

Solicitation Audit Checklist

Proposal:	026-B Health & Wellness
Awarded Vendor(s):	Quill
Award Date:	3/12/2026
Contract Number:	026-B

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

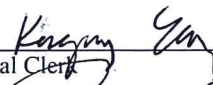
Cooperative Purchase, Lori Mittelstadt
Lakes Country Service Cooperative
1001 E Mount Faith AVE
Fergus Falls MN 56537-2375

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

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

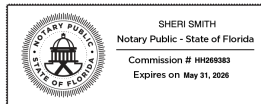
PUBLISHER ID: COL-ND-2022

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**

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7/30, 8/6 - COL-ND-2022



AFFIDAVIT OF PUBLICATION

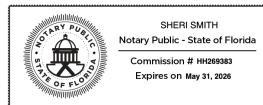
State of Florida, County of Broward, ss:

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 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

Notice to Vendors

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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

Place a classified ad today.

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: \$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

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

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

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

Golden Valley/New Hope 2701 Xylon Ave 2 Bdr 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.
Dated: 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 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#: 100820997683417045
LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: Caliber Home Loans, Inc.
SERVICER: NewRez LLC, d/b/a Shellpoint Mortgage Servicing
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

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

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

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Mortgage Foreclosures

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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 July 1, 2025, at 10:00 AM, has been postponed to August 5, 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 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: June 25, 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
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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 May 4, 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: July 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
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THIS IS A COMMUNICATION FROM A DEBT COLLECTOR.
DATE: July 1, 2025
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The above referenced sale scheduled for August 5, 2025, at 10:00 AM, has been postponed to November 4, 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 May 4, 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: July 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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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

**Request for Proposal
AEPA RFP#026-B
HEALTH & WELLNESS**

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=DOTCZooyJWXAlubz66lBckFnr80xp4.1>

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, www.aepacoop.org
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 question 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.

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 category 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.

- 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 is 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 RFPs is as follows:
 - i. Identified weighted criteria for evaluation, including pricing, published in this part of the solicitation.

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.

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

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

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 Health & Wellness.

- a. Respond to request from a number of different types of educational, governmental and public institutions seeking health supplies, wellness services and software showing effectiveness in increasing learning for individuals with health related needs .
- b. These parts and supplies will include but are not limited to:_ general health supplies, disposable products, mobility products, miscellaneous equipment, specialty equipment and supplies/services.
- c. Types of services may include, but are not limited to: Instructional, Technical, Telepractice, Software Programs and Training. Professional Field Users of Products include but are not limited to: Health/PE Teachers/Professors, Athletic Coaches/Directors, Nurses/CNAs – City/County Hospitals, Early Childhood Centers, K-12, Colleges, Universities, Public Assisted Living/Nursing Homes/Senior Centers, Telepractice venues include schools, medical centers, rehabilitation hospitals, community health centers, outpatient clinics, universities, residential health care facilities, and child care centers. There are no inherent limits to where Telepractice can be implemented, if the services comply with national, state, institutional, and professional regulations and policies.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular product lines available.

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2. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	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	No	
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	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	No	DE, HA, MD, NY
South Carolina	Yes	
Texas	Yes	
Virginia	Yes	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD,UT
Total Participating States	Yes	

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 award. The AEPA Member Agency’s contracting decision shall be final.

3. Anticipated Volume

Health & Wellness is a currently held category for AEPA. The resulting award will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately five million dollars (\$5,000,000) 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 Respondents in preparing responses only. It is not to be considered a guarantee of volume under this RFP. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Voluntary Pre-Solicitation 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=WBuvvDgqWERkUvacCaffaq9qP0s9aj.1>

Meeting ID: 812 3312 0395

Passcode: 585895

Dial In Information: +1 564 217 2000 US

Meeting ID: 812 3312 0395

Passcode: 585895

5. Glossary of Terms and Abbreviations

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

- a. Food and Drug Administration (FDA)
- b. American National Standards Institute (ANSI)
- c. Americans with Disabilities Act (ADA)
- d. Occupational Safety and Health Administration (OSHA)
- e. Centers of Disease Control (CDC)
- f. Safety Data Sheets (SDS)
- g. Code of Federal Regulations (CFR)
- h. American Speech-Language-Hearing Association (ASHA)
- i. Family Educational Rights and Privacy Act (FERPA)
- j. Children’s Online Privacy Protection Rule (COPPA)
- k. Every Student Succeeds Act (ESSA)

6. Product | Category Specific

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 85% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.1.3	Orders must be shipped within 48 hours after receipt of an order 80% of the time. The Vendor Partner will notify the Buyer if the product ordered cannot be shipped within this time providing an expected ship date enabling the buyer the opportunity to secure product elsewhere.
6.1.4	Vendor Partners must be manufacturer-authorized sales and service dealers, purchasing products directly from the manufacturer or approved channels. Newly authorized dealer arrangements during the contract term may expand available offerings under the AEPA Member State contract
6.1.5	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.
6.1.6	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and all associated costs with these providers.
6.1.7	Optional services must be identified separately and must include clear descriptions of proposed products/services within FDA, CFR, ADA, OSHA, ANSI, CDC, and SDS, licensing and/or certifications per Member Agency. A separate product sheet, where applicable, must be provided for each individual item/service when purchase is made.
6.1.8	Vendor Partners must offer a product or combination of products that enable Buyers to transition seamlessly between emerging and legacy technologies, where applicable, without incurring penalties. This ensures Buyers can consistently maintain the most suitable selection of goods and services throughout the contract term.
6.1.9	Vendor Partners must be able to supply catalogs when requested in the preferred format. The catalog shall have a cover label indicating that the catalog’s contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency’s contract number, discount level(s) and any special ordering instructions.
6.1.10	Packing slips shall accompany all deliveries and shall contain Buyer’s purchase order number, vendor’s name, and name of article. Cartons shall be identified by purchase order number and vendor name.

6.1.11	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform members of an anticipated availability date for unfilled and partial orders.
6.1.12	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be allowed in this solicitation. Older versions will only be sold when specifically requested from the Buyer. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.1.13.	Products that have a 30/60/90-day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.1.14	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
6.1.15	Vendor Partner must maintain a toll-free support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Callers must have access to a live technician fluent in English.
6.1.16	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.
6.1.17	Freight Charges. Pricing shall be inclusive of all standard shipping and handling charges to any location within the continental U.S. Additional delivery fees (e.g., liftgate service, inside delivery) must be clearly communicated and agreed upon in advance.

Sub-Category

Item	Description
6.2.0	General
6.2.1	Vendors proposing health and wellness supplies, equipment, etc. shall provide brands/manufacturers equal to or better than, but not limited to: 3M, Amico, BD, Cardinal Health, Covidien, Roche, Evac, Ferno, GE Healthcare, Health-o-Meter, Hillrom, Invacare, LifeSecure, McKesson, Medline, MobileAide, Novum, Pedagogy, Quidell, Rice Lake Riester, Seca, Seimens, Sekisui, Striker, Welch Allyn, and Zoll.
6.2.2	Disposables: Masks, Shields, Gloves, Emergency Trauma Kits, Basic Protection Kits, Protective Apparel, clean up Kits -Blood borne Pathogen and Bodily Fluids, and any other safety items not listed.
6.2.3	Diagnostic: Portable Thermal Imaging, No Touch Thermometers, Oximeters, Sphygmomanometers, Modular Diagnostics, Scales, Stadiometers, Body Mass Index Devices, Monitoring Devices (carbon dioxide), Vital Signs, and any other portable diagnostic equipment/supplies not listed.
6.2.4	First Response; Automated External Defibrillator, Bag Valve Mask, Emergency Oxygen, CPR/AED replacement accessories, EMS Field Ready Bundles, Wound Care, Tourniquets, and any other first response equipment/supplies not listed
6.2.5	First Aid; Kits, Splints, Slings, Bandages, Gauzes, Adhesives/Tapes, Depressors, Swabs, Hot/Cold Packs, Antiseptics, Ointments, Ear/Eye/Skin Care, Trauma, Wash & Basins, Anti-inflammatory, Cleansers, and any other first aid supplies not listed.
6.2.6	Mobility Aids - Manual & Power Devices; Walkers, Canes, Crutches, Braces, Rollators, Wheel Chairs, Ambulation, Lifts, Cots, Stretchers, Exercise Aids, Privacy Screens, and any other mobility aids not listed.

6.2.7	Carts & Storage; Vaccine Refrigerators, Vaccine Freezers, Under Counter Refrigerators, Compact Refrigerators, Counter Height Refrigerators, Low Temperature Refrigerators, Mobil Storage, Utility Carts, Sharpens Dispenser, COWs, WOWs (computers on wheels, workstations on wheels), and any other carts or storage units not listed.
6.2.8	Training Materials: Books, Curriculum, Manikins, Anatomical Models/Charts, Software, Instructional Trainings & Courses, and any other training materials not listed.
6.2.9	Miscellaneous; Batteries, Cables, Sensors, Replacement/Emergency Accessories, and any other miscellaneous items not listed.
6.2.10	The catalog includes a variety of manufacturers of specified products and services.
6.3.0	Telepractice
6.3.1	Telepractice. Wellness Services that are conducted with interactive audio and video connection in real time to create an in-person experience like that achieved in a traditional encounter.
6.3.2	Performance of services to clients may include, but not limited to: Speech-Language Pathology – Direct therapy and Assessments Occupational Therapy – Direct therapy and Assessments School Social Work School Counseling Psychology – Counseling and Assessments
6.3.3	Clinicians and programs shall verify state licensure and payer definitions to ensure that a particular type of service delivery is consistent with regulation and payment policies.
6.3.4	The use of Telepractice must be equivalent to the quality of services provided in person and consistent with adherence to the Code of Ethics (ASHA, 2016a).
6.3.5	All therapists shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their certification status, education, training, and experience.
6.3.6	Provide services via Telepractice consistent with professional standards and state and federal regulations
6.3.7	Must be able to provide services in English and Bilingual fashion as required by member agency clients.
6.3.8	Must provide fast & flexible scheduling with personalized treatment plans.
6.4.0	Software
6.4.1	Software Program areas must pertain to neurological learning disorders and disfunctions such as Attention Deficit Disorder, Autism Spectrum, Dyslexia, Intellectual Disorders and other learning disabilities. Software Platforms must be equal to or better than, but are not limited to Khan Academy, Duolingo, Edmodo, Nearpod, IXL, Clickup, Kahoot, Visme, ThingLink, Harmony Academy, Ascend Math, Neuroalign.
6.4.2	Shall be sensory based to accurately assess student knowledge
6.4.3	Shall provide a personalized plan for each learner with multi-sensory assessments
6.4.4	Shall Provide Tiered Interventions
6.4.5	Programs offered shall be evidence-based interventions
6.4.6	Shall be able to include gamified content designed for diverse subjects that cater to younger learners through adult learners pursuing continuing education
6.4.7	Shall enhance engagement through collaboration tools,
6.4.8	Shall be able to facilitate communication and collaboration between students, teachers, and parents.
6.4.9	Shall provide real time monitoring
6.4.10	Shall provide a demo link of software program offerings; software must pertain to Health & Wellness. Software not complying with the scope of this solicitation will not be allowed.

7. Pricing

AEPA has identified acceptable pricing methodologies that are to be utilized to submit pricing. Pricing strategy descriptions are found in Part B – AEPA General Terms and Conditions. We request that the pricing response contain sufficiently detailed information to determine a realistic cost for AEPA member agencies. The Vendor Partner agrees that the cost for any item 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. **The 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.**

AEPA is expecting pricing on the vendor’s entire offering under the scope of this solicitation. Proposers are encouraged to offer optional pricing strategies (“Hot List”, Volume discounts, Customized Price Lists, Specials), and additional financing options.

For services, 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.

AEPA requires that pricing be returned using the Part F Excel Forms provided, or in an Excel format that contains the information requested in Part F.

8. 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:
 - ii. F.1 – Catalog Discounts (Required)
 - iii. F.2 - Price Schedule (Required)
 - iv. F.3 – Services Price Schedule (Optional)
 - v. F.4 – Volume Discounts (Optional)
- b. Pricing will be evaluated on a combination of items from all pricing schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. See Evaluation, Approval and Award in Part A – Terms and Conditions for additional information.

9. Evaluation

The AEPA Committee for this category will evaluate proposals based on the entire response, and according to the criteria detailed in Part A for AEPA’s definition of Responsive and Responsible proposals. A recommendation may be made to recommend a single response, or to recommend multiple offers based on differentiation of product or service. AEPA will vote as a whole to accept or not accept a committee’s recommendation. Once accepted, each recommended 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.

Criteria	Yes/No
Complete Response to Solicitation	
Financial Viability	
Ability to provide good/services to 90% of participating agencies.	
Criteria	Points
Conformance to Terms and Conditions	5
Pricing EQUAL TO or BETTER THAN offered to individual entities or cooperatives with Equal or Lesser Volume	9
Quality and Suitability of Products, Services & Solutions Offered	9
Marketing Plan	8
Demonstrated Track Record of Performance in the Public Marketplace (may include reference checks)	9
Value Added Attributes	9
Total Score - Technical	49
Cost Evaluation	51
Total Scores	100

END OF AEPA #026-B 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	tori.vuick@paec.org	2,700,000
Georgia	Cooperative Purchasing Agency	Kevin Benson/Elizabeth Dorman	aepa@cpa4schools.com / edorman@cpa4schools.com	1,600,000
Indiana	Wilson Education Service Center	Brent Minton	bminton@wesc.k12.in.us	1,030,000
Illinois	Illinois Learning Technology Purchase Program	Hope Hardin-Borbely	hardinborbely@iltpp.org	1,925,415
Iowa	AEA Purchasing	Tracie Marshall	tmarshall@aeapurchasing.org	520,000
Kansas	The Purchasing Cooperative at Greenbush	Tina Smith	tina.smith@greenbush.org	478,858
Kentucky	Green River Regional Educational Cooperative	Amanda Turner / Scott Howard	amanda.turner@grrec.org / scott.howard@grrec.org	675,000
Massachusetts	The Education Cooperative	Tricia McKim	pmckim@tec-coop.org	914,959
Michigan	Oakland Schools	Anna Marie Hollander	AnnaMarie.Hollander@oakland.k12.mi.us	1,550,802
Minnesota	Cooperative Purchasing Connection	Melissa Mattson	mmattson@lsc.org	944,736
Missouri	EducationPlus	Mike Havener	mhavener@edplus.org	880,000
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	144,129
Nebraska	ESU Coordinating Council (ESUCC)	Craig Peterson	craig.peterson@esucc.org	328,649
New Jersey	Educational Services Commission of New Jersey	Timothy Havlush	thavlush@escnj.us	1,369,000
New Mexico	Cooperative Educational Services	Robin Strauser	robin@ces.org	338,307
North Carolina	Carolinas Alliance 4 Innovation (CA4I)	Fred Payne	fred.payne@ca4i.org	1,500,000
North Dakota	North Dakota Educators Service Cooperative	Jane Eastes	jeastes@lsc.org	118,878
Ohio	Ohio Council of Educational Purchasing Consortia	Tamra Hurst	tamra.hurst@apps.sparcc.org	1,920,103
Oregon	Intermountain ESD	Rob Naughton	rob.naughton@imesd.k12.or.us	570,857
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Mark Carollo	mcarollo@csiu.org	1,700,000
South Carolina	Carolinas Alliance 4 Innovation (CA4I) dba Carolina Buy	Nita Werner	nwerner@carolinabuy.com	787,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	5,232,065
Virginia	Fairfax County Public Schools	Laila Sultan	lsultan@fcps.edu	1,297,000
Washington	King County Directors' Association	Bart Powelson	bpowelson@kcda.org	1,071,082
West Virginia	Mountain State Educational Services Cooperative	Jan Hanlon / Kevin Hess	jhanlon@k12.wv.us / kbhess@k12.wv.us	245,000
Wisconsin	Cooperative Educational Service Agency (CESA Purchasing) #2	Meghan Cropp	meghan.cropp@cesapurchasing.org	854,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)	Noamie Niemitalo / Benny Leonard	nniemitalo@newboces.com / bleonard@newboces.org	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) 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).

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-B

Health and Wellness

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. 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.

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.

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

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this 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 _____

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



Part F.1 – Catalog Discount for Items in a Commercially Available Catalog

AEPA #026-B Health & Wellness

Bidding Company Name:

Name of Catalog:

Note: Groupings to be defined by Bidder and can be by sub-category, manufacturer, etc.

Part F.1 is a REQUIRED FORM

No.	Grouping of Discount	Discount Offered for	Comments
1			
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40			

If more categories are needed, add a new tab with similar formatting.



Exceptions & Deviations

AEPA 026-B

Health and Wellness

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:

Company Address:

City, State, zip code:

Title:

Phone:

Email:

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.

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

026B Health and Wellness Notified Vendors

Vendor Organization	Email	Date Last Recommended
Onset Technologies LLC	shel.saripella@onsetech.com	Aug 01, 2025 2:00 AM
Colourfast Secure Card Technology Inc.	andrew@Colourfast.com	Aug 01, 2025 2:00 AM
BKJ Global Management Consulting, LLC	info@bkjgmc.com	Aug 01, 2025 2:00 AM
Stratejm Inc.	john.menezes@stratejm.com	Aug 01, 2025 2:00 AM
Arrakis Consulting	carl@arrakisconsulting.com	Aug 01, 2025 2:01 AM
Doar Rieck Kaley & Mack	wmack@doarlaw.com	Aug 01, 2025 2:01 AM
Spire Integrated Solutions	jwebster@spire-is.com	Aug 01, 2025 2:01 AM
Qualex Consulting Services, Inc	admin@qlx.com	Aug 01, 2025 2:01 AM
Diversified Fire & Safety Inc	info@diversifiedfiresafety.com	Aug 01, 2025 2:01 AM
OG Benefits	lee@ogben.com	Aug 01, 2025 2:01 AM
TMG Consulting, Inc. (an RIA Advisory, LLC., company)	info@tmgconsulting.com	Aug 01, 2025 2:01 AM
all county captions	lisazenker@allcountycaptions.com	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
Edify Technologies Inc.	john@edifytech.com	Aug 01, 2025 2:01 AM
Public Works Partners	mmagali@publicworkspartners.com	Aug 01, 2025 2:01 AM
Savvas Learning Company LLC	Proposals@savvas.com	Aug 01, 2025 2:01 AM
R.E.M.	bcraig@remrisk.com	Aug 01, 2025 2:01 AM
Simple Movement Inc.	matt@simplemovement.ca	Aug 01, 2025 2:01 AM
Candor Consulting and Diagnostics, LLC	joincandor@candordiag.com	Aug 01, 2025 2:01 AM
Disrupters	Disruptersllc@gmail.com	Aug 01, 2025 2:01 AM
Barton Malow Co	mario.garza@bmco.com	Aug 01, 2025 2:01 AM
The Engine Room Consulting Group	milan@theengineerroom.ca	Aug 01, 2025 2:01 AM
Learning Forward Texas	lftx@learningforwardtexas.org	Aug 01, 2025 2:01 AM
Recovery Monitoring Solutions, LLC	mark.gibson@recoveryms.com	Aug 01, 2025 2:01 AM
Eigen X	spittman@eigenx.com	Aug 01, 2025 2:01 AM
MAXIMUS US Services, Inc.	rfpinfo2@maximus.com	Aug 01, 2025 2:01 AM
Vehicle Maintenance Program, Inc	lindi@vmpparts.com	Aug 01, 2025 2:01 AM
Dillengr, Inc.	BDilley@dillengrinc.com	Aug 01, 2025 2:01 AM
Moten Tate, Inc.	kmoten@motentate.com	Aug 01, 2025 2:01 AM
Thales Group of Companies	lionel.leblanc@thalesgroup.com	Aug 01, 2025 2:01 AM
KBH Traffic Engineering, LLC	keti@kbhtraffic.com	Aug 01, 2025 2:02 AM
ASK Tower Supply	kyle@asktowersupply.com	Aug 01, 2025 2:02 AM
National Charter Schools Institute	deactivated_usr_9477bc78-cc39-4ca4-8f50-1b8997628a86@gobonfire.com	Aug 01, 2025 2:02 AM
MGT of America Consulting, LLC	rcvrfp@mgtamer.com	Aug 01, 2025 2:02 AM
Bankson Group LTD dba Alamo Tees & Advertising	art@alamotees.com	Aug 01, 2025 2:02 AM
IPMSolutions, LLC	byron.ipmsolutions@gmail.com	Aug 01, 2025 2:02 AM
Plexus Global LLC	clacambra@plexusglobalinc.com	Aug 01, 2025 2:02 AM
Counterpoint Consulting	steve@c20g.com	Aug 01, 2025 2:02 AM
Ferrovia 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
Alcohol & Drug Testing Services, LLC	sales@adtsllc.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
AMI	traci.bowles@ami.health	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
AlxTel, Inc.	negeda@alxtel.com	Aug 01, 2025 2:02 AM
Joseph A. DeLuca Advisory and Consulting Services LLC	elongbothum@delucaadvisory.com	Aug 01, 2025 2:02 AM
PALADIN DEFENSE GROUP, INC.	Contact@paladin-defense.us	Aug 01, 2025 2:02 AM
HP Tech Service Inc.	tisihi08@gmail.com	Aug 01, 2025 2:02 AM
Digital Signup	info@digitalsignup.com	Aug 01, 2025 2:02 AM
AP Triton	verwin@aptriton.com	Aug 01, 2025 2:02 AM
Ubun2Group Inc.	dwticzak@ubun2group.com	Aug 01, 2025 2:02 AM
Isikel, LLC	vvickrey@isikel.com	Aug 01, 2025 2:02 AM
Rose Group International	rachel@rosegroupintl.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
ReServe, Inc.	ebolognini@fedcap.org	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
Kulik Strategic Advisers	tkulik@kulikstrategic.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
Sierra Digital, Inc.	rfp@sierradigitalinc.com	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
InterVISTAS Consulting USA LLC	intervistas.registrations@intervistas.com	Aug 01, 2025 2:02 AM
Cyber Watch Systems	mark.seay@cyberwatchsystems.com	Aug 01, 2025 2:02 AM
LitCon Group, LLC	hcurley@litcongroup.com	Aug 01, 2025 2:02 AM
Falcon Correctional and Community Services, Inc.	lwestbrock@falconinc.com	Aug 01, 2025 2:02 AM
Superior Maintenance Co.	jgoldsmith@smc.cc	Aug 01, 2025 2:03 AM
Merkhat, LLC	elise@merkhathat.com	Aug 01, 2025 2:03 AM
DataPrivia, Inc	jeff.hurley@dataprivia.com	Aug 01, 2025 2:03 AM
Synergy Loft	Becky.mcdonald@synergyloft.com	Aug 01, 2025 2:03 AM
Beyond Spots & Dots	mquery@beyondspotsanddots.com	Aug 01, 2025 2:03 AM
Parts Distributing Inc	donavan@pdifederated.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
Civic Operations Group	carita@civicoptionsgroup.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
Venture Lynk Capital and Advisory	bstokes@venturelynkfinancial.com	Aug 01, 2025 2:03 AM
34 Strong	zane_grace@34strong.com	Aug 01, 2025 2:03 AM
Tysonite Partners LLC	ramesh@tysonite.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
Blackbridge Consulting	rhopkins@blackbridgeconsulting.com	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
Vincere Cancer Center / HFC	drshukla@vincerercancer.com	Aug 01, 2025 2:03 AM
KC Blueprint Company	plottingkc@kcb Blueprint.com	Aug 01, 2025 2:03 AM
Rhythm Engineering	reggie.chandra@rhythm-info.com	Aug 01, 2025 2:03 AM
STEERus INC	Loralyn@steerus.io	Aug 01, 2025 2:03 AM
SouthEast LINK	agreg@southeastlink.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
Poepping, Stone, Bach & Associates, Inc.	alia@psba.com	Aug 01, 2025 2:04 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
Kimball Midwest	govwebforms@kimballmidwest.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
MedWorks Inc.	george@medworks.com	Aug 01, 2025 2:04 AM
Reconcile Care Management Services	tracibsnccm@gmail.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
Cyquent, Inc	Brian.Zernhelt@cyquent.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
Mig Equipment LLC	don@migequipment.com	Aug 01, 2025 2:04 AM

INTRATEK COMPUTER	quotes@intrapc.com	Aug 01, 2025 2:04 AM
Glacier Construction services Inc.	mgottschalk@glacierc.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
CrossSafety Group	jmurphy@crosssafety.ca	Aug 01, 2025 2:04 AM
Bridger Systems, LLC	joshua@bridger.systems	Aug 01, 2025 2:04 AM
Heroes Shield LLC	sonya@donmorphy.com	Aug 01, 2025 2:04 AM
Cloud BC Labs inc.	dgowda@cloudbclabs.com	Aug 01, 2025 2:05 AM
The Emotional Company (EmCo)	gigi@emotionalcompany.com	Aug 01, 2025 2:05 AM
Flint Avenue	amy.wood@flintavenue.com	Aug 01, 2025 2:05 AM
First Stop Health	ekunisch@fshealth.com	Aug 01, 2025 2:05 AM
Vailexa Technology LLC	vaibhav@vailexa.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
Horace Mann Worksite Division	wisesalesupport@horacemann.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
Fitness Is NOT A Game	ktaylor@fitnessisnotagame.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
MDX WORKFORCE ACADEMY	jose.leos@mdxsafetyinc.com	Aug 01, 2025 2:05 AM
The Prestigious Mark Inc.	ben@tpmpromo.com	Aug 01, 2025 2:05 AM
Brighter Image, Inc.	Corporate@brighter-image.com	Aug 01, 2025 2:05 AM
Envisia Learning	matt@envisialearning.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
Prismatic Services	info@prismaticservices.com	Aug 01, 2025 2:05 AM
Py Concepts LLC	oluwaseun.oke@pyconcepts.com	Aug 01, 2025 2:05 AM
SCM Consultants Inc.	bminhas@scmconsultants.net	Aug 01, 2025 2:05 AM
Boomi Environmental LLC	sri@boomi-environmental.com	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
Safeguard Strategy Crime Prevention Consultants LLC	joell@safeguardstrategy.com	Aug 01, 2025 2:05 AM
Relay Human Cloud	michael@relayhumancloud.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
SafetyMed, LLC	dereck@safetymed.com	Aug 01, 2025 2:05 AM
Climatec	dal.bonfire@climatec.com	Aug 01, 2025 2:05 AM
CommForms Secure Forms Inc	hill.issenman@commforms.ca	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
ELEMENTS LEADERSHIP, LLC	eric@elementsleadership.com	Aug 01, 2025 2:06 AM
Sparrow Consulting Group Inc.	trever@sparrowgroup.org	Aug 01, 2025 2:06 AM
Center for Nonprofit Advancement	tyieshij@nonprofitadvancement.org	Aug 01, 2025 2:06 AM
AED One-Stop Shop	saban@aedonestopshop.com	Aug 01, 2025 2:06 AM
OpenTeQ Technologies LLC	harshitha@openteqgroup.com	Aug 01, 2025 2:06 AM
Silent Falcon UAS Technologies	gbishop@silentfalconuas.com	Aug 01, 2025 2:06 AM
Realize Success LLC	paige@realize-success.com	Aug 01, 2025 2:06 AM
Industrial Builders, Inc	brian@IB-USA.COM	Aug 01, 2025 2:06 AM
Saltshaker Productions, LLC	connect@saltshakerproductions.com	Aug 01, 2025 2:06 AM
GK TechStar LLC	jleyva@techstar.com	Aug 01, 2025 2:06 AM
ISSQUARED, INC.	dlavende@issquaredinc.com	Aug 01, 2025 2:06 AM
Nsacyber	Kirby@nsacyber.io	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
Careers Work, Inc.	sydneyf@careermp.com	Aug 01, 2025 2:06 AM
Kuder	rfp@kuder.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
iCUBE Systems, Inc.	nvathreya@icubesys.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
Advanced Home Care Solutions	bids@acgroup.global	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
Hillmann	mspinowitz@hillmannconsulting.com	Aug 01, 2025 2:06 AM
Excel Facility Services	grivera@efsgnj.com	Aug 01, 2025 2:06 AM
Summit View Woods Homeowners	jimbattigaglia@archercompany.com	Aug 01, 2025 2:06 AM
Cenmic Management LLC	michael.areola@cenmicmanagement.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
Fair Schools LLC	info@fairschools.org	Aug 01, 2025 2:06 AM

Dexian, LLC	bob.quinn@dexian.com	Aug 01, 2025 2:06 AM
ElevationHR, LLC	dcvasquez@elevationhr.com	Aug 01, 2025 2:06 AM
iTaylor Strategies LLC	merdochey@itaylorssolutions.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@babbbtech.com	Aug 01, 2025 2:07 AM
Elearning Studio	meet@elearning.studio	Aug 01, 2025 2:07 AM
Pinnacle Project Partners	jbrown@pinnacleprojectpartners.com	Aug 01, 2025 2:07 AM
Tino LLC	anastasia@tino.design	Aug 01, 2025 2:07 AM
Jamison Link Business Solutions LLC	ajamison@jamisonlink.com	Aug 01, 2025 2:07 AM
Burgeon Analytics LLC	mails@burgeonanalytics.com	Aug 01, 2025 2:07 AM
CLIMBING GLOBALLY SOLUTIONS LLC	llove@climbingglobally.com	Aug 01, 2025 2:07 AM
FM Solutions LLC - Priority Payment Systems Houston	manan@ppshouston.com	Aug 01, 2025 2:07 AM
Vendor	bonfirehub@aileronconsulting.com	Aug 01, 2025 2:07 AM
FP Property Restoration	steve@fprestation.com	Aug 01, 2025 2:07 AM
Dodge Construction Network	Dodge.Bidding@construction.com	Aug 01, 2025 2:07 AM
Nitelines USA, Inc	HL@nitelinesusa.com	Aug 01, 2025 2:07 AM
RTC Manufacturing, Inc	tammy.obrien@rtc-traffic.com	Aug 01, 2025 2:07 AM
H-Town Technologies Inc	suresh@htown-tech.com	Aug 01, 2025 2:07 AM
Stonehouse Drilling & Construction LLC	jhaywood@shdrilling.com	Aug 01, 2025 2:07 AM
Total Loving Care, Inc	careofaging@yahoo.com	Aug 01, 2025 2:07 AM
SPECIALTY OPTICAL SYSTEMS DBA SOSCLEANROOM.COM	sales@sosupply.com	Aug 01, 2025 2:07 AM
Personify Health, Inc	joseph.whalen@personifyhealth.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
Gallagher	tim_truncellito@ajg.com	Aug 01, 2025 2:07 AM
GoldPhish	jami@thegoldphish.com	Aug 01, 2025 2:07 AM
Non Profit	businessops@endeavors.org	Aug 01, 2025 2:07 AM
EPSoft Technologies LLC	lahari.medarametla@epssoftinc.com	Aug 01, 2025 2:07 AM
The Facilities Group	jhawkins@thefacilitiesgroup.com	Aug 01, 2025 2:07 AM
PRODISION, LLC	sam@prodision.com	Aug 01, 2025 2:07 AM
Elite Utility Solutions	josh.jarrard@eliteutilitiesolutions.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
IT Minds LLC	GovernmentServices@itminds.net	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
Proactive MD	tcorley@proactive.md	Aug 01, 2025 2:07 AM

Texas Enforcer LLC.	texasenforcerllc@gmail.com	Aug 01, 2025 2:07 AM
Recruiting Heroes	nsalinas@recruitingheroes.org	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
mock5 design	monica.mockus@mock5design.com	Aug 01, 2025 2:07 AM
Proficient Consulting LLC	mohit.nigam@proficient.biz	Aug 01, 2025 2:07 AM
Condition Monitoring Analytics, LLC	sjones@conditionmonitoringanalytics.com	Aug 01, 2025 2:07 AM
Lunas Inc.	p.gerasimov@lunas.pro	Aug 01, 2025 2:08 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
Upfiv Designs Inc.	aurelia@upfiv.com	Aug 01, 2025 2:08 AM
https://totaloptim.com	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
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
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
Pencrafter	pencraftertymoss@outlook.com	Aug 01, 2025 2:08 AM
IMA Financial Group	tim.schermerhorn@imacorp.com	Aug 01, 2025 2:08 AM
Tek Construction	Tekmenzhi92@icloud.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
Simple Communications Technologies, LLC	brian@simplecom.pro	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
Bisco Health Inc	sam@biscohealth.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
Texas Values	kyle@texasvalues.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
Energia USA, Inc.	bids@energiasaves.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
Rally, Inc.	bobby@rallyinc.com	Aug 01, 2025 2:08 AM
RevoTRAC, LLC	melissa@revotrak.com	Aug 01, 2025 2:08 AM
AMB Modulaire Inc	sylvainperrault@ambmodulaire.com	Aug 01, 2025 2:08 AM
Intercontinental Pharma Inc.	salesmed@intercontinentalpharma.com	Aug 01, 2025 2:08 AM
Liberty Safety Company LLC	Kennyc@libertysafetyco.com	Aug 01, 2025 2:08 AM
Zalfi LLC	amccabe@zalfi.org	Aug 01, 2025 2:08 AM
Edelwise Med Supply	snavish@edelwisems.com	Aug 01, 2025 2:08 AM
UnBoxed Solutions	robert@swg-unboxed.org	Aug 01, 2025 2:08 AM
C.A Friend Consulting	christian@cafriendconsulting.com	Aug 01, 2025 2:08 AM
VEscape Labs	info@vescapelabs.com	Aug 01, 2025 2:08 AM
Unity Works Talent	mmoss@unityworkstalent.com	Aug 01, 2025 2:08 AM
NXTGEN Clean Energy Solutions	russ@nxtgencleanenergy.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
CHILDREN AT RISK	grants@childrenatrisk.org	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
Senture, LLC, a TP company	bobbie.g.gutierrez@senture.com	Aug 01, 2025 2:09 AM
Asera LLC	jodi-annbirch@AseraSolutions.com	Aug 01, 2025 2:09 AM
YOSVENMA LLC	corderoenma@icloud.com	Aug 01, 2025 2:09 AM
Aquiyel Business Services	nijah@aquiyel.com	Aug 01, 2025 2:09 AM
Slooh	procurement@slooh.com	Aug 01, 2025 2:09 AM
Vendor	jennifer@perfectfitimage.com	Aug 01, 2025 2:09 AM
Argyle Build Inc.	maret@argyle.build	Aug 01, 2025 2:09 AM
Foresight Engineering and Technology	info@cleanconnects.com	Aug 01, 2025 2:09 AM
M8 Management LLC	twms@m8managementllc.com	Aug 01, 2025 2:09 AM
PwC	jon.souder@pwc.com	Aug 01, 2025 2:09 AM
Bluestar Systems Inc	jigar@bluestarsystemsinc.com	Aug 01, 2025 2:09 AM
Liberty Home Health LLC dba Lab Pointe	support@labpointe.com	Aug 01, 2025 2:09 AM
nTech Workforce	sangeetha@ntechworkforce.com	Aug 01, 2025 2:09 AM
Pride Global	prem.savalani@prideglobal.com	Aug 01, 2025 2:09 AM
CMIT Solutions of Best Southwest Dallas County	klewis@cmitsolutions.com	Aug 01, 2025 2:09 AM
Enspyre Consulting	ljones@enspyre.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
Revive	grobson@revive.health	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
YES I CAN SERVICES	sfeller@yesicanservices.com	Aug 01, 2025 2:09 AM

Innovative Edge TCS	swarna@ie-tcs.com	Aug 01, 2025 2:09 AM
Vendor	Aprilsspringcleaningllc@gmail.com	Aug 01, 2025 2:09 AM
School Counselor Lessons	marsha@schoolcounselorlessons.com	Aug 01, 2025 2:09 AM
CNA INSTRUCTOR CONSULTANTS LLC	amy@thesecretcocktail.com	Aug 01, 2025 2:09 AM
Fred's Award World	rose.freds@outlook.com	Aug 01, 2025 2:09 AM
Blue Chip Works	tony@bluechipworks.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
Mooglee Canada Inc.	director@mooglee.com	Aug 01, 2025 2:09 AM
PULSE CREATIVE GROUP LLC	Mardesmith112@gmail.com	Aug 01, 2025 2:09 AM
Hamilton Staffing Solutions	angela.h@hamiltonstaffingsolutions.com	Aug 01, 2025 2:09 AM
Elias Institute of Professional Coaching Inc	janine@drjanineelias.com	Aug 01, 2025 2:09 AM
Armadillo Photo Supply	rhernandez@armadillophoto.com	Aug 01, 2025 2:09 AM
NWN Carousel	cludwig@nwncarousel.com	Aug 01, 2025 2:10 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
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
Mindset Labs, Inc.	RFX@tbh.us	Aug 01, 2025 2:10 AM
Surefox	matthew.reeser@surefox.com	Aug 01, 2025 2:10 AM
Angel Staffing, Inc.	megan@angelstaffing.net	Aug 01, 2025 2:10 AM
Vega Procurement Solutions Group, LLC	avega@vegaprocur.com	Aug 01, 2025 2:10 AM
Richard Group	john.duic@richardgroup.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
MFRXM, Inc	tim.thomas@crystalclearrx.com	Aug 01, 2025 2:10 AM
Garner Paving and Construction LLC	garnerpaving@sbcglobal.net	Aug 01, 2025 2:10 AM
Cushman & Wakefield of Long Island, Inc	David@cushwake.com	Aug 01, 2025 2:10 AM
HV	hannah.vdbg@gmail.com	Aug 01, 2025 2:10 AM
Tekterra, Inc.	rob.conrad@tekterra.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
TRC Environmental Corp	mpendergrass@trccompanies.com	Aug 01, 2025 2:10 AM
Planting Seeds Academic Solutions	cjones@plantingseedstutoring.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
Euna Solutions	rfp@questica.com	Aug 01, 2025 2:10 AM

Digital Plus Solutions LLC	agoyal@digitalplussolutions.com	Aug 01, 2025 2:10 AM
144 Family Care	chichikakoma@gmail.com	Aug 01, 2025 2:10 AM
Xtreme Security & Fire	Extremesecurity@hotmail.com	Aug 01, 2025 2:10 AM
Eagle Consulting & Development LLC	cassandra@eagleconsultingdevelopment.com	Aug 01, 2025 2:10 AM
Unified Services Consulting Group California	Joseph.Leonard@uscongru.com	Aug 01, 2025 2:10 AM
Strong Solutions LLC	info@ubuntupsych.com	Aug 01, 2025 2:10 AM
Anglin Consulting Group, Inc	info@strongsolutionsutah.com	Aug 01, 2025 2:10 AM
TWW Enterprises	yashieka@anglincg.com	Aug 01, 2025 2:10 AM
Vendor	daniel.wright@twwenterprises.com	Aug 01, 2025 2:10 AM
Hunter Cattle Co	amandar@newporttc.com	Aug 01, 2025 2:10 AM
Topology Health	accounting@huntercattle.com	Aug 01, 2025 2:10 AM
Transform Interactive	alex@topology.health	Aug 01, 2025 2:10 AM
West Coast Equipment & Safety Supply	josie@transforminteractive.com	Aug 01, 2025 2:10 AM
KTA Media Group, LLC	sales@westcoastsafetysupply.com	Aug 01, 2025 2:10 AM
Industrial Applied Technologies	info@kaylatuckeradams.com	Aug 01, 2025 2:10 AM
Expanded Learning Academy	tbearden.iatllc@gmail.com	Aug 01, 2025 2:10 AM
McConnell & Jones LLP	cgreen@expandedlearningacademy.com	Aug 01, 2025 2:10 AM
Baseline Telematics Inc.	bharper@mjlm.com	Aug 01, 2025 2:10 AM
Direct Mop Sales, Inc.	pasavoie@baselinetelematics.com	Aug 01, 2025 2:10 AM
Vendor	mjulo@directmopsales.com	Aug 01, 2025 2:10 AM
APC BILLING	tony@bmpcomp.com	Aug 01, 2025 2:11 AM
GEM Car Sales and Service, LLC	info@apcbilling.com	Aug 01, 2025 2:11 AM
Bioquintex Solutions	cade@gemnev.com	Aug 01, 2025 2:11 AM
RT Solutions Group LLC.	sherry.east@bioquintex.com	Aug 01, 2025 2:11 AM
Joint Force Contracting	admin@rtsolutionsgrp.com	Aug 01, 2025 2:11 AM
Border Industrial Solutions LLC	bill@jfcus.com	Aug 01, 2025 2:11 AM
Birch Agency, Inc	luis.sosa@borderindustrialsolutions.com	Aug 01, 2025 2:11 AM
Fluxus USA	rcastellana@birchagency.com	Aug 01, 2025 2:11 AM
Web Wizards	angel@fluxusmg.com	Aug 01, 2025 2:11 AM
All City Communications	chad@webwizards.ca	Aug 01, 2025 2:11 AM
H & K Prints	nmiller@allcitycom.com	Aug 01, 2025 2:11 AM
3 Tier Group	info@hkprintsco.com	Aug 01, 2025 2:11 AM
Braden Business Systems, Inc.	admin@3tiergp.com	Aug 01, 2025 2:11 AM
Inoapps	JLOBRACO@BRADENONLINE.COM	Aug 01, 2025 2:11 AM
Choice-Telematics	rj.brownlow@inoapps.com	Aug 01, 2025 2:11 AM
Change by Design	Ryan.Clemons@Choice-telematics.com	Aug 01, 2025 2:11 AM
Globiser, Inc	ebbers@changebydesign.us	Aug 01, 2025 2:11 AM
LMEC LLC	cnipe@globiser.com	Aug 01, 2025 2:11 AM
Sublime Wireless Inc.	leti@lmecllc.com	Aug 01, 2025 2:11 AM
ATTAC Consulting Group	john.oleary@swius.com	Aug 01, 2025 2:11 AM
Impact Printing and Graphics LTD	busdevelopment@attacconsulting.com	Aug 01, 2025 2:11 AM
Wingman63, LLC.	claudia@impactprinting.biz	Aug 01, 2025 2:11 AM
Next Structural Integrity Inc	andi.poch@wingman63.com	Aug 01, 2025 2:11 AM
	janice.collins@nextsi.com	Aug 01, 2025 2:11 AM

Varcons	bonfire@varcons.com	Aug 01, 2025 2:11 AM
C5 GROUP LLC	E.C.IKEAKOR@GMAIL.COM	Aug 01, 2025 2:11 AM
ADB Companies Inc.	mbinder@adb-us.com	Aug 01, 2025 2:11 AM
Steve Lewey's Vendor	steve.lewey@beltmann.com	Aug 01, 2025 2:11 AM
Wagmo	audra.stern@wagmo.io	Aug 01, 2025 2:11 AM
ArborVista, LLC	bids@arborvista.com	Aug 01, 2025 2:11 AM
Prosource IT	kskelton@prosourceit.net	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
Athletics Admin	kc@athleticsadmin.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
OP Consulting Group LLC	owner@opconsultinggroup.com	Aug 01, 2025 2:12 AM
Medic-One Medical Services	mporter@MedicOne.org	Aug 01, 2025 2:12 AM
Exceptional Lives	anne.punzakmarcus@exceptionallives.org	Aug 01, 2025 2:12 AM
ReNu Mental Wellness Group	lharrison@renuwellnessgroup.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
Blue Raster	mlippmann@blueraster.com	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
Grow America	jrodarte@growamerica.org	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
GLC On-The-Go	lcone@glcgroup.com	Aug 01, 2025 2:12 AM
Sophon Networks LLC	rmurphy@sophonnet.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
Altigen	chet.hanks@altigen.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
Crossbow Group	jbower@crossbowgroup.com	Aug 01, 2025 2:12 AM

MoeKim Alliance LLC	mauricewhite@moekim.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
Sys Code Labs llc	uma@sycodelabs.com	Aug 01, 2025 2:12 AM
EC Technology Consulting Services LLC	mcouncil@eccybersecurity.com	Aug 01, 2025 2:12 AM
Drive Integration, LLC	brock@driveintegrationllc.com	Aug 01, 2025 2:12 AM
Imprint Penny LLC	bids@imprintpenny.com	Aug 01, 2025 2:12 AM
Coach Brooks Business Consulting	contactus@latashabrooks.com	Aug 01, 2025 2:12 AM
Let the Beat Build	rlopez@letthebeatbuild.me	Aug 01, 2025 2:12 AM
GardaWorld Security Services	renee.campbell@garda.com	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
Hustle	rfp@hustle.com	Aug 01, 2025 2:13 AM
Object Technology Solutions, Inc.	proposals@otsi-usa.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
Horace Mann / Wise Benefits	LESLEY.Keenan@horacemann.com	Aug 01, 2025 2:13 AM
Total Team Construction	gyanez@totalteamcompanies.com	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
The Thomas Consulting Group LLC	mthomas@tcgcan.com	Aug 01, 2025 2:13 AM
Alignix Consulting	danielle@alignixconsulting.com	Aug 01, 2025 2:13 AM
North Star Identity LLC	gitika.srivastava@northstar-identity.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
ClearBridge Technology Group, LLC	jwetmore@clearbridgetech.com	Aug 01, 2025 2:14 AM
Medco Sports Medicine	medcosalesupport@medcosupply.com	Aug 27, 2025 5:49 AM
Maxim Healthcare Staffing Services	robdavis@maximstaffing.com	Aug 30, 2025 4:43 AM
TinyEYE Therapy Services	chantelle@tinyeye.com	Sep 10, 2025 3:42 AM
Timely Telehealth LLC	rfp@timelycare.com	Sep 10, 2025 4:29 AM
Plexos Group, LLC	katie.johnston@plexosgroup.com	Sep 13, 2025 8:39 AM
Agape Therapies and Educational Services Corp.	mfanning@agapetxs.com	Sep 15, 2025 2:38 AM
BNX Financial Solutions, LLC DBA BNX Business Advisors	procure@bnxba.com	Sep 16, 2025 3:38 AM
Spark Innovations	sales@thesparkinnovations.com	Sep 16, 2025 3:56 AM
Solix, Inc.	solutions@solixinc.com	Sep 16, 2025 4:05 AM
SenoPro LLC	senoprotx@gmail.com	Sep 16, 2025 4:43 AM
EAI Education	sales@eaieducation.com	Sep 16, 2025 4:50 AM

McKesson Medical-Surgical Government Solutions LLC	bid@mckesson.com	Sep 16, 2025 5:07 AM
Invoti, LLC.	info@invoti.com	Sep 16, 2025 5:13 AM
Public Consulting Group LLC	bids@pcgus.com	Sep 16, 2025 5:53 AM
PYRAMID SCHOOL PRODUCTS	biddept@pyramidsp.com	Sep 16, 2025 6:27 AM
Gaggle.Net, Inc.	bids@gaggle.net	Sep 16, 2025 7:11 AM
School Health Corporation	bids@schoolhealth.com	Sep 16, 2025 7:25 AM
Jonah's Enterprises Inc.	jonahs.enterprises@gmail.com	Sep 16, 2025 8:02 AM
Crisis Prevention Institute, Inc.	CPIRFP@crisisprevention.com	Sep 16, 2025 8:36 AM
Compu-Vision Consulting, Inc.	rfp@compuvis.com	Sep 16, 2025 8:43 AM
Lakeshore Learning Materials, LLC	biddept@lakeshorelearning.com	Sep 16, 2025 9:36 AM
Millennium Info Tech Inc	bids@miti.us	Sep 16, 2025 9:56 AM
The Lincoln Center for Family and Youth	GTFreeman@TheLincolnCenter.com	Sep 16, 2025 10:07 AM
Really Good Stuff	bidsupport@reallygoodstuff.com	Sep 16, 2025 10:55 AM
Soliant Health, LLC	heather.miller@soliant.com	Sep 16, 2025 11:00 AM
SOUTHERNBELLE ROOM, LLC	info@SouthernBelleRoom.com	Sep 16, 2025 11:34 AM
DiaMedical USA Equipment LLC	tstolla@diamedicalusa.com	Sep 16, 2025 11:39 AM
Unipak Corp.	customercare@unipakcorp.net	Sep 16, 2025 11:50 AM
Uwill, Inc.	jdehmer@uwill.com	Sep 16, 2025 12:15 PM



**AEPA 026-B Health and Wellness
Opening Record
Tuesday, September 16, 2025**

	Part D Questionnaire	Exceptions & Deviations	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
Active Submissions:								
4 Max Health (Dr. Pilicy)	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Medline Industries	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Neuralign USA LLC	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Quill LLC	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
School Health Corp	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
School Nurse Supply, Inc	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
TeleMedCo Inc	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
TinyEYE Therapy Services	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Totalskincare.com, LLC	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Eliminated Submissions:								
None								

* - 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
Nita Werner
Bart Powelson

Joni Puffet
Mark Carollo



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	



AEPA Part D Questionnaire	Questionnaire: Excel (.xlsx)	1	Required	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.
Part E Signature Forms	File Type: PDF (.pdf)	1	Required	
Part F Discount Pricing Workbook	File Type: Excel (.xls, .xlsx)	1	Required	
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	



<p>I acknowledge that I have downloaded all supporting documentation #1-4, along with my corresponding category documentation.</p>	<p>Data Type: Yes/No</p>	<p>N/A</p>	<p>Required</p>	
<p>I acknowledge that all products and services submitted with this response conform to the specifications outlined in Part A - Specifications</p>	<p>Data Type: Yes/No</p>	<p>N/A</p>	<p>Required</p>	
<p>Supporting Information</p>	<p>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)</p>	<p>Multiple</p>	<p>Optional</p>	



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.

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:

- 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 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

Solicitation Release Date	Bonfire	Posting date for the Opportunity	July 31, 2025 1:00 PM Eastern
Voluntary Pre-Bid Conference Call- All Categories	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1 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- Furniture	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1 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- Health & Wellness	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUv acCaffaq9qP0s9aj.1 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- LED Lighting	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1 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- Technology Catalog	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1 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- Student Transportation Vehicles	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1 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- Emergency Response Supplies & Equipment	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1 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- HVAC Equipment & Installation	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUvwDgqWERkUvacCaffaq9qP0s9aj.1 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	www.aepacoop.org	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



Witness Questionnaire (Q-0512)

This is a questionnaire that will be used to determine your eligibility to serve as a witness in a trial.

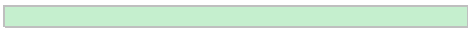
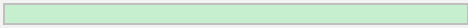
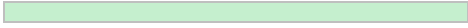
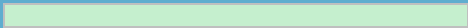
Instructions

- 1. This questionnaire is for your use only. Do not give it to anyone else.
- 2. Answer each question as truthfully as you can. Do not guess or give an opinion unless you are certain.
- 3. Do not write in the spaces provided for your answers. Write in the spaces provided for your name and address.
- 4. Do not write in the spaces provided for your signature and date.
- 5. Do not write in the spaces provided for your attorney's name and address.
- 6. Do not write in the spaces provided for your telephone number.
- 7. Do not write in the spaces provided for your occupation.
- 8. Do not write in the spaces provided for your marital status.
- 9. Do not write in the spaces provided for your date of birth.
- 10. Do not write in the spaces provided for your race or ethnicity.
- 11. Do not write in the spaces provided for your religion.
- 12. Do not write in the spaces provided for your political affiliation.
- 13. Do not write in the spaces provided for your education.
- 14. Do not write in the spaces provided for your military service.
- 15. Do not write in the spaces provided for your criminal record.
- 16. Do not write in the spaces provided for your financial information.
- 17. Do not write in the spaces provided for your other interests.
- 18. Do not write in the spaces provided for your references.
- 19. Do not write in the spaces provided for your comments.
- 20. Do not write in the spaces provided for your signature and date.

Additional Instructions

Please do not write in the spaces provided for your answers. Write in the spaces provided for your name and address. Do not write in the spaces provided for your signature and date. Do not write in the spaces provided for your attorney's name and address. Do not write in the spaces provided for your telephone number. Do not write in the spaces provided for your occupation. Do not write in the spaces provided for your marital status. Do not write in the spaces provided for your date of birth. Do not write in the spaces provided for your race or ethnicity. Do not write in the spaces provided for your religion. Do not write in the spaces provided for your political affiliation. Do not write in the spaces provided for your education. Do not write in the spaces provided for your military service. Do not write in the spaces provided for your criminal record. Do not write in the spaces provided for your financial information. Do not write in the spaces provided for your other interests. Do not write in the spaces provided for your references. Do not write in the spaces provided for your comments. Do not write in the spaces provided for your signature and date.

Summary

Question Set	Questions	% Complete	Progress	Error?
1	75	100.00%		Complete: no errors
2	31	100.00%		Complete: no errors
3	7	100.00%		Complete: no errors
Total	113	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, New York, NY 10001	123 Main Street, New York, NY 10001	Correct
1.3	City, State, Zip Code	New York, NY 10001	New York, NY 10001	Correct
1.4	Website	www.abc.com	www.abc.com	Correct
1.5	Phone Number	212-555-1234	212-555-1234	Correct
1.6	Year Founded	1980	1980	Correct
1.7	Industry	Technology	Technology	Correct
1.8	CEO	John Doe	John Doe	Correct
1.9	Number of Employees	500	500	Correct
1.10	Market Capitalization	\$1.2B	\$1.2B	Correct
1.11	Revenue (Last Year)	\$500M	\$500M	Correct
1.12	Profit (Last Year)	\$100M	\$100M	Correct
1.13	Operating Margin	20%	20%	Correct
1.14	Debt to Equity Ratio	0.5	0.5	Correct
1.15	Current Ratio	1.5	1.5	Correct
1.16	Return on Assets	15%	15%	Correct
1.17	Return on Equity	25%	25%	Correct
1.18	Dividend Yield	3%	3%	Correct
1.19	Price-to-Earnings Ratio	20	20	Correct
1.20	Enterprise Value	\$2.5B	\$2.5B	Correct
1.21	Free Cash Flow	\$150M	\$150M	Correct
1.22	Operating Cash Flow	\$180M	\$180M	Correct
1.23	Capital Expenditures	-\$30M	-\$30M	Correct
1.24	Research and Development	\$50M	\$50M	Correct
1.25	Share Repurchases	\$20M	\$20M	Correct
1.26	Dividends Paid	\$15M	\$15M	Correct
1.27	Number of Shares Outstanding	100M	100M	Correct
1.28	Market Beta	1.2	1.2	Correct
1.29	5-Year Average Return	12%	12%	Correct
1.30	Volatility	18%	18%	Correct
1.31	Correlation with Market	0.8	0.8	Correct
1.32	ESG Score	75	75	Correct
1.33	Carbon Footprint	100,000 tons	100,000 tons	Correct
1.34	Employee Satisfaction	85%	85%	Correct
1.35	Customer Satisfaction	90%	90%	Correct
1.36	Product Quality	4.5/5	4.5/5	Correct
1.37	Brand Reputation	Strong	Strong	Correct
1.38	Competitive Advantage	Patent Portfolio	Patent Portfolio	Correct
1.39	Key Risks	Market Saturation	Market Saturation	Correct
1.40	Opportunities	Global Expansion	Global Expansion	Correct
1.41	Future Outlook	Positive	Positive	Correct
1.42	Summary	ABC is a leading technology company with strong financial performance and a clear growth strategy.	ABC is a leading technology company with strong financial performance and a clear growth strategy.	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 efficiency of the company's internal processes, reduce the risk of data loss, and provide a secure and reliable platform for the company's internal use.</p>	Completed
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 managed by the Project Manager, who is responsible for the overall direction and coordination of the project. The project team consists of the Project Manager, the Business Analysts, the Software Developers, the QA Engineers, and the System Administrators.</p> <p>1.2.2. Roles: The roles of the project team members are as follows: Project Manager (overall direction and coordination), Business Analysts (requirements gathering and analysis), Software Developers (development and testing), QA Engineers (quality assurance and testing), and System Administrators (deployment and maintenance).</p> <p>1.2.3. Key Stakeholders: The key stakeholders of the project are the Project Manager, the Business Analysts, the Software Developers, the QA Engineers, the System Administrators, and the company's internal users.</p>	Completed
1.3	Describe the project budget and the resources allocated to the project. How is the budget being managed and controlled?	<p>1.3.1. Budget: The project budget is \$1,000,000. The budget is allocated to the following categories: Personnel (\$600,000), Hardware (\$200,000), Software (\$100,000), and Other (\$100,000).</p> <p>1.3.2. Resources: The resources allocated to the project are the Project Manager, the Business Analysts, the Software Developers, the QA Engineers, and the System Administrators.</p> <p>1.3.3. Budget Management: The budget is managed and controlled through the use of a project budgeting tool. The Project Manager is responsible for monitoring the budget and ensuring that the project is completed within the budget.</p>	Completed
1.4	Describe the project risks and the mitigation strategies. What are the potential risks and how are they being managed?	<p>1.4.1. Risks: The potential risks of the project are the following: Scope Creep, Resource Availability, Budget Overrun, and Technical Challenges.</p> <p>1.4.2. Mitigation Strategies: The mitigation strategies for the risks are as follows: Scope Creep (regular communication and reporting), Resource Availability (regular communication and reporting), Budget Overrun (regular communication and reporting), and Technical Challenges (regular communication and reporting).</p>	Completed
1.5	Describe the project communication and reporting. How is communication being managed and controlled?	<p>1.5.1. Communication: The project communication is managed through the use of a project communication plan. The Project Manager is responsible for ensuring that all project team members are kept up-to-date on the project's progress.</p> <p>1.5.2. Reporting: The project reporting is managed through the use of a project reporting tool. The Project Manager is responsible for ensuring that all project team members are kept up-to-date on the project's progress.</p>	Completed
1.6	Describe the project closure and the final deliverables. How is the project being closed and the final deliverables being handed over?	<p>1.6.1. Closure: The project is closed when all the project objectives have been achieved and the final deliverables have been handed over to the company's internal users.</p> <p>1.6.2. Final Deliverables: The final deliverables of the project are the software application, user manuals, and training materials.</p>	Completed
1.7	Describe the project lessons learned and the recommendations for future projects. What are the key takeaways and what can be learned from this project?	<p>1.7.1. Lessons Learned: The key takeaways from this project are the following: Regular communication and reporting are essential for project success, and it is important to have a clear project budget and resources allocated to the project.</p> <p>1.7.2. Recommendations: The recommendations for future projects are as follows: Regular communication and reporting, clear project budget and resources, and a clear project scope and objectives.</p>	Completed

Question Set 2: Service Questionnaire

#	Survey Date	Question	Response	Comment	Status
2.1		Please select the chief of publishing AFP's member status in the jurisdiction, and list the states for your company's top 10 publications in the top 10 states.	<p>Chief of Publishing AFP's member status in the jurisdiction:</p> <p>1. Advertising 2. Circulation 3. Content 4. Distribution 5. Finance 6. Human Resources 7. Information Technology 8. Marketing 9. Operations 10. Other</p> <p>Top 10 States:</p> <p>1. California 2. Michigan 3. Minnesota 4. Missouri 5. New York 6. North Carolina 7. Ohio 8. Pennsylvania 9. Texas 10. Virginia</p>		Complete
2.2		Please select the chief of publishing AFP's member status in the jurisdiction, and list the states for your company's top 10 publications in the top 10 states.	<p>Chief of Publishing AFP's member status in the jurisdiction:</p> <p>1. Advertising 2. Circulation 3. Content 4. Distribution 5. Finance 6. Human Resources 7. Information Technology 8. Marketing 9. Operations 10. Other</p> <p>Top 10 States:</p> <p>1. California 2. Michigan 3. Minnesota 4. Missouri 5. New York 6. North Carolina 7. Ohio 8. Pennsylvania 9. Texas 10. Virginia</p>		Complete
2.3		Please select the chief of publishing AFP's member status in the jurisdiction, and list the states for your company's top 10 publications in the top 10 states.	<p>Chief of Publishing AFP's member status in the jurisdiction:</p> <p>1. Advertising 2. Circulation 3. Content 4. Distribution 5. Finance 6. Human Resources 7. Information Technology 8. Marketing 9. Operations 10. Other</p> <p>Top 10 States:</p> <p>1. California 2. Michigan 3. Minnesota 4. Missouri 5. New York 6. North Carolina 7. Ohio 8. Pennsylvania 9. Texas 10. Virginia</p>		Complete
2.4		Does the company have an association website?	Yes		Complete
2.5		If yes, provide the website address.	www.aafp.org		Complete
2.6		If applicable, describe your company's ability to integrate into other systems. Include details about your company's ability to integrate with other systems, such as: ERP systems, CRM systems, HR systems, etc.	<p>Our company is currently integrating with other systems. We have a CRM system, an ERP system, and an HR system. We are currently integrating with other systems, such as: ERP systems, CRM systems, HR systems, etc.</p>		Complete
2.7		Please provide a brief description of your company's ability to integrate into other systems. Include details about your company's ability to integrate with other systems, such as: ERP systems, CRM systems, HR systems, etc.	<p>Our company is currently integrating with other systems. We have a CRM system, an ERP system, and an HR system. We are currently integrating with other systems, such as: ERP systems, CRM systems, HR systems, etc.</p>		Complete
Customer Support					
2.8		Does the business have a customer support system?	Yes		Complete
2.9		Does the business have a self-serve customer support system?	Yes		Complete
2.10		Does the business offer email customer and support services?	Yes		Complete
2.11		Does your current delivery time to clients and any systems for expediting delivery?	<p>Our current delivery time to clients is 2-3 business days. We have a system for expediting delivery, which allows us to deliver content within 24 hours.</p>		Complete
2.12		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.13		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.14		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.15		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.16		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.17		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.18		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.19		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.20		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.21		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.22		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.23		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.24		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.25		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.26		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.27		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.28		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.29		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
2.30		Does your business have a system for tracking when content is delivered to clients?	<p>Yes, we have a system for tracking when content is delivered to clients. We use a tracking system that provides real-time updates on the status of our content.</p>		Complete
Pricing					
2.31		Is your pricing methodology consistent to the rest of the industry?	Yes		Complete
2.32		Do you offer advertising rates to your advertising clients, regardless of the pricing model in the AFP's Terms and Conditions?	Yes		Complete
2.33		Do you offer advertising rates to your advertising clients, regardless of the pricing model in the AFP's Terms and Conditions?	No		Complete
2.34		Do you offer advertising rates to your advertising clients, regardless of the pricing model in the AFP's Terms and Conditions?	No		Complete
Competition					
2.35		Is the pricing for advertising in your jurisdiction competitive to other jurisdictions?	Yes		Complete
2.36		Is the pricing for advertising in your jurisdiction competitive to other jurisdictions?	No		Complete
Cooperative Contracts					
2.37		Does your business currently have contracts with other companies for advertising space?	Yes		Complete
2.38		If YES, list the companies and the respective publication(s) of your contract with the companies.	<p>1. ABC Company - ABC Publication 2. DEF Company - DEF Publication 3. GHI Company - GHI Publication</p>		Complete
2.39		If YES, are your business's contracts with other companies for advertising space subject to the AFP's Terms and Conditions?	Yes		Complete
2.40		Are your company's contracts with other companies for advertising space subject to the AFP's Terms and Conditions?	No		Complete
 Fees					
2.41		Do you include the administrative fee to your clients' products and services?	Yes		Complete
2.42		If yes, do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.43		Do you include the administrative fee in a separate fee to be paid to the AFP?	Yes		Complete
2.44		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.45		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.46		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.47		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.48		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.49		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete
2.50		Do you include the administrative fee in a separate fee to be paid to the AFP?	No		Complete

Question Set 3: Category Specific Questions

#	Question	Response	Comment	Status
Category Questions				
3.1.1	Do you have an online ordering platform that can be used for the buyers in AEPA Member States?	Yes, www.quill.com.		Complete
3.1.2	In what States are your clinicians licensed?	N/A – Quill LLC does not employ clinicians.		Complete
3.1.3	If contracts are awarded what is the timeline to obtain licensed clinicians?	N/A		Complete
3.1.4	What world languages (other than English) are readily available for services provided?	N/A		Complete
3.1.5	Do you use AI in clinical work, in responding to this bid, or for other purposes?	N/A		Complete
3.1.6	If you use AI, how/to what extent?	N/A		Complete
3.1.7	What is your website demo link?	N/A		Complete
7 Questions		100.00% Complete		



Association of Educational
PURCHASING AGENCIES

Part E – Signature Forms

AEPA 026-B

Health and Wellness

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

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

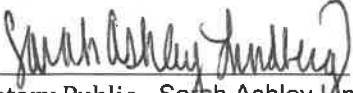
9/10/2025

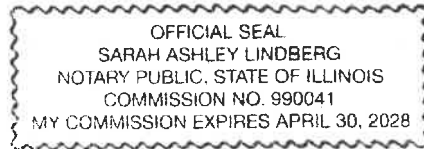
Date

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



Solicitation Affidavit-Page 2 of 2




Association of Educational
Authorized Representative

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.

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

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



Exceptions & Deviations

AEPA 026-B

Health and Wellness

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.

	No , this respondent does not have exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.
X	Yes , 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.
Part B - AEPA General Terms and Conditions	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.”
Part B - AEPA General Terms and Conditions	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.
Part B - AEPA General Terms and Conditions	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>
Part B - AEPA General Terms and Conditions	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.
Part B - AEPA General Terms and Conditions	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.
Part B - AEPA General Terms and Conditions	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). 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
- 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
- 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 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 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
 To contact one of our friendly representatives, please E-mail us at 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 http://sds.staples.com/msds/2071264.pdf			
5800762022 433	1945969/	SCRUBNG BBL DSNE CLNR 25OZ /682264	EA	1	1
		Material Safety Data Sheets (MSDS) may be found by visiting http://sds.staples.com/msds/1945969.pdf			
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

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



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

Contacts

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

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

Email Orders: 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

Email Tax Exemption Certificates: 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

DonorsChoose (NY)

Amy Soler 212-239-3615 x225
134 West 37th St, Floor 11
New York, NY 10018
amy@donorschoose.org

Region 16 Education Service Center

Andrew Pickens 806-677-5040
5800 Bell Street
Amarillo, TX 79109
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

Eagle Pass Independent School District

Luis Velez 830-773-5181 x1062
587 Madison St.
Eagle Pass, TX 78852
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 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.

Print or type. See <i>Specific Instructions</i> on page 3.	1	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.) Staples, Inc.		
	2	Business name/disregarded entity name, if different from above. Quill LLC		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one 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) _____ Note: 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) _____	4	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>
	3b	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"/>		
	5	Address (number, street, and apt. or suite no.). See instructions. 300 Tri State International Drive	6	City, state, and ZIP code Lincolnshire, IL 60069
	7	List account number(s) here (optional)	Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the 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.

Social security number									
or									
Employer identification number									
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.

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

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

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 Marketing Plan

#026-B Health & Wellness

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



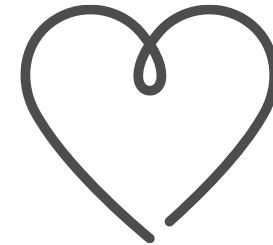
Next-Day Supplies

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

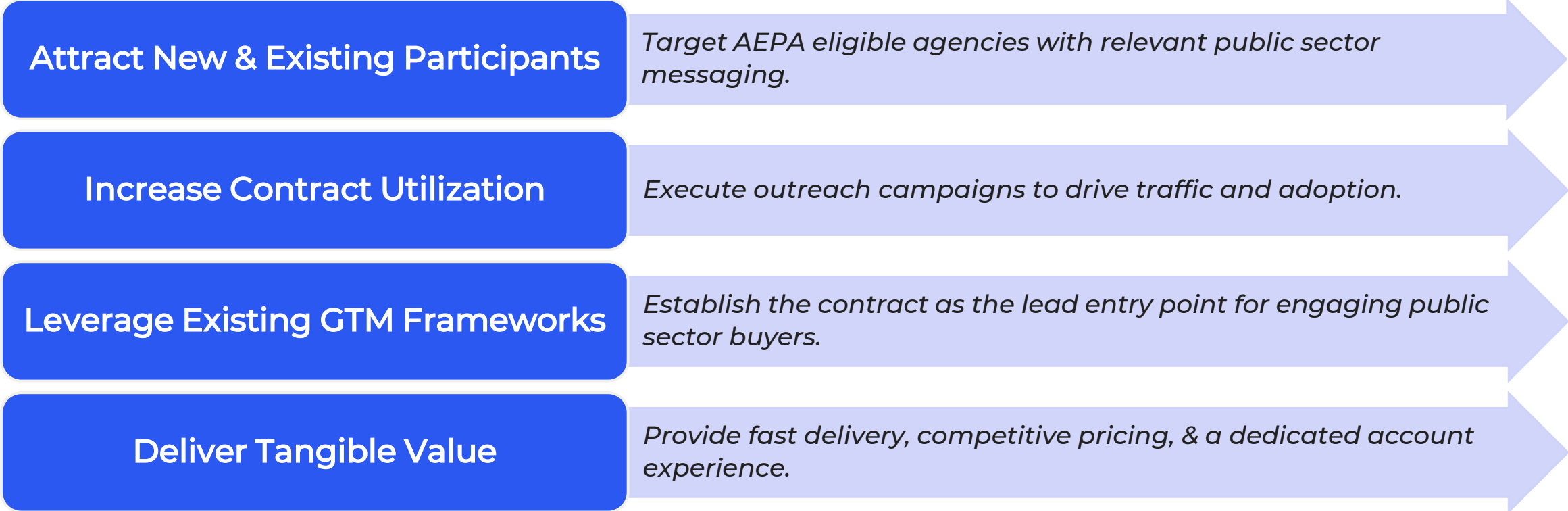
Marketing Goals & Objectives

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

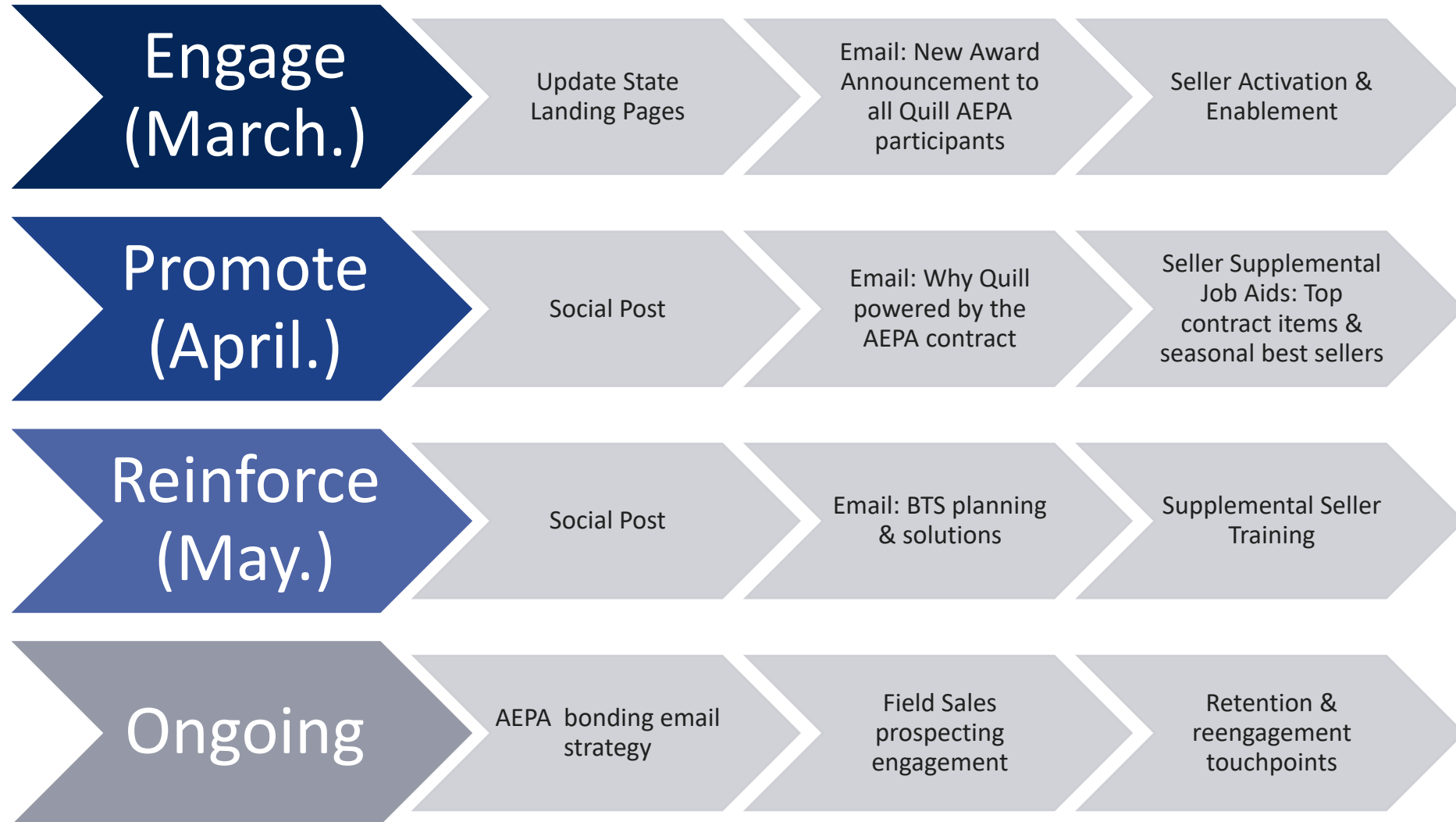
Methods

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+

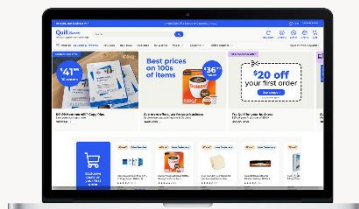
3rd Party Sales



Reactivation
Specialists

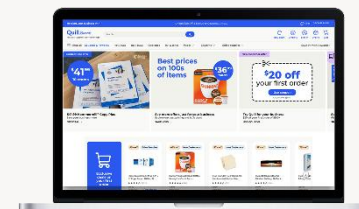


Digital Account







Quill.com

Rewards+



Quill.com

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	brian.leondard@quill.com	Responsible for Quill Sales strategic direction & operations
Senior	Kaylynn Rudy	Sr. Director of Sales Strategy	847.876.3600	kaylynn.rudy@quill.com	Developing & executing sales strategies, optimizing processes, and ensures alignment with broader business objectives
Senior	Sarah Sherman	Sr. Director of Inside Sales	847.876.4318	sarah.sherman@quill.com	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	carl.russell@quill.com	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	brian.becker@quill.com	Oversees outbound seller teams, including the Public Sector Business Development Team
Sales	Krista Strnad	Sr. Manager of Inside Sales, Business Development	847.876.4204	krista.strnad@quill.com	Reports to Brian Becker and oversees our Public Sector Business Development team
Contract	Sarah Lindberg	Bid Team Manager	847.876.5483	sarah.lindberg@quill.com	Reports to Sarah Sherman and manages our bid team, responsible for managing the AEPA solicitations
Contract	Samra Cejvan	Strategic Partnership Manager	847.876.5451	samra.cejvan@quill.com	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	eden.wright@quill.com	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		georgia.sourounis@quill.com	Processes the administrative fee payments
Data	Becky Lulloff	Sr. Data Analyst		becky.lulloff@quill.com	AEPA Reporting



Recommendation for New Contracts AEPA 026 B Health & Wellness

RFPs received that were rejected PRIOR to Category Committee evaluation with cause for rejection:

None

RFPs received that were rejected DURING Category Committee evaluation with cause for rejection:

TeleMedCo Inc. – Evaluation scoring below 70%

Totalskinicare.com, LLC – Non-Responsive Evaluation scoring below 70%

4 Max Health - Dr. Elizabeth Pilicy – Excessive Exceptions and Deviations and failure to submit Exceptions and Deviations in the required format, referencing Document Name, Section Name, Page Number, Outline Number

Methodology Used by the Committee for Determination:

 X Responsive and responsible Respondents(s) based on the attached RFP criteria.

Vendor(s) recommended with reason for recommendation:

Contracts are recommended for all vendors who received an average of 70% or higher through the evaluation points allowed by the committee.

School Health Corporation

Quill LLC

Medline Industries, LP

SCHOOL NURSE SUPPLY, INC.

TinyEYE Therapy Services

Neuralign

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

4 Max Health

Quill

Proposed Motion:

The Category Committee recommends AEPA reject the RFPs from:

1) TeleMedCo Inc., 2) Totalskinicare.com, LLC , 3) 4 Max Health - Dr. Elizabeth Pilicy

Proposed Motion:

The Category Committee recommends the following responses for approval by AEPA:

1) School Health Corporation, 2) Quill LLC, 3) Medline Industries, LP, 4) SCHOOL NURSE SUPPLY, INC., 5) TinyEYE Therapy Services, 6) Neuralign

Committee Members

Committee Chair - Name & Signature: Nita Werner *Nita Werner*

Committee Member: Benny Leonard

Committee Member: Elizabeth Dorman

Committee Member: Fred Payne




Acceptance of Solicitation & Contract

Association of Educational
Authorized Representative, PART II will be

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.

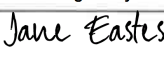
PART I: RESPONDENT

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.

Business Name	<u>Quill LLC</u>	Date	<u>9/10/2025</u>
Address	<u>300 Tri-State International Dr, Suite 300</u>	City, State Zip	<u>Lincolnshire, IL 60069</u>
Contact Person	<u>Brian Leonard</u>	Title	<u>Vice President of Sales</u>
Authorized Signature		Title	<u>Vice President of Sales</u>
Email	<u>bid@quill.com</u>	Phone	<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	<u>Cooperative Purchasing Connection</u>		
Authorized Representative	<small>DocuSigned by:</small>	<u>Jane Eastes</u>	<u>Executive Deputy Director</u>
Authorized Signature		<small>6D9BB132BB3040A...</small>	
Awarded this	<u>12th</u>	day of	<u>March</u>
Contract to commence-check one (Member Agency to select)	<input type="checkbox"/> <u>3/1/2026</u>		<input checked="" type="checkbox"/> Or <u>3/12/2026</u>
Contract Number	<u>026-B</u>		




Acceptance of Solicitation & Contract

Association of Educational
~~Authorized Representative, PART II will be~~

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.

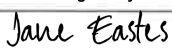
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Business Name	<u>Quill LLC</u>	Date	<u>9/10/2025</u>
Address	<u>300 Tri-State International Dr, Suite 300</u>	City, State Zip	<u>Lincolnshire, IL 60069</u>
Contact Person	<u>Brian Leonard</u>	Title	<u>Vice President of Sales</u>
Authorized Signature		Title	<u>Vice President of Sales</u>
Email	<u>bid@quill.com</u>	Phone	<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	<u>North Dakota Educators Service Cooperative</u>		
Authorized Representative	<small>DocuSigned by:</small> <u>Jane Eastes</u>	<u>Executive Deputy Director</u>	
Authorized Signature		<small>6D9BB132BB3040A...</small>	
Awarded this	<u>12th</u>	day of	<u>March</u>
Contract to commence-check one (Member Agency to select)	<input type="checkbox"/> <u>3/1/2026</u>		<input checked="" type="checkbox"/> Or <u>3/12/2026</u>
Contract Number	<u>026-B</u>		