

## Solicitation Audit Checklist

<b>Proposal:</b>	AEPA 026-A Furniture
<b>Awarded Vendor(s):</b>	Quill
<b>Award Date:</b>	3/11/2026
<b>Contract Number:</b>	026-A

X	1 Legal Affidavit(s)
X	2 Copy of Solicitation Documents
X	3 Copy of Questions & Answers
NA	4 Copy of Addenda
X	5 Notification Report
X	6 Access Report
X	7 Opening Record
X	8 Copy of Awarded Vendor Response(s)
X	9 Evaluation Summary & Recommendation
X	10 Copy of Award Letter(s) & Copy of Signed Contract(s)

# LOCALiQ

Aberdeen News  
Watertown Public Opinion

PO Box 630567 Cincinnati, OH 45263-0567

## AFFIDAVIT OF PUBLICATION

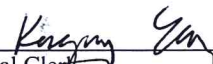
Cooperative Purchase, Lori Mittelstadt  
Lakes Country Service Cooperative  
1001 E Mount Faith AVE  
Fergus Falls MN 56537-2375

STATE OF SOUTH DAKOTA, COUNTY OF BROWN

The AMERICAN NEWS is a daily newspaper of general circulation, printed and published in Aberdeen, Brown County, South Dakota, and has been such a newspaper during the times hereinafter mentioned; and personal knowledge of the facts herein state that the notice hereto annexed was Published in said newspapers in the issue dated:

07/30/2025, 08/06/2025

That said newspaper is a legal newspaper published five days or more each week; with a bona fide circulation of more than two hundred copies daily; published in the English language within the said county of Brown for more than one year prior to the first publication of said notice; and printed in whole in an office maintained at the place of publication of said newspaper.  
Sworn to and subscribed before on 08/06/2025

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown

5.15.27

My commission expires

Publication Cost:	\$35.24	
Tax Amount:	\$0.00	
Payment Cost:	\$35.24	
Order No:	11487798	# of Copies:
Customer No:	1248830	0
PO #:	LABD0332478	

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

## Legal Notice 026

Sealed solicitations will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its 31 State Member Agencies until:

1:30 p.m. ET, September 16, 2025

Solicitations: 026-A Furniture, 026-B Health and Wellness, 026-C LED Lighting Supplies & Equipment, 026-D Technology Catalog, 026-E Student Transportation Solutions, 026-F EMS Supplies & Equipment, and 026-G HVAC Equipment & Installation.

All responses shall be submitted online via Bonfire by the due date and time listed above. Vendors are requested to visit AEPA's website at <https://aepacoop.org/registration-solicitations/> for instructions on how to register at no cost with Bonfire. AEPA documents will be released on July 31, 2025. Note that Vendors must be able to provide their proposed products and services in up to 31 states.

Solicitations will be publicly opened after 1:30 p.m. ET, September 16, 2025 at Lakes Country Service Cooperative, 1001 E Mt Faith, Fergus Falls, MN 56537. An opening record will be posted to AEPA-COOP.org.

Published July 30, August 6 2025, at the total approximate cost of 35.24 and may be viewed free of charge at [www.sdpublic-notices.com](http://www.sdpublic-notices.com)

LABD0332478

## AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of The Bismarck Tribune, and that the publication(s) were made through The Bismarck Tribune on the following dates:

**PUBLICATION DATES:**

Jul. 30, 2025, Aug. 6, 2025

**NOTICE ID:** iMzSypfVu6ogxRBsFxFXj

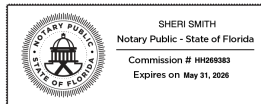
**PUBLISHER ID:** COL-ND-2022

**NOTICE NAME:** AEPA 026 - Bismarck Tribune

**Publication Fee:** \$136.62

*Anjana Bhadoriya*

(Signed) \_\_\_\_\_



**VERIFICATION**

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 08/07/2025

*S. Smith*

Notary Public

Notarized remotely online using communication technology via Proof.

**AEPA #026 – Legal Notice  
Notice to Vendors**

Sealed solicitations will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its 31 State Member Agencies until:

**1:30 p.m. ET, September 16, 2025**  
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7/30, 8/6 - COL-ND-2022



**AFFIDAVIT OF PUBLICATION**

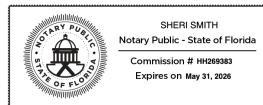
State of Florida, County of Broward, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (MN), a newspaper printed and published in the City of Moorhead, County of Clay, State of Minnesota.

1. 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 the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Wednesday, July 30, 2025, Wednesday, August 6, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$25.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CASS County. The newspaper complies with 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.

*Anjana Bhadoriya*

(Signed) \_\_\_\_\_



**VERIFICATION**

State of Florida  
County of Broward

Subscribed in my presence and sworn to before me on this: 08/07/2025

*S. Smith*

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# CLASSIFIEDS + PUBLIC NOTICES

STARTRIBUNE.COM/CLASSIFIEDS • 612.673.7000 • 800.927.9233

Cooperative Purchasing Network  
N/A  
D-3-AII

N/A  
D-3-AII

Section-Page-Zone(s):  
D-3-AII

Advertiser:  
Agency:  
Description:

0000521276-01  
N/A  
1 Col x 3.57 in  
0

Ad Number:  
Insertion Number:  
Size:  
Color Type:

The Minnesota Star Tribune  
Business  
Wednesday, August 6, 2025

**GENERAL POLICIES**  
Review your ad on the first day of publication. If there are mistakes, notify us immediately. We will make changes for errors and adjust your bill, but only if we receive notice on the first day the ad is published. We limit our liability in this way, and we do not accept liability for any other damages which may result from error or omission in or from an ad. All ad copy must be approved by the newspaper, which reserves the right to request changes, reject or properly classify an ad. The advertiser, and not the newspaper, is responsible for the truthful content of the ad. Advertising is also subject to credit approval.

### Legal Notices

#### PUBLIC NOTICE:

Pursuant to Mn Statute 168B.06 SUB D.2 the following impounded items will be auctioned at Twin Cities Transport & Recovery - 3760 Flowerfield Rd. Blaine MN 55014 763-784-7501

"If it is impossible to determine with reasonable certainty the identity and address of the registered owner and all lienholders, the notice shall be published once in a newspaper of general circulation in the area where the motor vehicle was towed from or abandoned. Published notices may be grouped together for convenience and economy."

- All of the listed items have the right to reclaim in accordance with Mn Statute 168B.06 Subdivisions 1-5

- All unclaimed items constitute a waiver by them of all right, title, and interest in the contents and consent to sell or dispose of the contents under section 168B.08

### Proposals for Bids

#### AEPA #026 - LEGAL NOTICE

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### Garage Sales - NW, SW & W Suburbs

**Multi family garage sale 8/7-9. 14573 Carriage Lane NE, Prior Lake. Camping gear, household, furniture, shelves, books, decorative items, pots/pans, bikes**

### Mortgage Foreclosures

### 25-118428 NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFECTED BY THIS ACTION. NOTICE IS HEREBY GIVEN, THAT default has occurred in the conditions of the following described mortgage:

DATE OF MORTGAGE: July 1, 2016  
ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$137,000.00  
MORTGAGOR(S): Ervin Moore, a married man  
MORTGAGEE: Mortgage Electronic Registration Systems, Inc.  
TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc.  
MIN#: 10086710000532869  
LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: American Mortgage & Equity Consultants, Inc.  
SERVICER: Nationstar Mortgage LLC

DATE AND PLACE OF FILING: Filed July 1, 2016, Hennepin County Registrar of Titles, as Document Number 105363656

ASSIGNMENTS OF MORTGAGE: Assigned to: Lakeview Loan Servicing, LLC

LEGAL DESCRIPTION OF PROPERTY: Lot 8, Block 8, "Le Baron's First Addition to Minneapolis"

REGISTERED PROPERTY: PROPERTY ADDRESS: 5131 Dupont Avenue North, Minneapolis, MN 55430

PROPERTY IDENTIFICATION NUMBER: 12-118-21-22-0173 COT# 1472818

COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin

THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE IS \$123,410.68

THAT all pre-foreclosure requirements have been complied with; that no action or proceeding has been instituted at law or otherwise to recover the debt secured by said mortgage, or any part thereof;

PURSUANT, to the power of sale contained in said mortgage, the above described property will be sold by the Sheriff of said county as follows:

DATE AND TIME OF SALE: March 18, 2025, 10:00AM

PLACE OF SALE: Sheriff's Main Office, Civil Division, Room 190, City Hall, 350 South Fifth St., Minneapolis, MN 55415 to pay the debt secured by said mortgage and taxes, including attorneys fees allowed by law, subject to redemption within 6 months from the date of said sale by the mortgagor(s) or their personal representatives or assigns.

TIME AND DATE TO VACATE PROPERTY: If the real estate is an owner-occupied, single-family dwelling, unless otherwise provided by law, the date on or before which the mortgagor(s) must vacate the property, if the mortgage is not reinstated under section 580.30 or the property is not redeemed under section 580.23, is 11:59 p.m. on September 18, 2025, or the next business day if September 18, 2025 falls on a Saturday, Sunday or legal holiday.

"THE TIME ALLOWED BY LAW FOR REDEMPTION BY THE MORTGAGOR, THE MORTGAGOR'S PERSONAL REPRESENTATIVES OR ASSIGNS, MAY BE REDUCED TO FIVE WEEKS IF A JUDICIAL ORDER IS ENTERED UNDER MINNESOTA STATUTES, SECTION 582.032, DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGED PREMISES ARE IMPROVED WITH A RESIDENTIAL DWELLING OF LESS THAN FIVE UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL

### 216 General Announcements

**SAINT PAUL CLASSIC BIKE TOUR**  
Enjoy a Music Festival on Wheels!  
Sunday, September 7, 2025  
Scenic routes of 13 to 32 miles with live music at every stop!  
Explore more at [BikeClassic.org](http://BikeClassic.org)

### 324 Collectibles

**PAYING CASH (no check)**  
for gold/10k, 14k, 18k, 22k & dental; silver coin, sterling flatware, jewelry, Rolex+ watches, QVC/HSN, antique items, old comics/sports cards, collectibles. House calls/office visit. 46 yrs bus. BBB A+/WCCO #1 Appraiser/Google 4.9 stars. Call for free advice/appt. 9am-9pm/7 days a week.  
**Mark & Susan 612-802-9686**

### 404 Dogs

**Bernese Mountain Dog AKC Puppies**  
Shots/vet checked, family farm raised, 9 weeks. Very social! \$1,100. 320-808-8423

**ENGLISH SPRINGER PUPS AKC \$800.** For more info call or text: 641-425-1558. Pics on request!

**English Springer spaniel puppies** AKC registered Springer spaniel puppies. Ready on August 15th. Shots and information text or call 507-273-4764. \$1,200.00 507-273-4764

**German Shepherd AKC blk/tan/bl exc temp, OFA, vet ck, 40 yrs. \$2,000.** 763.203.5725 [www.bartellhaus.com](http://www.bartellhaus.com)

**GOLDEN IRISH PUPPIES** DOB 6/14, 5M, 1F. SHOTS AND VET CHKD. \$750 Stanley, WI 715-644-2219

**Golden Retriever Pups Mom Dad AKC.** Available to be seen. Males Females. Got home August 28th. Shots and Chipped. \$1,500.00 612-384-9693

**PEMBROKE WELSH CORGI AKC 3F.** 12 wks, 2 trl, 1 red & white. Vet work up to date. \$1,100. 612-221-6531

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

Resources:  
Mpls. Civil Rights 612-673-3012  
MN Human Rights 651-296-5663  
Rental Home Line 612-728-5767  
HUD 1-800-669-9777

**633 APTS & CONDOS UNFURN. NW, SW & WEST SUBURBS**

**Golden Valley/New Hope 2701 Xylon Ave. Sunset Apts. Huge newly remod 2BR!** Scrn porch, new carpet, walk-in closets, sec sys, new D/W, central AC, on bus. Free gar. Heat & NA PP EA. Was \$1695, now \$1650! Avail now. 612-670-1104

### 687 Roommates Wanted

**Roommate wanted** Upstairs 2BR, full bath, Lg walkthrough closet, split utilities, \$1,300. Quite safe neighborhood. 763-260-3111 please text

### Mortgage Foreclosures

#### PRODUCTION, AND ARE ABANDONED.

DATE: January 16, 2025  
Lakeview Loan Servicing, LLC  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: March 4, 2025  
Lakeview Loan Servicing, LLC  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

25-118428  
NOTICE OF POSTPONEMENT OF MORTGAGE FORECLOSURE SALE

The above referenced sale scheduled for April 22, 2025, at 10:00 AM, has been postponed to April 22, 2025, at 10:00 AM, and will be held at sheriffs main address Civil Division, Room 190, City Hall, 350 South Fifth St., Minneapolis, MN 55415.

Unless the mortgage is reinstated under Minnesota Statute 580.30 or the property is redeemed under Minnesota Statute 580.23 the property must be vacated by October 22, 2025. If this date falls on a Saturday, Sunday or legal holiday, the date to vacate will be the next business day at 11:59 p.m.

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: April 1, 2025  
Lakeview Loan Servicing, LLC  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

25-118428  
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Unless the mortgage is reinstated under Minnesota Statute 580.30 or the property is redeemed under Minnesota Statute 580.23 the property must be vacated by November 27, 2025. If this date falls on a Saturday, Sunday or legal holiday, the date to vacate will be the next business day at 11:59 p.m.

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: April 1, 2025  
Lakeview Loan Servicing, LLC  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

25-118428  
NOTICE OF POSTPONEMENT OF MORTGAGE FORECLOSURE SALE

The above referenced sale scheduled for May 27, 2025, at 10:00 AM, has been postponed to August 5, 2025, at 10:00 AM, and will be held at sheriffs main address Dakota County Law Enforcement Center, 1580 Hwy 55, Lobby S-100, Hastings, MN 55033.

Unless the mortgage is reinstated under Minnesota Statute 580.30 or the property is redeemed under Minnesota Statute 580.23 the property must be vacated by February 5, 2026. If this date falls on a Saturday, Sunday or legal holiday, the date to vacate will be the next business day at 11:59 p.m.

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: April 21, 2025  
NewRez LLC d/b/a Shellpoint Mortgage Servicing  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: February 28, 2025  
NewRez LLC d/b/a Shellpoint Mortgage Servicing  
Assignee of Mortgage  
LOGS Legal Group LLP  
Tracy J. Halliday - 034610X  
LOGS Legal Group LLP  
Attorneys for Mortgage  
1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.

DATE: February 28, 2025  
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1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

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**AFFIDAVIT OF PUBLICATION**

**STATE OF MINNESOTA        )**  
**COUNTY OF HENNEPIN )**

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

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

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

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

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

<u>Dates of Publication</u>	<u>Advertiser</u>	<u>Account #</u>	<u>Order #</u>
StarTribune      07/30/2025	COOPERATIVE PURCHASING CONNECTION	1000337556	521276
StarTribune      08/06/2025	COOPERATIVE PURCHASING CONNECTION	1000337556	521276

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows:    **\$459.20**

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

FURTHER YOUR AFFIANT SAITH NOT.

*Terri Swanson*

---

Subscribed and sworn to before me on:        08/07/2025

*Diane E. Rak Kleszyk*

---



Notary Public



# Invitation for Bid AEPA #026-A FURNITURE SOLUTIONS

**BID SECURITY REQUIRED: NONE**

## Part A – Instructions and Specifications

### Notice to Respondents

Solicitation offers will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until: **September 16, 2025, at 1:30 p.m. ET**

**Each package consists of multiple parts:**

- Part A – Instructions and Specifications**
- Part B – AEPA General Terms and Conditions**
- Part C – Member Agency (State) Terms and Conditions**
- Part D – Questionnaire**
- Part E – Signature Forms**
- Part F – Discount & Pricing Workbook**

All offers must be submitted online via the Bonfire eProcurement website by the due date and time listed above. AEPA solicitation documents can be downloaded after registering, at no cost, on Bonfire, <https://aepacoop.bonfirehub.com/>. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

AEPA and/or the respective Member Agencies reserve the right to reject any or all offers in whole or in part; to waive any formalities or irregularities in any offers, and to accept the offers, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Note that Respondents must be able to provide their proposed products and services in up to 31 states including Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. Note that not all states participate in each solicitation. The complete list of participating states is found below.

**Solicitations will be opened online on September 16, 2025, at 2:00 p.m. ET. at EducationPlus, 1460 Craig Road, St. Louis, MO 63146.**

**The online opening link is below:**

<https://us06web.zoom.us/j/85896115580?pwd=DOTCZooyJWXAlubz66IBckFnr80xp4.1>

**Meeting ID 858 9611 5580**

## Bid & Contract Timeline:

July 31, 2025	Release of IFBs/RFP via Bonfire
August 18, 2025	Voluntary Pre-Bid Conference Call
August 29, 2025	Deadline for questions from Respondents
September 16, 2025	Deadline for Submittals and Reading via Bonfire
September 17, 2025	Opening Record posted on the AEPA website, <a href="http://www.aepacoop.org">www.aepacoop.org</a>
December 1-3, 2025	AEPA Approval of Offers
After December 3, 2025	Director of Solicitations submits contracts to AEPA Member Agencies to be forwarded to Vendor Partners for signature.
	Initial contract term—See Term of Contract and Extensions in General Terms & Conditions. Annual contract renewal dates subject to approval by AEPA

## I. General Solicitation Procedures

### A. Issuing Agency

The great benefit to the Vendor is that one response may be prepared for approval by AEPA and awarded by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Solicitations may be issued as an IFB or an RFP depending on the category of goods/services being solicited. Respondents to a solicitation will submit their response in the required formats (PDF, Excel) of all files requested along with current pricing via Bonfire, a free online bidding platform, by the published due date and time. Respondents selected in response to this solicitation have the potential to provide products and services to local education agencies serving over 36,000,000 (excludes non-represented AEPA states) students, with additional local government agencies as permitted by state law.

Each AEPA Member Agency will individually publish notice of the solicitation. Respondents will submit responses online, electronically via Bonfire (<https://aepacoop.bonfirehub.com/>). Instructions on registering for AEPA solicitations on Bonfire can be found on the AEPA website, <https://aepacoop.org/registration-solicitations/>. Responses deemed complete at opening will be evaluated by solicitation category 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 solicitation, 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 competitive procurement regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own solicitation./ This saves the entity time and allows for economical and efficient purchasing.

**AEPA requires that Respondents only respond if they can offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.** 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 solicitation, open each response, evaluate, and select). 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 solicitation, a cooperatively solicited contract may not be attractive to these members. **We request that Respondents respond with advantageous pricing and package so that together we can attract members to prefer the cooperatively awarded contract.**

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. Questions**

All questions from Respondents must be submitted online through Bonfire, AEPA will not accept questions in any other format during the solicitation process. All questions received during the solicitation process will be available via Bonfire. All Respondents will be automatically notified through email when AEPA responds to a question asked by a potential respondent. It is the Respondent's responsibility to check Bonfire for any questions and answers before the deadline. Questions received after the deadline date will not be answered.

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

Questions regarding accessing this solicitation through Bonfire can be directed to the Director of Solicitations at [bid-committee@aepacoop.org](mailto:bid-committee@aepacoop.org).

#### **C. Respondent Qualifications**

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

Respondents must demonstrate their ability, capacity, and available resources to provide the proposed products and services to 90% of the AEPA Member Agencies indicating an interest in participating in the categories being solicited, or at least one Region for solicitations involving a Regional component. The Respondents 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 solicitation response and/or its own investigation of the company.

#### **D. Bid/Proposal Security**

If required as noted at the top of this Part, bids or proposals must be accompanied by a satisfactory security bond. Please note that not all AEPA Bid categories require a security bond.

If a security bond is required, a hard copy of the bid security must be in the possession of AEPA on or before, the exact due date and time. Original copies of the security must be submitted to AEPA c/o EducationPlus, ATTN: Purchasing Dept, 1460 Craig Road, St. Louis, MO 63146 in a sealed envelope with the Solicitation Number, Solicitation Category, and Respondent's name and address clearly indicated on the envelope or box. A copy of the bid security must be submitted via Bonfire. AEPA will not reject a response from a Vendor whose bid bond has not arrived by the due date and time as long as a scanned copy of the bid bond dated prior to the due date is uploaded with their response and the actual bond is in transit. If the designated location for receiving the bid security is closed due to an unforeseen circumstance on the day the security is due (due date), the security will be due at the same time on the next day the building is open.

An acceptable bid/proposal security will have the principal being the Respondent and the Association of Educational Purchasing Agencies listed as the Agency of Record. The Security may be a one-time bond underwritten by a surety company licensed to issue 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 security bond must remain in force for one hundred twenty (120) days of the solicitation opening.

#### **E. Solicitation Submittal**

##### **1. Preparation of the Response**

- a. The solicitation is published in multiple parts.
  - i. Part A contains the solicitation instructions, and the technical specifications.
  - ii. Part B is the general terms and conditions for all AEPA agencies.
  - iii. Part C includes specific state terms and conditions. This is where you will find information about each AEPA state member and any specific procurement rules of each state.
  - iv. Part D is a required Questionnaire found and completed in Bonfire.
  - v. Parts E and F are to be filled out in their entirety and submitted online via Bonfire in their required formats with the Respondent's offer. Some categories may request additional forms. All forms must be uploaded before the published solicitation due date and time of opening.
- b. All responses must be on the forms provided by AEPA for each solicitation found in Bonfire unless otherwise noted. Respondents will submit all documents, in their required formats, online via Bonfire by the due date and time of the solicitation.
- c. Forms requiring signatures must be submitted by the person authorized to sign the bid or proposal response. Failure to properly sign the solicitation documents may result in the offer being deemed non-responsive.
- d. In case of an error in extension of prices in the solicitation, unit prices must govern.
- e. Periods of time stated as a number of days must be in calendar days, not business days.
- f. It is the responsibility of all Respondents to examine the entire solicitation package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting an offer. Negligence in preparing an offer confers no right of withdrawal after due time and date.



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 solicitation.
- c. Must substantially conform to all of the specified requirements in the solicitation in the judgment of AEPA and its AEPA Member Agency representatives.
- d. Any deviation from the requirements indicated herein must be stated, in writing, and included with the offer submitted. Otherwise, it will be considered that responses are in strict compliance with all requirements, and any successful vendor will be held responsible, therefore.
- e. Deviations or exceptions stipulated in response may result in the offer being classified as non-responsive. Language to the effect that the Respondent does not consider this solicitation to be part of a contractual obligation will result in that Respondent's offer being disqualified. Terms of the solicitation that any Respondent considers particularly unwarranted, and to which that would have to take significant exception in his/her offer, should be stated clearly and concisely as exceptions and/or deviations.
- f. In preparing a proposal, the Respondent'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 Respondent's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Respondent's offer to be deemed non-responsive.

2. **Non-responsive Offer:** Any offer that does not conform to all material requirements of the solicitation including, but not limited to: offers received in a manner other than via Bonfire; offers that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; offers that do not contain the proper security bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual entities or cooperatives with equal or lesser volume. AEPA reserves the right to request documents that do not affect pricing, waive minor irregularities, and/or seek clarification following its Board approved procedures. Offers deemed non-responsive will not be considered for approval and award.

3. **Responsible Respondent:** A responsible Respondent is a firm or person with the qualifications, capability, and capacity to perform the contract requirements with integrity and reliability, which will ensure good faith performance. As a part of the process of determining responsible respondents during the evaluation period, the category committee may request reports that describe the financial soundness of your organization. You may be asked to include a third-party report or reports that demonstrate your firm's strength. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies).

AEPA's approval of a response will make the Respondent available for consideration to the AEPA Member Agencies for contract award. Factors to be considered in determining whether the standard of responsibility has been met may include but are not limited to whether a Vendor Partner has:

- a. Submitted a responsive offer;
- b. The qualifications stipulated in this solicitation, such as adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction;
- c. A demonstrated and documented satisfactory track record of performance in the national marketplace;
- d. A satisfactory record of integrity and a reputation of responding to and meeting educational and local government 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 solicitation;
- f. Supplied all necessary information and data in connection with determining whether a Respondent meets the standard of responsibility.

**4. Cost Evaluation:**

- a. Cost and price schedules conform to and provide the information required in this part of the bid or proposal;
- b. Pricing offered that is equal to or better than what they ordinarily offer 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 for a Catalog Bid is as follows;
  - i. 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 Respondents. 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. Based on the cost evaluation, a recommendation will be made to approve a single Bidder or make a multiple Bidder award. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members' needs.

**G. Contract Award and Implementation**

An AEPA category committee will perform an initial response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Respondents 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 response, a Respondent becomes a "Vendor Partner" for AEPA.

All respondents will be notified of the outcome of the solicitation. Vendors recommended for award by AEPA states will be posted on the AEPA website.

Once approved by the AEPA Board, each Member Agency will be provided with a copy of Part E Signature Forms (contract) to complete and send to the Vendor Partner. Each

AEPA Member Agency will review, evaluate, and determine which Vendor Partner, if any, it will award contracts to.

If necessary, the approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if allowed by state laws, prior to the Member Agency submitting the contract to the Vendor Partner, 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's 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.

## **II. 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 a working knowledge of the contract.
2. Train and educate sales staff on what the AEPA cooperative contract promised, 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. The 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. Quarterly, complete the sales and administrative fee report (see PDF example included along with other solicitation documents in Bonfire) and submit them to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.
6. Report sales and administrative fees to AEPA, by participating state, if requested by AEPA.
7. Have ongoing communication with the Category Committee Chairperson, AEPA Member Agencies, and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April or May and the Winter Meeting which is typically the week after Thanksgiving. At the Annual Meeting, Vendor Partners participate in engagement activities with 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 such as, 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.

### **III. 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. Work with the Vendor Partner to identify and help manage costs associated with fulfilling this contract.
7. Attendance at the two (2) AEPA meetings which provides for an opportunity to interact with Vendor Partners.

### **IV. Category Specifications**

#### **1. Scope of Bid**

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 31) in the category of Furniture Solutions.

- a. Respond to requests from a number of different types of educational, governmental and public institutions seeking a broad-line of furniture solutions.
- b. These parts and supplies will include but are not limited to:
  - i. Ancillary Furniture: A comprehensive catalog selection for an agency's less-formal settings (lounges, in-between spaces, etc.).
  - ii. Soft Seating: A comprehensive catalog selection for areas including, but not limited to, lounges, flexible learning spaces, reception.
  - iii. Classroom: A comprehensive 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.
    - i. Early Childhood/Pre-K: A comprehensive catalog selection including, but not limited to, case goods, desks, seating/chairs (stacking, multiple and single use, flexible).

- ii. Special Furniture: A comprehensive catalog selection including but not limited to: Cafeteria; Science Laboratory; Art; Career and Technical Education; Music Furniture and Storage.
- iv. Office: A comprehensive catalog selection including, but not limited to, case goods; modular and demountable walls; cubicles; collaboration; desks; seating/chairs (stacking, multiple and single use, flexible); workstations.
- v. Storage: A comprehensive catalog selection including, but not limited to, cabinets (stationary and mobile), filing systems (high-density, lateral, vertical), bookcases.
- vi. Patio or outdoor
- vii. Library/Media Center: A comprehensive catalog selection.
- c. Types of services may include, but are not limited to, design and layout services, fabric and color design services, installation, and any other related products and services or solutions.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular product lines available. A company must be an authorized dealer for the manufacturer(s).

AEPA and Member Agencies prefer a single vendor with a comprehensive array of products. However, because of the unique nature of Furniture Solution products, Member Agencies may consider multiple awards, if the lowest, best-value bids come from Bidders whose business concentrates on a subset of furniture industry, such as:

- a. Manufacturers
- b. Dealers representing multiple manufacturers
- c. Broadline catalog providers
- d. Specialized lines

**2. Type of Bid**

AEPA requests Bidders to submit primary pricing in the form of either “catalog pricing,” or “line-item pricing.” This category is constructed in the form checked below. An explanation of each can be found in the table below. Additional information on permissible pricing strategies can be found in Part B – General Terms and Conditions under “Pricing.”

**This bid is considered a:**

YES	NO	TYPE OF BID
X		<b>CATALOG:</b> 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.
	X	<b>LINE ITEM/CONSTRUCTION:</b> A construction/installation 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

**3. Anticipated AEPA Member Agency Participation**

State	Participate?	Other States Member Sells In
Arkansas	Yes	
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	ME, NH, NY, RI, VT
Florida	Yes	AL
Georgia	Yes	
Illinois	Yes	
Indiana	Yes	
Iowa	Yes	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	Yes	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	No	
New Mexico	Yes	
North Carolina	Yes	
North Dakota	Yes	SD
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HI, MD, NY
South Carolina	Yes	NC
Texas	Yes	
Virginia	Yes	
Washington	No	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD,UT

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.

**4. Anticipated Volume**

Furniture is a currently held category for AEPA. The resulting bid will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately ten million dollars (\$10,000,000) in sales in the first contract term. AEPA Member Agencies anticipate that purchase volumes will increase over the course of 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. The successful Vendor Partner’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

## 5. Voluntary Pre-Bid Conference Call

AEPA will host a voluntary pre-bid conference call for any interested Bidders or potential Bidders. First, there will be a call that will include general information about AEPA and an opportunity for Bidders or potential bidders to ask questions. There will then be separate calls, one for each category in the solicitation cycle, in which the focus will be on the individual AEPA categories being bid in this cycle. 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-Solicitation Conference Call Schedule (All Categories)

**August 18, 2025**

Solicitations	Eastern	Central	Mountain	Pacific
AEPA 026 Voluntary Pre-Bid Conference Call - All Categories	11:00 AM	10:00 AM	9:00 AM	8:00 AM
Furniture Category	12:30 PM	11:30 AM	10:30 AM	9:30 AM
Health & Wellness Category	1:00 PM	12:00 PM	11: AM	10:00 AM
LED Lighting Category	1:30 PM	12:30 PM	11:30 AM	10:30 AM
Technology Catalog Category	2:00 PM	1:00 PM	12:00 PM	11:00 AM
Student Transportation Category	2:30 PM	1:30 PM	12:30 PM	11:30 AM
Emergency Response Supplies & Equipment Category	3:00 PM	2:00 PM	1:00 PM	12:00 PM
HVAC Equipment and Installation Category	3:30 PM	2:30 PM	1:30 PM	12:30 PM

#### Conference Call Number/Online Connection:

<https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1>

**Meeting ID:** 812 3312 0395

**Passcode:** 585895

**Dial In Information:** +1 564 217 2000 US

**Meeting ID:** 812 3312 0395

**Passcode:** 585895

## 6. General Specifications

Item	Description
6.1.1	The Vendor Partner will have access to a full inventory of the awarded product line.
6.1.2	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Items that are reordered, backordered, or partially filled are not considered filled items when calculating this service level. Exceptions will be approved with notification of supply disruptions.
6.1.3	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed products. 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.
6.1.4	All charges and components necessary for the 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.
6.1.5	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, the Vendor Partner must identify all providers and any and all associated costs with these providers. A request form will be available for adding additional independent agents/distributors, subcontractors and/or third-party agents after the solicitation due date, and throughout the term of the contract. The Vendor Partner will submit the completed form to the Category Chair for consideration and determination.
6.1.6	Optional services must be identified separately and must include clear descriptions of proposed services.
6.1.7	Vendor partners will be required to provide their complete product offerings in an electronic catalog upon request.
6.1.8	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.
6.1.9	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.
6.1.10	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.
6.1.11	Products that have a money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.1.12	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.
6.1.13	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 the cost of any returned product due to a pricing error.
6.1.14	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.

**7. Product | Category Specific Specifications**

Item	Description
7.1.1	Products shall meet or exceed all appropriate established codes and standards regarding durability, performance, and life safety including warning labels, safety devices, guards, etc., required to meet fire codes and 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	Offer 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 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 Respondent.
7.1.7	Respondents 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. Respondents shall demonstrate they have informed the customers of this responsibility prior to order placement. The Respondent 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.
7.1.10	<p>Respondent must be able to provide, upon request, 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 product’s 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>

**8. Design Layout and/or Installation Services (Response is OPTIONAL)**

Item	Description
8.1.1	Pricing for design layout and/or installation is either by hourly rate or percentage of project cost. The Respondent must outline the option that applies to their response in Part F – Discount & Pricing. If the Respondent 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.
8.1.2	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 Respondent must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.

8.1.3	Possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased and installed. Products shall be installed by certified manufacturer installers.
8.1.4	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 Respondent 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 Respondent must provide the purchasing agency with a list of participating agency required responsibilities for installation, prior to the start of installation.
8.1.5	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.
8.1.6	Use of Subcontractors. a. The Respondent is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract. b. A participating agency reserves the right to require that a subcontractor be removed from the contract. Any damage done to the purchasing agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the purchasing agency.
8.1.7	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.
8.1.8	Installed furniture shall be placed, leveled and accurately fastened into place according to manufacturer's specifications. Vendors are responsible for obtaining dimensions via field measurements and other such data that may be required to assure exact fit.

## 9. Shipping and Freight

Item	Description
9.1.1	All deliveries shall be F.O.B. Destination, freight prepaid and allowed
9.1.2	Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency.
9.1.3	Responsibility and liability for loss or damage will remain the Contractor's until final inspection and acceptance when responsibility will pass to the purchasing agency except as to latent defects, fraud, and Contractor's warranty obligations.
9.1.4	All products must be delivered in the manufacturer's standard package. Costs must include all packing and/or crating charges. Cases must be of durable construction, in good condition, properly labeled and suitable in every respect for storage and handling of contents.

## 10. Pricing

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, or other approved reasons. The Bidder must provide their pricing as requested utilizing the various pricing methodologies specified. The Bidder/Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume. 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." 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.

- i. **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. Discounts should be identified as a single minimum discount percentage for each line; ranges of discounts, or discount averages, will not be allowed on a single line.
- ii. **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 Category 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.
- iii. **Core List:** In a Catalog Priced bid, a category (e.g.-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 are 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.
- iv. **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.

New products or manufacturers added after the award may only be included if they fall within an established percentage discount category of the original bid submission. Alternatively, for new products or manufacturers not included in the original bid submission, the bidder must stipulate a minimum catalog discount on Tab F.2 of the Part F Pricing Workbook, that would apply to new products or manufacturers. Bidder may stipulate discounts off specific brands or lines of goods, or state a minimum discount that would apply universally to any additions made after the original bid submission (see Sample below). Products that do not align with either of these existing discount structures cannot be added.

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 Association of Educational PURCHASING AGENCIES	<b>Part F.2 – Pricing Schedule</b> <b>AEPA #026-A Furniture Solutions</b>																																												
	<b>Part F.2 is REQUIRED.</b>																																												
<b>Bidding Company Name:</b>		<b>Widget Furniture Sales Company</b>																																											
<b>Instructions.</b> For EACH manufacturer and/or CATALOG you're proposing, provide information in the table below. <b>Additional tables may be added to this worksheet OR copied to a new worksheet within the workbook.</b> New worksheets <b>must be</b> labeled according to the manufacturer name (example: 5.1 - Manufacturer Name). Also see pricing section of Part A.																																													
<table border="1"> <thead> <tr> <th style="background-color: #e0f2f1;">Manufacturer or Catalog:</th> <th colspan="3" style="background-color: #e0f2f1;">Any new products or manufacturer added after initial bid.</th> </tr> <tr> <td rowspan="7"></td> <th>Tier</th> <th>List Price of Order</th> <th>Discount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Any</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td colspan="4"> <b>Minimum Order - If any, provide details</b> </td> </tr> <tr> <td colspan="4"> <b>Price List Date</b> September 15, 20XX         </td> </tr> <tr> <td colspan="4"> <b>Comments/Notes</b> This is a minimum discount. Actual discounts at the time products or manufacturers are added may         </td> </tr> <tr> <td colspan="4"> <i>*Discount <b>does not</b> include delivery and installation. Delivery and installation to be quoted separately and added to invoice.</i> </td> </tr> </tbody> </table>				Manufacturer or Catalog:	Any new products or manufacturer added after initial bid.				Tier	List Price of Order	Discount	1	Any	5%	2			3			4			5			6			<b>Minimum Order - If any, provide details</b>				<b>Price List Date</b> September 15, 20XX				<b>Comments/Notes</b> This is a minimum discount. Actual discounts at the time products or manufacturers are added may				<i>*Discount <b>does not</b> include delivery and installation. Delivery and installation to be quoted separately and added to invoice.</i>			
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2. **Secondary Pricing Methods (Catalog Bids only--**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. 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 may not be exceeded after the time limit. The AEPA Category 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), e.g.-. local city, county, school district(s), etc. and/or for large one- t i m e 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.

### **11. Part F - Pricing Workbook**

- a. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:
  - i. F.1 – Manufacturer List (Required)
  - ii. F.2 - Pricing Schedule (Required) For EACH manufacturer and/or CATALOG you're proposing, provide information as requested. A current price list must be submitted as a PDF or link to an online source.
  - iii. F.3 – Services Price Schedule (Optional)
  - iv. F.4 – Volume Discounts (Optional)
- c. Bid pricing will be evaluated on a combination of items from the Pricing Schedule and Market Baskets for Evaluation. Market Basket information will be entered into Bonfire via the browser. This information is Required. See Submission Instructions for Suppliers for more details.
- d. Pricing evaluation may include considerations, other than product cost, including the total cost of the acquisition and whether the Proposer's offering represents the best value. See Evaluation, Approval and Award in Part B – AEPA General Terms and Conditions for additional information.
- e. Bidders are instructed to include warranty information and incidental charges and fees on Table F.3 of the Part F Pricing Workbook or on additional sheets in the Excel pricing document. Bidders may not charge incidental charges or fees unless such incidental charges and fees are included in the bid. Responses such as “negotiable” or “to be determined” are not acceptable and will be treated as if Bidder did not include such incidental charges or fees in their bid.

### **8. Evaluation**

The AEPA Committee for this category will evaluate bid responses based on the entire response, and according to the criteria detailed in Part A for AEPA's definition of Responsive and Responsible bids.

As a part of the process of determining responsible respondents, the category committee may request reports that describe the financial soundness of your organization. You may be asked to include a third-party report or reports that demonstrate your firm's strength. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies).

A recommendation may be made to recommend a single response, or to recommend multiple bidders based on differentiation of product or service between bidders. AEPA will vote as a whole to accept or not accept the committee's recommendation. Once accepted, each recommended bid response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members' needs.

Below is a summary taken from the Evaluation section in Part A, F. Bid Evaluation, Approval and Award:

<b>Evaluation Criteria</b>
Cost Evaluation
Complete Response to Bid
Conformance to Bid Terms and Conditions
Pricing Equal to or Better Than That Offered to Individual Entities or Cooperatives with Equal or Lesser Volume
Quality and Suitability of Products Offered
Marketing Plan
Financial Viability
Demonstrated Track Record of Performance in the Public Marketplace
Value Added Attributes

END OF AEPA IFB #026-A PART A INSTRUCTIONS & SPECIFICATIONS

## PART B - AEPA General Terms and Conditions

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**I. About AEPA**

Welcome to this [Association of Educational Purchasing Agencies \(AEPA\)](#) solicitation. AEPA is a unique school procurement consortium established in 2000 and incorporated in 2007 under the state laws of Nevada. We are a consortium of non-profit public agencies representing thirty-one (31) states. We joined to issue simultaneous Invitations for Bids (IFB), or Request for Proposals (RFP), generating sales for vendor partners in all fifty (50) states. AEPA’s mission is to cooperatively serve our members through a continuous effort to explore and solve present and future purchasing needs. Our goal is to secure multi-state volume purchasing contracts with benefits for our public members that are measurable, cost-effective, and exceed members’ expectations for customer service and value. AEPA is committed to accomplishing this mission lawfully and ethically, using leading-edge technology and contemporary business practices.

The advantage for vendors to work with AEPA is that you respond to one bid or proposal that is legally performed across as many as 31 states, which have the potential to sell nationwide. You are working with up to 31 agencies with a long and trusted history with their public membership. Through our partnerships, AEPA vendors have access to thousands of public agencies across the country. We are a billion-plus-dollar procurement group through our current awarded vendors and are growing.

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 way 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 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 solicited contracts. Participating entities may include Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies, and Nonprofit Non-Public Corporations, Organizations, other entities contracted to conduct business on behalf of a participating entity provided they are required to follow member state and local procurement regulations, etc. that have authorizations to utilize AEPA Member Agencies’ Awarded Contracts.

AEPA has an elected President, Vice President, Secretary, and Treasurer. Operations are overseen by the Executive Director. Solicitations are overseen by the Director of Solicitations. The AEPA Board representing member states meets twice per year and operates otherwise through a sophisticated committee structure.

## AEPA Member Agency Information

State	Member Agency Name	Contact	Email	Students
Arkansas	Southwest Arkansas Education Cooperative	Phoebe Bailey	phoebe.bailey@swaec.org	474,337
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	tedwitt@epylon.com	5800000
Colorado	Colorado BOCES Association	Bridget Thorn	coopdir@coloradoboces.org	881,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	513,000
Florida	Panhandle Area Education Consortium	Tori Vuick	<a href="mailto:tori.vuick@paec.org">tori.vuick@paec.org</a>	2,700,000
Georgia	Cooperative Purchasing Agency	Kevin Benson/Elizabeth Dorman	<a href="mailto:aeпа@cpa4schools.com">aeпа@cpa4schools.com</a> / <a href="mailto:edorman@cpa4schools.com">edorman@cpa4schools.com</a>	1,600,000
Indiana	Wilson Education Service Center	Brent Minton	<a href="mailto:bminton@wesc.k12.in.us">bminton@wesc.k12.in.us</a>	1,030,000
Illinois	Illinois Learning Technology Purchase Program	Hope Hardin-Borbely	<a href="mailto:hardinborbely@iltpp.org">hardinborbely@iltpp.org</a>	1,925,415
Iowa	AEA Purchasing	Tracie Marshall	<a href="mailto:tmarshall@aeapurchasing.org">tmarshall@aeapurchasing.org</a>	520,000
Kansas	The Purchasing Cooperative at Greenbush	Tina Smith	<a href="mailto:tina.smith@greenbush.org">tina.smith@greenbush.org</a>	478,858
Kentucky	Green River Regional Educational Cooperative	Amanda Turner / Scott Howard	<a href="mailto:amanda.turner@grrec.org">amanda.turner@grrec.org</a> / <a href="mailto:scott.howard@grrec.org">scott.howard@grrec.org</a>	675,000
Massachusetts	The Education Cooperative	Tricia McKim	<a href="mailto:pmckim@tec-coop.org">pmckim@tec-coop.org</a>	914,959
Michigan	Oakland Schools	Anna Marie Hollander	<a href="mailto:AnnaMarie.Hollander@oakland.k12.mi.us">AnnaMarie.Hollander@oakland.k12.mi.us</a>	1,550,802
Minnesota	Cooperative Purchasing Connection	Melissa Mattson	<a href="mailto:mmattson@lsc.org">mmattson@lsc.org</a>	944,736
Missouri	EducationPlus	Mike Havener	<a href="mailto:mhavener@edplus.org">mhavener@edplus.org</a>	880,000
Montana	Montana Cooperative Service	Dave Puyear	<a href="mailto:dpuyear@mrea-mt.org">dpuyear@mrea-mt.org</a>	144,129
Nebraska	ESU Coordinating Council (ESUCC)	Craig Peterson	<a href="mailto:craig.peterson@esucc.org">craig.peterson@esucc.org</a>	328,649
New Jersey	Educational Services Commission of New Jersey	Timothy Havlush	<a href="mailto:thavlush@escnj.us">thavlush@escnj.us</a>	1,369,000
New Mexico	Cooperative Educational Services	Robin Strauser	<a href="mailto:robin@ces.org">robin@ces.org</a>	338,307
North Carolina	Carolinas Alliance 4 Innovation (CA4I)	Fred Payne	<a href="mailto:fred.payne@ca4i.org">fred.payne@ca4i.org</a>	1,500,000
North Dakota	North Dakota Educators Service Cooperative	Jane Eastes	<a href="mailto:jeastes@lsc.org">jeastes@lsc.org</a>	118,878
Ohio	Ohio Council of Educational Purchasing Consortia	Tamra Hurst	<a href="mailto:tamra.hurst@apps.sparcc.org">tamra.hurst@apps.sparcc.org</a>	1,920,103
Oregon	Intermountain ESD	Rob Naughton	<a href="mailto:rob.naughton@imesd.k12.or.us">rob.naughton@imesd.k12.or.us</a>	570,857
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Mark Carollo	<a href="mailto:mcarollo@csiu.org">mcarollo@csiu.org</a>	1,700,000
South Carolina	Carolinas Alliance 4 Innovation (CA4I) dba Carolina Buy	Nita Werner	<a href="mailto:nwerner@carolinabuy.com">nwerner@carolinabuy.com</a>	787,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	<a href="mailto:andrew.pickens@esc16.net">andrew.pickens@esc16.net</a>	5,232,065
Virginia	Fairfax County Public Schools	Laila Sultan	<a href="mailto:lsultan@fcps.edu">lsultan@fcps.edu</a>	1,297,000
Washington	King County Directors' Association	Bart Powelson	<a href="mailto:bpowelson@kcda.org">bpowelson@kcda.org</a>	1,071,082
West Virginia	Mountain State Educational Services Cooperative	Jan Hanlon / Kevin Hess	<a href="mailto:jhanlon@k12.wv.us">jhanlon@k12.wv.us</a> / <a href="mailto:kbhess@k12.wv.us">kbhess@k12.wv.us</a>	245,000
Wisconsin	Cooperative Educational Service Agency (CESA Purchasing) #2	Meghan Cropp	<a href="mailto:meghan.cropp@cesapurchasing.org">meghan.cropp@cesapurchasing.org</a>	854,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)	Noamie Niemitalo / Benny Leonard	<a href="mailto:nniemitalo@newboces.com">nniemitalo@newboces.com</a> / <a href="mailto:bleonard@newboces.org">bleonard@newboces.org</a>	93,000

## II. General Terms and Conditions for All Agencies

*For the purposes of this Solicitation, the following terms must be defined as indicated below, and constitute the general terms and conditions for all AEPA Member Agencies:*

**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 AEPA pricing to. Administrative Fees must be paid to each Member Agency quarterly. Administrative fees may not exceed 2% based on volume sold net of shipping, sales and government fees.

**Advertising:** Vendor Partner must not advertise or publish information concerning this contract prior to the award being announced by 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 must 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 April or May) and the other in the Winter (usually in November or December). AEPA requires that all successful contract holders attend both meetings and participate in the vendor engagement activities at the Spring meeting. AEPA requests 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 in Part I of this document who are approved as AEPA members. Member Agencies participating in a particular category are listed in Part A – IV. Specifications, Item 2: Anticipated Member Agency Participation. "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 a solicitation once the responses are reviewed and approved.

**Affirmative Action:** An Affirmative Action Plan, Certificate of Affirmative Action, or other documentation regarding Affirmative Action may be required by AEPA Member Agencies. Vendors must comply with requirements and/or requests for information regarding Affirmative Action by Member Agencies.

**Amendment of Solicitation:** A solicitation may be amended up to the time of opening.

### **Appeal:**

1. **Initial Contact with Category Committee:** A Respondent desiring appeal of a decision regarding a solicitation or a contract recommendation shall first address, in writing, the appropriate Category Committee. The Category Committee, in collaboration with the Director of Solicitations, will determine an appropriate resolution to the appeal. In addition, the Executive Director and Solicitations Committee will act as advisors in the appeal process.
2. **First Appeal to President:** If the issue appeal is not satisfactorily resolved, it may be submitted to the President of AEPA to determine if the appeal can be satisfactorily resolved or should be presented to the Board.

**Applicable Law:** The laws of the state of the respective AEPA Member Agency must govern any resulting contract of this solicitation. 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, must fully apply. The Vendor Partner must 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 must 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 reserve the right to approve and award a contract to one Vendor Partner, to make multiple approvals and awards, to reject any or all offers in whole or in part, to waive any minor formalities or irregularities in any offers, and to accept offers, 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 Solicitation and Contract Award Form (see Part E) document, eliminating the need for a formal signing of a separate contract.

**Assignment:** No right or interest in this contract must 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 must be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies must not unreasonably withhold approval and must 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.

**Bidder/Respondent/Offeror/Vendor Partner Definitions:**

**Bidder, Respondent, 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 or Request for Proposal.

1. Prospective Respondent/Bidder/Offeror: has notified AEPA of a desire to bid by registering on the AEPA solicitation portal. "Bidder" has submitted an offer to AEPA in response to an AEPA solicitation.
2. Recommended Respondent/Bidder/Offeror: 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.

**Bonfire eProcurement Platform (<https://gobonfire.com/>), AKA Euna Procurement:**

An easy-to-use platform that provides Respondents 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. Vendors must register to use Bonfire. Registration information is on the [AEPA website](#). There is no cost for vendors to use Bonfire. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

**Brand Names:** The use of the name of a manufacturer, brand, make or catalog number does not restrict the Respondent. Brand names and model numbers are used to indicate the character, quality, and/or performance equivalence of the commodity on which offers are submitted. Respondents may submit alternates. However, AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are equal to the product, equipment, and/or service described in the invitation. AEPA's decision must 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 explanation only and in no way define, limit, or describe the scope or intent of the request.

**Certification:** By signature in the solicitation section of the Contract Award page, the Respondent certifies: the submission of the offer did not involve collusion or other anti-competitive practices; the Respondent must not discriminate against any employee, or applicant for employment in violation of Federal and State Laws; the Respondent 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; and the Respondent 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, must be complied with, and adhered to as required. It is the sole responsibility of the Respondent 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 Respondent for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the solicitation. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Respondent. Clarification does not allow the Respondent to revise or modify its solicitation.

**Commercially Available Catalog:** A published paper catalog or an online website that is widely distributed or accessible to a wide population or set of businesses across the United States. It is made available to the general public, public or nonprofit entities 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 or are targeted to a small geographic location. The prices published in a Commercially Available Catalog will be considered a company's base pricing or "commercially available pricing" for the purpose of AEPA bids or proposals. All pricing must be in U.S. Dollars. AEPA will not accept an artificial catalog or price list, or base price created for the purpose of responding to a competitive solicitation.

**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 must 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 defines what constitutes construction within their state statutes, and 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 pipelines; transmission line; radio, television or other towers; water, oil or other storage tanks; 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 must 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 must 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 according to each state's procurement code must 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 Vendor Partner agrees that all the prices, terms, warranties, and benefits granted by the Vendor Partner to AEPA Member Agencies or Participating Entities through this contract **will be equal to or better than** those offered to any individual entities or cooperatives that have equal or lesser volume. If the Vendor Partner must, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Vendor Partner must notify the AEPA category committee chairperson and offer said prices, terms, warranties, and benefits to all AEPA Member Agencies. The following must be noted:

1. AEPA and its AEPA Member Agencies reserve the right to accept or reject the Respondent's offer if it is determined it does not comply with the above based on their knowledge, investigation, review, and findings of Respondents' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies must 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 the 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 Preparation:** Neither AEPA nor any AEPA Member Agency must reimburse the cost of developing, presenting, or providing any response to this solicitation.

**Credit Hold:** The Vendor Partner 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 believe it is better for the Vendor Partner if the AEPA Member Agency places the slow paying Participating Entity on “credit hold;” if a Vendor Partner places the Member Agency on credit hold, Participating Entities 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 offending Participating Entity is penalized.

**Delivery Terms, Conditions, and Requirements**

1. **Delivery:** is to be made within the specified time identified in Part A Specifications for each solicitation category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify the 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:** must not pass to the Buyer purchasing the material or services until it receives the material or service at the point of delivery (FOB Destination), 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 the separation of the purchased share has been made, delivered, and received.
5. **Shipping Terms:** (See Part A Specifications for specific instructions on shipping and handling costs for the individual category you are responding to.) Vendor Partner must retain the title and control of all goods until they are delivered and received. All risks of transportation and all related charges must be the responsibility of the Vendor Partner unless other arrangements have been made between the vendor partner and the AEPA Member Agency. Shipping must be FOB destination. The Vendor Partner must 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 must assist the freight company/Vendor Partner in arranging for inspection. No FOB vessel, car, or other vehicle terms will be accepted.
  - a. **Shipping Costs:** Products may be shipped without separate shipping costs. If shipping is allowed as a separate line item per Part A Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted unless specifically requested by the AEPA Member Agency.
  - 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 (vendor managed inventory):** 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 the 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 the property of the Buyer and be separated from other materials. The buyer must be allowed a reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it must be the Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials, and equipment must pass to Buyer upon final acceptance. Payment for stored materials must 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) must be liable for and must 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 must constitute a breach, and Vendor Partner must not have the right to substitute a conforming tender without the written consent of all parties involved.
11. **Default in One Installment to Constitute Total Breach:** Vendor Partner must 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 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.

**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 (5) years. If within the past five (5) years, any Respondent has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Respondent must include a letter with its response that includes 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 not to disclose in the letter all the pertinent information may result in the cancellation of any resulting contract. By signing the solicitation section, the Respondent certifies that no current suspension or debarment exists.

**EDGAR (2 CFR 200) Compliance:** Respondents are required to complete Education Department General Administrative Regulations (EDGAR) compliance certification, found in Part E of this solicitation. EDGAR regulations govern all federal grants awarded by the U. S. Department of Education on or after December 26, 2014.

**Eligible Entities:** Individual AEPA Member Agency's state procurement codes and statutes dictate which agencies, entities, and organizations can participate in cooperative procurement contracts approved by AEPA and awarded by its members. Depending on state-specific regulations, federal and state agencies, local public bodies, and non-profit/non-public entities may utilize these contracts.

**Estimated Quantities:** In Part A Specifications of this solicitation, AEPA, and AEPA Member Agencies have indicated their anticipated volume for the products and services requested. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee of future order quantities since 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.

**Euna Procurement eProcurement Platform, AKA Bonfire**

(<https://gobonfire.com/>): An easy-to-use platform that provides Respondents 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. Vendors must register to use Bonfire. Registration information is on the [AEPA website](#). There is no cost for vendors to use Bonfire. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

**Experience, Proven Track Record and Past Performance Information:** It has been determined by AEPA and its AEPA Member Agencies to be a major factor in consideration if a Respondent possesses the ability, capacity, and resources to acquire, manufacture, deliver, construct, install, service and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserve the right to accept or reject an offer if, in its judgment, the Respondent 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 A (unless otherwise noted in Part A Specifications) and has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Respondent's record of conforming to specifications and standards of good workmanship; the Respondent's record of containing and forecasting costs on any previously performed cost-reimbursable contract schedules, including the administrative aspects of performance; the Respondent's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Respondent's businesslike concern for the interests of the customer.

Additionally, any former Vendor Partner that has not been recommended for extension during a solicitation cycle, or current Vendor Partner that has had under \$100,000 in total sales during the solicitation cycle, must appeal to AEPA in writing (to [bid-committee@aepacoop.org](mailto:bid-committee@aepacoop.org)) before being considered as a viable respondent to the solicitation. The appeal should include reasons for the poor past performance and steps that have been taken by the Vendor Partner to improve future performance. AEPA will reject the appeal if, in AEPA's sole discretion, the appeal does not sufficiently address poor past performance and steps to improve future performance. Failure of the Vendor to provide the appeal, before the due date of the solicitation, will result in the Vendor's submission being rejected.

**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 establishments 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. 329 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), and the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3. In such projects, the Vendor Partner agrees to post wage rates at the worksite and submit a copy of their payroll to the AEPA Member Agency for their files. Also, 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 an 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, Vendor Partners must agree to meet any federal, state, or local requirements, as necessary. Also, 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 must 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 must 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; blizzards; 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 must be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure and must 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 must 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 must notify the other party in writing of such delay within forty-eight (48) hours.

**Form of Contract:** The form of contract for this solicitation must be the published solicitation, the awarded Vendor Partner's response, and properly issued purchase orders and/or contracts in accordance with this solicitation. If a firm submitting an offer requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with these.

**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, must 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.

**Historically Under-Utilized Business:** An “Historically Under-Utilized Business” (HUB) is a category for companies that have traditionally failed to reap the benefit from full and equal procurement opportunities. Typically, these types of companies may include women-owned, disabled veteran-owned, and minority-owned businesses or operations defined as small businesses, micro businesses, or businesses operating in enterprise zones. For the purpose of this solicitation, a Bidder opting to offer a HUB program, may self-define the types of HUB businesses it includes in its network of HUB partners and the role they play; however, the Bidder must ensure that the partner-authorized HUBs provide a “Commercially Useful Function.” As it related to HUB businesses, a “Commercially Useful Function” (CUF) is work that is integral to sales, delivery, or supply-chain solution, and not a mere facade for the pass through of goods. Examples of HUB work that qualify as a Commercially Useful Function include instances when HUBs:

- Execute a specific element of the scope of work including supplying of goods and services.
- Provide services work that is normal for the firm’s assortment of business services.
- Are fully or partially responsible for paying for wholesale materials, conducting sales, installation of products, delivery of products.
- Do not subcontract a portion of the work greater than expected by industry practices.
- Act as resellers, buying products wholesale from the awarded Vendor/Contractor.

**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 must 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 must 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 in

participating in this solicitation, identified in Part A 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 state's requirements.

1. **Certificate of Insurance:** The Vendor Partner must 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 Agencies' states participating in this solicitation.
2. **Subcontractor's Insurance:** Prior to commencing any work, any Subcontractor must 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 must 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 must be held invalid or unenforceable, the remainder of this solicitation and any resulting contract must not be affected and must be valid and enforceable.

**Late Responses:** Late responses will not be accepted. All offers must be submitted online via Bonfire eProcurement Solution (<https://gobonfire.com>) by the due date and time of this solicitation.

**Leases and Rentals:** Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease, or lease-purchase. The buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will comply with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the offer, 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 must 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 jurisdiction in which a transaction may occur may require various types of licenses and/or registrations (business, construction, 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 Respondent'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 Respondent/Vendor Partner to ensure that any Subcontractors performing under this solicitation hold and maintain the appropriate licenses/registrations. The Respondent will submit copies of licenses, registration, and/or other documentation to substantiate whether they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

**Liens:** All materials and services must 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 Respondent is a bona fide manufacturer's agent for the specific products/services proposed, the Respondent is authorized to submit an offer on such products/services, and a guarantee that, should the Respondent 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. Respondents of software, mechanical devices, electrical products/systems, and other commodities that makeup systems/networks must be able to provide the same information from a manufacturer.

**Modification by Buyer:** Vendor Partner must 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. To ensure 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 their 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 must be approved and awarded with the understanding and agreement that it is for the sole convenience of AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

**Nonprofit, Non-Public Educational Institutions, and other Nonprofit 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, an 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.

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. The buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, price list, 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). The vendor Partner must 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, price list 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 Agency 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. The vendor Partner must provide the transaction and volume reporting as stipulated quarterly in the AEPA report format.

3. **Electronic Ordering**

When a Vendor Partner based online ordering system is available, the following functionality is required:

- a. Electronic ordering systems must be secure, and password protected. Entering the system with the designated password must automatically send the user to AEPA contract pricing.
- b. When the Buyer requires purchase orders, electronic ordering system must require the entry of a purchase order number, credit card, or purchasing card prior to accepting an order.
- c. Electronic ordering systems must automatically assign correct contract prices to applicable orders.
- d. Electronic ordering systems should list catalog price and AEPA discounted price.
- e. Electronic ordering systems must track orders and purchases covered by the AEPA contract for reporting and audit purposes. The vendor Partner must provide the transaction and volume reporting in the AEPA format.
- f. Electronic ordering systems' pricing must include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.
- g. Electronic ordering systems should 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 must 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 Nonprofit Non-Public Corporations, Organizations, other entities contracted to conduct business on behalf of a participating entity provided they are required to follow member state and local procurement regulations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

**Patent and Copyright Indemnification:** To the extent permitted by law, Vendor Partner must 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 must reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

**Performance Bonding (required for construction projects):** Performance bonds are completed after the contract and at the time a member authorizes a project. The Vendor Partner agrees to provide all performance and payment bonds for individual projects 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 must not execute the contract or terminate the contract with the Vendor Partner and the appropriate AEPA Category Committee must be notified of such failure and must take the appropriate action.

**Piggyback 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.

**Prevailing Wage:** Where applicable, the Vendor Partner must comply with prevailing wage legislation in effect in the jurisdiction of the awarding AEPA Member Agency.

**Pricing:** AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid or proposal 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, or other approved reasons. The Respondent must provide their pricing as requested utilizing the various pricing methodologies specified in Part A. **The Respondent/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 relates to pricing:

1. **Proposal Pricing:** For services priced through an AEPA Request for Proposal, vendors may respond with a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a "not to exceed" project quote to the purchasing Agency for work approval.

**Prime Vendor Partner:** For the purpose of this solicitation, 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 Respondents/Vendor Partners 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 Respondents able to provide their complete product line(s) of commodities, supplies, equipment, software, and services that meet the scope of work and specifications of this solicitation. Respondents 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:** Offers must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All offers must be for commodities, supplies, equipment, 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:** Respondents 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 offers 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 Respondent 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, Respondents are encouraged to offer alternative products that they believe to adhere to and comply materially, functionally, and operationally equal to or better than the brand name product specified. **Any Respondent, believing a specification is unnecessarily restrictive, must indicate such in the form of a question during the solicitation process and prior to the due date for questions listed in the solicitation.** 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 Respondent 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 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 offer.
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, must be: of 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, and Price Lists:** Respondents must include an electronic copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the response. Throughout the term of the contract, Vendor Partner(s) must furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, 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.

**Protest Resolution:** Protest must be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. AEPA intends that all solicitation protest decisions from the point a solicitation has been published through contract approval or rejection will be resolved by AEPA. Protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.

1. **Protest Costs:** The losing party to the protest must be responsible for the reasonable and justifiable costs of the protest. The protest costs must be based on the costs and expenses incurred by 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, Respondents 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 solicitation. These provisions of law and any clause required by law that is associated with and relates to this solicitation and any resulting contract will be read and enforced as though it were included herein.

**Public Record:** All offers submitted to this invitation become the property of AEPA and will become a matter of public record, available for review, subsequent to the solicitation due date. The Opening Record will be posted to the AEPA website ([www.aepacoop.org](http://www.aepacoop.org)).

**Questions:** Inquiries and questions related to this solicitation must be submitted online in Bonfire, per the timeline included in Part A.

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.

**Reporting:** Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies.. If there are no sales, \$0 reports are required. A Vendor Quarterly Report Template is included with this solicitation.

**Respondent Acceptance Period:** To allow AEPA Member Agencies the opportunity to evaluate the offers, AEPA requires that an offer in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

**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 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 representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted solicitation response including, but not limited to, clarifying questions. Respondents may be requested to submit such answers in writing but will not be allowed to change or alter their offer.

**Safety Measures:** Vendor Partners must take all necessary precautions for the safety of employees on the worksite, and must 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 must post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions must be taken pursuant to state law and standard construction practices to protect workers, the general public, and existing structures from injury or damage.

**Safety Standards:** All items supplied in this contract must 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 must 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 the 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, the 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 must survive the expiration or termination of the Contract. All purchase orders issued and accepted by Vendor Partner must survive expiration or termination of the Contract.

**Tare:** If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing must 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 and invoices.

**Term of Contract and Extensions:** The initial term of the contract must be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the Acceptance of Solicitation and Contract in Part E of this solicitation. By mutual written agreement, the contract may be extended for three additional 12-month periods. 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, or a contract expires, a Member Agency may offer an extension not to exceed six (6) months.

**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 must 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 by Non-Approval of AEPA:** AEPA Member Agencies, on an 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 cannot extend the disapproved vendor's contract for a period exceeding six (6) months. See Term of Contract and Extensions above.

**Termination for Convenience:** AEPA Member Agencies reserve 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," must not accept any new orders after the termination date specified in the notice. Any termination must not affect projects that are in progress at the time the cancellation is received by the AEPA Member Agency. Vendor Partner must 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 solicitation 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 solicitation). Any termination must not affect 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 must 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 must 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 must 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 must 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 must not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner must 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 must 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 fulfil the requirements of the contract;
5. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that has equal or lesser volume.
6. The Vendor Partner fails to observe any of the terms and conditions of the contract;
7. 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 solicitation and executed in accordance with the 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 a court order, or because of insufficient appropriations made available to the Buyer's governing board and/or its State Legislature. Such termination will be affected by sending fifteen (15) days' written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available must be accepted by the Vendor Partner and must be final.

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

**Trade-in Equipment:** Equipment for trade-in must 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 must 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 solicitation and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

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

**Vendor Partner Contact:** Vendor Partner will designate one individual who will represent them to AEPA, and 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 must 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 must conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum manufacturer's warranty that includes parts and labor unless otherwise specified in the category specifications. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser to 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.



## Part E – Signature Forms

AEPA 026-A

Furniture Solutions

### Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines may lead AEPA to consider your company’s proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Return the forms and pages in their correct order and scan one (1) single PDF format titled “Part E – Signature Forms – Name of Responding Company” (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire/Euna Procurement.

The following sections will need to be completed prior to submission as **one (1), single PDF** titled “Part E – Signature Forms – Name of Responding Company”.

[Uniform Guidance “EDGAR” Certification Form](#) – \*signature required

[Solicitation Affidavit](#) – \*signature required

[Acceptance of Solicitation & Contract](#) – \*signature required

## Uniform Guidance “EDGAR” Certification Form

### 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 Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent’s willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

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

#### 1. Violation of Contract Terms and Conditions

Provisions regarding Respondent 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 Respondent 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 Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent’s return policy. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

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

#### 3. Davis Bacon Act

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

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

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

#### **4. 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, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides 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.

#### **5. 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.

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

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

#### **7. 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. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

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

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

## **9. Procurement of Recovered Materials**

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

## **10. 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, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

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

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

## **12. Governing Law; Forum Selection.**

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

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

Respondent Certification (By Item)	<u>Respondent Certification:</u> YES, I agree	Initial
1. Violation of Contract Terms and Conditions		
2. Termination for Cause of Convenience		
3. Davis-Bacon Act		
4. Contract Work Hours and Safety Standards Act		
5. Right to Inventions Made Under a Contract or Agreement		
6. Clean Air Act and Federal Water Pollution Control Act		
7. Debarment and Suspension		
8. Byrd Anti-Lobbying Amendment		
9. Procurement of Recovered Materials		
10. Profit as a Separate Element of Price		
11. General Compliance with Participating Agencies		
12. Governing Law; Forum Selection.		

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Solicitation Affidavit

**Instructions:** This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business 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 Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents 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 Respondent, 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 Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **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 Respondent or any person on his behalf has examined and understands the terms, conditions, the 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 Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the 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 Respondent 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 of these bid forms.

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Authorized Representative (Please print or type)

Mailing Address

---

Title (Please print or type)

City, State, Zip

---

Signature of Authorized Representative

Date

Solicitation Affidavit-Page 1 of 2

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_  
Notary ID: \_\_\_\_\_



# Acceptance of Solicitation & Contract

**Instructions:** PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

## PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, 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 OR RFP and any written exceptions to the bid. The 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.

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

## PART II: 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 solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a 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. This contract intends 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, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

**Awarding Agency** \_\_\_\_\_

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

**Authorized Signature** \_\_\_\_\_

<b>Awarded this</b>	<b>day of</b>	<b>Contract Number</b>
<b>Contract to commence-check one</b>		
<b>(Member Agency to select)</b>	<input type="checkbox"/> 3/1/2026	<input type="checkbox"/> Or



<b>Part F.3 – Services Price Schedule</b>	
<b>AEPA #026-A Furniture Solutions</b>	
<b>Bidding Company Name:</b>	<i>Enter company name here</i>

NOTE: If your company provides any of the services listed below, please complete the price schedule. **Part F.3 is an OPTIONAL FORM**

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

Warranty	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

Support 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

	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
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Incident  
Charges and  
Fees


\*Please detail additional discounts on large projects.



## Exceptions & Deviations

AEPA 026-A

Furniture Solutions

### Instructions

Use this form to submit any Exceptions or Deviations to any terms and conditions requested in this solicitation. Please use the numbering system in the solicitation to refer to the term or condition for which you are providing alternative language (you must provide alternative language, not simply reference to an item you do not agree to) AEPA reserves the right to accept, deny, or negotiate terms and conditions acceptable to both parties. If you have no Exceptions or Deviations, mark the "No" box in the appropriate space below with an "X".

**This is a REQUIRED form that must be submitted with your response.**

### Company Information

Name of Company:

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Company Address:

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City, State, zip code:

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---

Title:

---

Phone:

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Email:

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# Exceptions & Deviations

**Instructions:**

1. Mark “No” or “Yes” with an “X” below.
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 company name and identifying information as to which item the response refers must appear on each page.
4. Exceptions and Deviations to local, state or federal laws cannot be accepted under this solicitation.

	<b>No</b> , this respondent does not have exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.
	<b>Yes</b> , this respondent has the following exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.

Document Name	Section Name, Page Number, & Outline Number	Term and Condition or Specification	Exception or Deviation Alternative Language



## Submission Instructions for Suppliers

**Instructions:** Utilize the checklist below, reviewing to confirm that all the required documents have been uploaded to Bonfire/Euna Procurement, in their **specified/required format**, by the due date and time listed for this solicitation. **Submissions not following the specified/required format may result in being marked non-responsive and may not be considered for evaluation.** Respondents are reminded that failure to follow, comply with, and adhere to the enclosed 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 solicitation deadline submission date.

Please follow these instructions to submit via our Bonfire/Euna Procurement portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement	Instructions
Bid Bond (Bid Bond Security Document)	File Type: PDF (.pdf)	1	If Required, as indicated at the top of Part A	The original bid security must be received by EducationPlus by the due date and time. See Part A.
New Jersey State Specific Documents	File Type: PDF (.pdf)	Multiple	Optional	
Exceptions & Deviations	File Type: PDF (.pdf)	1	Required	



<p>AEPA Part D Questionnaire</p>	<p>Questionnaire: Excel (.xlsx)</p>	<p>1</p>	<p>Required</p>	<p>You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire/Euna Procurement portal.</p>
<p>Part E Signature Forms</p>	<p>File Type: PDF (.pdf)</p>	<p>1</p>	<p>Required</p>	
<p>Part F Discount Pricing Workbook</p>	<p>File Type: Excel (.xls, .xlsx)</p>	<p>1</p>	<p>Required</p>	
<p>Bid Table- Market Baskets for Evaluation</p>	<p>Data Type: Complete online in the browser.</p>	<p>NA</p>	<p>Required</p>	<p>You will need to complete the Bid Table online in the browser. Bid Tables may take a significant amount of time to prepare. Discount percentages in the Bid Table-Market Basket must be entered as a decimal (e.g.- 15% is entered as .15).</p>



Exhibit A - Marketing Plan	File Type: PDF (.pdf)	1	Required	
Service Coverage Maps/Options for Participating Members (if applicable)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional	
I acknowledge that I have downloaded all supporting documentation #1-4, along with my corresponding category documentation.	Data Type: Yes/No	N/A	Required	
I acknowledge that all products and services submitted with this response conform to the specifications outlined in Part A - Specifications	Data Type: Yes/No	N/A	Required	



Supporting Information	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional	
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## Commodity Codes-Furniture Solutions

Commodity Set	Commodity Code	Title
NIGP	93636	Furniture, School, Including Student Lockers, Maintenance and Repair, Including Refinishing and Reupholster
NIGP	93145	Furniture Installation and Reconfiguration Services, Including Systems Furniture
NIGP	42564	Recycled Office Furniture: Bookshelves, Chairs, Credenzas, Computer Furniture, Desks, Tables, Hutches, Workstations
NIGP	42558	Plastic, Polypropylene, Fiberglass Office Furniture: Chairs, Desks, Tables, etc.
NIGP	42548	Furniture, Office, Custom Made
NIGP	42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.
NIGP	42086	Schoolroom Furniture; Plastic, Polypropylene, Fiberglass Type: Cabinets, Chairs, Desks, etc., Including Stacking Types
NIGP	42084	Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.
NIGP	42081	Recycled Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge and School, All Types
NIGP	42065	Lounge Furniture, Outdoor, Wood, Including Outdoor Household Swings
NIGP	42064	Lounge Furniture, Indoor, Wood
NIGP	42063	Lounge Furniture, Outdoor: Fiberglass, Plastic, Aluminum, etc., Including Stacking Types



Commodity Set	Commodity Code	Title
NIGP	42062	Lounge Furniture, Indoor: Fiberglass, Plastic, etc., Including Stacking Types
NIGP	42061	Lounge Furniture, Steel, Outdoor
NIGP	42060	Lounge Furniture, Steel, Indoor
NIGP	42059	Lounge Furniture, Upholstered
NIGP	42056	Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb-Side Book Returns, Dictionary Stands, Step Stools, Tables, etc.
NIGP	42044	Institutional Furniture, All Types
NIGP	42030	Furniture, General, Custom Made
NIGP	42015	Courtroom Furniture: Chairs, Tables, etc.
NIGP	42013	Children's Furniture, Including Stackable Types, (See 41054 for Hospital Types)
NIGP	42009	Cafeteria Furniture, Booths
NIGP	42008	Cafeteria Furniture: Chairs and Tables, Including Stacking Types
NIGP	42004	Auditorium, Stadium, Team Seating Furniture and Bleachers
NIGP	42003	Arts and Crafts Furniture, Tables, etc.
NIGP	41066	Recovery and Treatment Room Furniture: Reclining Chairs, etc.



### **Requested Documents:**

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### **Requested Data:**

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

### **Requested Questionnaires:**

The Questionnaire Response Templates can be obtained by clicking on the appropriate Open Public Opportunities at <https://aepacoop.bonfirehub.com/opportunities/>

Please note that Questionnaires may take a significant amount of time to prepare.

### **Requested Bid Table-Market Baskets:**

Bidders are required to submit a Bid Table-Market Baskets for evaluative purposes. There are two Market Baskets within the Bid Table—one for Office Furniture and one for Classroom Furniture. Vendors wanting to supply Office Furniture should complete the Office Furniture Market Basket and vendors wanting to supply Classroom Furniture should complete the Classroom Furniture Market Basket. Vendors may choose to complete either or both Market Baskets.

### **Important notes on completing the Bid Table-Market Baskets:**

- Discount percentages in the Bid Table-Market Basket must be entered as a decimal (e.g.- 15% is entered as .15).
- Any line item you are not completing a bid for will need to be marked “No Bid.”

You will need to complete the Bid Table online in the browser. The Bid Table can be filled any time during your submission. Please note that Bid Tables may take a significant amount of time to prepare.



## 2. Upload your submission at:

<https://aepacoop.bonfirehub.com/opportunities/>

You will not be able to prepare a submission unless you submit 'Yes' for your Intent to Bid by **September 16, 2025 1:30 PM EST.**

The Question period for this opportunity starts July 31, 2025 1:00 PM EST. The Question period for this opportunity ends August 29, 2025 6:00 PM EST. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **September 16, 2025 1:30 PM ET.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes Regarding Submission:

- Each item of Requested Information will only be visible to AEPA after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### Need Help?

Association of Educational Purchasing Agencies (AEPA) uses a Bonfire/Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Bonfire/Euna Procurement by email at [support.bonfire@eunasolutions.com](mailto:support.bonfire@eunasolutions.com) for technical questions related to your submission. You can also visit their help forum at <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub>



## 026 Public File – Solicitation Event Information

026 Public File – Solicitation Event Information			
Solicitation Release Date	Bonfire	Posting date for the Opportunity	July 31, 2025 1:00 PM Eastern
Voluntary Pre-Bid Conference Call- <b>All Categories</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 11:00 AM Eastern
Voluntary Pre-Bid Conference Call- <b>Furniture</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 12:30 PM Eastern
Voluntary Pre-Bid Conference Call- <b>Health &amp; Wellness</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 1:00 PM Eastern

Voluntary Pre-Bid Conference Call- <b>LED Lighting</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 1:30 PM Eastern
Voluntary Pre-Bid Conference Call- <b>Technology Catalog</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 2:00 PM Eastern
Voluntary Pre-Bid Conference Call- <b>Student Transportation Vehicles</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 2:30 PM Eastern
Voluntary Pre-Bid Conference Call- <b>Emergency Response Supplies &amp; Equipment</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 3:00 PM Eastern
Voluntary Pre-Bid Conference Call- <b>HVAC Equipment &amp; Installation</b>	Zoom	Join Zoom Meeting: <a href="https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1">https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1</a> Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 3:30 PM Eastern

Questions Due Date	Bonfire	Deadline to submit question. Questions MUST be submitted via Bonfire	August 29, 2025 6:00PM Eastern
Intent to Bid Due Date	Bonfire	Deadline to indicate your intent to bid.	September 16, 2025 1:30 PM Eastern
Close Date	Bonfire	Deadline for Submittals via Bonfire	September 16, 2025 1:30 PM Eastern
Opening Record	<a href="http://www.aepacoop.org">www.aepacoop.org</a>	Opening Record posted on the AEPA website	September 17, 2025
AEPA Approval of Offers	AEPA Winter Meeting (Colorado Springs, CO)	Recommendation of awards for AEPA Board Acceptance	December 1-3, 2025
Contracts	NA	Contracts sent to members, to be signed and sent to approved vendors (see Part A-Instructions and Specifications for list of participating members)	After December 3, 2025

## AEPA 026-A Furniture Solutions

### Questions Submitted Through Bonfire & Answers Provided by AEPA

#### Public Q&A

Q#	Question	Answer
1	Can this contract be used by the City of St. Louis?	Yes, the City of St. Louis would be eligible to participate in contract(s) that result from this solicitation. The Missouri AEPA affiliate is EducationPlus, who would hold the contract(s).
2	What address should be listed for AEPA on COI's? And should a COI be submitted for each agencies with this bid?	The COI should list the vendor as the insured so AEPA's address is not needed for this purpose.
3	Do we have to bid every single item on the Market Basket? Or can we bid some and add N/A to the ones we do not want to bid?	Bidders are required to submit a Bid Table-Market Baskets for evaluative purposes. There are two Market Baskets within the Bid Table—one for Office Furniture and one for Classroom Furniture. Vendors wanting to supply Office Furniture should complete the Office Furniture Market Basket and vendors wanting to supply Classroom Furniture should complete the Classroom Furniture Market Basket. Vendors may choose to complete either or both Market Baskets. All items in the Market Basket a vendor chooses to complete must contain a bid. Alternatives per line are allowed. If not completing one of the Market Baskets those items would each need to be marked as No Bid.

4	<p>Part A, Page 5, #3: It says “Respondent’s most recent catalog(s) or price lists must be included. If a hard copy is submitted, it should be in pdf format.” Our organization’s catalog is online, we do not have a physical catalog. On the Excel Form for Part F, in F.2 Price Schedule, we are going to list all of the items in our catalog that we are offering for this category with all the information requested in F.2. In addition to doing this, would we also be required to convert the information we are providing in F2 into a PDF file per Part A, Page 5, #3?</p>	<p>Converting the information in the Part F Discount &amp; Pricing Workbook to a PDF would not meet the requirement listed in Part A, Page 5, #3. The purpose of this requirement is to provide AEPA with a point of comparison of list pricing with what is submitted in the response. Part A, Page 5, #3 goes on to say, after the verbiage quoted in this question, "Links to online pricing are acceptable as long as pricing is included, not just descriptions of products," which is an option for vendors that would meet the requirement. The links to online pricing can be listed in the "Comments" section of the Discount Pricing Workbook.</p>
5	<p>In Part A, Page 11, New Jersey is listed as not being a participant. Does that mean that vendors should not complete and submit the New Jersey State Specific Documents for this bid?</p>	<p>Sometimes states later decide to sign a contract even though they have not indicated initial interest, so it could be in the best interest of the vendor to complete and submit the New Jersey Required Forms. However, completing and submitting the New Jersey Required Forms is not a requirement.</p>
6	<p>Are electronic signatures acceptable?</p>	<p>Yes.</p>
7	<p>Are specification sheets needed for the market basket items?</p>	<p>No, specification sheets are not needed for the market basket items.</p>
8	<p>My dealership is located in Georgia and conducts business with several Southeastern states, however, I cannot cover all 31 states. Will this limit an award with this bid?</p>	<p>The successful vendor will be able to sell in all participating AEPA states (see Part A Section IV.3). Part A, in the Notice to Respondents states "Note that Respondents must be able to provide their proposed products and services in up to 31 states including (31 AEPA states are then named) and Part A Section IV.1. states "Scope of Bid. AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 31) in the category of Furniture Solutions."</p>

10	Will there be one place to send our administrative fee? Or will it be required to send each coop their fee individually? We can service all 31 states, but we would need to figure out the logistics of setting up this contract and distributing the administrative fee appropriately.	Fees must be remitted to each participating Member State quarterly. A report outlining the sales for the quarter must also be sent to each participating Member State quarterly. Please see Part A, Section II. titled Responsibilities of a Vendor Partner. Item A.5, page 8, applies to your question. Also see the Public File titled AEPA Vendor Quarterly Report Template.
11	Are freight and install to be built into the market basket?	No.
12	Can you explain the tiers in the F.2 Pricing Schedule?	It is common for discounts to be greater with larger purchases. The tiers in the F.2 pricing schedule refer to discounts related to various purchase levels, as identified by the vendor.
13	Can freight be factored into our discounts?	No. The Part F Discount Pricing Workbook, Tab F.2 states "Discount does not include delivery and installation. Delivery and installation to be quoted separately and added to invoice."
14	When will this contact start? Will it overlap with the existing contract?	Vendor Recommendations will be voted on at the AEPA meeting December 1-3, 2026. Member States will then be eligible to sign contracts with Vendors. Those contracts will begin March 1, 2026 or a date mutually agreed upon by the Member State and Vendor (up to 15 months initial award). See Part E - Signature Forms, page 8 - Acceptance of Solicitation & Contract. Existing Furniture contracts expire February 28, 2026.
15	It says that vendor must be registered with the State of Arkansas. Currently we are not. Do we need to do this before we actually bid or can we start the process if/when we are awarded?	We assume your question is based on item A.2 Secretary of State Registration of the Southwest Arkansas Education Service Cooperative Terms and Conditions 2025 found in Part C - Member Agency (State) Terms and Conditions, which states "Contractor shall meet and maintain all registrations as necessary to conduct business in the State of Arkansas, including but not limited to registration with the Arkansas Secretary of State." The referenced registration can occur after award.
16	Are six tiers required?	No, the number of tiers listed is determined by the vendor.

17	<p>The submission instructions state - Any line item you are not completing a bid for will need to be marked "No Bid." Does this mean that we can submit a response to a market basket with some line items marked as N/A and still be eligible for award?</p>	<p>Per the document titled AEPA 026 Submission Instructions for Suppliers-Furniture Solutions" Bidders are required to submit a Bid Table-Market Baskets for evaluative purposes. There are two Market Baskets within the Bid Table—one for Office Furniture and one for Classroom Furniture. Vendors wanting to supply Office Furniture should complete the Office Furniture Market Basket and vendors wanting to supply Classroom Furniture should complete the Classroom Furniture Market Basket. Vendors may choose to complete either or both Market Baskets." Whichever Market Basket a vendor chooses to respond to must be complete. Equivalent substitutions are allowed. If a vendor chooses not to complete one of the Market Baskets, each item in that Market Basket must be marked No Bid. Otherwise, the system will not accept the Bid Table.</p>
18	<p>Will you posting a complete listing of all the Q&amp;A's after the 8/29/25 Q&amp;A close date as an addendum to the bid? Word or pdf format would be best. This would be beneficial to responders as it would be much easier to review all Q&amp;A instead of copy and pasting screen shots of each question and answer, separately.</p>	<p>We will publish a Public Notice containing all the Questions and Answers subsequent to the closing period for questions on Friday, August 29, 2025 at 6 pm Eastern. Monday, September 1 is the Labor Day Holiday. The document will be posted no later than the end of the day on September 2, 2025.</p>

19	<p>If a dealer is awarded the AEPA contract, are they required to submit reports and fees to all 31 member states, or can they choose which states to sign agreements with and only submit reports and fees to those states?</p>	<p>The successful vendor will be able to sell in all participating AEPA states (see Part A Section IV.3). Part A, in the Notice to Respondents states "Note that Respondents must be able to provide their proposed products and services in up to 31 states including (31 AEPA states are then named) and Part A Section IV.1. states "Scope of Bid. AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 31) in the category of Furniture Solutions." The intention is that recommended vendors will sign agreements with each state listed in Part A, IV. 3. that has expressed interest in participating. Reports and fees must be submitted to all participating member states.</p>
20	<p>"As a part of the process of determining responsible respondents during the evaluation period, the category committee may request reports that describe the financial soundness of your organization." Could you please confirm whether financial statements are required to be submitted with the initial bid response, or if they will only be requested later during the evaluation period?</p>	<p>Financial statements are not required to be submitted with the initial bid response, and will only be requested during the evaluation period if needed. Typically, the information submitted with the response is sufficient for evaluative purposes.</p>
21	<p>This solicitation requests discounts by catalog or manufacturer. For this bid, we would like to propose discounts by furniture product category (e.g., tables, chairs, storage), which will allow us to offer deeper discounts on specific categories. Could you please confirm if this approach will be acceptable under the bid?</p>	<p>Solicitation response structure must remain the same for all vendors to ensure equity in the evaluation process. Therefore, your proposed approach would not be acceptable.</p>

22	I require clarification on the question regarding our annual sales that relates to the scope of work of the solicitation. Is this question asking what percentage of our product line-up will address AEPA's requirements set out in the Market Baskets? If you could provide more details, please advise. Thank you.	This question is not referring to the items in the Market Baskets, which are being used solely as one means of evaluation. The questions in Part D refer to sales volume your company has had, for the time periods and markets indicated, for all furniture sold.
23	In addition to the items in the market basket, will we be able to offer the rest of our catalog of products under this contract?	Yes, you can offer the rest of your catalog of products. The Market Baskets will be used by AEPA for evaluative purposes. All the products you are offering (which should be your full catalog(s), not just the Market Basket items) must be submitted on the Part F Discount Pricing Workbook. The Part F Discount Pricing Workbook is REQUIRED per the Submission Instructions for Suppliers-Furniture Solutions document and must be uploaded to complete your submission. Specifically, reference Part A, sections I.E.1.a.v., I.E.2.d., and IV.11.
24	Are Letters of Authorization required for each of the manufacturers we intend to bid on?	Letters of Authorization are not required. However, as stated in Part A, "A company must be an authorized dealer for the manufacturer(s)."
25	If a vendor already holds an active contract with the cooperative in the same category as this solicitation, how would reporting and administrative fee obligations be applied if the vendor is also awarded under this solicitation? Would the new contract supersede the existing one for reporting purposes, or would both contracts apply (resulting in duplicate reporting/fees)?	The starting date for AEPA contracts awarded by Member States under this solicitation would be subsequent to the ending date of current AEPA contracts in the same category. See Part E Signature Forms-Furniture Solutions, page 8 Acceptance of Solicitation & Contract Award for date parameters of contracts under this solicitation. There would be no overlap of AEPA contracts if a vendor currently holds a contract in this category and is awarded under this solicitation. If the vendor holds a local (non-AEPA) contract with the Member State in this category, the Member State would determine whether a contract awarded under this solicitation would supersede the existing local (non-AEPA) contract and duplicate reporting/fees would apply.

26	<p>Part A of the bid includes a section for design and installation services. While our organization is unable to comply with the specific terms of this section under the current bid structure and intends to “no bid” that portion, we do want to highlight that our organization does in fact provide comprehensive design and installation services through separate arrangements outside of this contract. Would it be acceptable to include a brief statement in our proposal showcasing that these services are available? If so, could you please advise on the most appropriate section of the response to include this information? We believe calling out these additional capabilities would demonstrate our organization’s ability to deliver an even more complete solution to your organization’s needs.</p>	<p>Including Design Layout and/or Installation Services in the vendor's response is Optional (see Part A, Section IV.8.). Any additional information a vendor chooses to add to their response can be included in the Supporting Information section of the response. However, offering these services without including them on Part F Pricing Workbook, tab F.3. may be of no benefit to Member Agencies since these services would not have included bid pricing.</p>
27	<p>Thank you for clarifying regarding overlapping contracts in the same category. Could you also clarify how reporting and administrative fee obligations are applied when a vendor holds an active contract in one category (Category A), but as part of that award has extended additional discounts into another category (Category B) that is now being solicited? If the vendor is later awarded under the Category B solicitation, would sales in that category transition entirely to the new Category B contract, remain under the original Category A contract until expiration, or would both contracts apply in parallel (resulting in duplicate reporting/fees)?</p>	<p>Reporting and administrative fees are tied to a specific AEPA contract number. A vendor submits reports and administrative fees only for the contract under which the product/services were sold. Fees for all contracts can be combined into one payment as long as the total of all reports equals the payment amount.</p>

28	Do forms F.1 and F.2 satisfy the requirements for the "primary pricing" outlined in Section 10.1 for this bid? If no, what form is to be used to meet this requirement?	Yes. Part F Discount Pricing Workbook, tabs F.1 and F.2 satisfy the requirement for primary pricing as outlined in Part A, Section IV.10. Please also note Part A, Section IV.11.ii, which states "F.2 - Pricing Schedule (Required) For EACH manufacturer and/or CATALOG you're proposing, provide information as requested. A current price list must be submitted as a PDF or link to an online source." Also see Question #4 and the answer provided.
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## Public Notices

### Notice #1

Part A - Specifications, Section IV, item 9.1.1 states "All deliveries shall be F.O.B. Destination, freight prepaid and allowed." Part F - Discount Pricing Workbook F.2 Pricing Schedule states "Discount does not include delivery and installation. Delivery and installation to be quoted separately and added to invoice." Those statements contradict. The latter (Discount does not include delivery and installation. Delivery and installation to be quoted separately and added to invoice) is correct and should be used in all responses.

### Notice #2

Links to the vendor call recordings and slide deck are attached.

### Notice #3

A question was raised during our call on August 18 regarding the price list. The question entered into the chat was: Can the link to the price list be a link to our website? It is the most up to date source for our pricing.

To clarify, this is addressed in Part A, Section 1.E.2.e., which states, "Price Lists and/or Catalogs: For catalog bids, Respondent's most recent catalog(s) or price lists must be included. If a hard copy is submitted, it should be in pdf format. Links to online pricing are acceptable as long as pricing is included, not just descriptions of product." To further explain, the link should not be to active website pricing. AEPA needs to have a static price that is being submitted at the time of the bid in order to accurately be able to evaluate responses. Therefore, any link submitted for this purpose should only be to manufacturer pricing that is static.

## 026A Furniture Solutions Notified Vendors

Vendor Organization	Email	Date Last Recommended
Colourfast Secure Card Technology Inc.	andrew@Colourfast.com	Aug 01, 2025 2:00 AM
LD Supply Company	dmarch@ld-supply.com	Aug 01, 2025 2:00 AM
Stratejm Inc.	john.menezes@stratejm.com	Aug 01, 2025 2:00 AM
Ferguson Waterworks	peter.hutchins@ferguson.com	Aug 01, 2025 2:00 AM
Dynamic Security Concepts Incorporated	kwristbridge@dscinc.net	Aug 01, 2025 2:01 AM
all county captions	lisazenker@allcountycaptions.com	Aug 01, 2025 2:01 AM
Northern Machining & Repair Inc	melisaj@northernmachine.us	Aug 01, 2025 2:01 AM
CaelumOne Solutions Corporation	tim.magill@caelumone.com	Aug 01, 2025 2:01 AM
Fast Enterprises, LLC	harrison@fastenterprises.biz	Aug 01, 2025 2:01 AM
Simple Movement Inc.	matt@simplemovement.ca	Aug 01, 2025 2:01 AM
The Engine Room Consulting Group	milan@theengineerom.ca	Aug 01, 2025 2:01 AM
Leepopo Corporation, Inc	ChrisN@Leepopo.com	Aug 01, 2025 2:01 AM
Library Interiors of Texas	michael@li-tx.com	Aug 01, 2025 2:01 AM
MAXIMUS US Services, Inc.	rfpinfo2@maximus.com	Aug 01, 2025 2:01 AM
Umano Medical	tenders@umanomedical.com	Aug 01, 2025 2:01 AM
Thales Group of Companies	lionel.leblanc@thalesgroup.com	Aug 01, 2025 2:01 AM
thoamson holdings	frank.t@rentnrave.com	Aug 01, 2025 2:01 AM
National Charter Schools Institute	deactivated_usr_9477bc78-cc39-4ca4-8f50-1b8997628a86@gobonfire.com	Aug 01, 2025 2:02 AM
Kirby-Smith Machinery	criddle@kirby-smith.com	Aug 01, 2025 2:02 AM
Bankson Group LTD dba Alamo Tees & Advertising	art@alamotees.com	Aug 01, 2025 2:02 AM
Ferrovial Services	bidding.fsna@ferrovialservices.com	Aug 01, 2025 2:02 AM
BARE Associates International, Inc	jbare@bareinternational.com	Aug 01, 2025 2:02 AM
KURIEO	info@kurieo.com	Aug 01, 2025 2:02 AM
PPLSI	proposals@pplsi.com	Aug 01, 2025 2:02 AM
First General Services	angela.veri@firstgeneral.ca	Aug 01, 2025 2:02 AM
TW Consulting LLC	t.wallace@itracktwc.com	Aug 01, 2025 2:02 AM
PDHI	stephaniek@pdhi.com	Aug 01, 2025 2:02 AM
Really Great Reading Company, LLC	kim.stuckey@reallygreatreading.com	Aug 01, 2025 2:02 AM
JCP Quality Maintenance LLC	jcpquality1@gmail.com	Aug 01, 2025 2:02 AM
Connections Wizards, LLC	aeichwald1@connectionswizards.com	Aug 01, 2025 2:02 AM
OpenGov, Inc.	rfp@opengov.com	Aug 01, 2025 2:02 AM
BDO USA, P.C.	stateandlocal@bdo.com	Aug 01, 2025 2:02 AM
AlxTel, Inc.	negeda@alxtel.com	Aug 01, 2025 2:02 AM
PALADIN DEFENSE GROUP, INC.	Contact@paladin-defense.us	Aug 01, 2025 2:02 AM
Digital Signup	info@digitalsignup.com	Aug 01, 2025 2:02 AM
Rose Group International	rachel@rosegrouppintl.com	Aug 01, 2025 2:02 AM
MavenSolve, LLC	accounts@krasanconsulting.com	Aug 01, 2025 2:02 AM
Adira LLC	accounts@adiranow.com	Aug 01, 2025 2:02 AM
OpsAssist, Inc.	sales@ops-assist.com	Aug 01, 2025 2:02 AM
EqualizeRCM	wilbur.williams@equalizercm.com	Aug 01, 2025 2:02 AM
Playscape Recreation	kate@playscaperecreation.com	Aug 01, 2025 2:02 AM

GEORGIA COMPUTER INC	myra@georgiacomputer.com	Aug 01, 2025 2:02 AM
Inzata (Qengine LLC)	christopher.rafter@inzata.com	Aug 01, 2025 2:02 AM
Digital Convergence	hello@digitalconvergence.ca	Aug 01, 2025 2:02 AM
Cummins Inc	cssnabids@cummins.com	Aug 01, 2025 2:02 AM
Inkblot Therapy	rfpmanagement@inkblottherapy.com	Aug 01, 2025 2:02 AM
Mina Holdings, LLC	tariq@minaholdingllc.com	Aug 01, 2025 2:02 AM
LitCon Group, LLC	hcurley@litcongroup.com	Aug 01, 2025 2:02 AM
Image Printing	devinfromimage@gmail.com	Aug 01, 2025 2:02 AM
Superior Maintenance Co.	jgoldsmith@smc.cc	Aug 01, 2025 2:03 AM
Merkhat, LLC	elise@merkhat.com	Aug 01, 2025 2:03 AM
DataPrivia, Inc	jeff.hurley@dataprivia.com	Aug 01, 2025 2:03 AM
Beyond Spots & Dots	mquerry@beyondspotsanddots.com	Aug 01, 2025 2:03 AM
The Pittsburgh Paints Company	goltz@ppg.com	Aug 01, 2025 2:03 AM
Performance Clean LLC	gheath@performanceclean.com	Aug 01, 2025 2:03 AM
metroplex pavement markings	mgunta@metroplexpavementmarkings.com	Aug 01, 2025 2:03 AM
Stark Landscape	chado@starklandscape.com	Aug 01, 2025 2:03 AM
MARS Solutions Group	sales@marssg.com	Aug 01, 2025 2:03 AM
Foilcon Corp	foilcon@foilcon.com	Aug 01, 2025 2:03 AM
Envico	darrell@dir-pro.ca	Aug 01, 2025 2:03 AM
Nexus Digital	brady@nexusdigital.co	Aug 01, 2025 2:03 AM
Building Optimization Technologies, LLC	jmitterhofer@bldgot.com	Aug 01, 2025 2:03 AM
ISERV	jim.palmisano@iservgroup.com	Aug 01, 2025 2:03 AM
34 Strong	zane_grace@34strong.com	Aug 01, 2025 2:03 AM
Lazcorp Inc	ea@lazurgroup.com	Aug 01, 2025 2:03 AM
Angus Reid Group	sal.rustom@angusreid.com	Aug 01, 2025 2:03 AM
Customizo Solutions Inc.	rashamoursy@customizo.ca	Aug 01, 2025 2:03 AM
Guidehouse	gheller@guidehouse.com	Aug 01, 2025 2:03 AM
Renaissance Learning, Inc.	proposals@renaissance.com	Aug 01, 2025 2:03 AM
SPARK business academy	chuchi.arevalo@sparkbusinessacademy.com	Aug 01, 2025 2:03 AM
International Business Machines	liwatson@us.ibm.com	Aug 01, 2025 2:03 AM
Limitless Leads Coaching LLC	atfc@realorlive.org	Aug 01, 2025 2:03 AM
KC Blueprint Company	plottingknc@kcblueprint.com	Aug 01, 2025 2:03 AM
Rhythm Engineering	reggie.chandra@rhythm-info.com	Aug 01, 2025 2:03 AM
S & J Owens Co LLC	james@sjowensco.com	Aug 01, 2025 2:03 AM
Helene Elizabeth Wellness Ctr	admin@heleneelizabethwellnesscenter.com	Aug 01, 2025 2:03 AM
SYSUSA Inc	muneer.baig@sysusa.com	Aug 01, 2025 2:03 AM
Eli Patrick & Co.	clark@elipatrick.com	Aug 01, 2025 2:04 AM
Easy Healthcare Corporation	li@healthcare-manager.com	Aug 01, 2025 2:04 AM
BRG Office Movers	Chip.harber@beltmann.com	Aug 01, 2025 2:04 AM
FYRE MARKETING LLC	bids@fyremarketingadvisors.com	Aug 01, 2025 2:04 AM
All N All Supplies, LLC	customerservice@allnallsupplies.com	Aug 01, 2025 2:04 AM
Teknion	steve.hindle@teknion.com	Aug 01, 2025 2:04 AM
Insightrix Research Inc.	shonna.caldwell@insightrix.com	Aug 01, 2025 2:04 AM
Value Capture LLC	jcarpenter@valuecapturellc.com	Aug 01, 2025 2:04 AM

Winning Edge Solutions LLC	kumar@weitsolutions.net	Aug 01, 2025 2:04 AM
J-Tech Digital Inc	support@jtechdigital.com	Aug 01, 2025 2:04 AM
FireTron, Inc.	bids@firetron.com	Aug 01, 2025 2:04 AM
INTRATEK COMPUTER	quotes@intrapc.com	Aug 01, 2025 2:04 AM
Glacier Construction services Inc.	mgottschalk@glaciere.com	Aug 01, 2025 2:04 AM
Eunomia	tenders@eunomia-inc.com	Aug 01, 2025 2:04 AM
EventMAP Solutions Canada Limited	tenders@eventmapsolutions.com	Aug 01, 2025 2:04 AM
DRG Architects	Jackk@drg-architects.com	Aug 01, 2025 2:04 AM
BIO-Janitorial Service, Inc.	candace@biojanitorial.com	Aug 01, 2025 2:04 AM
TCS	JonathanB@TCS.ink	Aug 01, 2025 2:04 AM
CKH Group	businessdevelopment@ckhgroup.com	Aug 01, 2025 2:04 AM
World Wide Web Distributions (Premier Hotel and Casino products)	yelena@premierhcp.com	Aug 01, 2025 2:04 AM
Prime healthcare services	dorcine@primehealthcareservices.ca	Aug 01, 2025 2:04 AM
Medlogix	steve.amenti@medlogix.com	Aug 01, 2025 2:04 AM
Bridger Systems, LLC	joshua@bridger.systems	Aug 01, 2025 2:04 AM
AGILE INTERIORS	kbrewster@agileinteriors.com	Aug 01, 2025 2:05 AM
The Emotional Company (EmCo)	gigi@emotionalcompany.com	Aug 01, 2025 2:05 AM
First Stop Health	ekunisch@fshealth.com	Aug 01, 2025 2:05 AM
www.dreamseat.com	taltadonna@dreamseat.com	Aug 01, 2025 2:05 AM
North Country Business Products	bensonk@ncbpinc.com	Aug 01, 2025 2:05 AM
Alpha Developers LLC	sales@alphadevelopersllc.com	Aug 01, 2025 2:05 AM
Sports Fields Inc.	ataylor@fields-inc.com	Aug 01, 2025 2:05 AM
Magnum Services (Soil Stabilization)	travis.barber@magnumcement.ca	Aug 01, 2025 2:05 AM
Imperial Service Systems, Inc.	jmccarthy@impersys.com	Aug 01, 2025 2:05 AM
Bee Equipment Sales, Ltd	mkuehn@beeequipmentsales.com	Aug 01, 2025 2:05 AM
Element 29	bill.cassidy@e29ce.com	Aug 01, 2025 2:05 AM
Valueneer LLC	Mahmoud@value-neer.com	Aug 01, 2025 2:05 AM
DAC	jlewandowska@dacgroup.com	Aug 01, 2025 2:05 AM
The Prestigious Mark Inc.	ben@tppromo.com	Aug 01, 2025 2:05 AM
Brighter Image, Inc.	Corporate@brighter-image.com	Aug 01, 2025 2:05 AM
Onyx Healthcare USA, Inc	Jeffliu@onyx-healthcare.com	Aug 01, 2025 2:05 AM
Ruts Construction	adrian@rangeline.com	Aug 01, 2025 2:05 AM
Marco Group Inc	elizabeth.thompson@madebymarco.net	Aug 01, 2025 2:05 AM
William P Peterson / Associates	Bill@wppeterson.net	Aug 01, 2025 2:05 AM
SCM Consultants Inc.	bminhas@scmconsultants.net	Aug 01, 2025 2:05 AM
Sophos	craig.allen@sophos.com	Aug 01, 2025 2:05 AM
Christy Glass Company	davchristy@aol.com	Aug 01, 2025 2:05 AM
Kurtz Bros.	jpistner@kurtzbros.com	Aug 01, 2025 2:05 AM
Augustine Agency	kwhitsett@augustineagency.com	Aug 01, 2025 2:05 AM
Legacy Vision Preservation	crystal@legacyvisionpreservation.com	Aug 01, 2025 2:05 AM
Skaggs Building Solutions LLC	jskaggs@skaggscompany.com	Aug 01, 2025 2:05 AM
CENTURY SECURITY SERVICES, INC	cssguard.century@gmail.com	Aug 01, 2025 2:05 AM
Fritel and Associates, L.L.C. dba Diversified Product Development	llittle@diversifiedproduct.com	Aug 01, 2025 2:05 AM
Climatec	dal.bonfire@climatec.com	Aug 01, 2025 2:05 AM

CommForms Secure Forms Inc	hill.issenan@commforms.ca	Aug 01, 2025 2:05 AM
Vari Sales Corporation	robert.cairy@vari.com	Aug 01, 2025 2:05 AM
Unlimited Technology, Inc.	iramirez@utiglobal.com	Aug 01, 2025 2:06 AM
QDoc Inc.	contracts@qdoc.ca	Aug 01, 2025 2:06 AM
Sparrow Consulting Group Inc.	trever@sparrowgroup.org	Aug 01, 2025 2:06 AM
Center for Nonprofit Advancement	tyieshiaz@nonprofitadvancement.org	Aug 01, 2025 2:06 AM
OpenTeQ Technologies LLC	harshitha@openteqgroup.com	Aug 01, 2025 2:06 AM
Industrial Builders, Inc	brian@IB-USA.COM	Aug 01, 2025 2:06 AM
GK TechStar LLC	jleyva@techstaris.com	Aug 01, 2025 2:06 AM
MedFirst Staffing, LLC	davidb@medfirststaffing.com	Aug 01, 2025 2:06 AM
Moran Technology Consulting	scott.weyandt@morantechnology.com	Aug 01, 2025 2:06 AM
Sage Education Consulting, Inc.	lisa@sageeducon.com	Aug 01, 2025 2:06 AM
Scanics	dmapes@scanics.com	Aug 01, 2025 2:06 AM
TABB INC.	bbodkin@tabb.net	Aug 01, 2025 2:06 AM
Superior Contractors	Superiorcontractorstx@gmail.com	Aug 01, 2025 2:06 AM
Zencon Group Inc.	govt@zencongroup.com	Aug 01, 2025 2:06 AM
DITTA ENTERPRISES LLC	Contact@del-ditta.com	Aug 01, 2025 2:06 AM
Settled Solids Management	jmims@hydro-int.com	Aug 01, 2025 2:06 AM
Samson & Associés CPA/Consultation Inc.	veronick.gauthier-roy@samson.ca	Aug 01, 2025 2:06 AM
Omega 365 USA Inc.	oyvind@omega365.com	Aug 01, 2025 2:06 AM
Ikerd Consulting, LLC	bikerd@ikerd.com	Aug 01, 2025 2:06 AM
Excel Facility Services	grivera@efsgnj.com	Aug 01, 2025 2:06 AM
IOCYBER, LLC	acrawford@iocyber.tech	Aug 01, 2025 2:06 AM
Pinnacle Financial Partners	scott.jordan@pnfp.com	Aug 01, 2025 2:06 AM
Think Research	tenders@thinkresearch.com	Aug 01, 2025 2:06 AM
Dexian, LLC	bob.quinn@dexian.com	Aug 01, 2025 2:06 AM
Wisecom Technology	azeem@wisecomtech.com	Aug 01, 2025 2:06 AM
NRS- National Relocation Services	gjoseph@nrsc.com	Aug 01, 2025 2:07 AM
iTaylor Strategies LLC	merdochey@itaylorsolutions.com	Aug 01, 2025 2:07 AM
JM Brennan	dmolkentin@jmbrennan.com	Aug 01, 2025 2:07 AM
RInggold Telephone Company	ssawyer@rtctel.com	Aug 01, 2025 2:07 AM
Method4 Engineering	brian.goodridge@method4engineering.com	Aug 01, 2025 2:07 AM
Worldcast live Inc	peter.lewis@worldcastlive.com	Aug 01, 2025 2:07 AM
PJG Property Maintenance	pj-grevy@pjgpm.com	Aug 01, 2025 2:07 AM
Babb Technology Services Inc	Jonathonm@babbtech.com	Aug 01, 2025 2:07 AM
Elearning Studio	meet@elearning.studio	Aug 01, 2025 2:07 AM
Tino LLC	anastasia@tino.design	Aug 01, 2025 2:07 AM
Burgeon Analytics LLC	mails@burgeonanalytics.com	Aug 01, 2025 2:07 AM
FM Solutions LLC - Priority Payment Systems Houston	manan@ppshouston.com	Aug 01, 2025 2:07 AM
Dodge Construction Network	Dodge.Bidding@construction.com	Aug 01, 2025 2:07 AM
RTC Manufacturing, Inc	tammy.obrien@rtc-traffic.com	Aug 01, 2025 2:07 AM
Stonehouse Drilling & Construction LLC	jhaywood@shdrilling.com	Aug 01, 2025 2:07 AM
CarePro National Painting / Kept Companies	swilliams@carepropainting.com	Aug 01, 2025 2:07 AM
Prism Consulting	valerie@prismconsultingfl.com	Aug 01, 2025 2:07 AM

Devfi,Inc	ashwin@devfi.com	Aug 01, 2025 2:07 AM
Revolution Data Plaforms	sales@dataplatforms.ca	Aug 01, 2025 2:07 AM
PCC-IT International, dba of Power Capital Management	clientservices@itpccit.com	Aug 01, 2025 2:07 AM
GoldPhish	jami@thegoldphish.com	Aug 01, 2025 2:07 AM
EPSoft Technologies LLC	lahari.medarametla@epsoftinc.com	Aug 01, 2025 2:07 AM
The Facilities Group	jhawkins@thefacilitiesgroup.com	Aug 01, 2025 2:07 AM
STS Recycling, LLC.	morgan@stsrecycle.com	Aug 01, 2025 2:07 AM
International Languages Service	john.arroyave@ilsjax.com	Aug 01, 2025 2:07 AM
Gulf Coast Paper	gary.ellis@imperialdade.com	Aug 01, 2025 2:07 AM
Carson Solutions, LLC	webbk@carsonsolutionsllc.com	Aug 01, 2025 2:07 AM
Texas Enforcer LLC.	texasenforcerllc@gmail.com	Aug 01, 2025 2:07 AM
BDG Trees	joneal@bdgtrees.com	Aug 01, 2025 2:07 AM
Drone Security Service Inc	info@dronesecurityserv.com	Aug 01, 2025 2:07 AM
DPTV TANGO LLC	dptvtango@gmail.com	Aug 01, 2025 2:07 AM
DIESEL DEPOT	marc@diesel-depot.com	Aug 01, 2025 2:07 AM
Condition Monitoring Analytics, LLC	sjones@conditionmonitoringanalytics.com	Aug 01, 2025 2:07 AM
Vendor	kloring@sunprint.com	Aug 01, 2025 2:08 AM
Say it with Style Promos and Custom Apparel	eugene@siwspromos.com	Aug 01, 2025 2:08 AM
Reliable Paper Inc	jimfaucette@reliablepaper.com	Aug 01, 2025 2:08 AM
LAZARO LEAL LANDSCAPING AND TREE SERVICES LLC	leallandscapingservices@yahoo.com	Aug 01, 2025 2:08 AM
Fre3dom Interiors	tbosley@fre3dom.net	Aug 01, 2025 2:08 AM
Upfiv Designs Inc.	aurelia@upfiv.com	Aug 01, 2025 2:08 AM
<a href="https://totaloptim.com">https://totaloptim.com</a>	contact@totaloptim.com	Aug 01, 2025 2:08 AM
GovFirst	angel@govfirst.net	Aug 01, 2025 2:08 AM
Holt Texas, Ltd. (dba HOLT CAT)	francisco.valor@holtgrp.com	Aug 01, 2025 2:08 AM
Furniture Concepts	karyl@furnitureconcepts.com	Aug 01, 2025 2:08 AM
Grind-Well LLC	info@grind-well.com	Aug 01, 2025 2:08 AM
Summitt Forests, Inc	summittforests@gmail.com	Aug 01, 2025 2:08 AM
IT Operational Strategies LLC, SDVO	Terry.stockholm@itops-llc.com	Aug 01, 2025 2:08 AM
Interior Furnishing	interiorfurnishing@yahoo.com	Aug 01, 2025 2:08 AM
Selrico Services Inc.	procurement@selricoservices.com	Aug 01, 2025 2:08 AM
Young Scholars Circle LLC/The Masterpiece Academy	krishnacart@youngscholarscircle.com	Aug 01, 2025 2:08 AM
Voyce Inc.	proposals@voyceglobal.com	Aug 01, 2025 2:08 AM
TELUS International	richard.bledsoe@telusinternational.com	Aug 01, 2025 2:08 AM
Amplify Systems Integration	dplatt@amplifysi.com	Aug 01, 2025 2:08 AM
Servi-Tek Facility Solutions	accounting.engineering@servi-tek.net	Aug 01, 2025 2:08 AM
Vendor	riccie.gargano@garda.com	Aug 01, 2025 2:08 AM
Carrier Enterprise	douglas.smyers@carrierenterprise.com	Aug 01, 2025 2:08 AM
Apex Site Services	admin@apexsites.com	Aug 01, 2025 2:08 AM
Guardian Safety and Supply LLC dba Enviro Safety Products	amaly@envirosafety.com	Aug 01, 2025 2:08 AM
Tribeca Builds, LLC	casey@tribecabuilds.com	Aug 01, 2025 2:08 AM
Vortex Solution inc.	karine.s@vortexsolution.com	Aug 01, 2025 2:08 AM
Genric Inc	pattwood@genric.com	Aug 01, 2025 2:08 AM
Citrus Advertising	sheila@citrusadv.com	Aug 01, 2025 2:08 AM

Competitive Edge Business Solutions	tdaniels@focalpointcoaching.com	Aug 01, 2025 2:08 AM
XyberMed Cooperation	ammaar@xybermed.com	Aug 01, 2025 2:08 AM
International Alliance Group	larry@iagusa.org	Aug 01, 2025 2:08 AM
BKTB Group Inc dba MC Austin	imoreno@mcaustin.com	Aug 01, 2025 2:08 AM
AMB Modulaire Inc	sylvainperrault@ambmodulaire.com	Aug 01, 2025 2:08 AM
UnBoxed Solutions	robert@swg-unboxed.org	Aug 01, 2025 2:08 AM
VEscape Labs	info@vescapelabs.com	Aug 01, 2025 2:08 AM
Trans Canada Forest Products	srubin@pftranscan.com	Aug 01, 2025 2:08 AM
Relannford Enterprises LLC	sandra@relannford.com	Aug 01, 2025 2:08 AM
Global Alliant	operations@globalalliantinc.com	Aug 01, 2025 2:08 AM
Success by Design, Inc.	megan@successbydesign.com	Aug 01, 2025 2:08 AM
SMART GROUP SYSTEMS	MICKEY@SMGSYSTEMS.NET	Aug 01, 2025 2:09 AM
Allied Strategic Solutions	bwinslow34@yahoo.com	Aug 01, 2025 2:09 AM
Patriot Supplies	jessica@patriotsuppliesllc.com	Aug 01, 2025 2:09 AM
Asera LLC	jodi-annbirch@AseraSolutions.com	Aug 01, 2025 2:09 AM
Vendor	jennifer@perfectfitimage.com	Aug 01, 2025 2:09 AM
Argyle Build Inc.	mare@argyle.build	Aug 01, 2025 2:09 AM
Foresight Engineering and Technology	info@cleanconnects.com	Aug 01, 2025 2:09 AM
Liberty Home Health LLC dba Lab Pointe	support@labpointe.com	Aug 01, 2025 2:09 AM
The Lift Doctor LLC	theliftldr@gmail.com	Aug 01, 2025 2:09 AM
nTech Workforce	sangeetha@ntechworkforce.com	Aug 01, 2025 2:09 AM
CMIT Solutions of Best Southwest Dallas County	klewis@cmitsolutions.com	Aug 01, 2025 2:09 AM
Avista Realtime Systems, LLC	Wshumaker@avistarealtime.com	Aug 01, 2025 2:09 AM
AlexiGen BioTech, LLC	jeffreyferguson@alexigen.com	Aug 01, 2025 2:09 AM
Accelerated Fleet Services	rbias@afsfleet.com	Aug 01, 2025 2:09 AM
The Voice Society	maria@thevoicesociety.com	Aug 01, 2025 2:09 AM
Vendor	Aprilsspringcleaningllc@gmail.com	Aug 01, 2025 2:09 AM
Fred's Award World	rose.freds@outlook.com	Aug 01, 2025 2:09 AM
MBI	justin.conroy@mbakerintl.com	Aug 01, 2025 2:09 AM
Enpramex distribution	mike@enpramex.com	Aug 01, 2025 2:09 AM
Octilion LLC	niket@thebilions.com	Aug 01, 2025 2:09 AM
Vendor	mike@baconcompanies.com	Aug 01, 2025 2:09 AM
MoogLe Canada Inc.	director@mooglelabs.com	Aug 01, 2025 2:09 AM
Hamilton Staffing Solutions	angela.h@hamiltonstaffingsolutions.com	Aug 01, 2025 2:09 AM
Armadillo Photo Supply	rhernandez@armadillophoto.com	Aug 01, 2025 2:09 AM
Alletec Inc.	amian@alletec.com	Aug 01, 2025 2:10 AM
HIVOLT Advanced Inc.	andrew.Klinger@hva-inc.com	Aug 01, 2025 2:10 AM
Vendor	peter@graceyworks.com	Aug 01, 2025 2:10 AM
Flexxform Designs Inc	info@flexxform.co	Aug 01, 2025 2:10 AM
Vendor	Michael.Keegan@abm.com	Aug 01, 2025 2:10 AM
Citronway	gokocha@citronway.com	Aug 01, 2025 2:10 AM
Make Stuff Move Inc.	sourcing@makestuffmove.com	Aug 01, 2025 2:10 AM
Surefox	matthew.reeser@surefox.com	Aug 01, 2025 2:10 AM
Ward Companies, LLC.	wward219@gmail.com	Aug 01, 2025 2:10 AM

bond & bond auctioneers	sales@bondauctioneers.com	Aug 01, 2025 2:10 AM
Maribel Martinez Consulting	maribel@maribelmartinezconsulting.com	Aug 01, 2025 2:10 AM
R and J Services	rickrogers10@outlook.com	Aug 01, 2025 2:10 AM
Garner Paving and Construction LLC	garnerpaving@sbcglobal.net	Aug 01, 2025 2:10 AM
HV	hannah.vdbg@gmail.com	Aug 01, 2025 2:10 AM
Knight Restoration, LLC	l.thomason@knightcommercial.com	Aug 01, 2025 2:10 AM
MALAN BEST SECURITY INC	Info@malanbestsecurity.com	Aug 01, 2025 2:10 AM
Planting Seeds Academic Solutions	cjones@plantingseedstutoring.com	Aug 01, 2025 2:10 AM
Pioneer Business Systems	walter@pioneerocopier.com	Aug 01, 2025 2:10 AM
Think Board	hello@think-board.com	Aug 01, 2025 2:10 AM
AV Cabling Contractors	gil@avcablingcontractors.com	Aug 01, 2025 2:10 AM
Precision Environmental Company	Deureka@precision-env.com	Aug 01, 2025 2:10 AM
Edutek Corporation	tfairbourn@edutekcorp.com	Aug 01, 2025 2:10 AM
Euna Solutions	rfp@questica.com	Aug 01, 2025 2:10 AM
144 Family Care	chichikakoma@gmail.com	Aug 01, 2025 2:10 AM
California	info@ubuntupsych.com	Aug 01, 2025 2:10 AM
Strong Solutions LLC	info@strongsolutionsutah.com	Aug 01, 2025 2:10 AM
Vendor	amandar@newporttc.com	Aug 01, 2025 2:10 AM
Hunter Cattle Co	accounting@huntercattle.com	Aug 01, 2025 2:10 AM
Topology Health	alex@topology.health	Aug 01, 2025 2:10 AM
Transform Interactive	josie@transforminteractive.com	Aug 01, 2025 2:10 AM
Industrial Applied Technologies	tbearden.iatluc@gmail.com	Aug 01, 2025 2:10 AM
Expanded Learning Academy	cgreen@expandedlearningacademy.com	Aug 01, 2025 2:10 AM
McConnell & Jones LLP	bharper@mjlm.com	Aug 01, 2025 2:10 AM
Inland Kenworth	adibenedetti@inland-group.com	Aug 01, 2025 2:10 AM
Baseline Telematics Inc.	pasavoie@baselinetelematics.com	Aug 01, 2025 2:10 AM
Direct Mop Sales, Inc.	mjulo@directmopsales.com	Aug 01, 2025 2:10 AM
Vendor	tony@bmpcomp.com	Aug 01, 2025 2:11 AM
APC BILLING	info@apcbilling.com	Aug 01, 2025 2:11 AM
Bioquintex Solutions	sherry.east@bioquintex.com	Aug 01, 2025 2:11 AM
RT Solutions Group LLC.	admin@rtsolutionsgrp.com	Aug 01, 2025 2:11 AM
Fluxus USA	angel@fluxusmg.com	Aug 01, 2025 2:11 AM
Web Wizards	chad@webwizards.ca	Aug 01, 2025 2:11 AM
All City Communications	nmiller@allcitycom.com	Aug 01, 2025 2:11 AM
H & K Prints	info@hkprintsco.com	Aug 01, 2025 2:11 AM
Braden Business Systems, Inc.	JLOBRACO@BRADENONLINE.COM	Aug 01, 2025 2:11 AM
Choice-Telematics	Ryan.Clemons@Choice-telematics.com	Aug 01, 2025 2:11 AM
Vendor	g.gayane@icloud.com	Aug 01, 2025 2:11 AM
Globiser, Inc	cnipe@globiser.com	Aug 01, 2025 2:11 AM
ATTAC Consulting Group	busdevelopment@attacconsulting.com	Aug 01, 2025 2:11 AM
Impact Printing and Graphics LTD	claudia@impactprinting.biz	Aug 01, 2025 2:11 AM
Wingman63, LLC.	andi.poch@wingman63.com	Aug 01, 2025 2:11 AM
Next Structural Integrity Inc	janice.collins@nextsi.com	Aug 01, 2025 2:11 AM
Steve Lewey's Vendor	steve.lewey@beltmann.com	Aug 01, 2025 2:11 AM

ArborVista, LLC	bids@arborvista.com	Aug 01, 2025 2:11 AM
Dig 'N It Excavation LLC	DNIEX@YAHOO.COM	Aug 01, 2025 2:11 AM
S & J Business solutions Inc.	Sandjbsi@gmail.com	Aug 01, 2025 2:11 AM
Xperteks Computer Consultancy, Inc.	mvelez@xperteks.com	Aug 01, 2025 2:11 AM
1digit	jgeiling@1digit.nyc	Aug 01, 2025 2:12 AM
Light As Air Boats	andi@lightasairboats.com	Aug 01, 2025 2:12 AM
Bridge The Gap Sped, LLC	monique@bridgethegapsped.com	Aug 01, 2025 2:12 AM
Jackson Movers	info@mymovingsupport.com	Aug 01, 2025 2:12 AM
Security & Safety Associates of Louisiana LLC	revere@ssala.us	Aug 01, 2025 2:12 AM
Sacriste Empire Ai Professional Technology Services	csdunn@sacristempire.com	Aug 01, 2025 2:12 AM
Simarn, LLC	GARY.FEZZEY@SIMARN.COM	Aug 01, 2025 2:12 AM
Safe Havens International, Inc.	phuong@weakfish.org	Aug 01, 2025 2:12 AM
ATA Services, Inc.	pharrod@ataservices.net	Aug 01, 2025 2:12 AM
Megastar HR	beca@megastarhr.com	Aug 01, 2025 2:12 AM
Pearl Interactive Network	mantwine@pinsourcing.com	Aug 01, 2025 2:12 AM
Optimal Solutions Group	procurement@optimalsolutionsgroup.com	Aug 01, 2025 2:12 AM
JobSite Diesel Repair	sales@jobsitediesel.com	Aug 01, 2025 2:12 AM
3Core Systems, Inc	navin.kandula@3coresystems.com	Aug 01, 2025 2:12 AM
Onebridge Support Services LLC	anita@onebridgecenter.com	Aug 01, 2025 2:12 AM
D2D IT Services LLC	szahid@d2dis.com	Aug 01, 2025 2:12 AM
University of Cincinnati Economics Center	b.evans@uc.edu	Aug 01, 2025 2:12 AM
MS. TAMMY'S SOLUTIONS INC	info.mstammysolutions@gmail.com	Aug 01, 2025 2:12 AM
Publicus	clacatusu@public-us.com	Aug 01, 2025 2:12 AM
RCS Excavation, Inc.	jboak@rcsexcavation.com	Aug 01, 2025 2:12 AM
SCRIBEDOC.COM, IN C	sandy@scribedoc.com	Aug 01, 2025 2:12 AM
Vendor	michael.ongkiko@nfp.com	Aug 01, 2025 2:12 AM
Southwind Marketing Group	Damien@southwindmarketing.com	Aug 01, 2025 2:12 AM
Ferox Group, LLC	bradley@theferoxgroup.com	Aug 01, 2025 2:12 AM
COAL HARBOUR MECHANICAL LTD	tyler.ohm@chm.ca	Aug 01, 2025 2:12 AM
EC Technology Consulting Services LLC	mcouncil@eccybersecurity.com	Aug 01, 2025 2:12 AM
Imprint Penny LLC	bids@imprintpenny.com	Aug 01, 2025 2:12 AM
Let the Beat Build	rlopez@letthebeatbuild.me	Aug 01, 2025 2:12 AM
Freedom Commercial Services	jvetzel@goarmstrong.com	Aug 01, 2025 2:12 AM
Kijero LLC	fed@kijero.com	Aug 01, 2025 2:12 AM
Strategic Government Resources	rfp@governmentresource.com	Aug 01, 2025 2:13 AM
Vendor	brian.vansickle@quadbridge.com	Aug 01, 2025 2:13 AM
Techbundle	dan.drake@techbundle.com	Aug 01, 2025 2:13 AM
IconXChange, LLC	michael@iconxchange.io	Aug 01, 2025 2:13 AM
FUNDING matters Inc.	wpetruck@fundingmatters.com	Aug 01, 2025 2:13 AM
All Points Media LLC	jeffg@allpointscs.com	Aug 01, 2025 2:13 AM
S&P Controls & Rebuild	spcontrolsrebuild@yahoo.com	Aug 01, 2025 2:13 AM
Assura, Inc.	karen.cole@assurainc.com	Aug 01, 2025 2:13 AM
D&D Fleet & Auto Service LLC	dana@ddfleetservice.com	Aug 01, 2025 2:13 AM
Green Leaf Procurement	jennifer@greenleafprocurement.com	Aug 01, 2025 2:13 AM

NUH Janitorial Company LLC	nadeem_majid@yahoo.com	Aug 01, 2025 2:13 AM
GenSigma LLC.	rfp@gensigma.com	Aug 01, 2025 2:13 AM
Northern Inspection Services	admin@nismidwest.com	Aug 01, 2025 2:13 AM
Framery, Inc.	framery@framerycontracts.com	Aug 01, 2025 2:49 AM
MiEN Company, Inc.	mien@ironfurnace.com	Aug 01, 2025 10:26 AM
National Business Furniture	joannat@nbf.com	Aug 02, 2025 9:41 AM
Worthington Contract Furniture	nancy@worthingtoncf.com	Aug 20, 2025 11:51 AM
Interior Systems Contract Group	badams@iscginc.com	Aug 23, 2025 9:08 AM
Early Childhood LLC. DBA: Discount School Supply	bids@discountschoolsupply.com	Aug 27, 2025 7:15 AM
Hann Manufacturing Inc	hann@ironfurnace.com	Sep 03, 2025 9:20 AM
CME Playgrounds	shelly@cmeplay.net	Sep 11, 2025 9:09 AM
Foliot Furniture Pacific inc.	procurement@foliot.com	Sep 12, 2025 2:11 AM
Schools In	contracts@schoolsinc.com	Sep 12, 2025 4:47 AM
Pineapple Contracts	patricia.kehoe@pineapplecontracts.com	Sep 13, 2025 2:43 AM
McHugh Furnishings, LLC	mminehan@mchif.com	Sep 13, 2025 9:40 AM
The Discovery Source, Inc.	marilee@thediscoverysource.com	Sep 15, 2025 4:05 AM
Superior Text	sales@superiortext.com	Sep 16, 2025 2:28 AM
Palmer Hamilton	contracts@palmerhamilton.com	Sep 16, 2025 3:02 AM
Learnskilz Consultants LLC	info@learnskilz.com	Sep 16, 2025 3:59 AM
AmTab Manufacturing Corporation	Contractteam@amtab.com	Sep 16, 2025 4:51 AM
School Specialty LLC	bidnotices@schoolspecialty.com	Sep 16, 2025 5:21 AM
BSN Sports	bsnbid@bsnsports.com	Sep 16, 2025 5:41 AM
Kaplan Early Learning Company	bids@kaplanco.com	Sep 16, 2025 5:44 AM
Hertz Furniture Systems, LLC	bids@hertzfurniture.com	Sep 16, 2025 6:07 AM
Special-T, LLC	lisa@specialt.net	Sep 16, 2025 6:10 AM
B & H Foto & Electronics Corp.	govedbids@bhphoto.com	Sep 16, 2025 6:23 AM
Curtis Restaurant Equipment	d.donahue@curtisresteq.com	Sep 16, 2025 6:25 AM
OS Schools and OS Offices	lstapp@osoffices.com	Sep 16, 2025 7:39 AM
Douglas Food Stores, INC D.B.A. Douglas Equipment	rebecca@douglasequipment.us	Sep 16, 2025 7:54 AM
Fomcore, LLC	fomcore@ironfurnace.com	Sep 16, 2025 8:35 AM
Lakeshore Learning Materials, LLC	biddept@lakeshorelearning.com	Sep 16, 2025 9:36 AM
BioFit Engineered Products	liz.sworden@biofit.com	Sep 16, 2025 10:18 AM
Alison's Montessori and Educational Materials	purchasing@alisonsmontessori.com	Sep 16, 2025 11:09 AM
Brodart Co.,Supplies and Furnishings	supplies.quotes@brodart.com	Sep 16, 2025 11:11 AM
Carson Dellosa Publishing	bids@carsondellosa.com	Sep 16, 2025 12:13 PM
Agati, Inc.	nhawkins@agati.com	Sep 16, 2025 12:17 PM
S&S Worldwide	bids@sswww.com	Sep 16, 2025 12:22 PM



**AEPA 026-A Furniture Solutions  
Opening Record  
Tuesday, September 16, 2025**

	Exceptions & Deviations	Market Baskets	Part D Questionnaire	Part E-Signature Forms	Part F-Pricing Workbook	Exhibit A-Marketing Plan	Acknowledge Download of Supporting Doc #1-6	Acknowledge Conformance With Bid Specs	Responsiveness Check*
Respondent	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
<b>Active Submissions:</b>									
AmTab	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
COE Distributing	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Demco	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Hertz Furniture	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Lakeshore Learning	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Meteor Education	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
National Business Furn	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Office Essentials	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Quill LLC	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
School Specialty	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Schools In	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass

<b>Eliminated Submissions:</b>									
Blockhouse Company Inc	Pass	Fail	Pass	Pass	Pass	Pass	Pass	Pass	Fail
Flexform Designs	Pass	Fail	Pass	Pass	Pass	Pass	Pass	Pass	Fail
Matadil USA Corp	Pass	Fail	Pass	Pass	Pass	Pass	Pass	Pass	Fail

\* - Send to Category Committee for Evaluation

**Opening Chair:**  
Steve Griggs

**Witnesses:**  
George Wilson  
Elizabeth Dorman  
Melissa Mattson

Ken Swink  
Dave Puyear  
Becky Herlocker

Craig Peterson  
Andrew Pickens  
Anna Marie Hollander

Joni Puffet  
Mark Carollo  
Bart Powelson



**Solutions Questionnaire (2-2019)**

This is a questionnaire that will be used to identify your needs for the 2019-2020 Solutions Questionnaire.

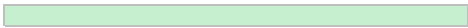
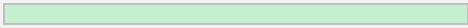
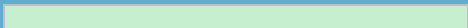
**Instructions**

- 1. The questionnaire is designed to be completed by you or your representative.
- 2. The questionnaire is confidential and will not be shared with anyone else.
- 3. The questionnaire is designed to be completed by you or your representative.
- 4. The questionnaire is designed to be completed by you or your representative.
- 5. The questionnaire is designed to be completed by you or your representative.
- 6. The questionnaire is designed to be completed by you or your representative.
- 7. The questionnaire is designed to be completed by you or your representative.
- 8. The questionnaire is designed to be completed by you or your representative.
- 9. The questionnaire is designed to be completed by you or your representative.
- 10. The questionnaire is designed to be completed by you or your representative.

**Additional Instructions**

Please refer to the additional instructions on the back of the questionnaire for more information.

## Summary

Question Set	Questions	% Complete	Progress	Error?
1	75	100.00%		Complete: no errors
2	31	100.00%		Complete: no errors
Total	106	100.00%		

Question Set 1: Company Information

Question ID	Question Text	Answer	Correct Answer	Status
1.1	Company Name	ABC	ABC	Correct
1.2	Company Address	123 Main Street	123 Main Street	Correct
1.3	City, State, Zip Code	London, UK, W1A 0AX	London, UK, W1A 0AX	Correct
1.4	Website	www.abc.com	www.abc.com	Correct
1.5	Company Phone	+44 (0)20 1234 5678	+44 (0)20 1234 5678	Correct
1.6	Company Fax	+44 (0)20 1234 5678	+44 (0)20 1234 5678	Correct
1.7	Company Email	info@abc.com	info@abc.com	Correct
1.8	Company Type	Public Company	Public Company	Correct
1.9	Company Status	Active	Active	Correct
1.10	Company Industry	Technology	Technology	Correct
1.11	Company Sector	Software	Software	Correct
1.12	Company Market Cap	1000000000	1000000000	Correct
1.13	Company Revenue	500000000	500000000	Correct
1.14	Company Profit	100000000	100000000	Correct
1.15	Company Assets	2000000000	2000000000	Correct
1.16	Company Liabilities	1000000000	1000000000	Correct
1.17	Company Equity	1000000000	1000000000	Correct
1.18	Company Debt	500000000	500000000	Correct
1.19	Company Cash	200000000	200000000	Correct
1.20	Company Inventory	100000000	100000000	Correct
1.21	Company Accounts Receivable	150000000	150000000	Correct
1.22	Company Accounts Payable	100000000	100000000	Correct
1.23	Company Prepaid Expenses	50000000	50000000	Correct
1.24	Company Deferred Revenue	200000000	200000000	Correct
1.25	Company Intangible Assets	500000000	500000000	Correct
1.26	Company Goodwill	100000000	100000000	Correct
1.27	Company Other Assets	50000000	50000000	Correct
1.28	Company Other Liabilities	50000000	50000000	Correct
1.29	Company Other Equity	50000000	50000000	Correct
1.30	Company Other Debt	50000000	50000000	Correct
1.31	Company Other Cash	50000000	50000000	Correct
1.32	Company Other Inventory	50000000	50000000	Correct
1.33	Company Other Accounts Receivable	50000000	50000000	Correct
1.34	Company Other Accounts Payable	50000000	50000000	Correct
1.35	Company Other Prepaid Expenses	50000000	50000000	Correct
1.36	Company Other Deferred Revenue	50000000	50000000	Correct
1.37	Company Other Intangible Assets	50000000	50000000	Correct
1.38	Company Other Goodwill	50000000	50000000	Correct
1.39	Company Other Other Assets	50000000	50000000	Correct
1.40	Company Other Other Liabilities	50000000	50000000	Correct
1.41	Company Other Other Equity	50000000	50000000	Correct
1.42	Company Other Other Debt	50000000	50000000	Correct
1.43	Company Other Other Cash	50000000	50000000	Correct
1.44	Company Other Other Inventory	50000000	50000000	Correct
1.45	Company Other Other Accounts Receivable	50000000	50000000	Correct
1.46	Company Other Other Accounts Payable	50000000	50000000	Correct
1.47	Company Other Other Prepaid Expenses	50000000	50000000	Correct
1.48	Company Other Other Deferred Revenue	50000000	50000000	Correct
1.49	Company Other Other Intangible Assets	50000000	50000000	Correct
1.50	Company Other Other Goodwill	50000000	50000000	Correct
1.51	Company Other Other Other Assets	50000000	50000000	Correct
1.52	Company Other Other Other Liabilities	50000000	50000000	Correct
1.53	Company Other Other Other Equity	50000000	50000000	Correct
1.54	Company Other Other Other Debt	50000000	50000000	Correct
1.55	Company Other Other Other Cash	50000000	50000000	Correct
1.56	Company Other Other Other Inventory	50000000	50000000	Correct
1.57	Company Other Other Other Accounts Receivable	50000000	50000000	Correct
1.58	Company Other Other Other Accounts Payable	50000000	50000000	Correct
1.59	Company Other Other Other Prepaid Expenses	50000000	50000000	Correct
1.60	Company Other Other Other Deferred Revenue	50000000	50000000	Correct
1.61	Company Other Other Other Intangible Assets	50000000	50000000	Correct
1.62	Company Other Other Other Goodwill	50000000	50000000	Correct
1.63	Company Other Other Other Other Assets	50000000	50000000	Correct
1.64	Company Other Other Other Other Liabilities	50000000	50000000	Correct
1.65	Company Other Other Other Other Equity	50000000	50000000	Correct
1.66	Company Other Other Other Other Debt	50000000	50000000	Correct
1.67	Company Other Other Other Other Cash	50000000	50000000	Correct
1.68	Company Other Other Other Other Inventory	50000000	50000000	Correct
1.69	Company Other Other Other Other Accounts Receivable	50000000	50000000	Correct
1.70	Company Other Other Other Other Accounts Payable	50000000	50000000	Correct
1.71	Company Other Other Other Other Prepaid Expenses	50000000	50000000	Correct
1.72	Company Other Other Other Other Deferred Revenue	50000000	50000000	Correct
1.73	Company Other Other Other Other Intangible Assets	50000000	50000000	Correct
1.74	Company Other Other Other Other Goodwill	50000000	50000000	Correct
1.75	Company Other Other Other Other Other Assets	50000000	50000000	Correct
1.76	Company Other Other Other Other Other Liabilities	50000000	50000000	Correct
1.77	Company Other Other Other Other Other Equity	50000000	50000000	Correct
1.78	Company Other Other Other Other Other Debt	50000000	50000000	Correct
1.79	Company Other Other Other Other Other Cash	50000000	50000000	Correct
1.80	Company Other Other Other Other Other Inventory	50000000	50000000	Correct
1.81	Company Other Other Other Other Other Accounts Receivable	50000000	50000000	Correct
1.82	Company Other Other Other Other Other Accounts Payable	50000000	50000000	Correct
1.83	Company Other Other Other Other Other Prepaid Expenses	50000000	50000000	Correct
1.84	Company Other Other Other Other Other Deferred Revenue	50000000	50000000	Correct
1.85	Company Other Other Other Other Other Intangible Assets	50000000	50000000	Correct
1.86	Company Other Other Other Other Other Goodwill	50000000	50000000	Correct
1.87	Company Other Other Other Other Other Other Assets	50000000	50000000	Correct
1.88	Company Other Other Other Other Other Other Liabilities	50000000	50000000	Correct
1.89	Company Other Other Other Other Other Other Equity	50000000	50000000	Correct
1.90	Company Other Other Other Other Other Other Debt	50000000	50000000	Correct
1.91	Company Other Other Other Other Other Other Cash	50000000	50000000	Correct
1.92	Company Other Other Other Other Other Other Inventory	50000000	50000000	Correct
1.93	Company Other Other Other Other Other Other Accounts Receivable	50000000	50000000	Correct
1.94	Company Other Other Other Other Other Other Accounts Payable	50000000	50000000	Correct
1.95	Company Other Other Other Other Other Other Prepaid Expenses	50000000	50000000	Correct
1.96	Company Other Other Other Other Other Other Deferred Revenue	50000000	50000000	Correct
1.97	Company Other Other Other Other Other Other Intangible Assets	50000000	50000000	Correct
1.98	Company Other Other Other Other Other Other Goodwill	50000000	50000000	Correct
1.99	Company Other Other Other Other Other Other Other Assets	50000000	50000000	Correct
2.00	Company Other Other Other Other Other Other Other Liabilities	50000000	50000000	Correct

1.1	Describe the scope of the project and the objectives of the project. What are the key deliverables and milestones?	<p>1.1.1. Project Scope: The project is to develop a new software application for the company's internal use. The scope includes the design, development, testing, and deployment of the application. The key deliverables are the software application, user manuals, and training materials. The milestones are the completion of the design phase, the start of development, the completion of testing, and the final deployment.</p> <p>1.1.2. Objectives: The objectives of the project are to improve the company's internal processes, reduce the time taken to complete tasks, and increase the accuracy of the data. The project is expected to be completed within a budget of \$100,000 and a timeline of 6 months.</p>	<p>1.1.3. Key Deliverables: The key deliverables of the project are the software application, user manuals, and training materials. The software application is the primary deliverable, and it is expected to be completed by the end of the project. The user manuals and training materials are also important deliverables, as they will help the users to understand and use the application effectively.</p> <p>1.1.4. Milestones: The milestones of the project are the completion of the design phase, the start of development, the completion of testing, and the final deployment. These milestones will help to track the progress of the project and ensure that it is completed on time and within budget.</p>	<p>1.1.5. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>
1.2	Describe the organization and the roles of the project team members. Who is the project manager and who are the key stakeholders?	<p>1.2.1. Organization: The project is organized as a cross-functional team. The team members are drawn from various departments within the company, including design, development, testing, and deployment. The project manager is responsible for coordinating the team and ensuring that the project is completed on time and within budget.</p> <p>1.2.2. Roles: The roles of the project team members are as follows: Project Manager (responsible for overall project management), Design Team (responsible for the design of the application), Development Team (responsible for the development of the application), Testing Team (responsible for testing the application), and Deployment Team (responsible for the deployment of the application).</p> <p>1.2.3. Key Stakeholders: The key stakeholders of the project are the company's internal users, the project manager, and the project sponsor. The project manager is responsible for communicating with the stakeholders and ensuring that their needs are met. The project sponsor is responsible for providing the necessary resources and support for the project.</p>	<p>1.2.4. Project Manager: The project manager is John Doe, who has 10 years of experience in project management. He is responsible for coordinating the team and ensuring that the project is completed on time and within budget.</p> <p>1.2.5. Key Stakeholders: The key stakeholders of the project are the company's internal users, the project manager, and the project sponsor. The project manager is responsible for communicating with the stakeholders and ensuring that their needs are met. The project sponsor is responsible for providing the necessary resources and support for the project.</p>	<p>1.2.6. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>
1.3	Describe the project budget and the resources required. How much money is allocated to the project and what resources are needed to complete it?	<p>1.3.1. Budget: The project budget is \$100,000. The budget is allocated as follows: Design (\$20,000), Development (\$40,000), Testing (\$20,000), and Deployment (\$20,000).</p> <p>1.3.2. Resources: The resources required for the project are as follows: Design Team (3 people), Development Team (4 people), Testing Team (2 people), and Deployment Team (2 people). The project also requires access to a development environment and a testing environment.</p>	<p>1.3.3. Budget Breakdown: The project budget is \$100,000. The budget is allocated as follows: Design (\$20,000), Development (\$40,000), Testing (\$20,000), and Deployment (\$20,000).</p> <p>1.3.4. Resource Requirements: The resources required for the project are as follows: Design Team (3 people), Development Team (4 people), Testing Team (2 people), and Deployment Team (2 people). The project also requires access to a development environment and a testing environment.</p>	<p>1.3.5. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>
1.4	Describe the project risks and the mitigation strategies. What are the potential risks and how can they be avoided or minimized?	<p>1.4.1. Risks: The potential risks of the project are as follows: Scope Creep (the project scope may expand beyond the original plan), Budget Overrun (the project may exceed the budget), and Delay (the project may be delayed due to unforeseen circumstances).</p> <p>1.4.2. Mitigation Strategies: The mitigation strategies for the risks are as follows: Scope Creep (regular communication with the stakeholders to ensure that the project scope remains clear), Budget Overrun (regular monitoring of the project budget to ensure that it is not exceeded), and Delay (regular communication with the stakeholders to ensure that the project is completed on time).</p>	<p>1.4.3. Risk Assessment: The risks of the project are assessed as follows: Scope Creep (High), Budget Overrun (Medium), and Delay (Medium).</p> <p>1.4.4. Mitigation Strategies: The mitigation strategies for the risks are as follows: Scope Creep (regular communication with the stakeholders to ensure that the project scope remains clear), Budget Overrun (regular monitoring of the project budget to ensure that it is not exceeded), and Delay (regular communication with the stakeholders to ensure that the project is completed on time).</p>	<p>1.4.5. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>
1.5	Describe the project communication and reporting. How will the project progress be communicated and reported to the stakeholders?	<p>1.5.1. Communication: The project communication will be managed through regular meetings and reports. The project manager will hold weekly meetings with the team members to discuss the progress of the project. The project manager will also provide regular reports to the project sponsor and the stakeholders.</p> <p>1.5.2. Reporting: The project reporting will be managed through regular reports. The project manager will provide weekly reports to the project sponsor and the stakeholders. The reports will include the project progress, the budget status, and the risk status.</p>	<p>1.5.3. Communication Plan: The communication plan for the project is as follows: Weekly meetings with the team members, regular reports to the project sponsor and the stakeholders, and regular communication with the stakeholders to ensure that their needs are met.</p> <p>1.5.4. Reporting Plan: The reporting plan for the project is as follows: Weekly reports to the project sponsor and the stakeholders, regular reports to the project sponsor and the stakeholders, and regular communication with the stakeholders to ensure that their needs are met.</p>	<p>1.5.5. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>
1.6	Describe the project closure and the final deliverables. How will the project be completed and the final deliverables delivered to the stakeholders?	<p>1.6.1. Closure: The project will be completed by the end of the project timeline. The final deliverables will be delivered to the stakeholders. The project manager will ensure that the project is completed on time and within budget.</p> <p>1.6.2. Final Deliverables: The final deliverables of the project are the software application, user manuals, and training materials. The software application is the primary deliverable, and it is expected to be completed by the end of the project. The user manuals and training materials are also important deliverables, as they will help the users to understand and use the application effectively.</p>	<p>1.6.3. Closure Plan: The closure plan for the project is as follows: Regular communication with the stakeholders to ensure that their needs are met, regular monitoring of the project budget to ensure that it is not exceeded, and regular communication with the stakeholders to ensure that the project is completed on time.</p> <p>1.6.4. Final Deliverables: The final deliverables of the project are the software application, user manuals, and training materials. The software application is the primary deliverable, and it is expected to be completed by the end of the project. The user manuals and training materials are also important deliverables, as they will help the users to understand and use the application effectively.</p>	<p>1.6.5. Status: The project is currently in the design phase and is progressing well. The design team has completed the initial design and is currently working on the detailed design. The development team has not yet started work on the application, but they are expected to start work in the next few weeks.</p>





Association of Educational  
PURCHASING AGENCIES

## Part E – Signature Forms

AEPA 026-A

Furniture Solutions

### Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines may lead AEPA to consider your company's proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Return the forms and pages in their correct order and scan one (1) single PDF format titled "Part E – Signature Forms – Name of Responding Company" (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire/Euna Procurement.

The following sections will need to be completed prior to submission as **one (1), single PDF** titled "Part E – Signature Forms – Name of Responding Company".

Uniform Guidance "EDGAR" Certification Form – *\*signature required*

Solicitation Affidavit – *\*signature required*

Acceptance of Solicitation & Contract – *\*signature required*

## Uniform Guidance “EDGAR” Certification Form 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 Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent’s willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

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

### 1. Violation of Contract Terms and Conditions

Provisions regarding Respondent 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 Respondent 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 Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent’s return policy. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

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

### 3. Davis Bacon Act

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

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

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

#### **4. 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, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides 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.

#### **5. 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.

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

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

#### **7. 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. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

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

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

## **9. Procurement of Recovered Materials**

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

## **10. 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, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

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

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

## **12. Governing Law; Forum Selection.**

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

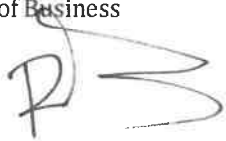
Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

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

Respondent Certification (By Item)	Respondent Certification: YES, I agree	Initial
1. Violation of Contract Terms and Conditions	YES, I agree	
2. Termination for Cause of Convenience	YES, I agree	
3. Davis-Bacon Act	YES, I agree	
4. Contract Work Hours and Safety Standards Act	YES, I agree	
5. Right to Inventions Made Under a Contract or Agreement	YES, I agree	
6. Clean Air Act and Federal Water Pollution Control Act	YES, I agree	
7. Debarment and Suspension	YES, I agree	
8. Byrd Anti-Lobbying Amendment	YES, I agree	
9. Procurement of Recovered Materials	YES, I agree	
10. Profit as a Separate Element of Price	YES, I agree	
11. General Compliance with Participating Agencies	YES, I agree	
12. Governing Law; Forum Selection.	YES, I agree	

Quill LLC

Name of Business



Signature of Authorized Representative

Brian Leonard

Printed Name

9/10/2025

Date

# Solicitation Affidavit

**Instructions:** This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business 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 Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents 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 Respondent, 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 Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **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 Respondent or any person on his behalf has examined and understands the terms, conditions, the 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 Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the 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 Respondent 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 of these bid forms.

Brian Leonard

Authorized Representative (Please print or type)

Quill LLC

300 Tri-State International Dr, Suite 300

Mailing Address

Vice President of Sales

Title (Please print or type)

Lincolnshire, IL 60069

City, State, Zip



Signature of Authorized Representative

9/10/2025

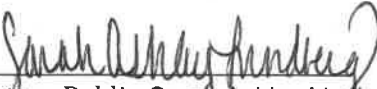
Date

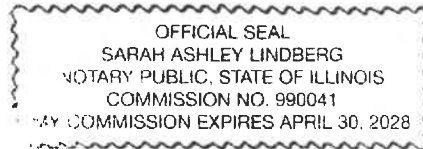
Solicitation Affidavit-Page 1 of 2

STATE OF Illinois

COUNTY OF Lake

SUBSCRIBED AND SWORN TO before me this 10th day of September, 2025, by  
Brian Leonard.

  
Notary Public Sarah Ashley Lindberg  
My Commission expires: April 30, 2028  
Notary ID: 990041






Association of Educational  
Authorized Representative. PART II will be

## Acceptance of Solicitation & Contract

**Instructions:** PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

### PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, 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 OR RFP and any written exceptions to the bid. The 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.

<b>Business Name</b>	<u>Quill LLC</u>	<b>Date</b>	<u>9/10/2025</u>
<b>Address</b>	<u>300 Tri-State International Dr, Suite 300</u>	<b>City, State Zip</b>	<u>Lincolnshire, IL 60069</u>
<b>Contact Person</b>	<u>Brian Leonard</u>	<b>Title</b>	<u>Vice President of Sales</u>
<b>Authorized Signature</b>		<b>Title</b>	<u>Vice President of Sales</u>
<b>Email</b>	<u>bid@quill.com</u>	<b>Phone</b>	<u>800-634-4809</u>

### 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 solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a 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. This contract intends 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, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

**Awarding Agency** \_\_\_\_\_

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

**Authorized Signature** \_\_\_\_\_

<b>Awarded this</b>	<b>day of</b>	<b>Contract Number</b>
<b>Contract to commence-check one</b>		
<b>(Member Agency to select)</b>	<input type="checkbox"/> 3/1/2026	<input type="checkbox"/> Or



## Exceptions & Deviations

AEPA 026-A

Furniture Solutions

### Instructions

Use this form to submit any Exceptions or Deviations to any terms and conditions requested in this solicitation. Please use the numbering system in the solicitation to refer to the term or condition for which you are providing alternative language (you must provide alternative language, not simply reference to an item you do not agree to) AEPA reserves the right to accept, deny, or negotiate terms and conditions acceptable to both parties. If you have no Exceptions or Deviations, mark the "No" box in the appropriate space below with an "X".

**This is a REQUIRED form that must be submitted with your response.**

### Company Information

Name of Company:	Quill LLC
Company Address:	300 Tri-State International Dr, Suite 300
City, State, zip code:	Lincolnshire, IL 60069
Title:	Brian Leonard, Vice President of Sales
Phone:	800-634-4809
Email:	bid@quill.com

# Exceptions & Deviations

## Instructions:

1. Mark "No" or "Yes" with an "X" below.
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 company name and identifying information as to which item the response refers must appear on each page.
4. Exceptions and Deviations to local, state or federal laws cannot be accepted under this solicitation.

	<b>No</b> , this respondent does not have exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.
X	<b>Yes</b> , this respondent has the following exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.

Document Name	Section Name, Page Number, & Outline Number	Term and Condition or Specification	Exception or Deviation Alternative Language
Part B - AEPA General Terms and Conditions	General Terms and Conditions for All Agencies, page 4, Outline Number II	Audit Rights	<p><i>Proposed language to be added to the end of this section:</i></p> <p>To the extent permitted by applicable law, the audit shall be conducted in accordance with the following:</p> <p>During the Term and for a period of twelve (12) months thereafter, Vendor Partner will upon not less than thirty (30) calendar days prior to written request, make available to Buyer no more than once per calendar year, at Vendor Partner's corporate offices, during normal business hours, the information from Vendor Partner's contract administration application pertaining to all invoices sent by Vendor Partner and payments made by Buyer for all products and services purchased by Buyer under this contract during the twelve (12) month period immediately prior to the date of Buyer's written audit request. Buyer may employ an independent auditor or consultant, or Buyer may choose to conduct such audit on its own behalf. Vendor Partner shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement</p>

			with Vendor Partner, Vendor Partner will permit the auditor to review the relevant documents. Buyer shall be responsible for paying the fees and costs of any auditor or consultant. Vendor Partner reserves the right to charge a reasonable fee for the preparation and delivery of audit reports provided to Buyer or any auditor or consultant hired by Buyer. In the event that a properly conducted audit discloses any over-billing or under-billing from the then-current contractual price, Vendor Partner or Buyer shall promptly reimburse or pay the affected party, as applicable. AEPA and Buyer may not conduct duplicative audits.
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, page 5, Outline Number II	Commercially Available Catalog	<i>Propose that the language be replaced in the entirety with the following language:</i>  “The list of products and/or services set forth in Part F, which may be amended from time to time by Vendor Partner and AEPA.”
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, pages 6 & 16, Outline Number II	Cooperative Purchasing Contracts; Pricing	<i>We propose to modify the language as follows:</i>  Notwithstanding anything to the contrary, if, during the term, Vendor Partner provides products to another customer similar to AEPA, with similar volume requirements, order size, quantities and mix of products and services, delivery schedule, and geographic areas, and offers similar discounts, rebates, and guarantees as those offered under this contract, at prices that are lower than the prices set forth in this contract, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above; provided that Vendor Partner reserves the right not to sell any products below its purchase order cost.
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, page 8, Outline Number II	Delivery Terms: Improper Delivery; Defective Goods	<i>We propose that these sections be replaced with the following language:</i>  Notwithstanding anything to the contrary, Vendor Partner’s warranty and return policy shall govern as

			<p>follows:</p> <p>Vendor Partner expressly warrants that it will provide Buyer with pass-through of all manufacturers' warranties for all products sold to Buyer. Vendor Partner expressly warrants that all Vendor Partner-branded products provided by it are: (1) merchantable; (2) of good quality and workmanship; (3) free from defects, latent or patent, in material, design, and workmanship for whichever period is shorter, either (a) one year from date of purchase, or (b) as otherwise specified on the packaging of the products; (4) fit, sufficient and safe for their intended purpose and for the particular purpose for which they were designed; and (5) in conformity with Vendor Partner's samples, if any. THESE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED. VENDOR PARTNER SPECIFICALLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.</p>
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, page 8, Outline Number II	Delivery Terms: Liquidated Damages	We propose to remove this language, which appears suited for construction, or installation, or other services transactions as opposed to the sale of goods.
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, page 8, Outline Number II	Delivery Terms: Default in One Installment to Constitute Total Breach	We propose to remove this term given the context/industry and purpose of this agreement. This term appears suited for supply chain agreements.
<b>Part B - AEPA General Terms and Conditions</b>	General Terms and Conditions for All Agencies, page 11, Outline Number II	Indemnification	We propose to clarify that this language governs <u>third party</u> claims.



## **Delivery Policy**

**FREE SHIPPING – No minimum spend required.**

**97% on-time delivery.**

- Delivered via UPS or local carrier within 1-2 business days (Mon-Fri) ARO stock.
- UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location- no desktop delivery).
- Shipping for items with the prefix JV are normally 1-2 business days ARO stock, however, large quantities of an item may require longer delivery times, up to 5-7 business days ARO.
- Allow additional delivery time for special orders, custom-printed items and factory-direct items. Expected delivery dates can be found in your shopping cart and at checkout and on your final email order confirmation.

### **Next-Day Delivery**

- Items marked "Next-day delivery" will be delivered the next business day.
- Orders must be placed Mon-Thu by 2pm local time to qualify. Estimated delivery dates vary due to carrier shipping practices, items in your order, and delivery location. Customers in remote areas may not be eligible for next-day delivery. Subject to credit approval. Excludes delays resulting from circumstances beyond Quill's reasonable control, including, without limitation, natural disasters, labor strikes, or severe weather.

### **1-2 Day Delivery**

- Items marked as "1-2 Delivery" will be delivered within 2 business days.
- Orders must be placed by 3pm local time to qualify. Subject to credit approval. Excludes delays resulting from circumstances beyond Quill's reasonable control, including, without limitation, natural disasters, labor strikes or severe weather.

**Large Volume Orders** may ship via Truck-Tailgate Delivery within 2-7 business days ARO.

- Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees.
- A call 24 hours before a truck delivery can be arranged at no charge.
- Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
- For an additional fee of \$50.00, the driver will assist in unloading cartons from truck and bring inside the building.
- Installation and/or setup is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
- Pallet size is 47.5" X 36".
- We cannot guarantee full carton shipments due to our automated order system. To provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
- We cannot guarantee palletized shipments for large orders due to our automated order system. For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.

Quill's **Future Delivery** option enables a school to plan for future needs while securing today's low sale prices.

- Schedule delivery and billing up to 4 months from the time of submitting your order.
- Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.

### **Backorder Procedure**

Quill LLC operates 18 warehouses nationwide and partners with vendors and wholesalers to deliver products. If the warehouse nearest your location doesn't have the item, Quill will use one of its other warehouses or vendor/wholesaler to deliver the product or provide an alternate item of equal or higher value at the same price. Items will not be substituted without prior approval. If an item is backordered, Quill will notify you on your order confirmation or send you an e-mail with the approximate date the item will deliver.



## Return Policy

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 30 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

**ORIGINAL MANUFACTURER INK & TONER RETURN POLICY:** Unopened and unexpired Original Manufacturer ink & toner cartridges such as, but not limited to, cartridges, drums, maintenance kits, fusers, developer kits, transfer kits, cleaning units, and waste toner bottles/containers may be returned within 30 days of purchase for full credit or replacement. Please check to make sure you've ordered the correct cartridge before opening the packaging (use our Ink & Toner Finder at [www.quill.com/ink-toner-finder](http://www.quill.com/ink-toner-finder)). We will not accept returns on merchandise that has been opened and is not defective.

**QUILL BRAND INK & TONER GUARANTEE:** Quill Brand ink & toner cartridges are guaranteed to be free from defect regardless of the age of the product. If a defect occurs, we'll be happy to exchange it or provide a full refund. Quill Brand cartridges are manufactured to the highest standards in materials and workmanship to meet O.E.M. (Original Equipment Manufacturer) yield and performance standards.

**TECHNOLOGY AND BUSINESS MACHINES (RETURN WITHIN 14 DAYS):** Non-defective technology and business machine items such as, but not limited to, printers, copiers, shredders, laminators, fax machines, computer accessories, networking, cameras, scanners, monitors, projectors, video equipment and consumer electronics must be returned within 14 days of the date of receipt and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

**COMPUTERS/LAPTOPS/NOTEBOOKS/TABLETS (RETURN WITHIN 14 DAYS):** All computers, laptops, notebooks and tablets must be returned within 14 days of the date of receipt for a full credit or refund. To return a computer, laptop, notebook or tablet, it must be returned in the original box with the UPC code, all original packaging materials, product documentation, parts and accessories. All returns will be inspected and must be 100% complete. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product.

- Panasonic computers have limited-exchange privileges that require manufacturer approval of any exchanges as a result of a defective product within 14 days of purchase. Prior to returning computers from this brand, you must contact a manufacturer agent to obtain a return authorization number or code. Contact: Panasonic at 855-772-8324.

**VENDING EQUIPMENT (RETURN WITHIN 30 DAYS):** The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines. Items must be returned within 30 days and meet the following conditions:

- The box must contain all original packing materials (where applicable), UPC codes on the box, all product documentation as well as all parts and accessories. All returns will be inspected and must be 100% complete. Non-perishable free items included with a specific product purchase must be returned as well to receive credit.

**BOXED, LICENSED AND DOWNLOADED SOFTWARE (RETURN WITHIN 30 DAYS):** Unopened boxed software that we currently sell must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective boxed software must be returned within 30 days and will be exchanged for the exact same software title version. Software licensing varies by manufacturer; call 800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer. Downloadable software is not returnable or refundable.

**FURNITURE:** Furniture items such as, but not limited to, chairs, desks, tables, partitions, cabinets, chair mats, lamps and all furniture decor must be returned within 30 days and meet the following conditions: Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines. All returns will be inspected and must be 100% complete.



## **Warranty Information**

<https://www.quill.com/warranty-recall-information/cbi/102.cshtml>

Quill's standard warranty is 90 days (lifetime guarantee for Quill Brand)- Review with manufacturer for over 90 days. Browse our assortment of Asurion warranties for service plans you can purchase through Quill.

### **How can I obtain a manufacturer's product warranty information?**

- To obtain a manufacturer's telephone number for warranty information, please email [solutions@quill.com](mailto:solutions@quill.com)
- Please include the product name, manufacturer and model number or Quill.com item number.

### **How can I obtain product recall information?**

- To obtain a manufacturer's telephone number for recall information, please email us, [solutions@quill.com](mailto:solutions@quill.com)
- Please include the product name, manufacturer and model number or Quill item number.
- The products identified below are subject to recall in the United States.
- The recall information provided here is based on manufacturers' and regulatory agencies' press releases that involve products previously sold through Quill.com. Information on each recalled product, and the steps you should take if you own such a product, are also set forth in more detail below.
- For products recalled through the U.S. Consumer Product Safety Commission, visit the CPSC Web site at [www.cpsc.gov](http://www.cpsc.gov) for additional information or call the CPSC recall consumer hotline at 800-638-2772.
- For products recalled through the U.S. Food and Drug Administration, visit the FDA Web site at [www.fda.gov](http://www.fda.gov) for additional information or call the FDA at 888-463-6332.

### **What do I do if a product I bought has been recalled?**

- Please contact the manufacturer for specific instructions.



## **Packing Information**

- Our primary goal as your vendor is to ensure that your product is protected and you receive it in perfect condition.
- We use #4 recyclable packaging materials to protect your order during shipment and to further help preserve valuable resources; items are packed into a box size that fits your order.
- If your delivery needs extra protection, we use lightweight plastic air bags which, in many areas, can be recycled.
- Whenever possible, we ship your products without packing materials to conserve resources. It is our desire to be proactive in seeking environmentally responsible packaging options and methods.
- Quill constantly conducts customer surveys to assess the packaging material satisfaction. Those surveys are reviewed, and each suggestion looked into.
- Quill has changed our packaging from Styrofoam bubbles to one plastic bag in our boxes.
- Quill has cut the use of shrink wrap within our warehouses.

### **Packing Slip Policy:**

- Full Case Shipments- No packing list provided. Outside label will contain number of cartons.
- Partial Case Shipments- The packing list will be located in the box labeled "Packing Slip Enclosed".

### **The packing slip contains:**

- ✓ Account Number
- ✓ Ship Date
- ✓ Order Number
- ✓ Purchase Order Number
- ✓ Buyer Name
- ✓ Ship To and Bill To
- ✓ Total Packages
- ✓ Carrier
- ✓ Carton Number
- ✓ Item Number
- ✓ Item Description
- ✓ Unit of Measure
- ✓ Quantity Ordered and Quantity Shipped



Order anytime at [www.quill.com](http://www.quill.com)  
 To contact one of our friendly representatives, please E-mail us at [info@quill.com](mailto:info@quill.com)  
 Or, call us at 1-800-789-1331.

Thank you for ordering from Quill.com!

QUILL CORPORATION

S H I P T O

S O L D T O

**PACKING LIST** REFER TO THIS ORDER NO. FOR ALL INQUIRIES

ACCOUNT NUMBER	SHIP DATE	ORDER NO.
PURCHASE ORDER NO.	9/22/17	106587101
BUYER		

SHIPPING LOCATION: Beloit, WI FC

CARRIER/ROUTE: CHG/COU /HG

TOTAL PACKAGES: 2

PAGE: 1

Elevator: Hours: 03088

SPECIAL INSTRUCTIONS

CARTON NUMBER	ITEM NUMBER	ITEM DESCRIPTION / MODEL NUMBER	UNIT MEAS	QTY ORDERED	QTY SHIPPED
5800762022 433	61024/WHITE	GLAD KITCHEN DRWSTNG 13GAL BAG /CLO 78526	BX	2	2
5800762022 433	50208/	STEVIA - 200CNT /SMD480076014	BX	1	1
5800762048 532	101264/	NESTLE PURE LIFE WATER 16.9OZ /110109	CS	1	1
5800762022 433	2071264/	FANTASTIK GNRL PURP CLNR 32OZ /682274	EA	1	1
		Material Safety Data Sheets (MSDS) may be found by visiting <a href="http://sds.staples.com/msds/2071264.pdf">http://sds.staples.com/msds/2071264.pdf</a>			
5800762022 433	1945969/	SCRUBNG BBL DSNF CLNR 25OZ /682264	EA	1	1
		Material Safety Data Sheets (MSDS) may be found by visiting <a href="http://sds.staples.com/msds/1945969.pdf">http://sds.staples.com/msds/1945969.pdf</a>			
5800762022 433	17472S/	EARN FREE CIRCULON COOKWARE /17472S	EA	1	1
5800762022 433	37190S/	20% OFF QUILL BRAND TONER /37190S	EA	1	1
5800762022 433	17664S/	\$10 OFF CALENDARS! /17664S	EA	1	1
5800762022 433	17590S/	FREE COUPON BOOKLET! /17590S	EA	1	1

For return information, please contact  
 Quill.com:  
[www.quill.com/returns](http://www.quill.com/returns)  
 OR  
 call 1-800-789-1331

ATTN: Returns Department  
 Order # 106587101  
 Account # 0006498829  
 Quill.com  
 3140 Colley Road  
 BELOIT, WI,53511

Use the above label for product returns only

Place orders faster, smarter and easier at [www.quill.com](http://www.quill.com)



Thank You for Your Order!



## **Company Information**

Founded in 1956, Quill LLC has pioneered the growth of direct marketing in the business products industry and has been a leader in discount pricing and outstanding customer service. Our major business line is office supplies, furniture, custom imprints and office technology. Quill operates 18 regional distribution centers located in strategic areas of the United States which allows us to provide 1-2 delivery days.

**Employee ID Number:** 36-2952904 Large Business

**Sic No.:** 5961 **Duns No.:** 025273202 **DHR NO.:** 9727800 **NAICS:** 454113

**Ownership:** Corporation registered in Delaware on December 15, 1977, and converted to a Delaware Limited Liability Company on February 4, 2018

Not Minority or Women-owned

**Senior Vice President:** Mark Roszkowski **Number of Employees:** 850

**Affiliation:** Wholly owned subsidiary of Staples, Inc., 500 Staples Dr., Framingham, MA 01702

**F.O.B:** Quill offers free standard parcel and tailgate delivery within the 48 contiguous states

**Warranty on Products:** Per manufacturer

**Payment Terms:** Net 30 days - Accepts Visa, MasterCard, Discover, American Express and GSA SmartPay Card

**Website:** [www.quill.com](http://www.quill.com)

## **Contacts**

**Customer Service:** 800-634-4809 **Hours:** Mon-Fri 7am-8pm CST **Email:** [bid@quill.com](mailto:bid@quill.com)

**Correspondence:** 300 Tri-State International Drive, Suite 300, Lincolnshire, IL 60069

**Email Orders:** [e-orders@quill.com](mailto:e-orders@quill.com) **24-Hour Fax Order:** 800-789-2016

**Payment Remittance:** P.O. Box 37600 Philadelphia, PA 19101-0600

**Accounts Receivable:** 800-634-1172 **Fax:** 508-305-8103 **Email:** [AR@quill.com](mailto:AR@quill.com)

**Email Tax Exemption Certificates:** [taxexempt@quill.com](mailto:taxexempt@quill.com)



## **Added Value**

There is so much more to our company than low prices, fast delivery, and a world class website. Choose Quill and you'll get the support you need, whenever you need it.

Quill has been recognized as one of America's Best Customer Service Companies by Newsweek four consecutive years, 2021 through 2024.

### **Services we provide:**

- Future Ship: Place an order today and we will hold it for up to four months.
- Free shipping which includes tailgate delivery on furniture items.
  - The decentralized distribution system allows Quill to fill customer orders with a 95% fill rate and improve delivery efficiency as its customer base continues to grow.
  - Orders are delivered within 1-2 days on most stock orders received by 3pm local time.
- Net 30 Terms: Qualified businesses receive 30 days to pay for their supplies, interest free.
- Purchasing Manager gives you complete control of your company's multi-level office supply ordering needs while simplifying the ordering process.
- Product Specialists - Furniture, Technology, & Custom Print: Product specialists support sellers across all Quill channels by coordinating special projects in their specialized area. Each specialist will execute a project in their area of expertise by working with Quill vendors to source and recommend products, work within customer's given budget to competitively price under the contract, and to ensure a smooth delivery, all tailored to the customer's specific needs.
- Quill's Customer Service Team is available for all after sale issues such as returns, tracking orders, and forgot password inquiries.

All Quill brand products are equal to (or better than) other name brand products and they're deeply discounted every day. We are so sure of this statement that we proudly stand behind it with our lifetime guarantee.



## **Office Locations**

### **Corporate Headquarters:**

300 Tri-State International Drive, Suite 300  
Lincolnshire, IL 60069

### **Inside Call Center:**

70 First Lake Drive  
Lower Sackville, NS B4C 3E4

## **Warehouse Locations**

### **RDC 2**

3725 Westinghouse Blvd  
Charlotte, NC 28273

### **RDC 17**

7701 Staples Dr  
Lithia Springs, GA 30122

### **RDC 4**

398 Antrim Commons Dr  
Greencastle, PA 17225

### **RDC 20**

1500 S DuPont Ave  
Ontario, CA 91761

### **RDC 8**

10701 Central Port Dr  
Orlando, FL 32824

### **RDC 21**

201 S Northpoint  
Drive Coppell, TX 75019

### **RDC 9**

200 Bromley Business Pkwy  
Brighton, CO 80603

### **RDC 23**

125 Mushroom Blvd  
Rochester, NY 14623

### **RDC 10**

500 E High Street  
London, OH 43140

### **RDC 24**

1400 N Cambridge Street  
Kansas City, MO 64120

### **RDC 11**

4510 Alitalia Ave  
Stockton, CA 95206

### **RDC 25**

8602 W Buckeye Rd, Suite 103  
Tolleson, AZ 85353

### **RDC 13**

19499 NE Riverside Pkwy  
Portland, OR 97230

### **RDC 26**

600 Jefferson Ave  
Secaucus, NJ 07094

### **RDC 14**

15 Ridge Rd  
Putnam, CT 06260

### **RDC 28**

6400 Hollister Rd  
Houston, TX 77040

### **RDC 16**

3140 Colley Rd  
Beloit, WI 53511

### **RDC 30**

3900 South American Way  
Idaho Falls, ID 83402



## Our Commitment to the Environment

Quill LLC is committed to helping the environment. We've focused on reducing our footprint, promoting green initiatives and providing eco-conscious products to our customers. Quill manages and monitors the environmental impacts of our operations, from our energy use to our purchasing. To meet our environmental goals, we're taking a multifaceted approach across our entire business.

Green Initiatives: •Energy efficiency •Renewable power investment •Green building design  
•Reducing the carbon impact of our delivery fleet •Recycling programs •Responsible purchasing

Office Supplies: Stock your office with eco-conscious office supplies, including products with a minimum of 20% post-consumer recycled content, third-party certifications and other eco-design elements.

Facility Solutions: Quill's Facilities Team offers an extensive line of eco-conscious janitorial and maintenance products so you can balance the needs of your building and your desire to be environmentally responsible.

From the break room to the boardroom, Quill offers several safer alternatives for both you and the planet at a great price. We offer:

- ✓ Safe and effective cleaning chemicals
- ✓ Remanufactured toner cartridges
- ✓ Paper products made from sugarcane waste

### Furniture Solutions

Quill's Furniture team is committed to helping you develop responsible facilities, with a broad range of services and eco-conscious furniture products that meet leading third-party environmental standards.

### Technology Solutions

Quill.com Technology Solutions offers a wide range of products and services for all your sustainability needs, including remanufactured toner and data cartridges, ENERGY STAR® certified hardware and asset disposition.

### Promotional Products

With energy-efficient, organic, recycled and even biodegradable options, Quill.com Promotional Products® will make sure you have the right items to promote your brand and become more sustainable in the process.

### Printing Services

Quill.com Print Solutions features eco-conscious print materials and waste-reducing print-on-demand service to help reach your environmental goals, and we're proudly recognized by the Forest Stewardship Council™ and the Sustainable Forestry Initiative.



## Quill's Minority Vendor List

Quill is committed to fostering diversity within our business and among our suppliers. We have included diverse suppliers in our supply chain since our inception, and our mission is to continue to help companies grow their businesses and add jobs to their communities. We are continuously seeking new ways to increase business opportunities and a number of diverse suppliers we conduct business with. Currently we partner with 41 diverse suppliers. See below Quill's list of minority vendors.

STRIDE INC.	Hub Zone, Small Business, Women Owned
AMERICAN PAPER CONVERTING	Minority Owned
C D S	Minority Owned
CORP. DIST. SERV, INC.	Minority Owned
INGRAM MICRO D, INC.	Minority Owned
SKM INDUSTRIES INC,	Minority Owned
SOUTHCOAST PAPER	Minority Owned
TRUECHOICEPACK CORP	Minority Owned
EARTH FRIENDLY PRODUCTS	Minority Owned, Women Owned
PERFORMANCE FOOD GRP	Minority Owned, Women Owned
ALPHAPOINTE ASSOC FOR THE BLIND	Physically Challenged (PCO)
ASSOCIATION FOR VISION REHABILITATION & EMPLO	Physically Challenged (PCO)
BLIND INDS AND SERV OF MD	Physically Challenged (PCO)
CHICAGO LIGHTHOUSE INDUSTRIES	Physically Challenged (PCO)
ENVISION-KS	Physically Challenged (PCO)
ESSENDANT (UNITED STATIONERS)	Physically Challenged (PCO)
FOOTHILL VOCATIONAL OPPORTUNITIES INC	Physically Challenged (PCO)
GEORGIA INDUSTRIES FOR THE BLIND	Physically Challenged (PCO)
HOSPECO	Physically Challenged (PCO)
INDUSTRIES FT BLIND, INC.	Physically Challenged (PCO)
LOUISIANA ASSOC FOR THE BLIND	Physically Challenged (PCO)
NYSPSP/NIB	Physically Challenged (PCO)
SAN ANTONIO LIGHTHOUSE	Physically Challenged (PCO)
SIGNATURE WORKS, INC	Physically Challenged (PCO)
SOUTH TEXAS LIGHTHOUSE	Physically Challenged (PCO)
STOUT	Physically Challenged (PCO)
RE-FOCUS THE CREATIVE OFFICE	Physically Disabled, Women Owned
1908 BRANDS INC	Small Business
ALLIANCE RUBBER	Small Business, Women Owned
BARKER CREEK PUBLISHING INC	Small Business, Women Owned
CENTON ELECTRONICS, INC.,	Small Business, Women Owned
ES ROBBINS CORP	Small Business, Women Owned
FOREMOST GROUPS, INC.	Small Business, Women Owned
MASTER CASTER COMPANY	Small Business, Women Owned
AUNT FLOW INC.	Women Owned
BAUMGARTEN'S	Women Owned
DIVERSE ID	Women Owned
GOJO INDUSTRIES, INC	Women Owned
IMPRINT PLUS	Women Owned
MCKLEIN USA	Women Owned
SO-MINE LLC	Women Owned



## **Most Favored Customer Pricing**

If, during the Term, Supplier provides Products to another customer similar to Buyer, with similar volume requirements, order size, quantities and mix of products and services, delivery schedule, and geographic areas as Buyer, and offers similar discounts, rebates, and guarantees as those offered to Buyer under this Agreement, at prices that are lower than the prices set forth in this Agreement, then such lower prices shall be extended to Buyer, effective as of the time they were applicable to such other similar customer as described above. Notwithstanding the foregoing, **Quill reserves the right not to sell any Products below supplier purchase order cost.**



## References

### **Capitol Region Education Council (CT)**

Cara Hart 860-524-4021  
147 Charter Oak Ave #4  
Hartford, CT 06106  
[chart@crec.org](mailto:chart@crec.org)

### **DonorsChoose (NY)**

Amy Soler 212-239-3615 x225  
134 West 37<sup>th</sup> St, Floor 11  
New York, NY 10018  
[amy@donorschoose.org](mailto:amy@donorschoose.org)

### **Region 16 Education Service Center**

Andrew Pickens 806-677-5040  
5800 Bell Street  
Amarillo, TX 79109  
[andrew.pickens@esc16.net](mailto:andrew.pickens@esc16.net)

### **Kentucky Educational Development Corporation (KY)**

Chris Clevenger 606-929-2234  
904 W Rose Rd  
Ashland, KY 41102  
[chris.clevenger@kedc.org](mailto:chris.clevenger@kedc.org)

### **Eagle Pass Independent School District**

Luis Velez 830-773-5181 x1062  
587 Madison St.  
Eagle Pass, TX 78852  
[lvelez@eaglepassisd.net](mailto:lvelez@eaglepassisd.net)

Company ID Number: 1901180

**Information Required for the E-Verify Program****Information relating to your Company:**

Company Name	Staples Inc
Company Facility Address	300 Tri-State International Drive, Suite 300 Lincolnshire, IL 60069
Company Alternate Address	
County or Parish	Lake
Employer Identification Number	042896127
North American Industry Classification Systems Code	454
Parent Company	
Number of Employees	1,000 to 2,499
Number of Sites Verified for	1 site(s)

Company ID Number: 1901180

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

IL 1

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Staples, Inc.</b>	
	<b>2</b>	Business name/disregarded entity name, if different from above. <b>Quill LLC</b>	
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <u>5</u>  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>	
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>300 Tri State International Drive</b>	Requester's name and address (optional)
	<b>6</b>	City, state, and ZIP code <b>Lincolnshire, IL 60069</b>	
	<b>7</b>	List account number(s) here (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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
0	4		-	2	8	9	6	1	2	7

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Donna King</i>	Date <i>1.5.2025</i>
------------------	--	----------------------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2026

5/30/2025

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

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

<b>PRODUCER</b> Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 1185 Avenue of the Americas, Ste. 2010 New York NY 10036 (646) 572-7300	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <span style="float: right;"><b>FAX (A/C, No):</b></span> <b>E-MAIL ADDRESS:</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> ACE American Insurance Company</td> <td style="text-align: center;">22667</td> </tr> <tr> <td><b>INSURER B:</b> Indemnity Insurance Co of North America</td> <td style="text-align: center;">43575</td> </tr> <tr> <td><b>INSURER C:</b> ACE Fire Underwriters Insurance Company</td> <td style="text-align: center;">20702</td> </tr> <tr> <td><b>INSURER D:</b> Travelers Property Casualty Company of America</td> <td style="text-align: center;">25674</td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> ACE American Insurance Company	22667	<b>INSURER B:</b> Indemnity Insurance Co of North America	43575	<b>INSURER C:</b> ACE Fire Underwriters Insurance Company	20702	<b>INSURER D:</b> Travelers Property Casualty Company of America	25674	<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															
<b>INSURED</b> 1492159 Staples, Inc. Attn: Risk Management 500 Staples Drive Framingham MA 01702															

**COVERAGES** **CERTIFICATE NUMBER:** 20438610 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR \$25,000 <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	XSL G4894176A	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 1,975,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 1,975,000 GENERAL AGGREGATE \$ 20,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	ISA H11367756	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	CUP-3W382462-25-NF	6/1/2025	6/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N	WLR C72608240 (AOS)	6/1/2025	6/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C		N/A		SCF C72608288 (WI)	6/1/2025	6/1/2026	

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

**CERTIFICATE HOLDER**

**CANCELLATION** See Attachment

<b>20438610</b> Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
--	---

**Staples, Inc.**

**Additional Named Insureds:**

Arch Parent Inc.  
Capital Office Products of Volusia County, Inc.  
Happy Studio LLC  
In Designs Global LLC  
Lebanon Mill, L.P.  
Quill LLC  
Quill Lincolnshire, Inc.  
Southwest Schools & Office Supply  
Staples Brands Sales LLC  
Staples Contract & Commercial LLC  
Staples Global Markets, Inc.  
Staples GP, LLC  
Staples Project 2017 LLC  
Staples Shared Service Center, LLC  
Staples Ventures, LLC  
STIC Corp  
The Staples Group, Inc.  
HiTouch Business Services LLC  
HiTouch Business Services LLC dba Business Supply Center  
HiTouch Business Services LLC dba MyOfficeInnovations  
MyOfficeProducts, LLC  
Computata Products Inc. dba CPI One Point  
NAD Technology LLC  
Dean's Office Machines, LLC  
Ecotype Industries, LLC  
Emerge Holdings, LLC  
Emerge Print Management LLC  
Sagamore Solutions, LLC  
Total Print USA LLC  
WorkLife Brands LLC  
Bulldog Office Products, Inc.  
Mt. Lebanon Office Interiors, Inc.  
S.W. School Supply, Inc.  
360 Office Solutions, Inc.  
Montana Broom and Brush, Inc (Helena)  
Technology By Design, LLC  
Montana Office Machines, Inc., dba J2 Business Products  
The Creative Office  
Fast and Precise by Staples  
MyOfficeInnovations/Staples Inc.  
Solutions by Staples



Quill.

# Quill Marketing Plan

#026-A Furniture Solutions

**Quill.** One customer. Infinite opportunities.

# Outline

- 1 Background & Experience**
- 2 Goals & Objectives**
- 3**
- 4 Methods**
- 5 AEPA Support Teams**

# Background & Experience

A Proven & Vetted Vendor in the Public Sector Marketplace

**Quill** One customer. Infinite opportunities.



Quill has a longstanding track record supporting education customers nationwide. With dedicated public sector teams, and a strong digital presence, Quill is uniquely positioned to drive adoption and growth for the AEPA contract. Our team understands the specific needs of schools and government buyers, including compliance, fulfillment, and savings.

**Background:** Founded in 1956, Quill has pioneered the growth of direct marketing in the business products industry and has been a leader in discount pricing and outstanding customer service. Our major business line is office supplies, school supplies, furniture, customer imprints and office technology. Quill operates 18 regional distribution centers located in strategic areas of the United States which allows us to deliver within 1-2 days with a **97% On-Time Delivery** metric.

*Mark Roszkowski*  
Mark Roszkowski  
President, Quill



**Employee ID Number:** 04-2896127 Large Business

**Sic No.:** 5961 **Duns No.:** 025273202 **DHR NO.:** 9727800  
**NAICS:** 454113

**Corporate Headquarters:**  
300 Tri-State International Drive  
Suite 300  
Lincolnshire, IL 60069

**Ownership:** Corporation registered in Delaware on December 15, 1977, and converted to a Delaware Limited Liability Company on February 4, 2018  
Principal Owners: Sycamore Partners II, L.P.

**Number of Employees:** 850

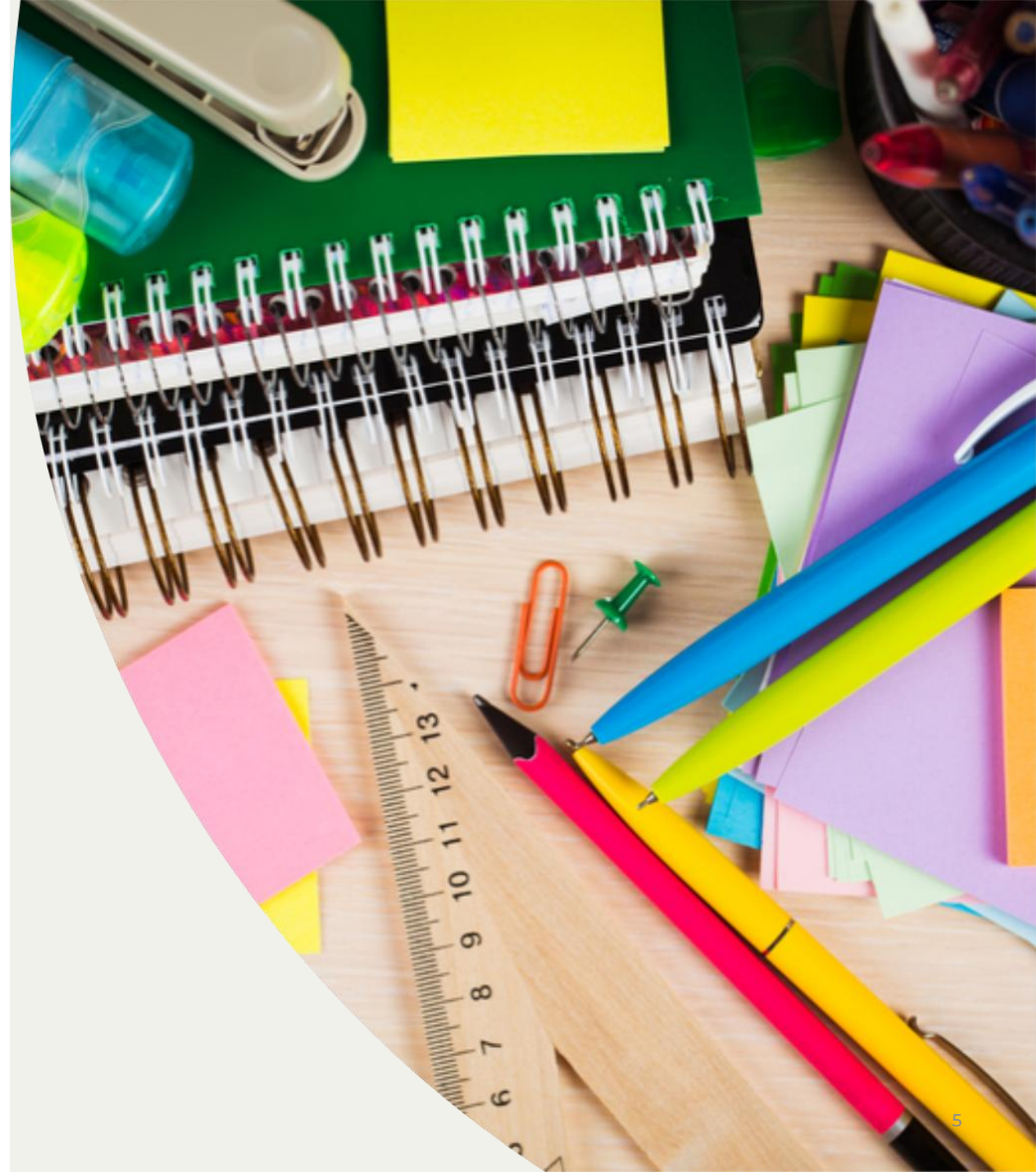
**Affiliation:** Wholly owned subsidiary of Staples, Inc., 500 Staples Dr., Framingham, MA 01702

**F.O.B.:** No Charge for Bid Customer

**Warranty on products:** Per Manufacturer

# About Quill

- Quill is a \$1.1 billion dollar organization, delivering over 5M orders annually to customers nationwide, including a large percentage of K12, higher education, government & nonprofit organizations.
- A robust product portfolio with over a hundred thousand curated products!
- Education-specific product assortment includes all the basics from classroom supplies, construction paper, arts & crafts, to STEAM/STEM and expands to professional cleaning, PPE, classroom furniture, technology, and custom print solutions



# Quill Differentiator



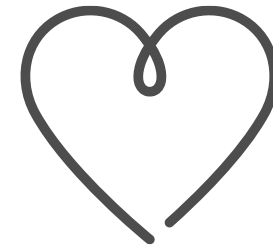
## Next-Day Supplies

Get what you need with Free Next-Day delivery on orders placed by 2pm.



## Always Something Extra

Bring something extra to your organization: earn points for each dollar spent and redeem for instant savings and/or gifts for your staff, students or classrooms via the Rewards Center



## A Human Touch

Whether you prefer a quick chat online, to talk on the phone, or to exchange emails, we're always happy to help

# Key Service & Satisfaction Metrics



## Fast, Free Delivery No Order Minimum For AEPA Participants

Quill On-Time delivery is at 97%

**70% Next Day Delivery** – Items marked "Next-day delivery" will be delivered the next business day.

- *Orders must be placed Mon - Thu by 2:00 p.m. local time to qualify. Estimated delivery dates vary due to carrier shipping practices, items in your order, and delivery location Excludes delays resulting from circumstances beyond Quill's reasonable control, including, without limitation, natural disasters, labor strikes, or severe weather.*

**92% 1-2 Day Delivery** – Items marked as "1-2 Delivery" will be delivered within 2 business days.

- *Orders must be placed by 3:00 p.m. local time to qualify. Subject to credit approval. Excludes delays resulting from circumstances beyond Quill's reasonable control, including, without limitation, natural disasters, labor strikes or severe weather.*



Customer Satisfaction Score: 86%

## Customer Support:

30-second average call pickup

90% of issues resolved on the first call

## Customer Loyalty:

98% retention rate among Quill-managed customers

# Marketing Goals & Objectives

Grow AEPA Contract Revenue & Unique Buyers

**Quill** One customer. Infinite opportunities.



**Goal:** to fully integrate the AEPA awarded contracts into our broader public sector offering and go-to-market (GTM) strategy—positioning it as a key growth lever across education and government sectors.



# Key Objectives to Drive Adoption & Growth

## Strategic Objective

## Execution Method



**Drive Awareness**

Multi-channel campaigns: email, AEPA state agency landing pages, events, call campaigns



**Increase Adoption**

Onboarding support, reactivation of lapsed customers



**Expand Buyer Reach**

Focus on high-potential agencies and decision-makers



**Enable Sellers**

Contract-specific trainings, job aids, and call campaigns



**Track & Optimize**

Contract reporting and real-time performance adjustments

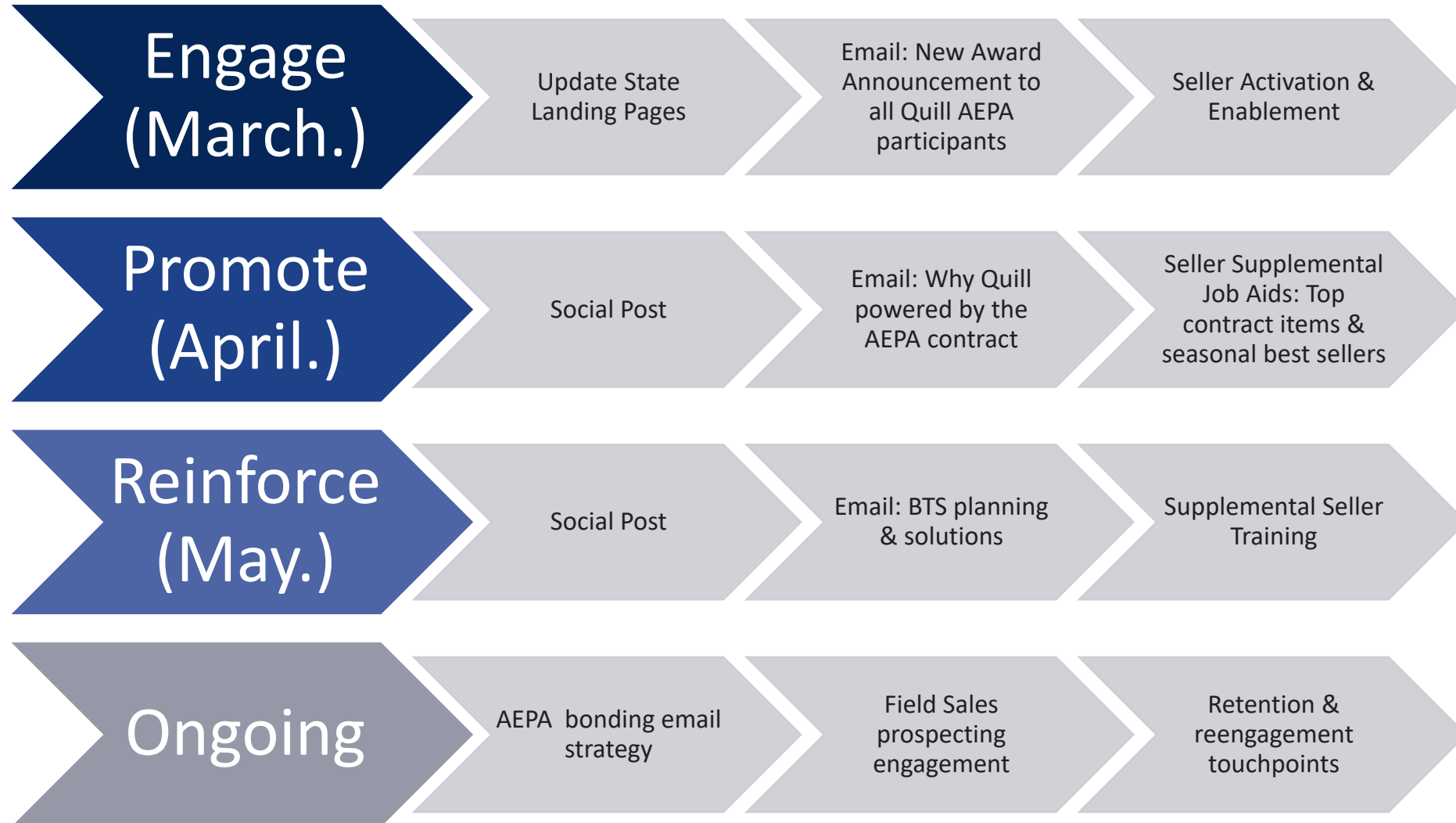
# Methods

A Multi-Touch marketing Strategy to Activate, Grow, & Retain

**Quill** One customer. Infinite opportunities.



# 90-Day Post Award Strategy



# Dedicated AEPA State Landing Pages

## Quill | CES (Cooperative Educational Services)

### Streamline purchasing and save more with CES

CES (Cooperative Educational Services) participants get more savings and benefits from Quill, through our legally-compliant contract for office and instructional supplies. Quill is proud to provide New Mexico schools, government, and non-profit organizations with the essentials they need for their classrooms and offices along with award-winning customer service.

Plus, teachers can download our [Teacher order form](#) to make purchasing even easier. Explore all the Quill benefits you get as a CES participant. Learn more at the [CES website](#).



New to Quill?

[Create your Quill account](#)

Already have a Quill account?

[Request to connect account](#)

### Meet your strategic partnership contacts



**Samra Cejvan**  
847-876-5451  
[Email Samra](#)



**Eden Wright**  
847-876-5494  
[Email Eden](#)

**383** products with special line-item pricing

up to **20%** in category discounts

Free Next-Day Shipping

Net 30 Terms

[CC US](#)

Receive these low member-only discounts when you [create](#) or [connect](#) your Quill account today.

**Quill** site-wide 15% discount

Appointment cards 20% discount

Business cards 20% discount

Custom calendar cards 20% discount

# Seller Training & Enablement



## Initial Training

March

Award details

Effective contract value propositions  
and call strategy

Supporting seller collateral



## Supplemental Training

April

Contract refresher

Share of Wallet strategies for  
incremental revenue

Role play activities



## Ongoing Enablement

Throughout the Term

Quarterly strategy sessions

Best practice sharing

Job aids and co-branded customer-  
facing collateral

Regional trends

# Quill's Hybrid Sales Model



\$100K+

  
**Acquisition**

Field Sales



**Acct Mgmt**  
Activation & Reactivation

Site Developers



**Acct Mgmt**  
SOW

Key Accounts

\$50K+

Business Development



Site Developers



Commercial & Education Accounts

\$10K+

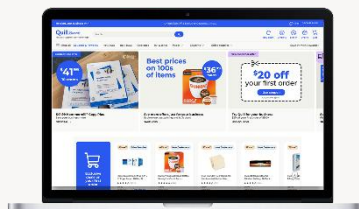
3<sup>rd</sup> Party Sales



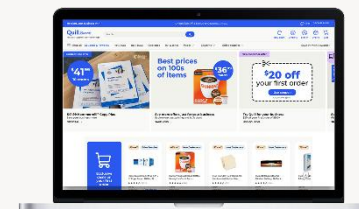
Reactivation Specialists



Digital Account



Quill.com



Quill.com

# Dedicated Furniture Specialist Team



## Furniture specialists

From sourcing to space planning, our experts take care of everything to help you create the most productive environment.

## Delivery Options

GOOD  
 FREE Tailgate Delivery

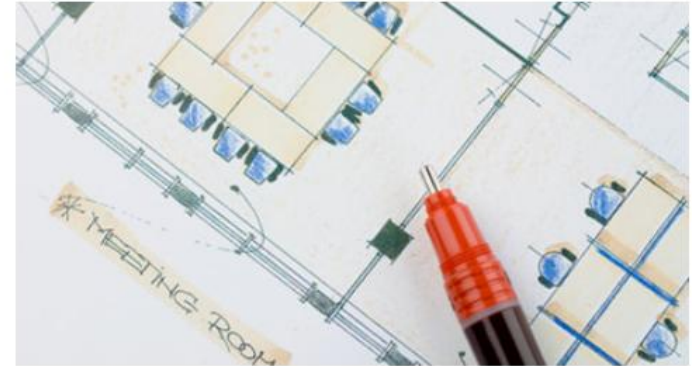
BETTER  
 Driver-Assisted Service

BEST  
 Full-Service Delivery & Set-up



### Product Consultation

With so many choices and such a large assortment, you might need a little help finding that perfect furniture for your business needs. Don't worry—our Furniture Specialists are experts in our product assortment



### Design Services

Welcome to your personal design team. Our Furniture Specialists handle everything from floor plans to product lists and panel systems. Plus, they'll help you stay on schedule and on budget.



### Swatches & Samples





FREE fabric swatches or wood samples are available to help you be sure your space is perfectly put together. Call or fill out our [Swatch Express form](#) to get started.



### Fabric Services

Keep high-use furniture looking beautiful with fabric/upholstery cleaning and fabric protection services.

# 2026 Back To School Strategies

Month(s)	Phase	Focus
March–April	 Prep & Planning	<i>Assist buyers with early prep and coordination</i>
May	 Vendor Coordination	<i>Get selected as a primary vendor for BTS purchases (emails, socials, offers, future ship)</i>
June	 EOY Budget Close	<i>Target schools with remaining budget, send direct buyer call scripts</i>
July–August	 Peak BTS Activity	<i>Launch digital campaigns, field engagement, seller push</i>

# Conferences



- AEPA Spring & Winter Conferences



- Individual State Agency Conferences & Events



- NIGP Forum



- Select ASBO State Conferences

# Dedicated Support Teams

Ensuring Consistent Execution & Customer Support

Support Team	Contact Name	Title	Phone	Email	Key responsibilities
Executive	Brian Leonard	VP of Sales	319.210.1527	<a href="mailto:brian.leondard@quill.com">brian.leondard@quill.com</a>	Responsible for Quill Sales strategic direction & operations
Senior	Kaylynn Rudy	Sr. Director of Sales Strategy	847.876.3600	<a href="mailto:kaylynn.rudy@quill.com">kaylynn.rudy@quill.com</a>	Developing & executing sales strategies, optimizing processes, and ensures alignment with broader business objectives
Senior	Sarah Sherman	Sr. Director of Inside Sales	847.876.4318	<a href="mailto:sarah.sherman@quill.com">sarah.sherman@quill.com</a>	Oversees strategy & operations of our Account Management & Bid teams, including Public Sector
Sales	Carl Russell	Sr. Manager of Inside Sales, Public Sector	847.876.5345	<a href="mailto:carl.russell@quill.com">carl.russell@quill.com</a>	Reports to Sarah Sherman and leads one of the Public Sector account managed teams
Sales	Brian Becker	Sr. Manager of Business Development	847.876.4204	<a href="mailto:brian.becker@quill.com">brian.becker@quill.com</a>	Oversees outbound seller teams, including the Public Sector Business Development Team
Sales	Krista Strnad	Sr. Manager of Inside Sales, Business Development	847.876.4204	<a href="mailto:krista.strnad@quill.com">krista.strnad@quill.com</a>	Reports to Brian Becker and oversees our Public Sector Business Development team
Contract	Sarah Lindberg	Bid Team Manager	847.876.5483	<a href="mailto:sarah.lindberg@quill.com">sarah.lindberg@quill.com</a>	Reports to Sarah Sherman and manages our bid team, responsible for managing the AEPA solicitations
Contract	Samra Cejvan	Strategic Partnership Manager	847.876.5451	<a href="mailto:samra.cejvan@quill.com">samra.cejvan@quill.com</a>	Owns the primary AEPA vendor relationship and is responsible for strategies to grow the overall contract sales
Contract	Eden Wright	Asst. Partnership Manager	847.876.5483	<a href="mailto:eden.wright@quill.com">eden.wright@quill.com</a>	Reports to Samra Cejvan and supports implementation of sales strategies, seller training, and communication with the AEPA agency teams
Accounting	Georgia Sourounis	Sr. Acct FPA		<a href="mailto:georgia.sourounis@quill.com">georgia.sourounis@quill.com</a>	Processes the administrative fee payments
Data	Becky Lulloff	Sr. Data Analyst		<a href="mailto:becky.lulloff@quill.com">becky.lulloff@quill.com</a>	AEPA Reporting



## Recommendation for New Contracts AEPA 026-A Furniture Solutions

### Solicitations rejected PRIOR to Category Committee evaluation with cause for rejection:

Metadil USA Corp due to an incorrect marketbasket.  
 Flexxform Designs due to an incorrect marketbasket.  
 Blockhouse Company Inc. due to an incorrect marketbasket.

### Solicitations rejected DURING Category Committee evaluation with cause for rejection:

COE Distributing	Limited offerings to its own brand OfficeSource sold through a dealer network.
Hertz Furniture	Offering limited manufacturing lines (45 total, 9 of which are unique).
Meteor Education	Combined marketbasket total ranked seventh. Offering limited manufacturing lines (65 total, 14 of which are unique).
Office Essentials	Offering limited manufacturing lines (32 total, 8 of which are unique).
Schools In	Discount structure is not advantageous. Average discount is less than 10% on all manufacturer lines. 88% of manufacturer lines are at 5% and those lines are offered by other vendors at a higher discount.

### Methodology Used by the Committee for Determination:

\_\_\_\_\_ Low responsive and responsible Respondent(s) based on the attached price tabulation.

\_\_\_\_\_ Low responsive and responsible Respondents(s) based on the attached market basket study tabulation.

  X   Responsive and responsible Respondent based on specialty offerings or value.

### Vendor(s) recommended, ranked by lowest price comparison (where applicable, lowest price = #1). Attach a pricing comparison with reason for recommendation OR include ranking and reasoning on any price tabulation or market basket study used in your methodology (see previous section).

#1 Quill LLC	The largest offering of manufacturers (including 284 unique lines) and the lowest combined marketbasket.
#2 National Business Furniture	Offering a broad offering of manufacturer lines ( including 140 unique lines) at competitive pricing. Also offers design and project management services for a fee.
#3 School Specialty	A broad offering of manufacturer lines (77 total, including 33 unique lines) with free design services and installation services for a fee.
#4 Lakeshore Learning	Manufacturer that sells their own manufactured line of classroom/instructional furniture.
#5 AmTab	Manufacturer of specialty furniture for cafeteria/multi-use areas of a building.
#6 Demco	Offering products specifically for library/media centers and their proprietary line.

**The responses below listed deviations and/or exceptions. Attach Exceptions & Deviations document(s):**

Office Essentials  
Schools In  
Quill LLC

**Proposed Motion:**

The Category Committee recommends that AEPA reject the responses from:  
COE Distributing; Hertz Furniture; Meteor Education; Office Essentials; and Schools In

**Proposed Motion:**

The Category Committee recommends the following responses for approval by AEPA:  
AmTab; Demco; Lakeshore Learning; National Business Furniture; School Specialty; and Quill LLC

**Committee Members**

**Committee Chair – Name & Signature:** Melissa Mattson, MN *Melissa Mattson*

**Committee Member:** Meghan Cropp, WI

**Committee Member:** Dave Puyear, MT

**Committee Member:** Tina Smith, KS

**From Part A, IV Category Specifications, 11. Part F - Pricing Workbook**

Office Market Basket for Evaluation was Required for a vendor wanting to supply office related furniture

Classroom/Instructional Market Basket for Evaluation was Required for a vendor wanting to supply classroom/instruction related furniture.

Bid pricing will be evaluated on a combination of items from the Pricing Schedule and Market Baskets for Evaluation.

Pricing evaluation may include considerations, other than product cost, including the total cost of the acquisition and whether the Proposer's offering represents the best value.




Association of Educational  
Authorized Representative. PART II will be

## Acceptance of Solicitation & Contract

**Instructions:** PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

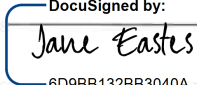
### PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, 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 OR RFP and any written exceptions to the bid. The 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.

<b>Business Name</b>	<u>Quill LLC</u>	<b>Date</b>	<u>9/10/2025</u>
<b>Address</b>	<u>300 Tri-State International Dr, Suite 300</u>	<b>City, State Zip</b>	<u>Lincolnshire, IL 60069</u>
<b>Contact Person</b>	<u>Brian Leonard</u>	<b>Title</b>	<u>Vice President of Sales</u>
<b>Authorized Signature</b>		<b>Title</b>	<u>Vice President of Sales</u>
<b>Email</b>	<u>bid@quill.com</u>	<b>Phone</b>	<u>800-634-4809</u>

### 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 solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a 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. This contract intends 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, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

<b>Awarding Agency</b>	<u>Cooperative Purchasing Connection</u>		
<b>Authorized Representative</b>	<u>Jane Eastes</u>	<u>Executive Deputy Director</u>	
<b>Authorized Signature</b>			
<b>Awarded this</b>	<u>12th</u>	<b>day of</b>	<u>March</u>
<b>Contract to commence-check one (Member Agency to select)</b>	<input type="checkbox"/> 3/1/2026		<input checked="" type="checkbox"/> Or 3/12/2026
<b>Contract Number</b>	<u>026-A</u>		




Association of Educational  
Authorized Representative. PART II will be

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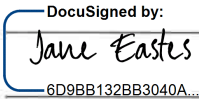
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<b>Business Name</b>	<u>Quill LLC</u>	<b>Date</b>	<u>9/10/2025</u>
<b>Address</b>	<u>300 Tri-State International Dr, Suite 300</u>	<b>City, State Zip</b>	<u>Lincolnshire, IL 60069</u>
<b>Contact Person</b>	<u>Brian Leonard</u>	<b>Title</b>	<u>Vice President of Sales</u>
<b>Authorized Signature</b>		<b>Title</b>	<u>Vice President of Sales</u>
<b>Email</b>	<u>bid@quill.com</u>	<b>Phone</b>	<u>800-634-4809</u>

### PART II: AWARDING MEMBER AGENCY

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<b>Awarding Agency</b>	<u>North Dakota Educators Service Cooperative</u>		
<b>Authorized Representative</b>	<small>DocuSigned by:</small> <u>Jane Eastes</u>	<u>Executive Deputy Director</u>	
<b>Authorized Signature</b>			
<b>Awarded this</b>	<u>12th</u>	<b>day of</b>	<u>March</u>
<b>Contract to commence-check one</b>	<b>Contract Number</b>		<u>026-A</u>
<b>(Member Agency to select)</b>	<input type="checkbox"/> 3/1/2026		<input checked="" type="checkbox"/> Or 3/12/2026