:26:57	russwood@ironfurnace.com	Bid Notification
Sam Anderson Pvt Ltd	AL	Self Invited	2017-08-28 09:02:30	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-11 15:31:24	mhc@mobiusservices.co.in	Addendum Notification
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-15 16:25:07	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-15 16:25:23	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-22 14:26:45	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-22 14:43:42	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-22 14:45:34	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-25 08:58:23	mhc@mobiusservices.co.in	Bid Answer
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-27 13:08:14	mhc@mobiusservices.co.in	Addendum Notification
Sam Anderson Pvt Ltd	AL	Self Invited	2017-09-29 10:36:38	mhc@mobiusservices.co.in	Addendum Notification
School Outfitters	OH	Self Invited	2017-08-28 09:02:30	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-11 15:31:24	contracts@schooloutfitters.com	Addendum Notification
School Outfitters	OH	Self Invited	2017-09-15 16:25:07	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-15 16:25:23	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-22 14:26:45	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-22 14:43:42	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-22 14:45:34	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-25 08:58:23	contracts@schooloutfitters.com	Bid Answer
School Outfitters	OH	Self Invited	2017-09-27 13:08:14	contracts@schooloutfitters.com	Addendum Notification
School Outfitters	OH	Self Invited	2017-09-29 10:36:38	contracts@schooloutfitters.com	Addendum Notification
School's In, LLC	OH	Classification	2017-08-15 14:26:57	schools@contracts123.com	Bid Notification
School Specialty	WI	Classification	2017-08-15 14:26:57	bidnotices@schoolspecialty.com	Bid Notification
School Specialty	WI	Classification	2017-09-11 15:31:24	bidnotices@schoolspecialty.com	Addendum Notification
School Specialty	WI	Classification	2017-09-15 16:25:07	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-15 16:25:23	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-22 14:26:45	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-22 14:43:42	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-22 14:45:34	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-25 08:58:23	bidnotices@schoolspecialty.com	Bid Answer
School Specialty	WI	Classification	2017-09-27 13:08:14	bidnotices@schoolspecialty.com	Addendum Notification
School Specialty	WI	Classification	2017-09-29 10:36:38	bidnotices@schoolspecialty.com	Addendum Notification
School Specialty	WI	Classification	2017-10-09 13:09:38	bidnotices@schoolspecialty.com	Award Notification
Seating Concepts, Inc.	IL	Classification	2017-08-15 14:26:57	tstjulien@seating-concepts.com	Bid Notification
Seating Concepts, Inc.	IL	Classification	2017-08-28 09:02:30	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-11 15:31:24	tstjulien@seating-concepts.com	Addendum Notification
Seating Concepts, Inc.	IL	Classification	2017-09-15 16:25:07	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-15 16:25:23	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-22 14:26:45	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-22 14:43:42	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-22 14:45:34	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-25 08:58:23	tstjulien@seating-concepts.com	Bid Answer
Seating Concepts, Inc.	IL	Classification	2017-09-27 13:08:14	tstjulien@seating-concepts.com	Addendum Notification
Seating Concepts, Inc.	IL	Classification	2017-09-29 10:36:38	tstjulien@seating-concepts.com	Addendum Notification
ShuttleSystem, LLC	OH	Classification	2017-08-15 14:26:57	shuttle@ironfurnace.com	Bid Notification
ShuttleSystem, LLC	OH	Classification	2017-09-29 10:36:38	shuttle@ironfurnace.com	Addendum Notification
SICO AMERICA INC	MN	Classification	2017-09-15 16:25:07	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-15 16:25:23	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-22 14:26:45	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-22 14:43:42	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-22 14:45:34	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-25 08:58:23	dreisetter@sicoinc.com	Bid Answer
SICO AMERICA INC	MN	Classification	2017-09-27 13:08:14	dreisetter@sicoinc.com	Addendum Notification
SICO AMERICA INC	MN	Classification	2017-09-29 10:36:38	dreisetter@sicoinc.com	Addendum Notification
SICO AMERICA INC	MN	Classification	2017-10-03 09:29:19	dreisetter@sicoinc.com	Bid Notification
SICO AMERICA INC	MN	Classification	2017-10-09 13:09:38	dreisetter@sicoinc.com	Award Notification
Spectrum Industries, Inc.	WI	Classification	2017-08-15 14:26:57	quotes@spectrumfurniture.com	Bid Notification
Sterling Computers Corporation	SD	Classification	2017-08-15 14:26:57	alex.delao@sterlingcomputers.com	Bid Notification
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-08-15 14:26:57	tpowell@teraconsultinginc.com	Bid Notification
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-11 15:31:24	tpowell@teraconsultinginc.com	Addendum Notification

Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-15 16:25:07	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-15 16:25:23	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-22 14:26:45	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-22 14:43:42	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-22 14:45:34	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-25 08:58:23	tpowell@teraconsultinginc.com	Bid Answer
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-27 13:08:14	tpowell@teraconsultinginc.com	Addendum Notification
Tera Consulting Inc./Tera Office Solutions	NY	Classification	2017-09-29 10:36:38	tpowell@teraconsultinginc.com	Addendum Notification
The Library Store, Inc.	IL	Classification	2017-08-15 14:26:57	supplybids@thelibrarystore.com	Bid Notification
The Library Store, Inc.	IL	Classification	2017-09-22 14:26:45	districtbids@thelibrarystore.com	Bid Answer
The Library Store, Inc.	IL	Classification	2017-09-22 14:43:42	districtbids@thelibrarystore.com	Bid Answer
The Library Store, Inc.	IL	Classification	2017-09-22 14:45:34	districtbids@thelibrarystore.com	Bid Answer
The Library Store, Inc.	IL	Classification	2017-09-25 08:58:23	districtbids@thelibrarystore.com	Bid Answer
The Library Store, Inc.	IL	Classification	2017-09-27 13:08:14	districtbids@thelibrarystore.com	Addendum Notification
The Library Store, Inc.	IL	Classification	2017-09-29 10:36:38	districtbids@thelibrarystore.com	Addendum Notification
The Prophet Corporation	MN	Classification	2017-10-02 16:29:05	bids@gophersport.com	Bid Notification
Trendway Corporation	MI	Classification	2017-08-28 09:02:30	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-08-28 09:14:45	pvanderhulst@trendway.com	Bid Notification
Trendway Corporation	MI	Classification	2017-09-11 15:31:24	mhinueber@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-09-11 15:31:24	pvanderhulst@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-09-11 15:45:48	mhinueber@trendway.com	Bid Notification
Trendway Corporation	MI	Classification	2017-09-15 16:25:07	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-15 16:25:07	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-15 16:25:23	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-15 16:25:23	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:26:45	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:26:45	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:43:42	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:43:42	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:45:34	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-22 14:45:34	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-25 08:58:23	mhinueber@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-25 08:58:23	pvanderhulst@trendway.com	Bid Answer
Trendway Corporation	MI	Classification	2017-09-27 13:08:14	mhinueber@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-09-27 13:08:14	pvanderhulst@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-09-29 10:36:38	mhinueber@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-09-29 10:36:38	pvanderhulst@trendway.com	Addendum Notification
Trendway Corporation	MI	Classification	2017-10-09 13:09:38	mhinueber@trendway.com	Award Notification
Trendway Corporation	MI	Classification	2017-10-09 13:09:38	pvanderhulst@trendway.com	Award Notification
Troxell Communications, Inc.	IA	Classification	2017-08-15 14:26:57	rita.bermudez@trox.com	Bid Notification
Troxell Communications, Inc.	IA	Classification	2017-08-28 09:02:30	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-11 15:31:24	rita.bermudez@trox.com	Addendum Notification
Troxell Communications, Inc.	IA	Classification	2017-09-15 16:25:07	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-15 16:25:23	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-22 14:26:45	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-22 14:43:42	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-22 14:45:34	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-25 08:58:23	rita.bermudez@trox.com	Bid Answer
Troxell Communications, Inc.	IA	Classification	2017-09-27 13:08:14	rita.bermudez@trox.com	Addendum Notification
Troxell Communications, Inc.	IA	Classification	2017-09-29 10:36:38	rita.bermudez@trox.com	Addendum Notification

United Group, Inc	IL	Classification	2017-08-15 14:26:57	bwickert@unitedgp.com	Bid Notification
Vendor Support Account	UT	Self Invited	2017-09-11 15:31:24	dtb221234@yahoo.com	Addendum Notification
Vendor Support Account	UT	Self Invited	2017-09-15 16:25:07	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-15 16:25:23	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-22 14:26:45	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-22 14:43:42	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-22 14:45:34	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-25 08:58:23	dtb221234@yahoo.com	Bid Answer
Vendor Support Account	UT	Self Invited	2017-09-27 13:08:14	dtb221234@yahoo.com	Addendum Notification
Vendor Support Account	UT	Self Invited	2017-09-29 10:36:38	dtb221234@yahoo.com	Addendum Notification
VIKING ACOUSTICAL CORPORATION	MN	Classification	2017-08-15 14:26:57	bstarkweather@vikingusa.com	Bid Notification
Virco Inc.	AR	Self Invited	2017-08-28 09:02:30	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-11 15:31:24	cms@virco.com	Addendum Notification
Virco Inc.	AR	Self Invited	2017-09-15 16:25:07	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-15 16:25:23	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-22 14:26:45	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-22 14:43:42	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-22 14:45:34	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-25 08:58:23	cms@virco.com	Bid Answer
Virco Inc.	AR	Self Invited	2017-09-27 13:08:14	cms@virco.com	Addendum Notification
Virco Inc.	AR	Self Invited	2017-09-29 10:36:38	cms@virco.com	Addendum Notification
WB Mason	PA	Self Invited	2017-08-28 09:02:30	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-11 15:31:24	victoria.bell@wbmason.com	Addendum Notification
WB Mason	PA	Self Invited	2017-09-15 16:25:07	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-15 16:25:23	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-22 14:26:45	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-22 14:43:42	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-22 14:45:34	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-25 08:58:23	victoria.bell@wbmason.com	Bid Answer
WB Mason	PA	Self Invited	2017-09-27 13:08:14	victoria.bell@wbmason.com	Addendum Notification
WB Mason	PA	Self Invited	2017-09-29 10:36:38	victoria.bell@wbmason.com	Addendum Notification
Whitney Bros. Co.	NH	Classification	2017-08-15 14:26:57	whitneybros@ironfurnace.com	Bid Notification
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-15 16:25:07	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-15 16:25:23	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-22 14:26:45	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-22 14:43:42	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-22 14:45:33	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-25 08:58:23	linda@facilitiesfurniture.com	Bid Answer
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-27 13:08:14	linda@facilitiesfurniture.com	Addendum Notification
Wholesale Distribution (THOSCO, Inc.)	MA	Self Invited	2017-09-29 10:36:38	linda@facilitiesfurniture.com	Addendum Notification
William Peterson / Associates	UT	Classification	2017-09-07 16:13:17	Bill@wppeterson.net	Bid Notification
William Peterson / Associates	UT	Classification	2017-09-11 15:31:24	Bill@wppeterson.net	Addendum Notification
William Peterson / Associates	UT	Classification	2017-09-15 16:25:07	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-15 16:25:23	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-22 14:26:45	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-22 14:43:42	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-22 14:45:34	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-25 08:58:23	Bill@wppeterson.net	Bid Answer
William Peterson / Associates	UT	Classification	2017-09-27 13:08:14	Bill@wppeterson.net	Addendum Notification
William Peterson / Associates	UT	Classification	2017-09-29 10:36:38	Bill@wppeterson.net	Addendum Notification
Xccent, Inc.	MN	Classification	2017-08-15 14:26:57	rfq@xccent.biz	Bid Notification

Access Report

Agency Association of Educational Purchasing Agencies
Bid Number 018-D
Bid Title Furniture

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response Date
Vendor Support Account	2017-08-29 01:06 PM CDT	2017-08-29 01:06 PM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
Charter Communications	2017-09-05 04:21 AM CDT	2017-09-05 04:21 AM CDT		
ACCO Brands USA LLC	2017-09-06 02:02 PM CDT	2017-09-13 08:04 AM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx	
Cooper's Office Supply, Inc.	2017-08-15 04:24 PM CDT	2017-09-29 01:19 PM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
William J. Funk Procurement Consulting Services	2017-09-13 09:48 AM CDT	2017-09-13 09:55 AM CDT		
DEMCO, Inc.	2017-08-15 04:09 PM CDT	2017-09-29 11:37 AM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx	
Martin Public, LLC	2017-08-30 01:25 PM CDT	2017-08-30 01:25 PM CDT		
K-Log Inc	2017-08-15 03:37 PM CDT	2017-09-27 04:21 PM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
The Library Store, Inc.	2017-09-06 01:40 PM CDT	2017-10-04 11:20 AM CDT	Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx	

Moo	2017-09-08 10:47 AM CDT	2017-09-08 10:56 AM CDT	<p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>
ELB US Inc	2017-09-01 04:19 PM CDT	2017-09-11 06:19 PM CDT	<p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>
AFP INDUSTRIES, INC.	2017-09-28 02:45 AM CDT	2017-09-28 02:45 AM CDT	
Allied Construction Industries	2017-09-08 12:22 PM CDT	2017-10-09 12:57 PM CDT	<p>AEPA 018-D Furniture - Conference Call Recording.wav</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>

Troxell Communications, Inc.	2017-08-15 03:27 PM CDT	2017-10-04 05:41 PM CDT	Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx AEPA_Vendor_Quarterly_Report_Template (1).pdf Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf
The Education Cooperative	2017-09-12 02:29 PM CDT	2017-09-13 07:32 AM CDT	
Ball Office Products, LLC	2017-09-15 09:44 AM CDT	2017-09-15 09:44 AM CDT	
Trendway Corporation	2017-08-25 08:26 AM CDT	2017-08-28 09:02 AM CDT	Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf
Oakland Schools	2017-08-31 01:08 PM CDT	2017-08-31 01:08 PM CDT	
Sam Anderson Pvt Ltd	2017-08-16 12:16 AM CDT	2017-10-08 07:13 PM CDT	AEPA_Vendor_Quarterly_Report_Template (1).pdf Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf AEPA 018-D Furniture - Conference Call Recording.wav Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf
IBuy Office Supply	2017-08-15 03:31 PM CDT	2017-08-15 03:32 PM CDT	Part B Specifications - AEPA IFB 018-D Furniture (002).pdf

HCONE International IMPEX Inc	2017-09-07 08:10 AM CDT	2017-10-09 11:03 AM CDT	Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL_Amended 9.27.17.pdf Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx	2017-10-09 11:02 AM CDT
Classroom Outfitters, LLC	2017-09-06 12:27 PM CDT	2017-09-06 12:27 PM CDT		
REALLY GOOD STUFF	2017-09-14 07:30 AM CDT	2017-09-25 08:32 AM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx	
Global	2017-08-16 08:18 AM CDT	2017-09-12 08:43 AM CDT	Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx	
SHI International	2017-09-07 11:04 AM CDT	2017-09-07 11:04 AM CDT		
Trendway Corporation	2017-09-11 03:17 PM CDT	2017-10-09 11:18 AM CDT	Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL_Amended 9.27.17.pdf AEPA 018-D Furniture - Conference Call Recording.wav Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx AEPA_Vendor_Quarterly_Report_Template (1).pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL_Amended 9.11.17.pdf	2017-10-09 11:17 AM CDT
FLORIDA RESEARCH	2017-08-24 01:52 PM CDT	2017-08-24 01:52 PM CDT		
Kiltie Corporation	2017-08-15 10:56 PM CDT	2017-08-15 10:56 PM CDT		
Palmer Hamilton LLC	2017-08-15 03:28 PM CDT	2017-08-15 03:31 PM CDT	Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
Interiors By Guernsey	2017-09-15 07:56 AM CDT	2017-09-15 02:33 PM CDT	Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf	

Jonti-Craft	2017-08-15 04:15 PM CDT	2017-09-29 11:52 AM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
School Specialty	2017-08-16 10:23 AM CDT	2017-10-09 02:11 PM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	2017-10-09 07:49 AM CDT
North America Procurement Council	2017-09-22 08:32 PM CDT	2017-09-22 08:32 PM CDT		
Modus Workshop, LLC	2017-09-15 02:21 PM CDT	2017-09-29 11:56 AM CDT	Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf	
LAKESHORE EQUIPMENT COMPANY	2017-08-15 03:39 PM CDT	2017-09-28 10:11 AM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx AEPA_Vendor_Quarterly_Report_Template (1).pdf	
HERTZ FURNITURE	2017-08-28 11:22 AM CDT	2017-08-28 11:51 AM CDT	Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
Troxell Communications, Inc.	2017-10-06 10:23 AM CDT	2017-10-06 10:33 AM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx	

MIEN Company	2017-09-15 02:55 PM CDT	2017-09-15 02:55 PM CDT	Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
Florida Bid Reporting	2017-08-26 02:07 PM CDT	2017-08-26 02:08 PM CDT		
Allied Trade Group	2017-09-14 12:32 PM CDT	2017-10-03 10:42 AM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx AEPA 018-D Furniture - Conference Call Recording.wav Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf	
Recreonics, Inc.	2017-08-15 03:45 PM CDT	2017-08-15 03:45 PM CDT		
William Peterson / Associates	2017-09-07 03:23 PM CDT	2017-09-07 04:38 PM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
Worldwide Technologies	2017-08-28 10:56 PM CDT	2017-08-28 10:56 PM CDT		
Office Depot	2017-08-16 04:59 AM CDT	2017-08-16 05:00 AM CDT	Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx	
School Outfitters	2017-08-16 12:37 PM CDT	2017-09-12 07:35 AM CDT	Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
SupplySource DC LLC	2017-09-21 03:33 PM CDT	2017-09-21 03:33 PM CDT		
Dodge Data & Analytics	2017-09-29 09:26 AM CDT	2017-09-29 09:32 AM CDT		
SICO AMERICA INC	2017-09-14 08:52 AM CDT	2017-10-09 02:31 PM CDT	Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf AEPA 018-D Furniture - Conference Call Recording.wav Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	2017-10-06 08:13 AM CDT
PC University Distributors, Inc.	2017-09-01 08:24 AM CDT	2017-09-01 08:39 AM CDT	AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	
AEPA PAEC	2017-09-12 02:35 PM CDT	2017-09-12 02:35 PM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture.pdf	

Proto Productions, Inc.	2017-09-11 03:37 PM CDT	2017-09-11 03:38 PM CDT	Part B Specifications - AEPA IFB 018-D Furniture (002).pdf
Nasco	2017-08-15 03:58 PM CDT	2017-09-25 07:32 AM CDT	Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf
School's In, LLC	2017-08-31 10:33 AM CDT	2017-09-25 06:57 AM CDT	
Palmer Hamilton, LLC	2017-08-16 04:32 PM CDT	2017-08-16 05:00 PM CDT	Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx AEPA_Vendor_Quarterly_Report_Template (1).pdf
WB Mason	2017-08-24 10:10 AM CDT	2017-08-24 10:14 AM CDT	AEPA_Vendor_Quarterly_Report_Template (1).pdf Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part B Specifications - AEPA IFB 018-D Furniture (002).pdf
Wholesale Distribution (THOSCO, Inc.)	2017-09-13 01:36 PM CDT	2017-09-14 10:57 AM CDT	Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf
Howard Industries, Inc.	2017-08-30 09:57 AM CDT	2017-08-30 10:05 AM CDT	
ShuttleSystem, LLC	2017-09-25 07:20 AM CDT	2017-09-29 12:38 PM CDT	Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf
Agati, Inc.	2017-09-15 09:32 AM CDT	2017-09-29 11:37 AM CDT	Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf AEPA_Vendor_Quarterly_Report_Template (1).pdf Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part A - Terms and Conditions - AEPA 018-D Furniture.pdf Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf

National Business Furniture	2017-09-22 07:57 AM CDT	2017-10-05 10:21 AM CDT	<p>AEPA 018-D Furniture - Conference Call Recording.wav</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>	2017-10-05 10:11 AM CDT
Garden State Office Systems & Equipment, Inc.	2017-08-25 10:37 AM CDT	2017-08-25 10:53 AM CDT	<p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>	
Seating Concepts, Inc.	2017-08-15 04:00 PM CDT	2017-09-25 10:12 AM CDT	Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
Biofit Engineered Products	2017-09-26 04:08 PM CDT	2017-10-08 06:57 PM CDT	<p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.27.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018 - FINAL_Amended 9.11.17.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>	2017-10-08 06:57 PM CDT
Brite Visual Products, Inc.	2017-08-16 01:48 PM CDT	2017-08-16 01:50 PM CDT	Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
Food Services of America	2017-08-23 08:24 AM CDT	2017-08-23 08:24 AM CDT		

Builders Exchange	2017-08-29 01:38 PM CDT	2017-10-03 10:49 AM CDT	<p>AEPA 018-D Furniture - Conference Call Recording.wav</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.pdf</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.pdf</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture_Amended 9.27.17.pdf</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL_Amended 9.27.17.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture_Amended 9.27.17.pdf</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.pdf</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL_Amended 9.11.17.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.pdf</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture_Amended 9.11.2017.pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.pdf</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.pdf</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.pdf</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.pdf</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.pdf</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.pdf</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.pdf</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.pdf</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.pdf</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-</p>
McGraw-Hill Construction DODGE/McGraw-HillFinancial	2017-09-29 01:23 PM CDT	2017-09-29 01:23 PM CDT	
Office Furniture Center	2017-08-25 12:49 PM CDT	2017-08-29 10:29 AM CDT	<p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p>
Paragon Furniture, LP	2017-08-15 03:29 PM CDT	2017-08-21 09:12 AM CDT	<p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>
Virco Inc.	2017-08-25 12:12 PM CDT	2017-09-12 07:32 AM CDT	<p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>
Global Industries, Inc.	2017-09-08 10:06 AM CDT	2017-09-08 10:17 AM CDT	<p>AEPA_Vendor_Quarterly_Report_Template (1).pdf</p> <p>Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx</p> <p>Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx</p> <p>Form E - Discount & Pricing Schedule - AEPA IFB 018-D Furniture.docx</p> <p>Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx</p> <p>Form C - Company Info. and Service Questionnaire - AEPA IFB 018-D Furniture.docx</p> <p>Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx</p> <p>Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx</p> <p>Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx</p> <p>Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf</p> <p>Part B Specifications - AEPA IFB 018-D Furniture (002).pdf</p> <p>Part A - Terms and Conditions - AEPA 018-D Furniture.pdf</p>

Foliot Furniture Pacific Inc.	2017-09-11 09:53 AM CDT	2017-09-18 07:33 AM CDT	AEPA_Vendor_Quarterly_Report_Template (1).pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture_Amended 9.11.17.xlsx Form D - Exceptions and Deviations - AEPA IFB 018-D Furniture.docx Bid Proposal Checklist - AEPA IFB 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture_Amended 9.11.17.pdf Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx Form A - Bid Affidavit - AEPA IFB 018-D Furniture.docx Part C - Member Agency (State) Terms and Conditions - AEPA IFB 018-FINAL.compressed.pdf Form B - Acceptance of Bid & Contract Award - AEPA IFB 018-D Furniture.docx Uniform EDGAR Compliance Certification - AEPA 018-D Furniture.docx Part B Specifications - AEPA IFB 018-D Furniture (002).pdf	
Hertz Furniture	2017-09-12 08:33 AM CDT	2017-09-25 09:00 AM CDT		
Tera Consulting Inc./Tera Office Solutions	2017-09-05 07:56 PM CDT	2017-09-05 07:58 PM CDT	Form F - Discount and Pricing Workbook AEPA IFB 018-D Furniture.xlsx	

AEPA 018 - Bid Opening Tabulation 10-9-2017

	Bid Proposal Checklist	Form A - Bid Affidavit	Form B - Acceptance of Bid & Contract Award	Form C - Company Info & Service Questionnaire	Form D - Exceptions & Deviations	Form E - Discount & Pricing Schedules	Form F - Discount & Pricing Workbook	Form G - Marketbaskets (if applicable)	Uniform Guidance "EDGAR" Certification	Warranties, Additional Services (Optional)	Additional Discounts (Optional)	Letter of Credit/Annual Report	State Specific Required Forms	Responsive
Responding Company Names	Complete: Y or N	Signature and notarization	Signature required	Signature required	Signature required	Signature required	Required Complete: Y or N	Required Complete: Y or N	Signature Required					
018-A Technology Catalog														
Camcor	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
CDWG	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
JourneyEd	Y	Y	Y	Y	N	Y	Y	Y	N			Y		N
MNJ	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
SHI	Y	Y	Y	Y	Y	Y	Y	Y	Y			N		N
TriState Camera	N	N	N	N	N	N	N	N	N			N		N
Zones	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y

018-B LED Lighting														
Facility Solutions Group	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y

018-C Athletic Equipment & Supplies														
Kranos	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
Partac Peat Corp	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
Riddell	Y	Y	Y	Y	N	N	N	Y	Y			N		N
School Health Corp	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y

018-D Furniture														
Biofit Engineered Products	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
HCONe International	Y	Y	Y	Y	Y	Y	Y	Y	Y			N		N
National Business Furniture	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
School Specialties	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
SICO	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y		Y
Trendway Corporation	Y	Y	Y	Y	Y	N	N	Y	Y			Y		N

018-E MRO														
Airgas	N	N	N	N	N	N	N	N	N			N		N

AEPA IFB #018-D Furniture Bid Proposal Checklist

Bidder Name: Biofit Engineered Products
Name of Authorized Representative: Daryl Hensley
Office Address: P.O. Box 109, Waterville OH 43566-0109
Time Zone: **Eastern** **Central** **Mountain** **Pacific**
Telephone: 800-597-0246 **Fax:** 419-823-1342
Email: Daryl.Hensley@biofit.com **Website:** biofit.com

Instructions: Please complete the checklist below, confirming that the following documents have been uploaded to Public Purchase, in their ***individual required format***, by the due date and time listed for this IFB. ***Submission as one merged document will result as being marked non-responsive and will not considered.*** Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the deadline.

"X"	Document Title, Uploaded to Public Purchase <i>(Bidder must submit forms in the required title/format)</i>	Format of Uploaded Document	Notes
X	Bid Proposal Checklist – Name of Bidding Company	Scanned PDF	
X	Form A – Bid Affidavit – Name of Bidding Company	Scanned PDF	Signature and notarization required
X	Form B – Acceptance of Bid & Contract Award – Name of Bidding Company	Scanned PDF	Signature required
X	Form C – Company Information and Service Questionnaire – Name of Bidding Company	Scanned PDF	Signature required
X	Form D – Exceptions and Deviations – Name of Bidding Company	Scanned PDF	Signature required
X	Form E – Discount & Pricing Schedules – Name of Bidder	Scanned PDF	Signature required
X	Form F – Discount & Pricing Schedules Workbook – Name of Bidder	Excel Workbook	Cannot be password protected
X	Uniform Guidance “EDGAR” Certification	Scanned PDF	Signature required
X	Warranties, Additional Services – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
X	Additional Discounts – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
X	Letter of Line of Credit and/or Annual Report – Name of Bidding Company	Submit as PDF	Not provided by AEPA, Bidder Created
X	State Specific Required Forms – Name of Bidding Company	Scanned PDF	**See Appendix in Part C for State Specific Forms (submit with response)

**AEPA IFB #018-D Furniture
Form A - Bid Affidavit**

Name of Bidder: Biofit Engineered Products

Instructions: This form must be signed by the Bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If awarded, the Bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the **Member Agency**, or any employee thereof, or any person, firm or corporation under contract with the **Member Agency** whereby the bidder, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of **Member Agency**, **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Forms B, C, D and E of these bid forms.

Daryl Hensley
Authorized Representative (Please print or type)

P.O. Box 109
Mailing Address

Regional Manager
Title (Please print or type)

Waterville, OH 43566-0109
City, State, Zip


Signature of Authorized Representative

10/4/2017 800-597-0246
Date Phone

Subscribed and sworn to before me this 4th day of October, 2017

Notary Public in and for County of Wood State of Ohio

My commission expires: Signature: Elizabeth J. Smerder
02/01/2022

**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: Biofit Engineered Products

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.


PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Biofit Engineered Products Date 10/4/2017

Company Address P.O. Box 109 City Waterville State OH Zip 43566-0109

Contact Person Daryl Hensley Title Regional Manager

Authorized Signature  Title Regional Manager

Email Address daryl.hensley@biofit.com Phone 800-597-0246

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form C – Company Information & Service Questionnaire**

Name of Bidder: **Biofit Engineered Products** _____

Company Information

Company Name Biofit Engineered Products _____ Website Biofit.com _____

Company Address P.O. Box 109 _____

City Waterville _____ State: OH _____ Zip 43566-109 _____

Contact Person Daryl Hensley _____ Title Regional Manager _____

Contact Phone 800-597-0246 _____ Contact Email daryl.hensley@biofit.com _____

Background

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a: ___ public company privately owned company.

In what year was this business started under its present name? December 30, 1992

Under what other or former name(s) has your business operated? _____

Is this business a corporation? No _____ Yes. If Yes, please complete the following:

Date of incorporation: _____ State of incorporation: _____

Name of President: _____

Name(s) of Vice President(s): _____

Name of Secretary: _____

Name of Treasurer: _____

Is this business a partnership? _____ No Yes. If yes, please complete the following:

Date of organization: December 30, 1992 _____ State founded: Delaware _____

Type of partnership, if applicable: Limited

Name(s) of general partner(s): BioFit Engineered Products, Inc. _____

Is this organization individually owned? No _____ Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. No Yes.

If Yes, describe the company's format, year and state of origin, and names and titles of the principals. _____

Company Headquarter Location

Company Address 15500 BioFit Way _____

City Bowling Green _____ State Ohio _____ Zip 43402 _____

Main Phone Number (419) 823-1089 _____ How long at this address? 24 years _____

Company Branch Locations

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

If more branch locations, insert information here or add another sheet with above information.

Sales History

Provide your company's annual sales for 2014, 2015, 2016 YTD in the United States by the various public segments:

	2014	2015	2016 YTD
K-12 (public & private), Educational Service Agencies	\$1.9 Million	\$2.14 Million	\$2.2 Million
Higher Education Institutions	\$1.4 Million	\$845 Thousand	\$1.8 Million
Counties, Cities, Townships, Villages			
States			
Other Public Sector & Non-profits	\$150 Thousand	\$160 Thousand	\$161 Thousand
Private Sector	\$9.7 Million	\$11.5 Million	\$9.4 Million
Total	\$13.3 Million	\$14.6 Million	\$13.6 Million

Work Force

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Liz Sworden	Contract Administrator	800-597-0246	Liz.sworden@bifit.com
Sales Manager	Rusty Benschoter	National Sales Mgr.	800-597-0246	Rusty.benschoter@biofit.com
Customer & Support Manager	Sandra Metzger	Customer Service Mgr.	800-597-0246	Sandra.metzger@biofit.com
Distributors, Dealers, Installers, Sales Reps	Rusty Benschoter	National Sales Mgr.	800-597-0246	Rusty.Benschoter@biofit.com
Consultants & Trainers	Mike Moulton	Principal Moulton & Associates	419.787.7242	mike@moultonassociates.com
Technical, Maintenance & Support Services	Randy Baldwin	Quality Control Mgr.	800-597-0246	Randy.Baldwin@biofit.com
Quotes, Invoicing & Payments	Julie Heuerman	Accounting Mgr.	800-597-0246	Julie.Heuerman@biofit.com
Warranty & After the Sale	Tim Evans	Warranty & Returns Mgr.	800-597-0246	Tim.evans@biofit.com
Financial Manager	Jim Connell	Chief Financial Officer	800-597-0246	jim.Connell@biofit.com

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
See Master Dealer List Excel Sheet		

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
See Master Dealer List Excel Sheet		

Marketing

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the Email column.)*

Name	Title	Phone	Email
LouAnn Evans	Marketing Director	800-597-0246	LouAnn.Evans@biofit.com
Mike Moulton	Marketing Mgr.	800-597-0246	

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2016-2017 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited.
 NEOCON, PittCon, numerous state ASBO and NSBA conferences.

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid. Website listing of the contract. Trade Show Signage referencing the contract. Biofit News Letter that goes out to over 750+ dealers nationwide and more than 3000 Architects & Interior Designers. Participation in State School Board and State School Business Officials shows. Several of our dealers (Staples Business, Grainger, Global) have many locations not listed on our sheet. We only listed those locations we invoice

4. **Sales Training:** Explain how your company will educate your sales staff on the AEPA contract including timing, methods, etc. We do quarterly sales training for our reps out in the field and individual training of our HQ office. We take them through the contract details _____

Environmental Initiatives

1. Describe how your products and/or services support environmental goals. _____
Our products are Greenguard Certified. Specifiers of any BioFit seating or table products for use in commercial interiors are now eligible to receive credit under the U.S. Green Building Council’s (USGBC) Leadership in Energy and Environmental Design (LEED) program. Our full line of seating products is compliant with indoor air quality requirements in accordance with ANSI/ BIFMA protocol M7.1-2011, and subsequently, also rated compliant with USGBC standard LEED CI EQ Credit 4.5, Low Emitting Material, Systems Furniture and Seating, Option C. Additionally, all four of our table lines are GREENGUARD Gold certified by Underwriters Laboratories for low emission of volatile organic compounds as a result of passing rigorous testing, allowing specifiers of our tables to qualify for LEED program credits. Voluntarily undergoing and meeting rigid indoor air quality testing standards such as these reinforces BioFit’s commitment to protecting the wellbeing of the environment as well as our end-use customers.____

2. Describe the company’s “green” objectives (i.e. LEED, reducing footprint, etc.). _____
See above & Biofit Environment Statement attached

Independent Subcontractors, Distributors, Installers, etc.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered: See Master Dealer List Excel Sheet

1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services. We only sell through 750+ independent dealers. They perform our service work and the customer can choose from the list of

vendors that they are familiar with and customers can ask that we approve their preferred dealer. ALL dealers must be credit approved and licensed in the state they are located to do business and collect sales tax.

2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

Disclosures

1. Letter of Line of Credit or Annual Financial Report (REQUIRED): Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2014, 2015 and 2016). This letter should state the line of credit as a range (ie. "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. Legal: Does this business have actions currently filed against it? No Yes.

If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your company's ten largest public agency customers:

Agency	Name	Title	Phone Number	Email
1. General Services Administration	Stanley G. Hutchinson	Contracting Officer	703-605-9228	stan.hutchinson@gsa.gov
2. New York State Contract	Christen C. Hall	Contract Management Specialist	(518) 486-1900	Christen.Hall@ogs.ny.gov
3. Florida State Contract	Cindy Newsome	Contract Manager	850-921-0030	Cindy.Newsome@dms.myflorida.com
4. State of Colorado	Mary Ann Shaw	Purchasing Agent	719-269-4054	maryann.shaw@state.co.us
5. Purdue University	Pam Burns	Purchasing Agent	765-494-7272	psburns@purdue.edu
6.				
7.				
8.				
9.				
10.				

Service Questionnaire

Respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. The scanned PDF file must be uploaded to Public Purchase with the Bidder's proposal. As part of evaluating the Bidder's qualifications, the

following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. **Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.**

AEPA Member States	Participating in this bid category?	Has the bidding company sold products/services in these states for the past three (3) years?	If awarded, which states does the bidding company propose to sell in?	Indicate which states the bidding company has sales reps, distributors or dealers in.
California		Yes	X	X
Colorado	Yes	Yes	X	X
Connecticut	Yes	Yes	X	X
Florida	Yes	Yes	X	X
Indiana	Yes	Yes	X	X
Iowa	Yes	Yes	X	X
Kansas	Yes	Yes	X	X
Kentucky	Yes	Yes	X	X
Massachusetts	Yes	Yes	X	X
Michigan		Yes	X	X
Minnesota	Yes	Yes	X	X
Missouri		Yes	X	X
Montana	Yes	Yes	X	X
Nebraska	Yes	Yes	X	X
New Jersey	Yes	Yes	X	X
New Mexico	Yes	Yes	X	X
North Dakota	Yes	Yes	X	X
Ohio	Yes	Yes	X	X
Oregon		Yes	X	X
Pennsylvania	Yes	Yes	X	X
Texas	Yes	Yes	X	X
Virginia		Yes	X	X
Washington	No	Yes	X	X
West Virginia	Yes	Yes	X	X
Wisconsin		Yes	X	X
Wyoming	Yes	Yes	X	X

2. **e-Commerce:** Does this company have an e-commerce website? _____ Yes No

If Yes, what is the website? _____

3. **Customer and Support Service:**

- a. Does this company have online customer support options? Yes _____ No
- b. Does this company have a toll-free customer support phone option? Yes _____ No
- c. Does this company offer local customer and support service options? Yes _____ No
- d. Describe the type, level, availability and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation. Our HQ office have the ability to handle all customer support options and our 750+ local distributors also provide services as well. Our HQ is open from 8:00 AM to 5:00 PM Monday through Friday and our local distributors have varying operations hours

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

Yes No

If **Yes**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

We do hands on training with live products at the customers location and we also do training at many of our dealer showrooms that have product for review on the showroom floor

5. **Pricing:**

- a. Is your pricing methodology guaranteed for the term of the contract? Yes No
- b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A? Yes No
- c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A? Yes No
- d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A? Yes No

6. **Competitiveness:** In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume?

Yes No

Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB.

Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

Pricing is LESS THAN individual customer and/or cooperatives. Lower by 5 %

7. **Cooperative Contracts:** Does your company currently have contracts with other cooperatives (local, regional, state, national)? Yes No

If Yes, identify which cooperative and the respective expiration date(s). _____

If Yes, and your company is awarded an AEPA contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? AEPA _____

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
X	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.
	The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling: Orders that are \$50.00 or more shall include free shipping and handling.** What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than \$50.00? \$ 10 per carton

10. **Product Returns:** Does your company have a return policy? Yes No

If Yes, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). 15% for supplies and 25% for restocking of equipment

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? Yes No

If Yes, what is the discount? 1/2 % 20 Net 30

12. **Leasing:** Do you offer leasing arrangements under this bid? Yes No

If Yes, remember to indicate the rate factor and other cost factors on Form G - Discount & Pricing Schedules Workbook.

Commented [k1]: is not form G ???where would this be stated

Commented [LT2]: Remove

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Responsibilities of an AEPA Vendor Partner	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	X	
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	X	
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	X	
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	X	
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.	X	
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	X	
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	X	

8. Attend two (2) AEPA meetings each year (see page 9 in Part A)	X	
9. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	X	
10. Increase sales over the term of the contract with all participating AEPA Member Agencies.	X	

Signature 

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture Form D – Exceptions and Deviations

Name of Bidder: Biofit Engineered Products

Exceptions

Instructions:

1. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
2. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

X	No , this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
	Yes , this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

7. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
8. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
9. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
10. Scan this form plus any attachments into a single PDF document.
11. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
12. Deviations to local, state or federal laws cannot be accepted under this bid.

X	No , this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B of this IFB.
	Yes , this bidder has the following deviations to the specifications listed in Part B of this IFB.

Outline Number Part B	Specification (describe)	Details of Deviation



Signature _____

**Must be same authorized signature that appears on Form A - Bid Affidavit and Form B - Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture Form E – Discount & Pricing Schedule

Name of Bidder: Biofit Engineered Products

Instructions: *Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)*

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).

F.2 – Soft Seating: A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.

F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.

F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).

F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.

F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.

F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.

F.8 – Library/Media Center: A catalog selection.

F.9 – Auditorium/Theater Fixed Seating: A catalog selection.

F.10 – Other.

F.11 – Additional Services: Any design and layout, interior designer services or other related services.

F.12 – Delivery: Associated costs for delivery and installation and any additional supplemental charges.

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created): Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature 

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture
Uniform Guidance “EDGAR” Certification
2 CFR Part 200

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

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

1. Violation of Contract Terms and Conditions

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

2. Termination for Cause of Convenience

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

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

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

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 and vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

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

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act

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

6. Right to Inventions Made Under a Contract or Agreement

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

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

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

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

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

12. General Compliance with Participating Agencies

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

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

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Biofit Engineered Products

Name of Company



Signature of Authorized Personnel

Daryl Hensley

Printed Name

10/4/2017

Date

BioFit's 13 Year Warranty **on** **Seating, Tables and Multipurpose Carts**

BioFit's furniture products are warranted against mechanical or structural failure due to defective material or workmanship for 13 years of normal, multi-shift use. Pneumatic cylinders are covered for the functional lifetime of the chair or stool.

BioFit reserves the right to recondition or replace any units covered by this warranty. Freight and any other consequential damages are not covered. All return shipments require written authorization and must be freight prepaid unless otherwise approved in writing. COM (Customer's Own Material) upholstery materials are not covered.

BioFit takes its warranty, repair and maintenance responsibilities very seriously. Efforts by unqualified personnel to perform repairs on BioFit products can result in dangerous conditions which can lead to serious bodily injury. Any attempt to modify, alter or make unauthorized repairs to BioFit products may not only seriously jeopardize the safety of the user, but will void this warranty in every respect.

www.BIOFIT.com
800-597-0246





October 7, 2017

To: AEPA IFB #018-D Furniture

BioFit Engineered Products, LP does not have a line of credit with a financial institution. We are a privately held company and we do not have any 3rd party debt. Once in the past two years, we've needed to borrow money from our ownership and it was returned before the end of the following month.

Since we do not have a line of credit with a financial institution, enclosed you will find our financial statements. Provided is our balance sheet as of September 30, 2017 as well as our income statement for 2014, 2015, 2016, and year-to-date 2017.

On the balance sheet, you will notice two large liabilities; checks held and mortgage payable. The checks held account are dividend payments accrued but have not been made. Our property was purchased by another company managed by our ownership. The mortgage payable therefore is due to a related party.

On the income statement, there are two items worth noting. In February 2016, we implemented a new Enterprise Resource Planning system at BioFit and it had a significant impact on our business for the first nine months. Not only did this result in reduced sales, but it also resulted in added expenses. So, 2016 was an abnormal year for BioFit.

The other item that worth noting are two accounts, Equipment Lease and Building Lease. These are dividend payments to ownership that are expensed and accrued each month. For our internal reporting, we remove these two accounts to evaluate our true operating results. As you can see, when those lines are removed, our financial position is vastly improved.

Hopefully this information will suffice as we do not have any 3rd party debt. As you can see from the information provided, BioFit Engineered Products is a financially stable company.

Kind regards,

Jim Connell
Controller
BioFit Engineered Products, LP

P.O. Box 109 Waterville, Ohio 43566-0109 U.S.A.

800-597-0246

(419) 823-1089

email: biofit@biofit.com

Fax (419) 823-1342

www.biofit.com



BioFit Engineered Products
15500 Bio Fit Way
Bowling Green, OH 43402
Tel (419) 823-1089
Fax (419)823-1342

BioFit Balance Sheet

Description	Actual Sep2017
Assets	4,922,034
Current Assets	4,206,673
Cash	230,202
Accounts Receivable	1,865,423
Reserve for doubtful accts.	<u>(38,104)</u>
Net Accounts Receivable	1,827,319
Inventory	2,135,833
Prepaid Expenses	<u>13,319</u>
Total Current Assets	4,206,673
Long Term Assets	715,361
Fixed Assets	1,024,864
Accumulated Depreciation	<u>(370,487)</u>
Net Fixed Assets	654,377
Other Long Term Assets	<u>60,984</u>
Total Long Term Assets	715,361
Total Assets	4,922,034
Liabilities	7,885,443
Current Liabilities	6,325,943
Accounts Payable	722,390
Checks Held	4,704,014
Accrued Compensation	284,419
Accrued Taxes	24,464
Other Accrued	<u>590,656</u>
Total Current Liabilities	6,325,943
Long Term Liabilities	1,559,500
Mortgage Payable	1,559,500
Equity	(2,963,409)
Partnership Equity	(2,538,924)
Current Year Net Income/(Loss)	<u>(424,485)</u>
Total Partnership Equity	(2,963,409)
Total Liability and Equity	4,922,034



BioFit Engineered Products
 15500 Bio Fit Way
 Bowling Green, OH 43402
 Tel (419) 823-1089
 Fax (419)823-1342

BioFit Income Statement

Description	YTD			
	2017	2016	2015	2014
Revenue				
Gross Sales	11,671,029	13,440,162	14,542,363	12,625,210
Returns & Allowances	(57,761)	(49,008)	(75,053)	(136,197)
Rebates	(293,272)	(386,182)	(306,879)	(250,864)
FOB Delivered Freight	(464,881)	(558,686)	(494,798)	(404,664)
Discounts Granted	(64,562)	(85,724)	(79,970)	(69,834)
Net Sales	10,790,572	12,360,563	13,585,663	11,763,651
Expenses				
Product Costs	11,215,057	13,878,518	13,888,613	11,842,794
Product Costs	7,706,737	8,732,403	9,291,428	7,812,197
Direct Material @ STD	4,238,993	4,814,375	5,567,545	4,817,467
Direct Labor @ STD	752,045	781,851	667,884	565,074
TMOH Expense @ STD	2,715,699	3,136,177	3,055,999	2,429,656
Cost of Goods Sold @ Standard	7,706,737	8,732,403	9,291,428	7,812,197
Standard Gross Margin	3,083,835	3,628,159	4,294,234	3,951,454
Variance From Standard	(2,570,425)	(2,148,179)	350,841	459,784
MTL Price Variance	(97,265)	(159,211)	(23,607)	(469,644)
Manufacturing Variance	(11,917)	209,705	0	0
Scrap Expense	22,890	245,059	7,871	14,450
Warranty Expense	364,615	373,277	176,983	128,483
Discounts Earned	(7,155)	(5,791)	(10,795)	(2,606)
DL Efficiency Variance	(40,206)	164,998	137,808	107,022
TMOH Variance	(2,801,387)	(2,976,217)	62,580	702,080
Total Variances	(2,570,425)	(2,148,179)	350,841	459,784
Manufacturing Expenses	2,634,952	3,332,814	3,090,744	3,126,128
Factory Salaries	359,589	420,509	408,841	405,511
Vacation/ Holiday Pay	104,520	174,180	110,000	139,111
Indirect Labor	0	425	3,100	23,474
Overtime Premium	23,905	31,045	27,435	15,983
Factory Pension	43,505	61,429	60,340	57,308
Payroll Taxes	127,354	144,736	168,125	132,668
Health Insurance	342,201	341,092	324,877	311,453
Supplies - Mfg	98,385	133,721	150,345	164,700
Small Tools	6,718	7,459	7,852	2,147
Maintenance - Bldg	24,878	36,867	37,687	65,007
Maintenance - Equip	29,152	38,380	49,245	87,954
Maintenance - Dies	2,929	10,528	14,966	5,681
Equipment Lease	760,563	1,034,588	897,036	860,380
Depreciation - Mfg	64,462	81,863	15,000	8,721
Education/ Consulting - Mfg	1,661	1,320	0	19,976
Utilities	113,751	129,154	130,682	154,892
Building Lease	526,937	681,759	680,878	661,045

Description	YTD			
	2017	2016	2015	2014
Telephone - Manufacturing	1,480	1,032	0	0
Travel and Entertainment - Mfg	782	1,681	5,423	5,556
Miscellaneous - Mfg	2,179	1,046	(889)	4,564
Total Manufacturing Costs	2,634,952	3,332,814	3,090,744	3,126,128
Manufacturing Costs Capitalized	0	(302,502)	(3,090,338)	(3,132,229)
Manufacturing costs	0	(302,502)	(3,090,338)	(3,132,229)
Gross Profit	3,019,308	2,746,026	3,942,988	3,497,770
Selling Expenses	1,907,476	2,341,351	2,402,937	2,143,190
Selling Salaries	521,947	527,470	552,920	438,567
Selling Payroll Taxes	52,634	48,710	51,364	47,821
Selling Health Insurance	74,128	82,836	84,148	97,022
Selling Supplies	2,513	2,922	937	7,707
Postage - Selling	5,670	6,849	7,720	9,909
Depreciation - Selling	1,139	2,576	20,124	20,128
Telephone - Selling	7,100	16,188	15,218	22,818
Travel & Ent. - Selling	60,667	83,299	104,285	66,233
Bad Debits	13,500	(11,068)	18,996	37,600
Commissions	372,649	484,310	524,546	455,565
Marketing	188,237	442,631	463,063	447,358
Trade Shows	100,911	0	0	0
Samples	100,041	90,584	72,360	56,209
Direct Sales Expense	383,611	554,303	458,500	420,841
Miscellaneous - Selling	22,729	9,742	28,756	15,413
Selling Expense Alloc to Tables	0	0	0	0
Total Sales and Marketing Expense	1,907,476	2,341,351	2,402,937	2,143,190
General Admin Expenses	1,067,525	1,454,600	1,284,208	1,219,787
General Salaries	603,723	719,522	635,803	680,151
General Payroll Taxes	56,113	61,024	63,366	56,663
General Health Insurance	111,848	113,606	111,773	106,291
Supplies - Gen	12,908	15,639	11,929	8,827
Postage - Gen.	802	5,934	4,931	2,462
Building Maintenance	17,663	14,245	4,278	2,764
Equipment Maintenance - Gen	12,192	17,754	7,011	15,296
Depreciation - Gen	9,209	7,715	6,777	9,524
Computer Cost	74,488	158,566	167,868	60,154
Educations and Consulting - Gen.	9,545	112,197	3,774	17,173
Telephone - General Admin	24,746	37,237	15,803	29,708
Travel & Ent. - General	9,118	17,722	35,996	16,586
Insurance	53,208	70,721	76,428	110,642
State & Local Taxes	22,500	28,702	40,377	34,430
Dues & Subscriptions - Gen	5,928	3,915	2,328	5,432
Legal/ Collection Fees	2,209	1,159	13,976	22,347
Payroll Processing Fees	13,063	14,990	11,176	15,451
Bank Service Charge	17,741	21,809	26,906	21,624
Miscellaneous - Gen	10,523	32,344	43,709	4,263
General Exp Alloc to Tables	0	0	0	0
Total General Admin Costs	1,067,525	1,454,600	1,284,208	1,219,787

Description	YTD			
	2017	2016	2015	2014
Engineering Expenses	293,573	323,723	383,608	34,924
Engineering Salaries	172,406	202,537	198,103	204,614
Engineering Payroll Taxes	17,677	21,122	25,293	20,099
Engineering Health Insurance	24,715	21,946	24,173	21,457
Engineering Supplies	7,276	2,297	959	4,363
Depreciation - Eng	1,749	5,078	9,335	12,099
Research and Development	57,989	60,758	119,179	289,453
Education and Consulting - Eng	4,312	1,080	3,507	1,318
Telephone - Engineering	559	350	0	0
Travel and Entertainment - Eng	343	1,035	1,243	1,930
Competitor's Products	5,779	253	665	0
Dues & Subscriptions - Eng	585	955	1,150	478
Miscellaneous - Eng	183	6,312	0	(520,888)
Engin Exp Alloc to Tables	0	0	0	0
Engineering costs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Engineering Costs	293,573	323,723	383,608	34,924
Other Income	4,731	12,128	1,000	1,000
Farm Income	500	1,000	1,000	1,000
Interest Earned				
Other Expense	179,950	156,436	176,186	180,011
Interest	51,843	76,632	66,985	72,907
Bonus - Management	75,000	32,316	74,500	62,102
Bonus - Other	13,500	9,175	13,570	5,990
Pension & 401k	39,607	37,581	21,131	39,013
Farm Expense	0	0	0	0
Other Expenses	0	732	0	0
Total Other Expense	<u>(175,219)</u>	<u>(144,308)</u>	<u>(175,186)</u>	<u>(179,011)</u>
Net Income	(424,485)	(1,517,956)	(302,951)	(79,143)



A Seating Company that Takes a Stand for Green



Environmental Consideration

It's a Touchstone for Everything We Do

Situated in the rich farmland of northwest Ohio, our neighbors take the environment pretty seriously. We do, too. At BioFit, we constantly strive to reduce any negative environmental impact created by our facilities, fabrication processes, finished goods, and packing materials – from the elimination of harmful compounds used in furniture components to recycling break room beverage cans and used office paper.

Certifications

All BioFit Seating and Tables Qualify for Use in Green Buildings



PRODUCT CERTIFIED FOR LOW CHEMICAL EMISSIONS: UL.COM/GG UL 2818

Specifiers of any BioFit seating or table products for use in commercial interiors are now eligible to receive credit under the U.S. Green Building Council's (USGBC)



Leadership in Energy and Environmental Design (LEED) program. Our full line of seating products is compliant with indoor air quality requirements in accordance with ANSI/BIFMA protocol M7.1-2011, and subsequently, also rated compliant with USGBC standard LEED CI EQ Credit 4.5, Low Emitting Material, Systems Furniture and Seating, Option C.

Certifications *Cont'd*

Additionally, all four of our table lines are GREENGUARD Gold certified by Underwriters Laboratories for low emission of volatile organic compounds as a result of passing rigorous testing, allowing specifiers of our tables to qualify for LEED program credits. Voluntarily undergoing and meeting rigid indoor air quality testing standards such as these reinforces BioFit's commitment to protecting the wellbeing of the environment as well as our end-use customers.

Recycling, Reusing and Working Smarter

We Practice What We Preach – Daily

Here are some of the things BioFit does every day to keep your world and ours clean and green:

- Positioning recycling stations throughout our facility for all cardboard, paper, aluminum and metal waste.
- Employing the most environmentally friendly production processes available, including non-toxic powder coating of components vs. traditional painting to eliminate VOCs.
- Ensuring hazardous materials are not used in our manufacturing processes or final products.



Recycling, Reusing and Working Smarter *Cont'd*

- Utilizing chrome plating processes compliant with the End-Of-Life-Vehicle Directive (ELV) and Restriction of Hazardous Substances Directive (RoHS). No cadmium, lead or mercury is used in our plating processes.
- Incorporating recycled materials into new product and processes:
 - ▶ All aluminum castings are 100% recycled material
 - ▶ Composite bases are 10% recycled material
 - ▶ Steel in seat controls is 30% recycled material
 - ▶ Cartons are 30% recycled material
- Offering customers the option of fully assembled, blanket-wrapped product shipments to eliminate the use of cardboard packaging.
- Lighting with energy-efficient bulbs wherever possible and turning off all office and factory equipment when not in use.
- Using only biodegradable equipment degreasers and hand-cleaning solutions.
- Eliminating VOCs by using water-soluble glues and lacquers only.



Let's Be Green Together

Here's How You Can Help

Depending on customer location and local capabilities, the following materials may be recycled by customers at the life-end of our products:

- Steel contained in chair bases, back bars, seat controls, and frames of tables and multipurpose carts
- Plastic in chair backrest panels
- Cardboard used in product cartons
- Aluminum from those chair models with aluminum chair bases appropriate for recycling
- Plywood in the internal seat and back pans of upholstered models

Our Goal

Making Life Better

BioFit's goal is to become as renowned for our environmental stewardship as we are for our ergonomic seating, tables and carts. You can depend on us to continue keeping things greener and safer in your workplace and ours. For more information on our green initiatives, contact us at **800.597.0246** or **biofit@biofit.com**.

AEPA IFB #018-D Furniture Bid Proposal Checklist

Bidder Name: NATIONAL BUSINESS FURNITURE

Name of Authorized Representative: TERESA DARDEN

Office Address: 770 S. 70TH STREET MILWAUKEE, WI 53214

Time Zone: Eastern Central Mountain Pacific

Telephone: 800-558-1010 **Fax:** 800-329-9349

Email: teresad@nbf.com **Website:** www.nationalbusinessfurniture.com

Instructions: Please complete the checklist below, confirming that the following documents have been uploaded to Public Purchase, in their ***individual required format***, by the due date and time listed for this IFB. ***Submission as one merged document will result as being marked non-responsive and will not considered.*** Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the deadline.

"x"	Document Title, Uploaded to Public Purchase (Bidder must submit forms in the required title/format)	Format of Uploaded Document	Notes
X	Bid Proposal Checklist – Name of Bidding Company	Scanned PDF	
X	Form A – Bid Affidavit – Name of Bidding Company	Scanned PDF	Signature and notarization required
X	Form B – Acceptance of Bid & Contract Award – Name of Bidding Company	Scanned PDF	Signature required
X	Form C – Company Information and Service Questionnaire – Name of Bidding Company	Scanned PDF	Signature required
X	Form D – Exceptions and Deviations – Name of Bidding Company	Scanned PDF	Signature required
X	Form E – Discount & Pricing Schedules – Name of Bidder	Scanned PDF	Signature required
X	Form F – Discount & Pricing Schedules Workbook – Name of Bidder	Excel Workbook	Cannot be password protected
X	Uniform Guidance “EDGAR” Certification	Scanned PDF	Signature required
n/a	Warranties, Additional Services – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
n/a	Additional Discounts – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
X	Letter of Line of Credit and/or Annual Report – Name of Bidding Company	Submit as PDF	Not provided by AEPA, Bidder Created
X	State Specific Required Forms – Name of Bidding Company	Scanned PDF	**See Appendix in Part C for State Specific Forms (submit with response)

AEPA IFB #018-D Furniture

Form A - Bid Affidavit

Name of Bidder: National Business Furniture

Instructions: This form must be signed by the Bidder's authorized representative and notarized below. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If awarded, the Bidder is required to produce a copy of this document for each of the member agencies with which it contracts.

- 1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of the Member Agency, or any employee thereof, or any person, firm or corporation under contract with the Member Agency whereby the bidder, in order to induce the acceptance of the foregoing bid by the Member Agency, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the State of Member Agency, Member Agency, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the bidder is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved and have included all information that is required in Forms B, C, D and E of these bid forms.

Teresa Darden

Authorized Representative (Please print or type)

Education Sales Manager

Title (Please print or type)

[Signature]

Signature of Authorized Representative

770 S. 70th St

Mailing Address

Milwaukee, WI 53214

City, State, Zip

9/27/17

Date

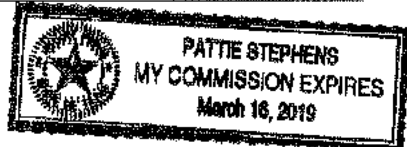
972 764 2210

Phone

Subscribed and sworn to before me this 27th day of September, 2017

Notary Public in and for County of Dallas State of Texas

My commission expires: Signature: Pattie Stephen 3/16/2019



**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: National Business Furniture

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name National Business Furniture Date 9/25/17
Company Address 770 S. 70th St City Milwaukee State WI Zip 53214
Contact Person Teresa Darden Title Education Sales Mgr.
Authorized Signature J Darden Title Same as above
Email Address teresa.d@nbf.com Phone 800 558 1010

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): _____ or March 1, 2018

AEPA IFB #018-D Furniture

Form C – Company Information & Service Questionnaire

Name of Bidder: National Business Furniture

Company Information

Company Name National Business Furniture Website www.nationalbusinessfurniture.com

Company Address 770 S. 70th Street

City Milwaukee State WI Zip 53214

Contact Person Teresa Darden Title Education Sales Manager

Contact Phone 800-558-1010; direct 972-764-2210 Contact Email teresad@nbf.com

Background

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a: public company privately owned company.

In what year was this business started under its present name? 1975

Under what other or former name(s) has your business operated? n/a

Is this business a corporation? No Yes. If Yes, please complete the following:

Date of incorporation: 1975 State of incorporation: WI

Name of President: Kent Anderson

Name(s) of Vice President(s): Randy Farah, Dean Stier, Steve Fry, Eileen Baus, Dan Paruzynski

Name of Secretary: Judy Parnau

Name of Treasurer: Perry Amadon

Is this business a partnership? No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. No Yes.

If Yes, describe the company's format, year and state of origin, and names and titles of the principals. _____

Company Headquarter Location

Company Address: 770 S. 70th Street

City Milwaukee _____ State WI _____ Zip 53214

Main Phone Number 800-558-1010 _____ How long at this address? 2016 _____

Company Branch Locations

Branch Address 4100 Alpha Road Suite 111

City Dallas _____ State TX _____ Zip 75244

Branch Address 3530 Wilshire Blvd Suite 710

City Los Angeles _____ State CA _____ Zip 90010

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

If more branch locations, insert information here or add another sheet with above information.

Sales History

Provide your company's annual sales for 2014, 2015, 2016 YTD in the United States by the various public segments:

	2014	2016	2016 YTD
K-12 (public & private), Educational Service Agencies	\$7.1M	\$8.3M	\$8.7M
Higher Education Institutions	Included in above total	Included in above total	Included in above total
Counties, Cities, Townships, Villages	\$8.8M	\$10.2M	\$11.4M
States	Included in above total	Included in above total	Included in above total
Other Public Sector & Non-profits	\$2.4M	\$3.1M	\$3.5M
Private Sector	\$81.5M	\$89.4M	\$107.6M
Total	\$99.8M	\$111M	\$131.2M

Work Force

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Teresa Darden	Education Sales Manager	800-558-1010	teresad@nbf.com
Sales Manager	Aaron Schulz	Sales Manager	8005581010	aarons@nbf.com
Customer & Support Manager	Anne Stearns	Customer Service Manager	8005581010	annes@nbf.com
Distributors, Dealers, Installers, Sales Reps	National Business Furniture	Contract Bidder	800-558-1010	teresad@nbf.com
Consultants & Trainers	Teresa Darden	Same as above	Same as above	Same as above
	Anne Stearns	Same as above	Same as above	Same as above
	Aaron Schulz	Same as above	Same as above	Same as above
	Sal Rivera	Natl Sales Manager	Same as above	salr@nbf.com
	Mike Lemoine	Sales Manager	Same as above	mikej@nbf.com
Technical, Maintenance & Support Services	Steve Fry	Vice President IT	8005581010	stevef@nbf.com
Quotes, Invoicing & Payments	Aaron Schulz	Same as above	800-558-1010	Same as above
	Anne Stearns	Same as above		Same as above
Warranty & After the Sale	Anne Stearns	Same as above	Same as above	Same as above
Financial Manager	Perry Amadon	CFO	800-558-1010	perrya@nbf.com

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
2	Atlanta	GA
13	Los Angeles	CA
33	Milwaukee	WI
5	Dallas	TX
2	Houston	TX
1	San Antonio	TX
1	Seattle	WA
3	New York	NY
1	Pittsburg	PA
2	Chicago	IL
1	Sacramento	CA
1	Cleveland	OH
1	Austin	TX
1	Coventry	RI
1	Minneapolis	MN
2	Washington	DC
1	Philadelphia	PA
1	Phoenix	AZ
1	Alexandria	VA
1	Fredericksburg	VA
1	Kansas City	KS
1	Denver	CO
1	Detroit	MI
1	San Francisco	CA

1	Nashville	TN
1	San Diego	CA
1	Charlotte	NC

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
Customer Service Reps	Milwaukee	WI
Customer Service Reps	Dallas	TX
Customer Service Reps	Los Angeles	CA
Distribution Center	Cleveland	OH
Distribution Center	Austell	GA
Distribution Center	Reno	NV

Marketing

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the Email column.)*

Name	Title	Phone	Email
Dean Stier	VP Marketing	414-276-8511	deans@nbif.com

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2016-2017 (July 1 - June 30). List all conventions, conferences and other events at which this company exhibited. **Tradeshows but not school/public sector related for 2016-2017**

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid. Catalog representation/promotions (over 10 million catalogs mailed annually); website representation/promotions, special mailings, etc; 60+ sales consultants that will be trained to push and promote the contract.

4. **Sales Training:** Explain how your company will educate your sales staff on the AEPA contract including timing, methods, etc. If contract awarded, special sales meetings will be set up to train each sales rep on the contract details. Sales meetings, vendor product presentations, tradeshows, National Sales Manager travels to each location 2-3 times a year to keep sales reps up to par on new products, selling techniques, etc. in addition to ongoing training from site sales managers throughout the year.

Environmental Initiatives

1. Describe how your products and/or services support environmental goals. Several products throughout the catalog and website are made by sustainable methods including ANSI/BIFMA LEVEL program. We also partner with Ecovadis to rate our suppliers on environment and fair labor practices; National Business Furniture is certified under NSF protocol P391; General sustainability assessment criteria for service and service products. We are also a participant in the UN Global Compact.

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.). See above details under #1

Independent Subcontractors, Distributors, Installers, etc.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

1. Selection Criteria for Independent Providers: Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services. **We require all our vendors/contractors/installers to sign respective agreements that ensure each entity upholds all laws, legal requirements and service levels set forth and agreed upon by National Business Furniture in servicing our customer base across the U.S. - copies of said agreements are available upon requests.**

2. Current Subcontractors, Distributors, Installers, Etc.: Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business. **Due to size, a list of vendors and installers provided in a separate attachment.**

Disclosures

1. Letter of Line of Credit or Annual Financial Report (REQUIRED): Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2014, 2015 and 2016). This letter should state the line of credit as a range (i.e. "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.

2. Legal: Does this business have actions currently filed against it? No Yes.

If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your company's ten largest public agency customers:

Agency	Name	Title	Phone Number	Email
1. Diane	Simcox	Not provided	901-730-8160	PATRICIA.ADAMS@GREENDOT.ORG
2. Wesley	Banks	Buyer	770-479-1813	WESLEYBANKS@CCWSA.COM
3. Jacklyn	Garcia	Administrative Svcs	213-482-7119	JACLYN.GARCIA@LACITY.ORG
4. Jennifer	Gaul	Division President	305-373-8404	JGAUL@USLEGALSUPPORT.COM
5. Mark	McGraw	Not provided	478-552-4795	MAJOR@WASHINGTONCOUNTYGA.GOV
6. Carlo	Giambanco	Superintendent	212-360-2997	CGIAMBAN@MTABT.ORG
7. Luis	Baez	Not provided	509-422-4788	JB@COLVILLECASINOS.COM
8. Geneesa	Quigg	Admin Assistant	432-693-2321	CQUIGG@C.O.UPTON.TX.US
9. Robert	Jefferson	Chief	780-316-3801	Not provided at time of order

10. Steve	Giakoumas	Supervisor	718-298-1230	IGIAKOU@NYCOURTS.GOV
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Service Questionnaire

Respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. The scanned PDF file must be uploaded to Public Purchase with the Bidder's proposal. As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. **Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.**

AEPA Member States	Participating in this bid category?	Has the bidding company sold products/services in these states for the past three (3) years?	If awarded, which states does the bidding company propose to sell in?	Indicate which states the bidding company has sales reps, distributors or dealers in.
California		Yes	Yes	Yes
Colorado	Yes	Yes	Yes	Yes
Connecticut	Yes	Yes	Yes	Yes
Florida	Yes	Yes	Yes	Yes
Indiana	Yes	Yes	Yes	Yes
Iowa	Yes	Yes	Yes	
Kansas	Yes	Yes	Yes	Yes
Kentucky	Yes	Yes	Yes	
Massachusetts	Yes	Yes	Yes	Yes
Michigan		Yes	Yes	Yes
Minnesota	Yes	Yes	Yes	Yes
Missouri		Yes	Yes	Yes
Montana	Yes	Yes	Yes	Yes
Nebraska	Yes	Yes	Yes	
New Jersey	Yes	Yes	Yes	Yes
New Mexico	Yes	Yes	Yes	
North Dakota	Yes	Yes	Yes	
Ohio	Yes	Yes	Yes	Yes
Oregon		Yes	Yes	Yes
Pennsylvania	Yes	Yes	Yes	Yes
Texas	Yes	Yes	Yes	Yes
Virginia		Yes	Yes	Yes
Washington	No	Yes	Yes	Yes
West Virginia	Yes	Yes	Yes	Yes
Wisconsin		Yes	Yes	Yes
Wyoming	Yes	Yes	Yes	

2. e-Commerce: Does this company have an e-commerce website? X Yes No

If Yes, what is the website? www.nationalbusinessfurniture.com

3. Customer and Support Service:

- a. Does this company have online customer support options? X Yes No
- b. Does this company have a toll-free customer support phone option? X Yes No
- c. Does this company offer local customer and support service options? X Yes No

d. Describe the type, level, availability and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation. We are open M-F 7:30am-9:00pm, Sat - Sun 9:00am - 7:00pm (CST) with sales and service staff in Milwaukee, Los Angeles and Dallas with an additional 40+ sales consultants around the country. Our dedicated sales line is 800-558-1010, dedicated service line 800-558-9803; we can also be reached by email 24 hours a day.

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

Yes No

If Yes, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

We've not been required to conduct customer training sessions before but if the need arose, we would conduct training at our 67,000 square foot headquarters office located in Milwaukee, WI. The training would be conducted by Sal Rivera, National Sales Manager, 23 years employed - conducts training companywide for all sales personnel - very knowledgeable in all products/services offered by National Business Furniture; Aaron Schulz, 20 years employed, Assistant Branch Manager/Sales Manager - conducts all sales personnel training in the headquarter office. Also, well trained and very knowledgeable on all products/services.

5. **Pricing:**

- a. Is your pricing methodology guaranteed for the term of the contract? Yes No
- b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A? Yes No
- c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A? Yes No
- d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A? Yes No

6. **Competitiveness:** For your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume?

Yes No

Indicate which of the following apply and the level of competitive range you are offering in response to this IFB.

Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____%

7. **Cooperative Contracts:** Does your company currently have contracts with other cooperatives (local, regional, state, national)? Yes No

If Yes, identify which cooperative and the respective expiration date(s) _____

If Yes, and your company is awarded an AEPA contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? _____

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
X	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.
	The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling:** Orders that are \$50.00 or more shall include free shipping and handling. What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than \$50.00? \$ see attached deviation

10. **Product Returns:** Does your company have a return policy? Yes No

If Yes, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). Items returned must be in new/unused condition and in the original packaging. Items which are custom/made to order cannot be returned. Returns on clearance items and items marked non-returnable will not be accepted. Any eligible return that is deemed a customer error, round trip freight will be charged and any return, deemed customer error, over \$2,000 in merchandise a 20% restocking fee will apply.

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? Yes No

If Yes, what is the discount? _____ % Net

12. **Leasing:** Do you offer leasing arrangements under this bid? Yes No

If Yes, remember to indicate the rate factor and other cost factors on Form G - Discount & Pricing Schedules Workbook

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Responsibilities of an AEPA Vendor Partner	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts.	X	

Commented [K1]: is not form G???? where would this be stated

Commented [LT2]: Remove

This employee will have a complete copy and must have working knowledge of the contract.		
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	X	
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	X	
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	X	
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.	X	
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	X	
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	X	
8. Attend two (2) AEPA meetings each year (see page 9 in Part A)	X	
9. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	X	
10. Increase sales over the term of the contract with all participating AEPA Member Agencies.	X	

Signature 
** Must be same authorized signature that appears on Form A - Bid Affidavit and Form B - Acceptance of Bid & Contract Award.*

Form D – Exceptions and Deviations

Name of Bidder: National Business Furniture

Exceptions

Instructions:

1. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
2. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

	No , this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
X	Yes , this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

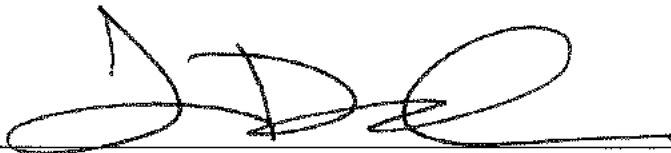
7. If “no” is marked with an “X” below, complete this form by signing it at the bottom.
8. If “yes” is marked with an “X” below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
9. If adding pages, the bidder’s name and identifying information as to which item the response refers must appear on each page.
10. Scan this form plus any attachments into a single PDF document.
11. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder’s proposal.
12. Deviations to local, state or federal laws cannot be accepted under this bid.

	No , this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B of this IFB.
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X Yes, this bidder has the following deviations to the specifications listed in Part B of this IFB.

Outline Number Part B	Specification (describe)	Details of Deviation
6.3	Orders of catalog items must be shipped in 48 hours	All of the products we offer do not ship within 48 hours. Products fall into the following shipping schedule: same day shipping, 3-5-day shipping, 15-day shipping and custom products have a longer lead time.
6.19	Supply orders of \$50.00 or more shall include free shipping & orders less than \$50.00 shall bid at a flat rate	We do not offer free shipping on any of our products; we would not bid a flat rate on orders less than \$50.00
Part A #5	Delivery Terms	Our shipping is not FOBD - freight charges will apply on a pre-pay and add basis. Freight charged will be shown as separate line item and revealed to purchaser before the order is finalized.
Form C	References	References provided would be considered proprietary information and shall not be disclosed/shared beyond the intended parties for consideration of this contract. References shall not be contacted without written consent from National Business Furniture.

Signature



**Must be same authorized signature that appears on Form A - Bid Affidavit and Form B - Acceptance of Bid & Contract Award.*

Form E – Discount & Pricing Schedule

Name of Bidder: National Business Furniture

Instructions: Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

- F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).
- F.2 – Soft Seating: A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
- F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.
- F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).
- F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.
- F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
- F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
- F.8 – Library/Media Center: A catalog selection.
- F.9 – Auditorium/Theater Fixed Seating: A catalog selection.
- F.10 – Other.
- F.11 – Additional Services: Any design and layout, interior designer services or other related services.
- F.12 – Delivery: Associated costs for delivery and installation and any additional supplemental charges.

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created): Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature 

*Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.

Uniform Guidance "EDGAR" Certification
2 CFR Part 200

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

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

1. Violation of Contract Terms and Conditions

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

2. Termination for Cause of Convenience

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

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

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

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

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

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act

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

6. Right to Inventions Made Under a Contract or Agreement

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

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

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

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

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

12. General Compliance with Participating Agencies

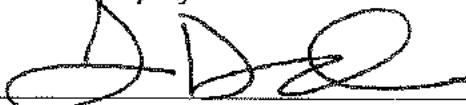
In addition to the foregoing specific requirements, vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information

and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements.

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

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

National Business Furniture
Name of Company


Signature of Authorized Personnel

TERESA DARDEN
Printed Name

9/27/17
Date

\$8 MILLION CREDIT LINE AGREEMENT

Between TAKKT America Holding, Inc. (formerly K+K America Corporation) and National Business Furniture, LLC

FOR VALUE RECEIVED, NATIONAL BUSINESS FURNITURE, LLC, a Delaware corporation ("Borrower"), hereby promises to pay to the order of TAKKT America Holding, Inc. (formerly K +K America Corporation) ("Lender") the principal sum of Eight million (\$8,000,000) or if less, the aggregate unpaid principal amount of all loans made under this credit line agreement, together with interest from June 1, 2014 until paid at a rate of interest equal to LIBOR + 1.5% as follows:

- (a) Interest only shall be due and payable commencing June 30, 2014 and continuing on the same day of each month thereafter; until the principal is paid; and
- (b) Principal is due on demand.


Payments of principal, interest and other amounts due hereunder are to be made in lawful money of the United States of America to Lender at TAKKT America Holding, Inc. (formerly K+K America Corporation), Attention: VP Finance, 770 South 70th Street, Milwaukee, Wisconsin 53214 or at such place as the holder shall designate in writing to Borrower.

Borrower's rights and liabilities under this Note are not assignable or delegable, in whole or in part, without the prior written consent of Lender. The provisions of this Note shall inure to the benefit of Lender and its successors and assigns and shall be binding upon Borrower and its permitted successors and assigns.

This Note shall be governed by, and construed and interpreted in accordance with, the Laws of the State of Wisconsin applicable to agreements made and wholly performed within such state.

IN WITNESS WHEREOF, this Note has been duly and validly executed and delivered as of the date written above.

**NATIONAL BUSINESS
FURNITURE, LLC**

By: 
Name: Perry Amadon
Title: CFO

AEPA IFB #018-D Furniture Bid Proposal Checklist

Bidder Name: School Specialty, Inc.

Name of Authorized Representative: Douglas A. Barnd

Office Address: 100 Paragon Parkway, Mansfield, Ohio 44903

Time Zone: **Eastern** **Central** **Mountain** **Pacific**

Telephone: 419-589-1900 / 800-305-0174 **Fax:** 419-589-1449 / 800-818-5537

Email: doug.barnd@schoolspecialty.com **Website:** www.schoolspecialty.com

Instructions: Please complete the checklist below, confirming that the following documents have been uploaded to Public Purchase, in their **individual required format**, by the due date and time listed for this IFB. **Submission as one merged document will result as being marked non-responsive and will not considered.** Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the deadline.

"X"	Document Title, Uploaded to Public Purchase (Bidder must submit forms in the required title/format)	Format of Uploaded Document	Notes
X	Bid Proposal Checklist - Name of Bidding Company	Scanned PDF	
X	Form A - Bid Affidavit - Name of Bidding Company	Scanned PDF	Signature and notarization required
X	Form B - Acceptance of Bid & Contract Award - Name of Bidding Company	Scanned PDF	Signature required
X	Form C - Company Information and Service Questionnaire - Name of Bidding Company	Scanned PDF	Signature required
X	Form D - Exceptions and Deviations - Name of Bidding Company	Scanned PDF	Signature required
X	Form E - Discount & Pricing Schedules - Name of Bidder	Scanned PDF	Signature required
X	Form F - Discount & Pricing Schedules Workbook - Name of Bidder	Excel Workbook	Cannot be password protected
X	Uniform Guidance "EDGAR" Certification	Scanned PDF	Signature required
X	Warranties, Additional Services - Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
X	Additional Discounts - Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
X	Letter of Line of Credit and/or Annual Report - Name of Bidding Company	Submit as PDF	Not provided by AEPA, Bidder Created
X	State Specific Required Forms - Name of Bidding Company	Scanned PDF	**See Appendix in Part C for State Specific Forms (submit with response)

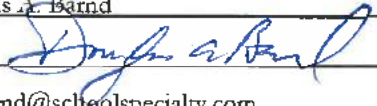
AEPA IFB #018-D Furniture
Form B - Acceptance of Bid & Contract Award

Name of Bidder: School Specialty Inc.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name School Specialty, Inc. Date 9/25/2017
Company Address 100 Paragon Parkway City Mansfield State Ohio Zip 44903
Contact Person Douglas A. Barnd Title Director of Operations F&E - Assistant Secretary
Authorized Signature  Title Director of Operations F&E - Assistant Secretary
Email Address doug.barnd@schoolspecialty.com Phone 419-589-1900 / 800-305-0174

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____
Agency Executive _____
Awarded this _____ day of _____ Contract Number _____
Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form C - Company Information & Service Questionnaire**

Name of Bidder: School Specialty, Inc.

Company Information

Company Name School Specialty, Inc. Website www.schoolspecialty.com

Company Address 100 Paragon Parkway

City Mansfield State Ohio Zip 44903

Contact Person Douglas A. Barnd Title Director of Operations F&E -Asst. Sec.

Contact Phone 419-589-1900 / 800-305-0174 Contact Email doug.barnd@schoolspecialty.com

Background

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a: public company privately owned company.

In what year was this business started under its present name? 1959

Under what other or former name(s) has your business operated? Please see the attached Previous Names of Firm

Is this business a corporation? No Yes. If Yes, please complete the following:

Date of incorporation: 1959 State of incorporation: Delaware

Name of President: Joseph M. Yorio

Name(s) of Vice President(s): Ryan M. Bohr

Name of Secretary: Joseph F. Franzoi

Name of Treasurer: Ryan M. Bohr

Is this business a partnership? No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. No Yes.

If Yes, describe the company's format, year and state of origin, and names and titles of the principals. _____

Company Headquarter Location

Company Address W 6316 Design Drive

City Greenville State WI Zip 54942

Main Phone Number 419-589-1900 / 800-305-0174 How long at this address? 1995

Company Branch Locations

Branch Address 100 Paragon Parkway

City Mansfield State OH Zip 44903

Branch Address 400 Sequoia Drive, Suite 200

City Bellingham State WA Zip 98226

Branch Address 438 Camino Del Rio S, Suite 110

City San Diego State CA Zip 54912

Branch Address _____

City _____ State _____ Zip _____

If more branch locations, insert information here or add another sheet with above information.

Sales History

Provide your company's annual sales for 2014, 2015, 2016 YTD in the United States by the various public segments:

	2014	2015	2016 YTD
K-12 (public & private), Educational Service Agencies	\$541,580,475	\$564,201,155	\$496,813,199
Higher Education Institutions	\$4,487,612	\$6,276,436	\$3,460,862
Counties, Cities, Townships, Villages	\$2,048,142	\$1,841,269	\$2,682,769
States	\$1,471,722	\$1,475,375	\$953,083
Other Public Sector & Non-profits	\$41,478,673	\$51,013,512	\$45,778,870
Private Sector	\$8,067,722	\$14,788,819	\$10,373,289
Total	\$599,134,346	\$639,596,566	\$560,062,071

Work Force

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	Greg Harbaugh	VP- Bus. Develop.	(856) 217-8307	grcg.harbaugh@schoolspecialty.com
Sales Manager	Greg Harbaugh			
Customer & Support Manager	Scott Kurtzman	Operations Mgr.	(419) 589-1906	scott.kurtzman@schoolspecialty.com
Distributors, Dealers, Installers, Sales Reps	Can be provided upon request			
Consultants & Trainers	Can be provided upon request			
Technical, Maintenance & Support Services	Can be provided upon request			
Quotes, Invoicing & Payments	Scott Kurtzman			
Warranty & After the Sale	Scott Kurtzman			
Financial Manager	Scott Kurtzman			

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
**We have over 200 sales reps working for School Specialty. A specific list of their location can be provided upon request.		

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
Distribution/Service	Greenville	WI
Distribution/Service	Mansfield	OH
Distribution	Nashua	NH

Marketing

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the Email column.)*

Name	Title	Phone	Email
Helen Schleis	Marketing Manager	(678) 823-5125	helen.schleis@schoolspecialty.com

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2016-2017 (July 1 - June 30). List all conventions, conferences and other events at which this company exhibited.

We distribute over 400,000 catalogs to schools across the country. We also have a sales force for close to 300 reps who call on these customers. In addition, we generally participate in several local, regional and national shows (NSSEA, CEFPI, LEX, ASBO, etc.) as well as participation in regional and national AEPAs conferences.

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid.

We can work with member agencies to develop specific marketing pieces tailored the manufacturers on our contract to drive revenue. In addition, we would look at e-mail blasts, sales collateral, webinars, and online banners and landing pages. We also will drive a renewed focus on the architect and design community in an effort to drive more business in this segment.

4. **Sales Training:** Explain how your company will educate your sales staff on the AEPA contract including timing, methods, etc.

All sales reps will be trained on the pricing methodology for this award along with the benefits of using this contract. In addition, further training will be provided at regional and national sales meetings on the advantages of cooperative purchasing agreements.

Environmental Initiatives

1. Describe how your products and/or services support environmental goals.

Enclosed in folder C are environmental statements for all manufactures we are bidding. As you will see, most of the suppliers have attained Greenguard status on products within their offering.

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.).

See attached information in folder C as stated above.

Independent Subcontractors, Distributors, Installers, etc.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

- 1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.
2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

Disclosures

- 1. **Letter of Line of Credit or Annual Financial Report (REQUIRED):** Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2014, 2015 and 2016). This letter should state the line of credit as a range (ie. "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. **Legal:** Does this business have actions currently filed against it? [X] No [] Yes.

PLEASE SEE ATTACHED 10K FOR 2016

If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your company's ten largest public agency customers:

Table with 5 columns: Agency, Name, Title, Phone Number, Email

1. New York City PS	David Ross	Exec. Director	718-935-4444	
2. Chicago PSD 299	Sebastien DeLongeaux	Procurement	773-553-2280	
3. Dallas ISD	Kimi Tate	Procurement Director	972-925-4100	
4. Fort Worth ISd		Purchasing Director	817-871-2000	
5. Houston ISD		Purchasing Director	713-556-6000	
6. Los Angeles USD	George Silva	Chief Procurement	213-241-3087	
7. Clark County SD NV	Bramby Tollen	Administration	702-799-5225	
8. Jefferson County PS KY	Ken Popplewell	Purchasing Director	502-785-3543	
9. Fairfax County PS VA	Roger Ball	Procurement Director	571-423-3555	
10. Detroit PS	Tracy Joshua	Chief Procurement Off	313-873-6531	

Service Questionnaire

Respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. The scanned PDF file must be uploaded to Public Purchase with the Bidder's proposal. As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. *Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.*

AEPA Member States	Participating in this bid category?	Has the bidding company sold products/services in these states for the past three (3) years?	If awarded, which states does the bidding company propose to sell in?	Indicate which states the bidding company has sales reps, distributors or dealers in.
California				
Colorado	Yes	X	X	X
Connecticut	Yes	X	X	X
Florida	Yes	X	X	X
Indiana	Yes	X	X	X
Iowa	Yes	X	X	X
Kansas	Yes	X	X	X
Kentucky	Yes	X	X	X
Massachusetts	Yes	X	X	X
Michigan		X	X	X
Minnesota	Yes	X	X	X
Missouri		X	X	X
Montana	Yes	X	X	X
Nebraska	Yes	X	X	X
New Jersey	Yes	X	X	X
New Mexico	Yes	X	X	X
North Dakota	Yes	X	X	X
Ohio	Yes	X	X	X
Oregon		X	X	X
Pennsylvania	Yes	X	X	X
Texas	Yes	X	X	X
Virginia		X	X	X
Washington	No	X	X	X
West Virginia	Yes	X	X	X
Wisconsin		X	X	X
Wyoming	Yes	X	X	X

2. e-Commerce: Does this company have an e-commerce website? Yes No

If Yes, what is the website? www.schoolspecialty.com

3. Customer and Support Service:

- a. Does this company have online customer support options? Yes No
- b. Does this company have a toll-free customer support phone option? Yes No
- c. Does this company offer local customer and support service options? Yes No
- d. Describe the type, level, availability and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation. School Specialty, Inc. has a dedicated customer care department which operates 7:00-5:00 (M-F)
We also have numerous account managers to help support members in all states.

4. Training: If applicable, does this company offer customer training for the products and services sold?
 Yes No

If Yes, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.
Our local account managers would come to the member's site to train them on the products they have purchased.
If required, appointments can be scheduled directly through them.

5. Pricing:

- a. Is your pricing methodology guaranteed for the term of the contract? Yes No
- b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A? Yes No
- c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A? Yes No
- d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A? Yes No

6. Competitiveness: In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume?
 Yes No

Indicate which of the following apply and the level of competitive range you are offering in response to this IFB.
 Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.
 Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____%

7. Cooperative Contracts: Does your company currently have contracts with other cooperatives (local, regional, state, national)? Yes No

If Yes, identify which cooperative and the respective expiration date(s). _____
 TPCN Exp. 1/31/2018 -- NIPA 4/2019

If Yes, and your company is awarded an AEPA contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? _____
 It would depend on the specific customer's needs and which co-op they are a member of. _____

8. **Administrative Fee:** Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

X	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.
	The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.

9. **Shipping & Handling:** Orders that are \$50.00 or more shall include free shipping and handling. What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than \$50.00? \$ Shipping & Handling will be included in our proposed Discounts

10. **Product Returns:** Does your company have a return policy? Yes No

If Yes, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). 15% Please see attached return policy

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? Yes No

If Yes, what is the discount? N/A % Net 30

12. **Leasing:** Do you offer leasing arrangements under this bid? Yes No

If Yes, remember to indicate the rate factor and other cost factors on Form G - Discount & Pricing Schedules Workbook

Commented [k1]: is not form G ??? where would this be stated

Commented [LT2]: Remove

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Responsibilities of an AEPA Vendor Partner	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	X	
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	X	

3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	X	
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	X	
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.	X	
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	X	
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	X	
8. Attend two (2) AEPA meetings each year (see page 9 in Part A)	X	
9. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).	X	
10. Increase sales over the term of the contract with all participating AEPA Member Agencies.	X	

Signature 

*Must be same authorized signature that appears on Form A - Bid Affidavit and Form B - Acceptance of Bid & Contract Award.

AEPA IFB #018-D Furniture Form D - Exceptions and Deviations

Name of Bidder: School Specialty, Inc.

Exceptions

Instructions:

1. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder's proposal.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

<input checked="" type="checkbox"/>	No, this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
<input type="checkbox"/>	Yes, this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

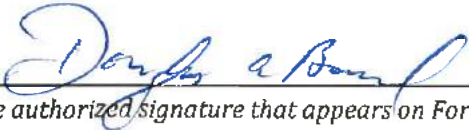
Deviations

Instructions:

7. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
8. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
9. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
10. Scan this form plus any attachments into a single PDF document.
11. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder's proposal.
12. Deviations to local, state or federal laws cannot be accepted under this bid.

<input checked="" type="checkbox"/>	No, this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B of this IFB.
<input type="checkbox"/>	Yes, this bidder has the following deviations to the specifications listed in Part B of this IFB.

Outline Number Part B	Specification (describe)	Details of Deviation

Signature 
**Must be same authorized signature that appears on Form A - Bid Affidavit and Form B - Acceptance of Bid & Contract Award.*

**AEPA IFB #018-D Furniture
Form E – Discount & Pricing Schedule**

Name of Bidder: School Specialty, Inc.

Instructions: Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

F.1. Catalog Discount for Items in a Commercial Catalog (REQUIRED)

Complete the form for this IFB, reset the 'print area' if lines were added, and save the file according to directions.

F.2A Core Items Price Schedule (REQUIRED)

Use this tab of the workbook to provide the Bid Discount Percentage and item information for all of the listed core items. Be sure to complete Form G.2B for non-core item pricing and item information.

F.2B Non-Core Price Schedule (REQUIRED)

Use this tab of the workbook to provide the item information and the Net Effective Bid Price for all non-core items in your catalog.

F.3 Services Price Schedule (OPTIONAL)

If your company provides any design, installation, training or support services to support the items you are bidding, use this form to provide your bid prices.

F.4 Volume Discounts Schedule (OPTIONAL)

Use this form if your company is offering additional discounts off of the base discounts bid for one time purchases AND for public agencies that group their requirements together (based on their estimated total annual spend for commodity). Each Bidder must specify the dollar ranges required in order for the agency(ies) to receive the additional discount.

Commented [LT1]: Update per Pricing

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created):
Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature 

*Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.

AEPA IFB #018-D Furniture
Uniform Guidance "EDGAR" Certification
2 CFR Part 200

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

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

1. Violation of Contract Terms and Conditions

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

2. Termination for Cause of Convenience

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

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

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

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

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

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act

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

6. Right to Inventions Made Under a Contract or Agreement

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

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

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

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

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

12. General Compliance with Participating Agencies

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

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

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

School Specialty, Inc.

Name of Company

Signature of Authorized Personnel

Douglas A. Barnd

Printed Name

9/26/2017

Date

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED- OWNERS, LESSEES OR
CONTRACTORS- SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that is an owner of real property or personal property on which you are performing ongoing operations, or a contractor on whose behalf you are performing ongoing operations, but only if coverage as an additional insured is required by a written contract or written agreement that is an "insured contract", and provided that the "bodily injury", "Property damage" or "Personal & advertising injury" first occurs subsequent to the execution of the contract or agreement.	All locations at which the Named insured is performing ongoing operations except locations covered under a consolidated (Wrap UP) Insurance Program.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II- Who is an Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above. However:

1. The insurance afforded to such an additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work including materials, parts or equipment furnished in connection with such work, on the project (other than service maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If Coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limit if Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

ADDITIONAL INSURED- OWNERS, LESSEES OR CONTRACTORS- COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization that is an owner of real property or personal property on which you are performing ongoing operations, or a contractor on whose behalf you are performing ongoing operations, but only if coverage as an additional insured is required by a written contract or written agreement that is an "insured contract", and provided that the "bodily injury", "property damage" or "personal & advertising injury" first occurs subsequent to the execution of the contract or agreement.	All locations except locations where "your work" is or was related to a job or project involving single-family dwellings, multi-family dwellings (other than rental apartments in an apartment building: (a) originally constructed and at all times used for such purpose, or (b) converted from a commercial building), condominiums, townhomes, townhouses, time-share units, cooperatives and/or any other structure or space used or intended to be used as a residence.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II- Who is an Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured included in the "products-completed operations hazard".

ISSUING COMPANY
ACE FIRE UNDERWRITERS INS CO
NCCI CARRIER CODE
15431

Workers' Compensation and Employers Liability Insurance Policy Information Page

POLICY NUMBER
Symbol: RWC Number: C4 92 41 52 5
PREVIOUS POLICY NO.
Symbol: RWC Number: C48673958

- New Renewal Rewrite
- Individual Partnership Association
- Corporation Joint Venture Other Legal Entity

Item 1. Named Insured
INSPERITY PEO SERVICES, LP L/C/F
SCHOOL SPECIALTY, INC.
19001 CRESCENT SPRINGS DRIVE
KINGWOOD TX 77339

Inter/Intrastate ID No.: 917142289

Federal Employer ID No.: 390971239

Mailing Address

Employer's ID No.:

PIIC CODE: 8299

For other named insured see Extension of Information Page – Schedule of Named Insured, WC 99 99 99 A

For other workplaces see Extension of Information Page – Schedule of Other Workplaces, WC 99 99 99 B

Item 2. Policy period: From 10-01-2016 To 10-01-2017 12:01 A.M., standard time at the named insured's mailing address.

Item 3A. Workers' Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here: WI

Item 3B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A.

The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	each accident
Bodily Injury by Disease	\$ 1,000,000	policy limit
Bodily Injury by Disease	\$ 1,000,000	each employee

Item 3C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

ALL STATES EXCEPT
ND,OH,WA,WY,
AND STATES DESIGNATED IN ITEM 3.A

Item 3D. This Policy includes these endorsements and schedules:

See schedule of Forms and Endorsements WC999999D

Item 4. The premium for this policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

SEE EXTENSION OF INFORMATION PAGE –CLASSIFICATIONS

If indicated here, interim adjustments of premium will be made:

- Semi-Annually Quarterly Monthly

Minimum Premium collected in	WI	\$
Total Estimated Premium		\$
Deposit Premium		\$

PRODUCER NAME AND MAILING ADDRESS

LOCKTON COMPANIES LLC

5847 SAN FELIPE PLAZA

SUITE 320

HOUSTON TX 77057

PRODUCER CODE: 279114 20-3354970 DAU

MARKETING OFFICE: DALLAS BRANCH

ISSUE DATE: 10/28/2016

Authorized Representative

EXTENSION OF INFORMATION PAGE

Named Insured INSPERITY PEO SERVICES, LP L/C/F SCHOOL SPECIALTY, INC. 19001 CRESCENT SPRINGS DRIVE	Endorsement Number
Policy Period 10-01-2016 TO 10-01-2017	Policy Number Symbol: RWCNumber: C49241525
Issued By (Name of Insurance Company) ACE FIRE UNDERWRITERS INS CO	Effective Date of Endorsement 10-01-2016
Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.	

SCHEDULE OF NAMED INSURED

ITEM 1., NAMED INSURED, OF THE INFORMATION PAGE IS EXTENDED AS FOLLOWS:

NAMED INSURED

FEIN

INSPERITY PEO SERVICES, LP L/C/F
SCHOOL SPECIALTY, INC.

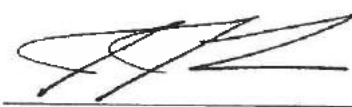
390971239

SCHOOL SPECIALTY, INC.

390971239

For the state of CA refer to state specific endorsement.

This endorsement is not applicable in NJ.



Authorized Agent

Return Policy

Unused merchandise not meeting your complete satisfaction may be returned in its original packaging.

If returns are due to our error, we will pay for the return shipping. If an item is being returned for any other reason, you will be required to pay the cost of return shipping.

If the return is furniture or equipment, you may be charged a restocking fee depending on the manufacturer's policies. All other items will be subject to a 15% restocking fee.

Custom orders are made to your specifications and as such, may not be returned.

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
SCHOOL SPECIALTY, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) 5
 Exemption from FATCA reporting code (if any) _____
(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
BUSINESS: W6316 DESIGN DRIVE/REMIT TO: 32656 COLLECTION CENTER DRIVE

6 City, state, and ZIP code
BUSINESS: GREENVILLE, WI 54942/REMIT TO CHICAGO, IL 60693-0326

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-						
--	--	--	--	---	--	--	--	--	--	--

or

Employer identification number

3	9			-	0	9	7	1	2	3	9
---	---	--	--	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person  Date **5/23/2017**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

AEPA IFB #018-D Furniture Bid Proposal Checklist

Bidder Name: SICO AMERICA, INC.
Name of Authorized Representative: DAN REISETTER
Office Address: 7525 CAHILL ROAD, MINNEAPOLIS, MN 55439
Time Zone: Eastern Central Mountain Pacific
Telephone: 952-829-5150 **Fax:** 952-941-6688
Email: dreisetter@sicoinc.com **Website:** www.sicoinc.com

Instructions: Please complete the checklist below, confirming that the following documents have been uploaded to Public Purchase, in their ***individual required format***, by the due date and time listed for this IFB. ***Submission as one merged document will result as being marked non-responsive and will not considered.*** Bidders are reminded that failure to follow, comply with, and adhere to these instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its member agencies, affiliate agencies and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the deadline.

“x”	Document Title, Uploaded to Public Purchase <i>(Bidder must submit forms in the required title/format)</i>	Format of Uploaded Document	Notes
x	Bid Proposal Checklist – Name of Bidding Company	Scanned PDF	
x	Form A – Bid Affidavit – Name of Bidding Company	Scanned PDF	Signature and notarization required
x	Form B – Acceptance of Bid & Contract Award – Name of Bidding Company	Scanned PDF	Signature required
x	Form C – Company Information and Service Questionnaire – Name of Bidding Company	Scanned PDF	Signature required
x	Form D – Exceptions and Deviations – Name of Bidding Company	Scanned PDF	Signature required
x	Form E – Discount & Pricing Schedules – Name of Bidder	Scanned PDF	Signature required
x	Form F – Discount & Pricing Schedules Workbook – Name of Bidder	Excel Workbook	Cannot be password protected
x	Uniform Guidance “EDGAR” Certification	Scanned PDF	Signature required
x	Warranties, Additional Services – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
x	Additional Discounts – Name of Bidding Company (optional)	Submit as PDF	Not provided by AEPA, Bidder Created
x	Letter of Line of Credit and/or Annual Report – Name of Bidding Company	Submit as PDF	Not provided by AEPA, Bidder Created
x	State Specific Required Forms – Name of Bidding Company	Scanned PDF	**See Appendix in Part C for State Specific Forms (submit with response)


**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: SICO AMERICA, INC.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name SICO AMERICA, INC. Date 10/3/2017
Company Address 7525 CAHILL ROAD City MINNEAPOLIS State MN Zip 55439
Contact Person DAN REISETTER Title EDUCATION SALES MANAGER THE AMERIC
Authorized Signature  Title EDUCATION SALES MANAGER THE AMERIC
Email Address DREISETTER@SICOINC.COM Phone 952-829-5150

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency _____

Agency Executive _____

Awarded this _____ day of _____ Contract Number _____

Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form C – Company Information & Service Questionnaire**

Name of Bidder: SICO AMERICA, INC.

Company Information

Company Name SICO AMERICA, INC. Website WWW.SICOINC.COM
Company Address 7525 CAHILL ROAD
City MINNEAPOLIS State MN Zip 55439
Contact Person DAN REISETTER Title EDUCATION SALES MANAGER – THE AMERICAS
Contact Phone 952-829-5150 Contact Email DREISETTER@SICOINC.COM

Background

Note: Generally, AEPA will not accept an offer from a business that is less than five (5) years old or which fails to demonstrate and/or establish a proven record of business. If the bidder has recently purchased an established business or has proof of prior success in either this business or a closely related business, provide written documentation and verification in response to the questions below. AEPA reserves the right to accept or reject newly formed companies based on information provided in this response and from its own investigation of the company.

This business is a: public company XXXX privately owned company.

In what year was this business started under its present name? 1961

Under what other or former name(s) has your business operated? NA

Is this business a corporation? No XXX Yes. If Yes, please complete the following:

Date of incorporation: 1970 State of incorporation: MINNESOTA

Name of President: Ken Steinbauer

Name(s) of Vice President(s): Jim Pugh

Name of Secretary: Pam Johnson

Name of Treasurer: Keith Dahlen

Is this business a partnership? XXX No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Type of partnership, if applicable: _____

Name(s) of general partner(s): _____

Is this organization individually owned? XXX No Yes. If yes, please complete the following:

Date of organization: _____ State founded: _____

Name of owner: _____

This organization is a form other than those identified above. XXX No _____ Yes.

If Yes, describe the company's format, year and state of origin, and names and titles of the principals. _____

Company Headquarter Location

Company Address 7525 CAHILL ROAD

City MINNEAPOLIS State MN Zip 55439

Main Phone Number 800-742-6462 How long at this address? 50 YEARS

Company Branch Locations

Branch Address 555 Enterprise Avenue

City Belleville State WI Zip 53508

Branch Address 100 Exchange Avenue

City Conway State AR Zip 72032

Branch Address _____

City _____ State _____ Zip _____

Branch Address _____

City _____ State _____ Zip _____

If more branch locations, insert information here or add another sheet with above information.

Sales History

Provide your company's annual sales for 2015, 2016, 2017 YTD in the United States by the various public segments:

	2015	2016	2017 YTD
K-12 (public & private), Educational Service Agencies	\$19,141,000	\$19,160,000	\$18,563,000
Higher Education Institutions	\$976,000	\$822,000	\$744,000
Counties, Cities, Townships, Villages	\$1,419,000	\$427,000	\$328,000
States	\$256,000	\$89,000	\$126,000
Other Public Sector & Non-profits	\$4,215,000	\$6,453,000	\$4,500,000
Private Sector	\$11,151,000	\$11,839,000	\$10,016,000
Total	\$37,158,000	\$38,790,000	\$34,151,000

Work Force

1. **Key Contacts and Providers:** Provide a list of the individuals, titles, and contact information for the individuals who will provide the following services on a national and/or local basis:

Function	Name	Title	Phone	Email
Contract Manager	DAN REISSETTER	EDUCATION SALES MANAGER	952-829-5150	dreissetter@sicoinc.com
Sales Manager	DAN REISSETTER	EDUCATION SALES MANAGER	952-829-5150	dreissetter@sicoinc.com
Customer & Support Manager	DEB BLACKFORD	EDUCATION ORDER COORDINATOR	952-829-5113	dblackford@sicoinc.com
Distributors, Dealers, Installers, Sales Reps	SEE ATTACHED LIST OF AUTHORIZED DEALERS			
Consultants & Trainers	NA			
Technical, Maintenance & Support Services	MARY QUINN	CUSTOMER CARE MANAGER	800-424-0796	mquinn@sicoinc.com
Quotes, Invoicing & Payments	SEE ATTACHED LIST OF AUTHORIZED DEALERS			
Warranty & After the Sale	MARY QUINN	CUSTOMER CARE MANAGER	800-424-0796	mquinn@sicoinc.com
Financial Manager	DAVE JOYCE	CONTROLLER	952-829-5175	djoyce@sicoinc.com

2. **Sales Force:** Provide total number and location of salespersons employed by your company in the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Number of Sales Reps	City	State
11	MINNEAPOLIS	MN
2	PHOENIX	AZ
2	DALLAS	TX
1	PITTSBURGH	PA
1	COLUMBIA	SC
1	LOS ANGELES	CA
1	JACKSONVILLE	FL
1	RALEIGH	NC

3. **Service/Support and Distribution Centers:** Provide the type (service/support or distribution) and location of centers that support the United States by completing the following: *(To insert more rows, hit the tab key from the last field in the State column.)*

Center Type	City	State
DISTRIBUTION/MANUFACTURING	MINNEAPOLIS	MN
DISTRIBUTION/MANUFACTURING	CONWAY	AR
DISTRIBUTION/MANUFACTURING	BELLEVILLE	WI

Marketing

1. **Key Marketing Contact(s):** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s). *(To insert more rows, hit the tab key from the last field in the Email column.)*

Name	Title	Phone	Email
------	-------	-------	-------

PAT VANDER LUGT	DIRECTOR OF MARKETING	952-829-5106	pvanderlugt@sicoinc.com
JOE SULLIVAN	GRAPHIC DESIGNER	952-829-5136	jsullivan@sicoinc.com
LISA EBEL	SPACE DESIGNER	952-829-5130	lebel@sicoinc.com

2. **Marketing Activities:** Describe how this company marketed its products and services to schools and other public sector audiences in Fiscal Year 2016-2017 (July 1 – June 30). List all conventions, conferences and other events at which this company exhibited.

The SICO Group aims to provide, on a global scale, effective products for the creation and performance of multi-purpose areas, primarily in the Hospitality, Leisure, and Education markets. Our primary strategy is continually to seek a complete understanding of these markets.

SICO has chosen to specialize in the challenge of making more effective and efficient use of space in buildings wherever people work, learn, live or play. We are committed to developing equipment to carry out this concept throughout the world. For such equipment to freely do its work it must be trouble free, strong, easy to clean, safe to handle in experienced hands and must discipline the movement of people.

The general marketing strategy for SICO is two-fold: First, utilizing our 3rd party 50+ dealer network to sell, promote and educate our end-user customer base on SICO products. Second, SICO also has a robust program of knowledge and awareness as a selling strategy that includes but is not limited to: Website: www.sicoinc.com, collateral and printed material, repetitive email campaign targeting specific users of our products, and exhibitions at several trade events: EDSPACES, SNA ANC, TMEA, IAVM, NACAS, ACUI, ACCEDI, THE RENTAL SHOW, NRA, BITAC, INTL HOTEL SHOW, ETC.

3. **Cooperative Marketing:** Describe ways in which this business can collaborate with Member Agencies in marketing the bid. _____

Here are some tactics whereby SICO could collaborate with member agencies to promote and market the use of the awarded contract:

- Creation and distribution of a co-branded press release to trade publications
- Announcement, contract details and contact information published on the company website
- Design, publication and distribution of co-branded marketing materials
- Design and publication of national and regional advertising in trade publications
- Promotion of the Master Agreement through case studies, collateral pieces, presentations, etc.

4. **Sales Training:** Explain how your company will educate your sales staff on the AEPA contract including timing, methods, etc. _____

SICO will hold an internal, AEPA training. This training will cover an overview of the AEPA contract, the terms and conditions; the pricing program SICO is offering, how we will roll it out to our dealer network, key features of the master agreement, working knowledge of the solicitation process, awareness of the range of public agencies that can utilize the master agreement through AEPA, etc.

SICO regional sales managers, once trained by SICO contract manager will work with the sales managers from each of our 50+ 3rd party independent dealers to promote the contract and the customer messaging through their respective sales teams. In addition, SICO America provides hands-on dealer training multiple times annually at our headquarters location to all new SICO sales employees and dealer salespersons from all over the country. Upon award, SICO will incorporate a section into that training that will include an overview of the AEPA contract, the terms and conditions; the pricing program SICO is offering, key features of the master agreement, working knowledge of the solicitation process, awareness of the range of public agencies that can utilize the master agreement through AEPA, etc. In addition, we will train on a sales process that includes messaging to the customer regarding the use of the AEPA contract to promote the ease of use of the contract, the buying power and the competitively bid pricing.

Environmental Initiatives

1. Describe how your products and/or services support environmental goals. SEE THE ATTACHED

2. Describe the company's "green" objectives (i.e. LEED, reducing footprint, etc.). SEE THE ATTACHED

Independent Subcontractors, Distributors, Installers, etc.

If the Bidder is not the sole provider of all goods and services provided under this contract, the following must be answered:

1. **Selection Criteria for Independent Providers:** Describe the criteria and process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services.

SICO currently has more than 50 dealers in its Education Division dealer network. All SICO authorized dealers have the ability to provide on-site service at the customer's location. This service would include, but not be limited to: installation and unpacking new product deliveries, maintenance of existing products, repair services for existing products, and training for educational customer staff regarding proper use and safe operation of all products.

All SICO authorized dealer service technicians are required to be trained by SICO employees in our factory in Minneapolis. In order for a SICO dealer to be approved for service activities, they must first have their technicians pass this course. In addition, in order for a SICO dealer to be approved for sales activities, they must be trained by SICO sales employees. Dealers must also exhibit the ability to service the entirety of the region they are assigned to cover. For example; a state.

2. **Current Subcontractors, Distributors, Installers, Etc.:** Provide a list of current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid in the member agency states (listed in Part A of this IFB). Include, if applicable, contractor license information and the state(s) wherein they are eligible to provide services on behalf of this business.

SEE THE ATTACHED LIST OF AUTHORIZED DEALERS

Disclosures

1. Letter of Line of Credit or Annual Financial Report (REQUIRED): Attach a letter from the business's chief financial institution indicating the current line of credit available in its name and evidence of financial stability for the past three calendar years (2014, 2015 and 2016). This letter should state the line of credit as a range (ie. "credit in the low six figures" or "a credit line exceeding five figures"). If company is a publicly traded company a complete Annual Financial Report is required in place of Line of Credit Letter.
2. Legal: Does this business have actions currently filed against it? XXX No _____ Yes.

If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions such as Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

References

Provide contact information of your company's ten largest public agency customers:

Agency	Name	Title	Phone	Email
--------	------	-------	-------	-------

			Number	
1. Racine Unified School District	A William Rodenberg	Supervisor Maintenance	262-631-7135	Bill.Rodenberg@racine.k12.wi.us
2. Memphis City Schools	Jimmy Cruthirds	CN Supervisor	901-626-1546	cruthirdsje@MCSK12.net
3. Fargo Public Schools	Susan Puckett	Purchasing	701-446-1105	puckets@fargo.k12.nd.us
4. Intermediate District 287	Pat Harris	Purchasing	763-550-7143	plharris@district287.org
5. East Grand Rapids Public Schools	Paul Baumgartner	Director of Dining Services	(616) 819-2135	pbaumgartner@egrps.org
6. Ft. Worth ISD	Glen Headlee	Director	817-814-3540	ROY.HEADLEE@fwisd.org
7. Alvin ISD	Brenda Music	Music Director	(281) 245-2611	bmusic@alvinisd.net
8. Metropolitan School District of Lawrence Township	Stephanie Tragesser	Director of Food and Nutrition Services	(317) 423-8280	
9. Hillsborough County PUBLIC SCHOOLS	Corey A. Murphy	General Manager of Procurement	(813) 272-4374	corey.murphy@sdhc.k12.fl.us
10. Jefferson County Public Schools	Erin Kemp	Buyer	(303) 982-2369	ekemp@jeffco.k12.co.us

Service Questionnaire

Respond to Yes/No and choice questions by using an (X). If a text reply is required, respond in the space below. Scan this form and any attachment pages into a single document and convert to a PDF file. The scanned PDF file must be uploaded to Public Purchase with the Bidder's proposal. As part of evaluating the Bidder's qualifications, the following is being requested and the Bidder is forewarned failure to respond and/or meet the minimum specifications in these areas, may deem their response as non-responsive.

1. The following chart indicates which AEPA Member States intend to participate in this bid category. Please place an "X" in response to questions in the last three (3) columns. **Note: A Bidder must be willing and able to deliver the proposed products and/or services to ninety (90%) of the participating AEPA Member States.**

AEPA Member States	Participating in this bid category?	Has the bidding company sold products/services in these states for the past three (3) years?	If awarded, which states does the bidding company propose to sell in?	Indicate which states the bidding company has sales reps, distributors or dealers in.
California		X	X	X
Colorado	Yes	X	X	X
Connecticut	Yes	X	X	X
Florida	Yes	X	X	X
Indiana	Yes	X	X	X
Iowa	Yes	X	X	X
Kansas	Yes	X	X	X
Kentucky	Yes	X	X	X
Massachusetts	Yes	X	X	X
Michigan		X	X	X
Minnesota	Yes	X	X	X
Missouri		X	X	X
Montana	Yes	X	X	X

Nebraska	Yes	X	X	X
New Jersey	Yes	X	X	X
New Mexico	Yes	X	X	X
North Dakota	Yes	X	X	X
Ohio	Yes	X	X	X
Oregon		X	X	X
Pennsylvania	Yes	X	X	X
Texas	Yes	X	X	X
Virginia		X	X	X
Washington	No	X	X	X
West Virginia	Yes	X	X	X
Wisconsin		X	X	X
Wyoming	Yes	X	X	X

2. **e-Commerce:** Does this company have an e-commerce website? _____ Yes _____ XXXXX No

If **Yes**, what is the website? _____

3. **Customer and Support Service:**

- a. Does this company have online customer support options? _____ Yes _____ XXXX No
- b. Does this company have a toll-free customer support phone option? _____ XXX Yes _____ No
- c. Does this company offer local customer and support service options? _____ XXX Yes _____ No
- d. Describe the type, level, availability and location(s) of your customer and support service options, including number of dedicated customer/support staff and hours of operation. _____

SICO America has three manufacturing plants in the United States. Those facilities are located at the following locations: Minneapolis, MN, Belleville, WI and Conway, AR. The hours for customer care at these locations is 7 AM – 7 PM CST M-F.

In each location SICO has a staff of 4-6 employee individuals that are trained and certified to perform service at customer locations. However, typically this team is only used when the problem may be of a nature that the authorized SICO dealer service personnel are not able to efficiently and effectively provide a solution. This is typically a rare occurrence.

In addition, SICO currently has more than 50 dealers in its Education Division dealer network. All SICO authorized dealers have the ability to provide on-site service at the customer's location. This service would include, but not be limited to: installation and unpacking new product deliveries, maintenance of existing products, repair services for existing products, and training for educational customer staff regarding proper use and safe operation of all products.

All SICO authorized dealer service technicians are trained by SICO employees in our factory in Minneapolis. In order for a SICO dealer to be approved for service activities, they must first have their technicians pass this course.

4. **Training:** If applicable, does this company offer customer training for the products and services sold?

_____ XXX Yes _____ No

If **Yes**, describe what types/kinds of training you offer, the venues where training occurs and the location(s) of your trainers, include number of staff dedicated to training and their qualifications and hours of operation.

SICO offers on-site customer training on all of our products. The training occurs at the customer's facility and is performed by SICO authorized dealers or direct SICO employees. We have over 50 dealer organizations with the ability to train customers (SEE LIST for names and locations). Hours are 8 am – 5 pm M-F.

5. Pricing:

- a. Is your pricing methodology guaranteed for the term of the contract? XXX Yes _____ No
- b. Will you offer customized price lists to Participating Entities as required per the Pricing terms of Part A? _____ XXX Yes _____ No
- c. Will you offer hot list pricing (optional) as described in the Pricing terms of Part A? _____ Yes XXX No
- d. Will you offer Volume Price Discounts as described in the Pricing terms of Part A? XXX Yes _____ No

6. Competitiveness: In order for your bid to be considered, your company must offer AEPA prices that are equal to or lower than what your company offers to individual customers and/or cooperatives with equal to or lower volume. Is the pricing that is proposed to AEPA equal to or lower than pricing offered to individual customers and/or cooperatives with equal to or lower volume?

XXX Yes _____ No

Indicate which of the following apply and the **level of competitive range** you are offering in response to this IFB.

XXX Pricing offered to AEPA is EQUAL TO pricing offered to individual customer and/or cooperatives.

_____ Pricing is LESS THAN individual customer and/or cooperatives. Lower by _____%

7. Cooperative Contracts: Does your company currently have contracts with other cooperatives (local, regional, state, national)? XXX Yes _____ No

If Yes, identify which cooperative and the respective expiration date(s). _____

TIPS – Texas Inter Local Procurement System-Texas/Arkansas Procurement System Cooperative procurement contract. Expires 1/22/2018.

METRO 916 - Cooperative procurement contract based in Minnesota. Primarily for Minnesota members, but has been used in other states. Expires 3/31/2018.

Texas Buyboard - Texas Association of School Boards cooperative purchasing agreement. Expires 3/31/2019.

The National IPA - Expires 3/4/2018.

If Yes, and your company is awarded an AEPA contract, which contract will you lead with in marketing and sales representative presentations (sales calls)? _____

SICO does not intend to lead with a specific contract, but rather defers to the end customer for their choice in which cooperative they may already belong to or have experience with. If the customer does not have specific experience or belong to a cooperative currently, SICO will push the AEPA as the preferred vehicle.

8. Administrative Fee: Which of the following best reflects how your pricing includes the individual AEPA Members' administrative fee. Mark with an "X".

	The pricing for the products and/or services are the same for each AEPA Member Agency, shipping, handling administrative fee and other specific state costs are added to arrive at total price offered to the Individual AEPA Member Agency.
<u>XXX</u>	The pricing for the products and/or services is inclusive of the administrative fee and therefore the pricing is the same for all AEPA Member Agencies. Shipping, handling and other state specific costs are added to the adjusted AEPA Member Agency's price.

	The pricing for the products and/or services includes all (shipping, handling, administrative fee, other) costs to arrive at a single price for all AEPA Member Agencies.
--	---

9. **Shipping & Handling: Orders that are \$50.00 or more shall include free shipping and handling.** What is the flat rate your company will charge, regardless of where shipped in the continental United States, for orders less than \$50.00? \$ NA – Sico does not offer or ship supplies so this flat rate for supply orders would not apply.
10. **Product Returns:** Does your company have a return policy? XXX Yes No

If Yes, describe your return policy and if you charge a restocking fee, what is it? (AEPA allows up to 15% for supplies and up to 25% for equipment). _____

All exchange and returns require an RMA. Please contact SICO Customer Care at 1-800-328-6138 to request an RMA. No freight returns will be accepted without prior authorization and approval. Most SICO products are custom designed to order and are therefore not able to be returned without a re-stocking charge. The typical re-stocking charge is 25% of the purchase price.

11. **Payment Terms:** Will you offer AEPA Buyer's a quick pay discount? _____ Yes XXX No
- If Yes, what is the discount? _____ % Net _____

12. **Leasing:** Do you offer leasing arrangements under this bid? _____ Yes XXX No

13. **If an AEPA contract is approved and awarded by the Member Agencies, as a Vendor Partner, I agree to:**

Responsibilities of an AEPA Vendor Partner	Yes, indicate with an "X"	No, indicate with an "X"
1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have working knowledge of the contract.	X	
2. Train and educate sales staff on what the AEPA cooperative contract is including pricing, who can order from the contract (by state), terms/conditions of the contract and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.	X	
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. Plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.	X	
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.	X	
5. On a quarterly basis, complete the sales and administrative fee report (see attached PDF example) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.	X	
6. On a quarterly basis, complete the online Vendor Partner sales report for each Member Agency.	X	
7. Have ongoing communication with the Bid Oversight Chairperson, AEPA Member Agencies and the Member Agencies Participating Entities.	X	
8. Attend two (2) AEPA meetings each year (see page 9 in Part A)	X	
9. Participate in national and local conference trade shows to promote the AEPA contracts including, but not limited to the Association of School Business Officials (ASBO), the National Institute of Governmental	X	

Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).		
10. Increase sales over the term of the contract with all participating AEPA Member Agencies.	X	



Signature _____

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

SICO AMERICA INC. - AUTHORIZED DEALER LIST

Dealer	States/Territory	Contact	Address	City	State	Zip	Phone	Email
AT Equipment Sales	NY	Sal Barbera	130 Brook Street	Scarsdale	NY	10583	(914) 472-7222	ssalmy7@gmail.com
AZ School Furnishings	AZ	Greg Jansen	7885 N. Glen Harbor Blvd.	Glendale	AZ	85307	602-484-7331	Greg@furnishaz.com
BC Interiors	CO	Chris Mabbitt	3550 Frontier Avenue	Boulder	CO	80301	(303) 443-3666	c.mabbitt@bcinteriors.com
Benchmark	Canada	Michele Brittain	1235 Fairview Street, Suite 205	Burlington	ON	L7S2K9	(416) 816-1439	mbrittain@benchmark.ca
Concepts School & Office	CA	Mike Swanson	27480 Colt Court	Temecula	CA	92590	(951) 296-5591	lwh@sureswest.net
Continental	OH	Lisa Welch	2561 Silver Drive	Columbus	OH	43211	614-262-5010	lwelech@continentaloffice.com
Meteor	FL, GA, SC, CO, NY, PA, MO, TX, NM, VA, UT, AR, ND, NJ, NC	Bill Latham	690 NE 23rd Ave	Gainesville	FL	32609	352-373-7516	blatham@contrax.com
Culver Newlin	CA	Heather Bushem	520 E. Rincon Street Ste 102	Corona	CA	92879	(949) 288-6739	heatherb@culvernewlin.com
Davidson Furniture	Canada	Andy Stephenson	40 Konrad Crescent	Markham	ON	L3R 8T4	(905) 475-8376	andy@davidsonfurniture.ca
DGI - Delta Graphics	VA	Tam Moody	12532 Branders Bridge Rd	Chester	VA	23831	804-748-6448	tmooddy@deltagraphic.com
Douron	MD, DE, DC	Frank Clark	220 Continental Drive, Suite 106	Newark	DE	19713	410-363-2600	Frank@douron.com
DRB-Dein	NJ	TJ Fitzgerald	215 Bayview Ave.	Amityville	NY	11701	631-766-6658	Tjfitz61@aol.com
Eakes Office Plus	IA, NE	Mike Klassen	617 West Third Street	Grand Island	NE	68801	712-251-4493	mklassen@eakes.com
Educational Furniture	IN, OH	Matt Simmons	620 E. 18th Street	Muncie	IN	47302	765-286-9041	matt@edfurn.com
Educational Interiors	NJ, NY	Jim McKenna	711 East Park Avenue	Hainesport	NJ	08036	609-518-3737	jmckenna@educinteriors.com
Edusource	TX	Frank Medina	6333 DeZavala Rd., Suite 106	San Antonio	TX	78249	800-258-8559	edusource@sabx.rr.com
FES	NY	Steve Blanding	11 State Street, Suite 201	Pittsford	NY	14534	585-586-5420	Sbland6740@aol.com
Furniture Specialists, Inc.	MS	Blake Hilburn	416 Spike Ridge Road	Canton	MS	39046	866-547-4570	blakehilburn@aol.com
GBI, Inc.	TN	Adam Cohen	320 Seven Springs Way, Suite 450	Brentwood	TN	37207	(615) 772-7814	adam.cohen@gbinashville.com
Georgia Institutional Furnishings (GIF)	GA	Steve Webb	103 Gardner Park	Peachtree City	GA	30269	770-486-6431	swebb@gainst.com
Georgia Specialty Equipment	GA	Randall Cottrill	137 North 85 Pkwy	Fayetteville	GA	30214	770-855-4436	randall@gsequip.com
Great Lakes Furniture	MI	Ron Chrisman	687 Commerce Court	Holland	MI	49424	616-296-1201	rchrismanjr@hotmail.com
Innovative	MN	Bob Nelson	151 East Cliff Road	Burnsville	MN	55337	218-829-5818	bobnelson@innovativeos.com
Interior Systems Inc.	NY, NJ	Stanya LeMay	5758 Clevedon Lane	Oshkosh	WI	54904	(920) 539-1877	slemay@isiamerica.com
J.S. McHugh, Inc.	NY, NJ	Lawrence Vandewater	839 Stewart Avenue	Garden City	NY	11530	516-222-2200	lvandewater@jismchugh.com
Job Installations Inc.	NY	TJ Fitzgerald	215 Bayview Avenue	Amityville	NY	11701	(631) 766-6658	tjfitz61@aol.com
JW Associates	IN, KY	Mike Wittmer	1917 Bayard Park Drive	Evansville	IN	47714	812-479-7547	Mwittmer@jwassociates.us
Lonestar	TX	Brad Jones	6429 Berwyn Dr.	Plano	TX	75093	972-378-0199	brad@lsfurnishings.com
Louisiana School Equipment (LSE)	LA	Jerry Bouvier	330 Lee Dr, Suite B	Baton Rouge	LA	70808	225-343-0593	Jerrybouvier@aol.com
Lowery McDonnell	IL	Dave Tatge	1280 Mark St	Bensenville	IL	60106	630-227-1000	dtatge@lmcinc.net
Martin Public Seating	OH	Jim Martin	8425 Ryan Road	Selville	OH	44273	(330) 769-2723	jim@martinpublicseating.com
Mid-States	KS, MO, NE	Charlie Burt	810-C NW Main	Lee's Summit	MO	64086	816-282-7838	Cburt@msseci.com
Midwest Furnishings, Inc.	IL	Dave Welter	702 N. Maple St.	Prospect Heights	IL	60070	847-253-5070	dwelter@mwfurnishings.com
Missco	MS, TN, AR	Phillip May	2510 Lakeland Terrace Ste 100	Jackson	MS	39216	601-987-8600	Pmay@missco.com
Montana School Equipment	MT	Bret Hagel	712 13th St S	Great Falls	MT	59405	406-454-0420	Misec@bresnan.net
Nu-Idea	SC, GA	Cary Coker	230-232 E. Liberty Street	Sumter	SC	29150	803-773-7389	ccoker@nu-idea.com
Officescapes	CO, WY, NM	Peter Husak	2506 Zepelin Road	Colorado Springs	CO	80916	719-433-7300	phusak@officescapes.com
One Workplace	CA	Brandon Thomas	475 Brannan Street Suite 210	San Francisco	CA	94107	415-902-6664	bthomas@oneworkplace.com
PEMCO	PA, NJ	Roger Eggert	5335 Progress Blvd	Bethel Park	PA	15102	412-831-7601	gary@pemcofurniture.com
Premier Furniture & Equipment	IA	Roger Johnson	208 Oakridge Circle	Waverly	IA	50677	319-596-5120	rogerj@premier.com
Rex Williams & Sons	UT	Joe Williams	1770 W Alexander St	Salt Lake City	UT	84119	801-972-6611	Joe@rexwilliams.net
Robert Lord	MA, NH, CT, ME, RI, VT	Janis Stewart	220 Chapel Road	Manchester	CT	06040	860-645-8700	Janisstewart@rhco.com
Saxton Bradley	WA, OR, ID, AK, CA	Ray Near	801 SW 16th St., Suite 200	Renton	WA	98057	800-643-3512	Ray.near@saxtonbradley.com
Scholastic Equipment	WI, ND, MN	Randy Danielson	2000 Industrial Blvd.	Stillwater	MN	55082	651-439-2755	randyd@sectfurniture.com

SICO AMERICA INC. - AUTHORIZED DEALER LIST

Dealer	States/Territory	Contact	Address	City	State	Zip	Phone	Email
School Specialty	AR, CA, CO, ID, IL, IA, NV, NM, NY, OK, OH, PA, SD, TX, VT, WY, WI, TN, MN, AK, NJ, FL, UT, ND, WV, NE	Tom Streck	W6316 Design Drive	Greenville	WI	54942	920-243-5336	thomas.streck@schoolspecialty.com
Schoolhouse Products	Canada	Hart Sernick	215 Konrad Crescent Unit 2	Markham	ON	L3R 8T9	(866) 685-9022	hart@schoolhouseproducts.com
Seating Concepts	IL	Jeff Wolfe	125 Connell Avenue	Rockdale	IL	60436	(815) 730-7980	jwolfe@seating-concepts.com
Sierra School Equipment	CA	Mike McDermott	1911 Mineral Court	Bakersfield	CA	93308	661-399-2993	Mikemcdermott@ssecinc.com
Southern Equipment	GA	Keven MacKinney	8425 Lanierland Farms Drive	Gainesville	GA	30506	678-986-2660	kevenm95@aol.com
Ssi Furnishings	MO, KS	Mike Sigsbee	6624 Royal Street	Pleasant Valley	MO	64068	866-758-8448	msigsbee@ssfurnishings.com
Terrell Enterprises	AL	Al Brannon	106 S Cloverdale Road	Greenville	AL	36037	334-382-7415	al@terrellenterprises.com
Thompson Educational Furnishings	OK, AR	Mike Thompson	1400 S. Fretz Suite 160	Edmond	OK	73003	(405) 285-0323	mthompson@thompsoneducationalfurnishings.com
Unity Educational Services	AR, OK, MO, TX	Kenneth N. Ash	21083 Stick Ross Mt. Road	Tahlequah	OK	74464	(877) 489-9201	ken.ash@unityeducate.com
Universal	NC	Lee Ritsema	102 Preswick Place	Cary	NC	27511	919-467-6169	bigseat@aol.com
Warehouse Direct	IL	Jose Urquiaga	2001 South Mount Prospect Road	Des Plaines	IL	60201	(847) 952-1925	oseurquiaga@warehouseirect.com
William Peterson	WY, UT, ID	Bill Peterson	925 E. Executive Park Dr., Suite 5	Sale Lake City	UT	84117	801-293-8650	bill@wppeterson.net
Young Equipment	NY	Harriet Wilson	325 Rabro Drive Suite 1	Hauptauge	NY	11788	631-582-5900	Harriet@theyesexperience.com
Zimmerman	OH	Steve Zimmerman	7335 Havens Corners Rd	Blacklick	OH	43004	614-861-6383	stevezimmerman24@yahoo.com

Sustainability

Products that are User Friendly and Planet Friendly

SICO's[®] mission has always included the pursuit of environmentally friendly, sustainable solutions. Because our product components are of significantly higher quality, the useful life cycles of our products are significantly longer than those of our competitors. That can mean less material usage, salvage, waste, landfill consumption, disposal costs, freight costs, downtime and repair costs.

As a company, SICO[®] is working hard to bridge the gap between supplying sustainable, earth-friendly product solutions and constructing products that are built to stand the test of time. We are committed to providing customers around the globe with quality products that have a proven track record as a sound investment. In addition, we are always researching new sustainable materials for use in our products.



GREENGUARD[®] Gold Certification:

As part of our commitment to support this effort, we have a growing number of products that have now been certified with the GREENGUARD[®] mark of distinction. All of these products have gone through a stringent independent testing program that has affirmed that they meet the high standards set by the UL Environment for low chemical emissions that contribute to healthier indoor environments. Look for this logo on SICO[®] tables and other products.

Environmentally Friendly Materials:

- Medium Density Fiberboard (MDF) top core material is manufactured from materials under SFI (Sustainable Forestry Initiative) or Canadian Standards Association Standards. The MDF/poly top blanks supplied to SICO[®] feature a substantial amount of recycled/recovered material in their construction. Over 99% of the materials used to produce the top blanks are recycled/recovered. The Composite Panel Association certifies its North American particle board and MDF panels as Environmentally Preferable Products (EPP). They are certified to have met the following criteria: Contains 100% Recycled/Recovered Wood Content. They also conform to ANSI A208.1 (PB) or A208.2 (MDF) Formaldehyde Emission Requirements.

- Corrugated packaging and inner-packaging is constructed of recycled paper products. The percentage of recycled fiber content used in the paper-making process contains 70% total recycled fiber content and the remaining 30% being post-consumer (or comparable) fiber. Post consumer is defined as fiber derived from recovered paper, which has been printed and/or contains inks or colored dyes. For every tree that is cut, 10 are planted
- Recyclable and re-usable containers and pallets.
- A major program of inter-company material shipments has been converted from single-use paper/wood packaging to permanent, reusable, collapsible containers to reduce scrap, waste, transportation, fuel consumption, etc.
- Wood waste sawdust generated in manufacturing is recycled and used for animal bedding.
- Materials used may include recycled paper, recycled plastic, recycled content aluminum, recycled steel, and recycled wood, other recycled metals, and recycled powder paint.
- Adhesives are formaldehyde free.
- Powder coating is an environmentally friendly method of applying a finish that virtually eliminates overspray and provides a non-toxic surface that emits no formaldehyde or VOCs.
- GREENGUARD® GOLD certified products contribute to good indoor air quality.

Environmentally Friendly Manufacturing Processes:

- Metal scrap generated in manufacturing operations is recycled.
- Material handling equipment has been converted from liquid propane gas internal combustion engines to zero emission electric units.
- Plant machinery requiring liquid coolant utilizes water-based materials with closed loop systems.
- Solvents are re-filtered and re-used.
- SICO® is converting plant lighting to high efficiency, energy conserving lamps.
- Virtually 100% of SICO® painted components are finished with powder coatings utilizing closed system recycling systems, with recaptured powders reused rather than becoming waste. Pre-cleaning liquids are recycled to the maximum extent possible, and treated prior to disposal.
- All plating is done in state of the art systems. Rinse waters are reused extensively, with water discharge reduced by 90%.
- Zinc and clear plated parts are 100% finished using a trivalent conversion coating, giving superior corrosion protection.
- SICO's® chrome plated finish is RoHs compliant—even though this particular directive does not apply to our type of manufactured goods, yet.
- SICO's® chrome plater has given several presentations at international conventions and has received several waste reduction awards.
- All metals are recycled and reclaimed from plating filter and returned to economic use in manufacturing. Iron, Nickel, and chromium are removed to make stainless steel. Copper is refined to make copper and brass products. Zinc is removed to make zinc die-castings.
- Recaptured power from powder paint is recaptured at 95% resulting in very little waste.
- Incoming packaging from production materials is recycled or re-used to the greatest extent possible.



In addition:

- SICO® is undergoing a significant conversion from printed materials and record retention to an electronic retention system. This allows access to information and files without printed material, file cartons, transportation, and with minimization of paper and metal file storage requirements.
- We are working towards printing all documents on recycled-content paper
- SICO's® internal office support staff is committed to recycling waste papers, aluminum, plastic and steel.
- Significant percentages of previously printed literature have been eliminated and replaced with a comprehensive web site that allows customers access to all product instructions, literature, parts lists, etc. without the need for printed, packaged material.

SICO® will continue to invest in research and development of durable new materials that are made of renewable and recyclable resources. Our manufacturing processes also reflect attention to minimizing waste, and recycling by-products of production.



AEPA IFB #018-D Furniture Form D – Exceptions and Deviations

Name of Bidder: SICO AMERICA, INC.

Exceptions

Instructions:

1. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of exceptions. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
3. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
4. Scan this form plus any attachments into a single PDF document.
5. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder's proposal.
6. Exceptions to local, state or federal laws cannot be accepted under this bid.

XX	No , this bidder does not have exceptions to the Terms and Conditions incorporated in Parts A and B of this IFB.
	Yes , this bidder has the following exceptions to the Terms and Conditions incorporated in Parts A and/or B of this IFB.

IFB Section and Page Number	Outline Number	Term and Condition	Exception

Deviations

Instructions:

7. If "no" is marked with an "X" below, complete this form by signing it at the bottom.
8. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of deviations. *(To insert more rows, hit the tab key from the last field in the last row and column.)*
9. If adding pages, the bidder's name and identifying information as to which item the response refers must appear on each page.
10. Scan this form plus any attachments into a single PDF document.
11. Title the file as per the instructions and upload your PDF document to Public Purchase with the Bidder's proposal.
12. Deviations to local, state or federal laws cannot be accepted under this bid.

XX	No , this bidder does not have deviations (exceptions or alternates) to the specifications listed in Part B of this IFB.
	Yes , this bidder has the following deviations to the specifications listed in Part B of this IFB.

Outline Number Part B	Specification (describe)	Details of Deviation



Signature _____

**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture Form E – Discount & Pricing Schedule

Name of Bidder: SICO AMERICA INC.

Instructions: *Bidders are reminded as they prepare the discount pricing schedule that they are responsible for administrative fees on purchases to be remitted to Member Agencies. (See Part A of this IFB, Pricing.)*

1. There is one (1) Discount & Pricing Schedule Workbook (in Excel) provided for Bidders to complete with your discounts, pricing, etc. Please note that there are several tabs in the Workbook that should be completed. You must use the provided Excel Workbooks. Pricing must be submitted in the Excel Workbook format with the file name "Form F – Pricing & Discount Schedule Workbook – Name of Bidder."
2. In addition to the provided Excel Workbook, copies of the Bidder's most recent catalog or pricelist showing the products available under this bid should be included as PDF documents.
3. Upload the Excel workbook in its required format along with any additional catalogs or pricelists (PDF format) to Public Purchase with the Bidder's proposal.

These forms are provided on individual tabs on the Excel Workbook:

F.1 – Technology Support/Audio-Visual: A catalog selection for technology based environments (classroom, meeting rooms, conference rooms, lounges, libraries).

F.2 – Soft Seating: A catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.

F.3 – Classroom: A catalog selection including, but not limited to, case goods, desks, tables, seating/chairs (stacking, multiple and single use, flexible), accessories, vertical surface attachment panels and accessories, acoustical wall treatments, work surfaces.

F.4 – Early Childhood/Pre-K: A catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).

F.5 – Office: A catalog selection including, but not limited to, case goods, tables (folding, fixed, mobile), desks, seating/chairs (stacking, multiple and single use, flexible), workstations.

F.6 – Storage: A catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.

F.7 – Special Furniture: A catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.

F.8 – Library/Media Center: A catalog selection.

F.9 – Auditorium/Theater Fixed Seating: A catalog selection.

F.10 – Other.

F.11 – Additional Services: Any design and layout, interior designer services or other related services.

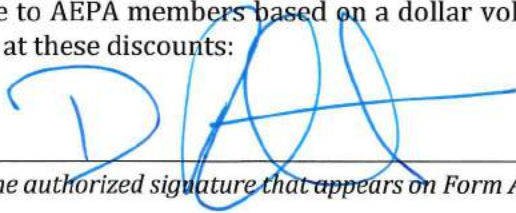
F.12 – Delivery: Associated costs for delivery and installation and any additional supplemental charges.

Additional Forms that may be provided by Bidder:

Warranties, Additional Services or Incidental Price Schedule (Not Provided by AEPA – Bidder Created): Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies.

Additional Discounts (Not Provided by AEPA – Bidder Created): If additional discounts/bonuses are available to AEPA members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

Signature _____



**Must be same authorized signature that appears on Form A – Bid Affidavit and Form B – Acceptance of Bid & Contract Award.*

AEPA IFB #018-D Furniture
Uniform Guidance "EDGAR" Certification
2 CFR Part 200

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

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

1. Violation of Contract Terms and Conditions

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

2. Termination for Cause of Convenience

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

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

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

3. Equal Employment Opportunity

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

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

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

4. Davis Bacon Act

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

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the vendor is conditioned upon vendor's acceptance of wage determination.

Vendor further agrees that is shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

5. Contract Work Hours and Safety Standards Act

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

6. Right to Inventions Made Under a Contract or Agreement

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

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

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

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

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

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such

information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements.

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

By signing below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

SICO AMERICA INC

Name of Company



Signature of Authorized Personnel

DAN REISSETTER

Printed Name

10/4/2017

Date

October 5, 2017

Sico America, Inc.
7525 Cahill Road
Minneapolis, MN 55439

Re: Bank Letter Reference

To Whom It May Concern:

Sico America, Inc. has been a customer of Venture Bank since August of 2013. Venture Bank has worked with the management of Sico America, Inc. in other ventures since 2007. Sico America, Inc. maintains an operating line of credit with Venture Bank with borrowing capacity in the mid seven figures. Current availability today is in the mid seven figures.

Sico America, Inc. has made prompt and timely payments since the inception of our lending relationship and the Bank has had no issue with overdrafts regarding deposit accounts.

Should you have additional questions, feel free to contact me directly at 651-289-2235.

Sincerely,



Dan McCarvel
Vice President
Venture Bank

SICO® Limited Lifetime Warranty - Tables



**LIMITED
LIFETIME
WARRANTY**

The SICO® Limited Lifetime Warranty is our statement of confidence to you, our customer that your investment in a SICO® Table comes with our guarantee of performance. SICO America Inc.® ("SICO®") is proud to offer a Limited Lifetime Warranty, as defined and limited below, on the following SICO® tables. This warranty is valid from the date of delivery to the original purchaser, whether purchased directly from SICO® or from an authorized SICO® dealer. SICO® MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, AND MAKES NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. This warranty covers the following products shipped after April 18, 2016.

PRODUCTS ⁽¹⁾

- TC-65 Table Product Line ⁽²⁾
- Communicator Table ⁽²⁾
- 3-in-1 ConverTable
- Pacer II ⁽⁴⁾
- MultiApp IIS ⁽⁴⁾
- Room Service Table
- Original & Deluxe Catering Tables
- Ellip-Table ⁽³⁾
- Conference Table ⁽³⁾
- LB Table Line ⁽³⁾
- Graduate Table ⁽²⁾
- BY-65 Table ⁽²⁾
- 2800 convertible
- Pacer
- MultiApp ⁽⁴⁾
- Sophisticate ⁽⁴⁾
- Socializer ⁽⁵⁾
- Undergraduate
- Armor-Edge® Folding Leg Tables
- Cadet Table ⁽³⁾

- (1) Tables are intended for indoor use
 (2) Uses Mechanical Strut Lift Assist
 (3) Uses Torsion Bar Lift Assist
 (4) Uses Pneumatic Damper
 (5) Uses Gas Strut Lift Assist and/or Damper

LIFETIME COVERAGE

- All tables will be free from defects in material and workmanship
- All welds are covered.
- The mechanical struts used on the mobile folding attached seating tables are covered.

EXCEPTIONS TO THE LIMITED LIFETIME WARRANTY

ABS Plastic Stools and Accent Guards have a prorated performance warranty.

ABS Plastic Stools & Accent Guards (Applicable to the current stool colors)

0 to 10 Years – 100% replacement at no charge including freight, installation not included

10 to 15 Years – 50% prorated discount from current pricing, freight and installation not included

Warranty – 10 Years (Installation not included)

- Torsion bar lift assist
- Casters
- Unit-to-Unit Connector on the 3-in-1 ConverTable
- Pneumatic dampers
- Gas spring lift assist and/or dampers

Stone Composite Tops

- ARE NOT covered by this warranty

WARRANTY DOES NOT APPLY TO PRODUCT FAILURE OR LOSS RESULTING FROM:

- Normal wear and tear
- Failure to apply, install or maintain products according to published SICO® instructions and guidelines
- Abuse, misuse, or accident
- Alteration or modification of the product
- The substitution of any unauthorized non-SICO® components for use in the place of SICO® components on any of the products
- Damage due to shipment
- Color-fastness or matching colors of ABS plastic stools, ABS Accent Guards, Armor-Edge® or other materials that naturally exhibit inherent color variations
- Damage caused by cleaning chemicals
- Rust or corrosion caused by not completely drying the product after cleaning or exposure to moisture
- Dye transfers caused by external contaminants (including clothing and accessory dyes such as those used on denim jeans) may migrate to lighter colors. This phenomenon is increased by humidity and temperature and is irreversible.

WARRANTY REMEDIES

Pursuant to this warranty, if a product fails under ordinary use as a result of a defect in materials or workmanship, SICO® will repair or at SICO®'s option, replace the affected product at no charge.

- A product "defect" means an inadequacy in the material or workmanship of the product that existed at the time when you received the product from a SICO® or a SICO® authorized dealer.
- An "ordinary use" means use of the product (i) in conformance with all applicable local, state, or federal laws, codes and regulations and (ii) in accordance with SICO® recommendations and/or instructions in the materials and documentation accompanying the product.

All repairs and returns must be approved, in writing, by SICO® before action is taken. The product serial number will be required to process and authorize any warranty claim. All claims are to be reported to:

SICO® America Inc.
Customer Care Department
1-800-424-0796
support@sicoinc.com

Address:
7525 Cahill Road
Minneapolis, Minnesota 55439

Repair or replacement in accordance with the foregoing procedure is the buyer's sole and exclusive remedy for any defective products, whether buyer's claim arises under contract, tort or otherwise. SICO® shall not be liable for any consequential damages, and in any event. SICO®'s liability is limited to the purchase price paid for the products purchased.





A GLOBAL COMPANY

CHORAL RISER WARRANTY

SICO® America, Inc., Minneapolis, Minnesota fully warrants its Choral Riser to be free from defect in materials and workmanship for a minimum period of fifteen (15) years from the date of delivery. Product defects arising from faulty materials or unsatisfactory workmanship will be replaced or repaired to serviceable condition free of charge to the original purchaser for said fifteen (15) year period, providing the products have been properly installed and maintained in accordance with the manufacturer's printed maintenance instructions attached to every SICO® Choral Riser when shipped. Welds are covered under a lifetime warranty. The foregoing is SICO®'s exclusive warranty with respect to the products purchased. SICO® MAKES NO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, and makes no other warranties except for the warranties expressly set forth above.

All repairs and returns must be approved, in writing, by SICO® before action is taken. The product serial number will be required to process and authorize any warranty claim. All claims are to be reported to:

SICO® America, Inc.
Customer Care Department
1.800.424.0796
support@sicoinc.com

Address:
7525 Cahill Road
Minneapolis, Minnesota 55439

Repair or replacement in accordance with the foregoing procedure is the buyer's sole and exclusive remedy for any defective products, whether buyer's claim arises under contract, tort or otherwise. SICO® shall not be liable for any consequential damages, and in any event, SICO®'s liability is limited to the purchase price paid for the products purchased.



A GLOBAL COMPANY

STAGES AND STAGE ACCESSORIES WARRANTY

SICO® America, Inc., Minneapolis, Minnesota fully warrants its stages and stage accessories to be free from defect in materials and workmanship for a minimum period of three (3) years from the date of delivery. Product defects arising from faulty materials or unsatisfactory workmanship will be replaced or repaired to a serviceable condition free of charge to the original purchaser for said three (3) year period. Welds are covered under a lifetime warranty. The foregoing is SICO®'s exclusive warranty with respect to the products purchased. SICO® MAKES NO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, and makes no other warranties except for the warranties expressly set forth above.

All repairs and returns must be approved, in writing, by SICO® before action is taken. The product serial number will be required to process and authorize any warranty claim. All claims are to be reported to:

SICO® America, Inc.
Customer Care Department
1.800.424.0796
support@sicoinc.com

Address:
7525 Cahill Road
Minneapolis, Minnesota 55439

Repair or replacement in accordance with the foregoing procedure is the buyer's sole and exclusive remedy for any defective products, whether buyer's claim arises under contract, tort or otherwise. SICO® shall not be liable for any consequential damages, and in any event, SICO®'s liability is limited to the purchase price paid for the products purchased.



Recommendation for New Contracts

AEPA Bid #018

Please forward this completed, signed recommendation, with supporting documents attached, to Tammy Hurst, AEPA President, and George Wilson, AEPA Executive Director, no later than COB November 10, 2017.

Bid Category: 018-D Furniture

Signatures:

Committee Chair:

Committee Member:

Committee Member:

A. Methodology used by the committee for determination:

- Low responsive and responsible bidder(s) based on the attached price tabulation.
- Low responsive and responsible bidder(s) based on the attached market basket study tabulation.
- Responsive and responsible bidder(s) based on the highest catalog discount.

B. Bids received that were rejected prior to evaluation with cause for rejection:

- HCON International – Missing required documents as listed on the bid opening.
- Trendway Corporation – Missing required documents as listed on the bid opening.

C. Bids received that were rejected during evaluation with cause for rejection:

None

D. Vendors recommended with reasons for recommendation:

The companies listed below had submittals meeting all the requirements of the bid solicitation:

- National Business Furniture – Offering a broad line of manufacturer offerings
- School Specialty - Offering a broad line of manufacturer offerings.
- Biofit Engineered Products – Manufacturer response.
- SICO – Manufacturer response.

Proposed Motion: It is recommended by the Oversight Committee that AEPA approve bids from the following vendor(s) for a recommended contract by our participating member agencies.

- Biofit Engineered Products
- National Business Furniture
- School Specialty
- SICO

Proposed Motion: It is recommended by the Oversight Committee that AEPA reject the bids from the following vendor(s).

**HCONE International
Trendway Corporation**

**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: Biofit Engineered Products

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

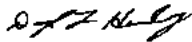
PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name Biofit Engineered Products Date 10/4/2017

Company Address P.O. Box 109 City Waterville State QH Zip 43566-0109

Contact Person Daryl Hensley Title Regional Manager

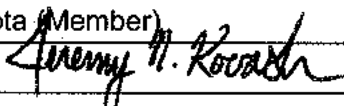
Authorized Signature  Title Regional Manager

Email Address daryl.hensley@biofit.com Phone 800-597-0246

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency Cooperative Purchasing Connection - Minnesota (Member)

Agency Executive Jeremy Kovash, Executive Director (LCSC) 

Awarded this 18th day of January Contract Number 018-D

Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: Biofit Engineered Products

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

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Company Name Biofit Engineered Products Date 10/4/2017

Company Address P.O. Box 109 City Waterville State OH Zip 43566-0109

Contact Person Daryl Hensley Title Regional Manager

Authorized Signature  Title Regional Manager

Email Address daryl.hensley@biofit.com Phone 800-597-0246

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency North Dakota Educators Service Cooperative (Member)

Agency Executive Rodney Scherbenske, Board President

Awarded this 18th day of January Contract Number 018-D

Contract to commence (Member Agency to select): _____ or March 1, 2018

**AEPA IFB #018-D Furniture
Form B - Acceptance of Bid & Contract Award**

Name of Bidder: National Business Furniture

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

PART I: BIDDER

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Company Name National Business Furniture Date 9/26/17
Company Address 770 S. 70th St City Milwaukee State WI Zip 53214
Contact Person Teresa Darden Title Education Sales Mgr.
Authorized Signature [Signature] Title Same as Above
Email Address tercsad@NBF.COM Phone 800 558 1010

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency Cooperative Purchasing Connection - Minnesota (Member)
Agency Executive Jeremy Kovash, Executive Director (LCSC) [Signature]
Awarded this 18th day of January Contract Number 018-D

Contract to commence (Member Agency to select): _____ or March 1, 2018

AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award

Name of Bidder: National Business Furniture

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PART I: BIDDER

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Company Name National Business Furniture Date 9/26/17
Company Address 770 S. 70th St City Milwaukee State WI Zip 63214
Contact Person Teresa Darden Title Education Sales Mgr.
Authorized Signature [Signature] Title Same as Above
Email Address teresad@NBF.COM Phone 800 558 1010

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency North Dakota Educators Service Cooperative (Member)
Agency Executive Rodney Scherbenske, Board President [Signature]
Awarded this 18th day of January Contract Number 018-D
Contract to commence (Member Agency to select): _____ or March 1, 2018

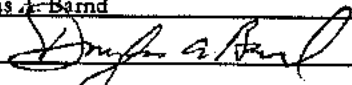
**AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award**

Name of Bidder: School Specialty Inc.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.


PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name School Specialty, Inc. Date 9/25/2017
Company Address 100 Paragon Parkway City Mansfield State Ohio Zip 44903
Contact Person Douglas J. Barnd Title Director of Operations F&E - Assistant Secretary
Authorized Signature  Title Director of Operations F&E - Assistant Secretary
Email Address doug.barnd@schoolspecialty.com Phone 419-589-1900 / 800-305-0174

PART II: AWARDDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency Cooperative Purchasing Connection - Minnesota (Member)
Agency Executive Jeremy Kovash, Executive Director (LCSC) 
Awarded this 18th day of January Contract Number 018-D

Contract to commence (Member Agency to select): _____ or March 1, 2018

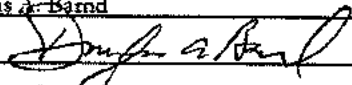
AEPA IFB #018-D Furniture
Form B – Acceptance of Bid & Contract Award

Name of Bidder: School Specialty Inc.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

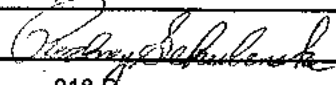
PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name School Specialty, Inc. Date 9/25/2017
Company Address 100 Paragon Parkway City Mansfield State Ohio Zip 44903
Contact Person Douglas A. Barnd Title Director of Operations F&E - Assistant Secretary
Authorized Signature  Title Director of Operations F&E - Assistant Secretary
Email Address doug.barnd@schoolspecialty.com Phone 419-589-1900 / 800-305-0174

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency North Dakota Educators Service Cooperative (Member) +
Agency Executive Rodney Scherbenske, Board President  +
Awarded this 18th day of January Contract Number 018-D

Contract to commence (Member Agency to select): _____ or March 1, 2018


AEPA IFB #018-D Furniture
Form B - Acceptance of Bid & Contract Award

Name of Bidder: SICO AMERICA, INC.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

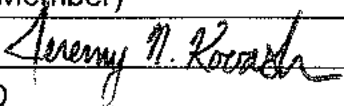
PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name SICO AMERICA, INC. Date 10/3/2017
Company Address 7525 CAHILL ROAD City MINNEAPOLIS State MN Zip 55439
Contact Person DAN REISSETER Title EDUCATION SALES MANAGER THE AMERIC
Authorized Signature  Title EDUCATION SALES MANAGER THE AMERIC
Email Address DREISSETTER@SICOINC.COM Phone 952-829-5150

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency Cooperative Purchasing Connection - Minnesota (Member)
Agency Executive Jeremy Kovash, Executive Director (LCSC) 
Awarded this 18th day of January Contract Number 018-D
Contract to commence (Member Agency to select): _____ or March 1, 2018


**AEPA IFB #018-D Furniture
Form B - Acceptance of Bid & Contract Award**

Name of Bidder: SICO AMERICA, INC.

Instructions: PART I of this form is to be completed by the Bidder and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. The completed document must be scanned to a PDF format and uploaded to Public Purchase with the Bidder's proposal. If approved by AEPA, the Bidder is required to produce a copy of the document for each of the AEPA Member Agency with which it contracts.

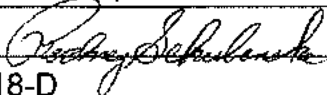
PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, associated documents, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies and equipment incurred in compliance with all terms, conditions, specifications and amendments associated with this IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Company Name SICO AMERICA, INC. Date 10/3/2017
Company Address 7525 CAHILL ROAD City MINNEAPOLIS State MN Zip 55439
Contact Person DAN REISETTER Title EDUCATION SALES MANAGER THE AMERIC
Authorized Signature  Title EDUCATION SALES MANAGER THE AMERIC
Email Address DREISETTER@SICOINC.COM Phone 952-829-5150

PART II: AWARDING MEMBER AGENCY

Your bid response for the above identified bid is hereby accepted. As a Vendor Partner you are now bound to offer and provide the products and services identified within this IFB, your response and approved by AEPA, including all terms, conditions, specifications, exceptions and amendments. As Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. The intent of this contract is to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2019, unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended month by month up to six (6) months or for three (3) additional 12-month periods.

Awarding Agency North Dakota Educators Service Cooperative (Member)
Agency Executive Rodney Scherbenske, Board President 
Awarded this 18th day of January Contract Number 018-D
Contract to commence (Member Agency to select): _____ or March 1, 2018