

# Solicitation Audit Checklist

**Proposal:** RFP #25.5 Office Solutions

**Awarded Vendor(s):** Innovative Office Solutions

**Award Date:** 11/26/24 **Contract Number:** 25.5 - IOS

- ☒ 1 Legal Affidavit(s)
- ☒ 2 Release of Solicitation
- ☒ 3 Copy of Solicitation Documents
- ☒ 4 Copy of Questions & Answers
- ☒ 5 Copy of Addenda
- ☒ 6 Closed Notification
- ☒ 7 Notification Report
- ☒ 8 Access Report
- ☒ 9 Opening Record
- ☒ 10 Copy of Qualified Vendor Responses
- ☒ 11 Evaluation Summary & Recommendation
- ☒ 12 Copy of Rejection Letter
- ☒ 13 Copy of Award Letter(s)
- ☒ 14 Copy of Signed Contract(s)

**AFFIDAVIT OF PUBLICATION**

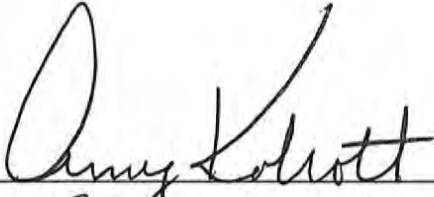
Cooperative Purchase, Lori Mittelstadt  
Lakes Country Service Cooperative  
1001 E Mount Faith AVE  
Fergus Falls MN 56537-2375


STATE OF WISCONSIN, COUNTY OF BROWN

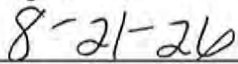
The Argus Leader, a daily newspaper published in the city of Sioux Falls, Minnehaha County, State of South Dakota, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

09/23/2024, 09/30/2024

and that the fees charged are legal.  
Sworn to and subscribed before on 09/30/2024

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

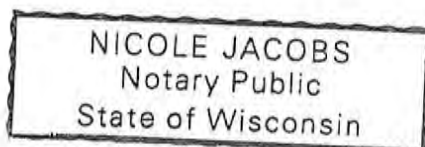
  
\_\_\_\_\_  
Notary, State of WI, County of Brown

  
\_\_\_\_\_  
My commission expires

Publication Cost:	\$25.60	
Tax Amount:	\$0.00	
Payment Cost:	\$25.60	
Order No:	10523558	# of Copies:
Customer No:	1248830	0
PO #:	LABD0152044	

**THIS IS NOT AN INVOICE!**

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



## RFP 25.5 Office Solutions

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for RFP #25.5 – Office Solutions.

Specifications and forms may be obtained by registering for free with CPC on Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)).

Proposals must be uploaded to Public Purchase before 10:00 a.m. CT on Friday, October 18, 2024, and late proposals will not be considered.

Published September 23, 30 2024, at the total approximate cost of \$25.6 and may be viewed free of charge at [www.sdpublicnotices.com](http://www.sdpublicnotices.com)

LABD0152044

## AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Laquansay Nickson Watkins, 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:

Sep. 23, 2024, Sep. 30, 2024

**NOTICE ID:** gj1zFO91S2x8iMftrKV1

**PUBLISHER ID:** COL-ND-0485

**NOTICE NAME:** RFP 25.5 Office Solutions - Bismarck Tribune

**Publication Fee:** \$70.38

(Signed) Laquansay Nickson Watkins

### VERIFICATION

State of Pennsylvania  
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal  
Nicole Burkholder, Notary Public  
Lancaster County  
My commission expires March 30, 2027  
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 09/30/2024

Nicole Burkholder

Notary Public

Notarized remotely online using communication technology via Proof.

### RFP 25.5 Office Solutions

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Proposals must be uploaded to Public Purchase **before 10:00 a.m. CT on Friday, October 18, 2024**, and late proposals will not be considered.  
9/23, 9/30 - COL-ND-0485



## AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Alex Lutz, 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 (ND), a newspaper printed and published in the City of Fargo, County of Cass, State of North Dakota.

1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Monday, September 23, 2024, Monday, September 30, 2024*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

*Alex Lutz*

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

Commonwealth of Pennsylvania - Notary Seal  
Nicole Burkholder, Notary Public  
Lancaster County  
My commission expires March 30, 2027  
Commission Number 1342120

### VERIFICATION

State of Pennsylvania  
County of Lancaster

Subscribed in my presence and sworn to before me on this: **09/30/2024**

*Nicole Burkholder*

Notary Public

Notarized remotely online using communication technology via Proof.

### RFP 25.5 Office Solutions

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for **RFP #25.5 – Office Solutions**.

Specifications and forms may be obtained by registering for free with CPC on Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)).

Proposals must be uploaded to Public Purchase **before 10:00 a.m. CT on Friday, October 18, 2024**, and late proposals will not be considered. (Sep. 23 & 30, 2024)

Mortgage Foreclosures

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: Mortgagee: Thomas Parker, unmarried Mortgagee: U.S. Bank National Association Dated: March 23, 2023 Filed: April 26, 2023 Hennepin County Registrar of Titles Document No.: 6009803 Against Certificate of Title No.: 1447359 Transaction Agent: N/A Transaction Agent Mortgage Identification Number: N/A Lender or Broker: U.S. Bank National Association Residential Mortgage Servicer: U.S. Bank National Association Mortgage Originator: U.S. Bank National Association LEGAL DESCRIPTION OF PROPERTY: THE FOLLOWING DESCRIBED REAL PROPERTY SITUATED IN THE CITY OF MINNEAPOLIS, COUNTY OF HENNEPIN, STATE OF MINNESOTA, DESCRIBED AS: UNIT NO. 2614, CONDOMINIUM NO. 554, PRAIRIE OAKS, A CONDOMINIUM LOCATED IN THE COUNTY OF HENNEPIN This is Registered Property. TAX PARCEL NO.: 5502924320414 ADDRESS OF PROPERTY: 2614 Oakland Ave Minneapolis, MN 55407 COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$50,000.00 AMOUNT DUE AND CLAIMED TO BE DUE AS OF DATE OF NOTICE: \$53,222.47

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: November 14, 2024, 10:00 AM PLACE OF SALE: Hennepin County Sheriff's Office, Civil Unit, 350 South Fifth Street, Room 190, Minneapolis, MN to pay the debt then secured by said Mortgage, and taxes, if any, on said premises, and the costs and disbursements, including attorneys' fees allowed by law subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

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: November 14, 2024, 10:00 AM PLACE OF SALE: Hennepin County Sheriff's Office, Civil Unit, 350 South Fifth Street, Room 190, Minneapolis, MN to pay the debt then secured by said Mortgage, and taxes, if any, on said premises, and the costs and disbursements, including attorneys' fees allowed by law subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

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 PRODUCTION, AND ARE ABANDONED.

Dated: September 19, 2024 U.S. Bank National Association, Mortgagee By: HALIDAY, WATKINS & MANN, P.C. Attorneys for: U.S. Bank National Association, Mortgagee 1333 Northland Drive, Suite 205 Mendota Heights, MN 55120 801-355-2886 651-228-1753 (fax) THIS COMMUNICATION IS FROM A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. MN23365. 9/23, 9/30, 10/7, 10/14, 10/21, 10/28/24 Star Tribune

24-117931 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: October 4, 2002 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$208,000.00 MORTGAGOR(S): Michael Knight, a single man MORTGAGEE: Great Northern Financial Group, Inc. LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: Great Northern Financial Group, Inc. SERVICER: Nationstar Mortgage LLC DATE AND PLACE OF FILING: Filed December 20, 2002, Hennepin County Recorder, as Document Number 7895836 ASSIGNMENTS OF MORTGAGE: Assigned to: Deutsche Bank Trust Company, Americas as Trustee; thereafter assigned to Deutsche Bank Trust Company Americas, as Trustee; for Residential Accredited Loans, Inc. Mortgage Asset-Backed Pass-Through Certificates, Series 2002-GS17; thereafter assigned to Mortgage Electronic Registration Systems, Inc.; thereafter assigned to Citibank, N.A. as Owner Trustee of New Residential Mortgage Loan Trust 2017-1, Mortgage-Backed Notes, Series 2017-1

LEGAL DESCRIPTION OF PROPERTY: Lot 24, Block 2, C.P. Jones Addition to Minneapolis, Hennepin County, Minnesota. PROPERTY ADDRESS: 3825 Garfield Avenue, Minneapolis, MN 55409 PROPERTY IDENTIFICATION NUMBER: 10-028-24-22-0055 COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$114,908.87 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: November 19, 2024, 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, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 12 Months from the date of said sale by the mortgageor(s) the 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 mortgageor(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 November 19, 2025, or the next business day if November 19, 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 PRODUCTION, AND ARE ABANDONED.

Mortgage Foreclosures

WEBS 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED. Dated: September 24, 2024 NEW RESIDENTIAL MORTGAGE LOAN TRUST 2017-1 Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/30, 10/7, 10/14, 10/21, 10/28, 11/4/2024 Star Tribune

24-117413 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: March 15, 2002 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$175,000.00 MORTGAGOR(S): Holly Joy E. Dagen-Rastegier, a single person U.S. Bank National Association, Mortgagee SERVICER: Select Portfolio Servicing, Inc. DATE AND PLACE OF FILING: Filed April 6, 2004, Document Number 3743624 ASSIGNMENTS OF MORTGAGE: Assigned to: RBMG, Inc.; thereafter assigned to Mortgage Electronic Registration Systems, Inc.; thereafter assigned to Wells Fargo Bank, N.A.; thereafter assigned to TOWD PM21; thereafter assigned to FirstKey Mortgage LLC; thereafter assigned to Towd Point Mortgage Trust 2019-1. U.S. Bank National Association, as Indenture Trustee LEGAL DESCRIPTION OF PROPERTY: LOTS 12 AND 13, BLOCK 1, MIDWAY HILLS REARRANGEMENT OF COMO GARDEN LOTS, ACCORDING TO THE RECORDED DEED THEREOF, AND SITUATE IN RAMSEY COUNTY, MINNESOTA. PROPERTY ADDRESS: 1266 W County Rd B, Roseville, MN 55113 PROBATION IDENTIFICATION NUMBER: 152923120086 COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey THE AMOUNT CLAIMED TO BE DUE ON THE DATE OF THE NOTICE: \$103,638.72 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: October 15, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, Ramsey County Sheriff's Office Civil Process, 360 Wabasha St N., Suite 111, St. Paul, MN 55102 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: August 20, 2024 Towd Point Mortgage Trust 2019-1, U.S. Bank National Association, as Indenture Trustee Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/26, 9/2, 9/9, 9/16, 9/23, 9/30/24 Star Tribune

DATE AND TIME OF SALE: November 15, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, Ramsey County Sheriff's Office Civil Process, 360 Wabasha St N., Suite 111, St. Paul, MN 55102 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

DATE TO VACATE PROPERTY: The date on or before which the mortgageor 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 October 15, 2025, or the next business day if October 15, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: August 20, 2024 Towd Point Mortgage Trust 2019-1, U.S. Bank National Association, as Indenture Trustee Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060

24-117877 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: May 12, 2006 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$189,000.00 MORTGAGOR(S): David H. Ihme and Barbara A. Ihme, husband and wife MORTGAGEE: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. MIN#: 100112065724973827 LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: Great Northern Financial Group, Inc. SERVICER: NewRez LLC d/b/a Shellpoint Mortgage Servicing DATE AND PLACE OF FILING: Filed October 25, 2006, Hennepin County Registrar of Titles, as Document Number 4320173 ASSIGNMENTS OF MORTGAGE: Assigned to: Wells Fargo Bank, N.A.; thereafter assigned to Specialized Loan Servicing, LLC LEGAL DESCRIPTION OF PROPERTY: LOT 3, BLOCK 6, W. A. ACKERMAN & GLENDA ANN MANOR HENNEPIN COUNTY MN REGISTERED PROPERTY PROPERTY ADDRESS: 3515 County Road 101, Minnetonka, MN 55345 PROPERTY IDENTIFICATION NUMBER: 17-117-22-32-0034 COT# 853662

COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$151,855.52 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: November 19, 2024, 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, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s) the 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 mortgageor(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 November 19, 2025, or the next business day if November 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Mortgage Foreclosures

tatives 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 mortgageor 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 May 19, 2025, or the next business day if May 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: September 24, 2024 Newrez LLC d/b/a Shellpoint Mortgage Servicing successor by merger to Specialized Loan Servicing LLC Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/30, 10/7, 10/14, 10/21, 10/28, 11/4/2024 Star Tribune

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: Mortgagee: Sharina Rodgers, a single man U.S. Bank N.A. Dated: August 14, 2015 Filed: September 2, 2015 Ramsey County Registrar of Titles Document No.: 607912 Against Certificate of Title No.: 607912 Transaction Agent: N/A Transaction Agent Mortgage Identification Number: N/A Lender or Broker: U.S. Bank N.A. Residential Mortgage Servicer: U.S. Bank National Association Mortgage Originator: U.S. Bank N.A. LEGAL DESCRIPTION OF PROPERTY: Lot 2, Block 1, Township Villages at Arden Hills 6th Addition, Common Interest Community Number 477, Ramsey County, Minnesota.

This is Registered Property. TAX PARCEL NO.: 223023240322 ADDRESS OF PROPERTY: 4478 Arden View Court Arden Hills, MN 55121 THE COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$131,920.00 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: November 15, 2024, 10:00AM PLACE OF SALE: Sheriff's Office, Civil Process Unit, 360 Wabasha St N., Suite 111, St. Paul, MN 55102 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

DATE TO VACATE PROPERTY: The date on or before which the mortgageor 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 May 14, 2025 at 11:59 p.m. MORTGAGOR(S) RELEASED FROM FINANCIAL OBLIGATION ON MORTGAGE. NON 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 PRODUCTION, AND ARE ABANDONED.

Dated: September 14, 2024 U.S. Bank National Association, Mortgagee By: HALIDAY, WATKINS & MANN, P.C. Attorneys for: U.S. Bank National Association, Mortgagee 1333 Northland Drive, Suite 205 Mendota Heights, MN 55120 801-355-2886 651-228-1753 (fax) THIS COMMUNICATION IS FROM A DEBT COLLECTOR ATTEMPTING TO COLLECT A DEBT. ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE. MN-20322. 9/23, 9/30, 10/7, 10/14, 10/21, 10/28/24 Star Tribune

DATE AND TIME OF SALE: November 19, 2024, 10:00AM PLACE OF SALE: Sheriff's Office, Civil Process Unit, 360 Wabasha St N., Suite 111, St. Paul, MN 55102 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s), their personal representatives or assigns.

DATE TO VACATE PROPERTY: The date on or before which the mortgageor 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 May 19, 2025, or the next business day if May 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

24-117906 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: May 10, 2020 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$294,566.00 MORTGAGOR(S): Raven Davis, a single woman and Milan Donaldson, a single man MORTGAGEE: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. MIN#: 1003763-0300764257-4 LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: First Ohio Banc & Lending, Inc. SERVICER: Wells Fargo Bank, N.A. DATE AND PLACE OF FILING: Filed May 13, 2021, Ramsey County Registrar of Titles, as Document Number T02699743 ASSIGNMENTS OF MORTGAGE: Assigned to: New American Funding, LLC

LEGAL DESCRIPTION OF PROPERTY: The South Half of Lot 3; Lot 4; all in and adjacent to the above described REGISTERED PROPERTY PROPERTY ADDRESS: 1427 Hazel Street North, Saint Paul, MN 55119 PROPERTY IDENTIFICATION NUMBER: 10-028-12-24-0034 COT# 853662 COUNTY IN WHICH PROPERTY IS LOCATED: Ramsey THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$294,967.26 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:

Mortgage Foreclosures

DATE AND TIME OF SALE: November 5, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, Ramsey County Sheriff's Office Civil Process, 360 Wabasha St N., Suite 111, St. Paul, MN 55102 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s) the 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 mortgageor 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 May 19, 2025, or the next business day if May 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: September 9, 2024 New American Funding, LLC Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/16, 9/23, 9/30, 10/7, 10/14, 10/21/2024 Star Tribune

24-117980 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: October 30, 2020 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$224,000.00 MORTGAGOR(S): Emmanuel Williams, an unmarried man MORTGAGEE: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. MIN#: 100820997827608897 LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: Caliber Home Loans, Inc. SERVICER: NewRez LLC, d/b/a Shellpoint Mortgage Servicing DATE AND PLACE OF FILING: Filed November 19, 2020, Hennepin County Registrar of Titles, as Document Number 7771987 ASSIGNMENTS OF MORTGAGE: Assigned to: NewRez LLC d/b/a Shellpoint Mortgage Servicing LEGAL DESCRIPTION OF PROPERTY: Lot 5, Block 1, Soderholm Addition REGISTERED PROPERTY PROPERTY ADDRESS: 6800 Quail Avenue North, Minneapolis, MN 55414 PROPERTY IDENTIFICATION NUMBER: 33-119-21-11-0065 COT# 1513074

COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$213,562.18 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: November 19, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, 13800 Highway 10, Elk River, MN 55330 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s) the personal representatives or assigns.

DATE AND TIME OF SALE: November 19, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, 13800 Highway 10, Elk River, MN 55330 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s) the 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 mortgageor(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 May 19, 2025, or the next business day if May 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: September 26, 2024 NewRez LLC d/b/a Shellpoint Mortgage Servicing Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/30, 10/7, 10/14, 10/21, 10/28, 11/4/24 Star Tribune

24-117920 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: December 30, 2010 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$173,215.00 MORTGAGOR(S): Justin J. Carlson and Andrea K. Carlson, Husband and wife MORTGAGEE: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. MIN#: 1004086102007050 LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: First Ohio Banc & Lending, Inc. SERVICER: Wells Fargo Bank, N.A. DATE AND PLACE OF FILING: Filed August 12, 2021, Dakota County Recorder, as Document Number 2778657 ASSIGNMENTS OF MORTGAGE: Assigned to: Wells Fargo Bank, N.A. LEGAL DESCRIPTION OF PROPERTY: Lot 9, Block 6, East Farmington First Addition PROPERTY ADDRESS: 917 Walnut Street North, Minneapolis, MN 55024 PROPERTY IDENTIFICATION NUMBER: 14-22500-06-090 COUNTY IN WHICH PROPERTY IS LOCATED: Dakota

THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$130,060.48 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:

Mortgage Foreclosures

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: November 5, 2024, 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, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within 6 Months from the date of said sale by the mortgageor(s) the 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 mortgageor(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 May 19, 2025, or the next business day if May 19, 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 5 UNITS, ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.

Dated: September 9, 2024 Wells Fargo Bank, N.A. Assignee of Mortgagee LOGS Legal Group LLP Tracy J. Halliday - 034610X Attorneys for Mortgagee 1715 Yankee Doodle Road, Suite 210 Eagan, MN 55121 (952) 831-4060 THIS IS A COMMUNICATION FROM A DEBT COLLECTOR 9/16, 9/23, 9/30, 10/7, 10/14, 10/21/2024 Star Tribune

24-117940 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: November 15, 2022 ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$218,250.00 MORTGAGOR(S): Anthony Michael Polzin, a single man MORTGAGEE: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. MIN#: 1007191-0001871864-1 LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: CrossCountry Mortgage, LLC SERVICER: Nationstar Mortgage LLC

DATE AND PLACE OF FILING: Filed November 16, 2022, Sherburne County Registrar of Titles, as Document Number 61306 ASSIGNMENTS OF MORTGAGE: Assigned to: Nationstar Mortgage LLC LEGAL DESCRIPTION OF PROPERTY: Lot 1, Block 5, Wrights Crossing Third Addition REGISTERED PROPERTY PROPERTY ADDRESS: 541 William Street, Big Lake, MN 55309 PROPERTY IDENTIFICATION NUMBER: 65-00531-0505 COT# 11938 COUNY IN WHICH PROPERTY IS LOCATED: Sherburne THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$228,124.89

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: November 19, 2024, 10:00AM PLACE OF SALE: Sheriff's Main Office, 13800 Highway 10, Elk River, MN 55330 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorneys' fees allowed by law, subject to redemption within

## 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      09/23/2024	COOPERATIVE PURCHASING CONNECTION	1000337556	496771
StarTribune      09/30/2024	COOPERATIVE PURCHASING CONNECTION	1000337556	496771

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows:      **\$224.00**

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:      09/30/2024

*Diane E. Rak Kleszyk*

---



Notary Public



**From:** [Public Purchase](#)  
**To:** [Amy Lohse](#)  
**Cc:** [Joni Puffett](#); [Melissa Mattson](#); [Jane Eastes](#)  
**Subject:** [External]Release Successful on Bid RFP #25.5 - Office Solutions  
**Date:** Monday, September 23, 2024 1:34:41 PM

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Amy Lohse:

Bid "RFP #25.5 - Office Solutions"  
Status: Release Successful on Sep 23, 2024 1:34:31 PM CDT

You can check the released bid by going to the following address:  
<http://www.publicpurchase.com/gems/bid/bidView?bidId=192461>

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

Thank you for using Public Purchase.

MK= HAOdyMRV6aHn3mPoIrIJPQ==

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

## **RFP #25.5 Office Solutions**

CPC is seeking qualified, experienced supplier(s) who possess the necessary resources and capabilities to support an office building/facility for participating agencies at consortium level discounted pricing. Office solutions may include, but are not limited to, office supplies, branded promotional items, paper program, breakroom supplies, facilities maintenance, uniforms/workwear, first aid & safety, and shipping & mailing supplies. Participating agencies include cities, counties, educational institutions, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency.

**Due: 10:00 a.m. CT on Friday, October 18, 2024**

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

**RFP Facilitator:**  
Amy Lohse  
Procurement Specialist

**Published in:**  
Star Tribune  
Argus Leader  
Fargo Forum  
Bismarck Tribune

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## **I. Introduction to CPC**

The Cooperative Purchasing Connection (CPC) is a joint powers group of local governmental agencies and service cooperatives in Minnesota, organized pursuant to Minnesota Statute §123A.21. CPC obtains the legal authority to develop and offer, among other services, cooperative procurement services to members and participants. Eligible and existing participants include state, city, and county governments, tribal nations, government agencies, public and non-public educational agencies, colleges, universities, nonprofit organizations, and other entities contracted on behalf of an agency.

In addition, the North Dakota Educators Service Cooperative (NDESC) is a joint powers group organized under the provisions of Chapter 54-40.3 of the North Dakota Century Code. NDESC holds a joint powers agreement with Lakes Country Service Cooperative (LCSC) in Fergus Falls, Minnesota, to provide purchasing contracts to its participating agencies. South Dakota participating agencies may also utilize CPC's purchasing contracts pursuant to South Dakota State Statute §5-18A-37.

Participation in the resulting contract(s) is open to government and nonprofit agencies across the United States.

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

## **II. Solicitation Description**

CPC is seeking qualified, experienced Supplier(s) who possess the necessary resources and capabilities to support day-to-day operations in an office building/facility for participating agencies, at consortium level discounted pricing. Participating agencies include cities, counties, educational institutions, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. Solutions may include, but are not limited to, the following categories:

1. Office Supplies - including but not limited to: writing instruments, desktop essentials, sticky notes, labels, glues, fasteners, files, folders.
2. Branded Promotional Items – including but not limited to: apparel, office supplies, tech gadgets, drinkware, bags.
3. Paper Program - including, but not limited to: white and color copy, linen office papers, envelopes, index cards, writing pads, composition books, and card and cover stock papers.
4. Breakroom Supplies, including but not limited to: coffee, plasticware, cups, paper plates, snacks, water bottles, paper towels.
5. Facilities Maintenance - including but not limited to: hand and power tools, landscaping equipment and supplies, custodial supplies and paper, electrical parts, plumbing supplies.
6. Uniforms/Workwear – including but not limited to: corporate apparel, industrial workwear, healthcare uniforms, hospitality uniforms, customizable options.
7. First Aid & Safety – including but not limited to: first-aid kits, tapes, gloves, eyewear, helmets, cones, signs, respirators, vests, flashlights, special education supplies, emergency supplies.
8. Shipping & Mailing Supplies – including but not limited to: packaging materials, protective supplies, shipping labels, sealing supplies.

CPC is looking to award to an experienced Supplier(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad line of office solutions.

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

CPC reserves the right to award this solicitation to one or more Suppliers based on who can offer acceptable office solutions that can be of benefit to all participating agencies.

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

1. Consortium level discounted pricing offered on a full range of quality products and supplies and held firm for the duration of the contract term.
2. Training and support, when applicable.
3. Installation, when applicable.

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

The contract(s) resulting from this solicitation will be Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). Historically, from 2020 to 2024, CPC participating agencies have purchased approximately \$48 million. All quantities or dollar values listed within this solicitation are estimates.

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

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

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

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

### **III. Responding Minimum Qualifications**

All submittals must contain answers, responses and/or documentation to the information requested herein. Any submittal failing to provide the required information and/or documentation will be considered non-responsive. A submittal considered non-responsive may result in possible disqualification for consideration of a solicitation award.

Responding Suppliers must demonstrate their ability, capacity, and available resources to provide office solutions to participating agencies. Suppliers are required to communicate and demonstrate within their submittal that they have extensive knowledge, background, and at least five (5) years of experience with obtaining, producing, delivering, and supporting the product lines offered.

CPC reserves the right to accept or reject any Supplier's proposal failing to demonstrate their abilities or capacity solely based on information provided in the solicitation response and/or its own investigation of the company.

## **IV. Technical Specifications**

An attempt has been made to standardize the language used in this solicitation. The words "must", "shall", "mandatory" and the phrase "it is required" are used in connection with a mandatory specification. The words "should" and "may" are used in connection with a specification that is desirable.

### **A. General**

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

### **B. Equipment and Supplies**

1. All equipment, supplies, parts, and all related accessories that can be purchased must be new and actively marketed products by the manufacturer's authorized dealers.
2. All equipment, supplies, parts, products, etc. will meet applicable safety and industry standards, laws and regulations.
3. An electronic online catalog for order entry must be provided for use by and suitable for participating agencies' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.
4. The Supplier will provide a broad-line catalog of general office supplies suitable for meeting participating agency's needs.
5. The Vendor may offer private label items. The Vendor will maintain the same manufacturer specification for private label products throughout the term of the contract. Any change of manufacturer for a private label will result in offering equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offer.
6. The Vendor will supply summary usage reports to participating agencies when requested. Usage reports may include products purchased, unit of measure, price per unit, total units, year-to-date quantity shipped, year-to-date price, and year-to-date frequency.
7. The Vendor will have the ability to offer a customized price list to participating agencies for items within the Vendor's catalog. The Vendor must notify CPC of the goals, pricing and status changes regarding the customized list.

### **C. Pricing**

1. Contract discounts and percentages must be held firm during the initial contract period. Additional discounts may be made to accommodate one-time bulk replacements, special promotions, or a large individual project. CPC may conduct periodic audits and the Supplier will be responsible for full reimbursement for any overcharge to a participating agency.
2. New products and services, pertaining to the scope of this solicitation, can be added during the course of the contract term with notice, as outlined below, to CPC. These items shall meet or exceed all the specifications established in the solicitation and resulting contract. CPC may

- direct the Supplier to remove products that do not meet the intent or are otherwise in conflict with the contract requirements.
3. CPC may accept a future claim from the Supplier that a new threshold of performance or technology has been established. If CPC is satisfied with the evidence presented in support of the claim, appropriate pricing for such new technology may be established by applying the same pricing method used by the Supplier in their submission. The Supplier must be able to verify the pricing calculation.
  4. When a price list is revised (i.e. manufacturer), to add or delete products and accessories that result in revised contract pricing, the Supplier shall notify CPC in writing via email as follows:
    - a. Request will be typed on the Supplier's letterhead and emailed to CPC;
    - b. It is filed with CPC, a minimum of seven (7) calendar days before the effective date of the proposed change;
    - c. It clearly identifies the items impacted by the change and the cause for the adjustment;
    - d. It is accompanied by documentation acceptable to CPC to warrant the change (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U, change in manufacturer's price, etc.);
    - e. CPC reserves the right to accept such change and will confirm disposition in writing. For contract administration purposes, CPC must be able to verify the manufacturer's current product price. Price increases that cannot be verified shall not be reflected on the contract nor charged to the participating agency.
  5. CPC expects Suppliers to offer their very best prices. Suppliers are expected to provide a discounted pricing structure that will ensure the best possible pricing on products that are described in this RFP.
  6. Pricing Proposal Instructions. For a pricing proposal to be complete, suppliers must provide detail on their proposed pricing structure as well as outline a method by which CPC and participating agencies will be able to verify that they are receiving contract pricing. Emphasis should be placed on the ease of accessibility and verification by CPC and participating agencies.
    - a. Suppliers must complete and submit the pricing narrative document (Part 5.1 – Pricing Narrative).
    - b. Suppliers must complete and submit the pricing Excel workbook (Part 5.2 – Pricing Worksheet). Within the pricing Excel workbook, Suppliers must:
      1. Provide a list of all proposed items and their published prices as of this solicitation's due date (see Part 5.2 – Pricing Worksheet, tab 1 – Published Price List). Alternatively, Suppliers may provide a separate list, PDF document, or link to an online catalog with the following criteria required:
        1. Product category and product description
        2. Manufacturer name, manufacturer SKU, supplier SKU
        3. Unit of measure
        4. Catalog list price of the item as of the solicitation due date
      2. Apply their proposed pricing structure as described in Part 5.1 – Pricing Narrative to a compiled list of products (see Part 5.2 – Pricing Worksheet, tab 2 – Pricing Analysis). This list will be used to perform a comparative analysis of the various pricing structures proposed. This worksheet is for evaluation purposes only.
      3. Provide pricing for any services included in their response (see Part 5.2 – Pricing Worksheet – tab 3 – Services). If services are not being proposed, pricing information is not required.
      4. Provide information on any additional discounts being proposed (see Part 5.2 – Pricing Worksheet – tab 4 – Additional Discounts). This information is optional and is not a requirement under this solicitation.

#### **D. Design Layout and/or Installation Services**

1. Pricing for design layout and/or installation will be by hourly rate or percentage of the project cost. The Supplier must outline all service charges for design and installation. If the Supplier charges for installation by a method other than hourly or percentage, a complete explanation, and breakdown of how charges are calculated must be included with the submission.
2. Prevailing Wage. If the resulting contract involves a project erection, construction, remodeling, or repairing of a public building or other public work financed in whole or part by State [Minnesota] funds, then pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all Suppliers and all tiers of subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the resulting contract. Failure to comply with the aforementioned may result in civil or criminal penalties. Applicability: The prevailing wage applies to a contract or work under a contract, under which:
  - a. Only one (1) trade or occupation is required to complete it and the project is greater than \$2,500; or
  - b. The estimated total cost of completing the project is greater than \$25,000.

For questions regarding prevailing wage laws, contact the Minnesota Department of Labor and Industry.

3. Prevailing Wage/Davis Bacon [State & Federal Funds]. The Supplier's hourly price shall include, but is not limited to, wage requirements, equipment and tools normally associated with the removal and installation of goods and services. Due to wage rate requirements for State and Federal funded projects, the costs associated with labor may increase from contracted pricing.
4. The Supplier subcontractors will maintain in current status, all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services in response to this solicitation. This also includes any contractor's licensure as required by state law. The Supplier must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.
5. The Supplier will possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased.
6. Installation times will be coordinated with the purchasing agency. All areas will be kept clean and free of debris. Suppliers must be able to provide the purchasing agency with a list of responsibilities for installation, a minimum of five (5) business days prior to the start of installation.
7. All personnel that are working in participating agencies must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors.
8. Subcontractors.
  - a. The Supplier will not assign any duties to perform services nor to provide goods to purchasing agencies under this contract to a subcontractor that is not listed in the Subcontractor Utilization Form.
  - b. If a subcontractor is removed from the contract agreement at any time, the Supplier will submit to CPC in writing, the reason for removal and effective date.
  - c. To add a subcontractor to the contract agreement, the Supplier must submit to CPC an updated Subcontractor Utilization Form. The subcontractor may not begin providing service until approved by CPC.
  - d. The Supplier will be responsible for ensuring that all subcontractors who provide goods or services under the resulting contract agreement comply with the terms and conditions.
  - e. CPC reserves the right to require that a subcontractor be removed from the contract.
  - f. Any damage done to the participating agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the participating agency.

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

#### **E. Maintenance Plans**

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

#### **F. Ordering Methods**

1. All orders will be executed by participating agencies, directly, with the Supplier. The Supplier may offer a variety of options for agencies to place orders. The Supplier will make all deliveries and installation of products and services. CPC will not warehouse items or provide services.
2. Participating agencies may use two (2) different methods of placing orders from the resulting contract: Purchase Orders (PO's) and procurement cards. The method of payment is at the discretion of the participating agency. Additional surcharges for the use of a procurement card must be clearly outlined (see Supplier Questionnaire).
3. A PO may be issued to the Supplier on behalf of the participating agency ordering the services covered under the resulting contract. An issued PO will become part of the resulting contract. The PO indicated that sufficient funds have been obligated toward the purchase.
4. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
5. Performance under this contract is not to begin until receipt of a PO, procurement card order, or other notification to proceed by the participating agencies to proceed.

#### **G. Freight and Delivery**

1. Delivery must be made as ordered and in accordance with the solicitation. If delivery qualifications do not appear in the Supplier's proposal, it will be interpreted to mean that goods are in stock and that shipment will be made within five (5) calendar days. The decision of CPC, as to reasonable compliance with the delivery terms, shall be final. The burden of proof of delay in receipt of an order shall rest with the Supplier.
2. No delivery charges shall be added to invoices except when authorized on the Purchase Order.
3. All prices submitted are to be F.O.B. Destination, Freight Pre-Paid, and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.
4. CPC does not require freight to be included in the proposed pricing for this RFP due to the variance of freight charges attributable to weight and volume per order. However, if awarded, the merchandise must be shipped prepaid with the freight charged added to the invoice as a separate line item. Freight charges must be quoted to the agency prior to any purchase order being issued by the participating agency.
5. Invoice and ship all items directly to CPC's participating agencies. A packing slip will be provided with all deliveries including the agencies' purchase order number. Orders not filled and partial shipments shall be indicated on the packing list. Participating agencies shall be notified of an anticipated availability date, within three (3) business days of receipt of order.
6. All equipment, supplies, and related accessories must be delivered during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the Supplier.
7. All products must be 100% guaranteed. Any product which is damaged, found to be defective, or does not perform to the end-user's expectations must be replaced at the Supplier's expense including all shipping/delivery charges. If a participating agency receives the product(s) that

appear to be damaged, they reserve the right to refuse delivery. Participating agencies will not be charged for items that are refused.

#### **H. Payment**

1. Participating agencies using the resulting contract Agreement will make payments directly to the Supplier.
2. Payment terms will be defined by the Supplier in their response.
  - a. Suppliers are encouraged to offer payment terms through procurement card (P Card) services, if applicable. Payments shall be made after satisfactory performance, following all provisions thereof, and upon receipt of a properly completed invoice.
  - b. Where a question of quality is involved, payment in whole or part against which to charge back any adjustment required shall be withheld at the direction of the participating agency. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the participating agency of taking such a discount.
  - c. Payments for the used portion of inferior delivery will be made by the participating agency on an adjusted price basis.
3. The Supplier will submit invoices to the participating agencies clearly stating, "Per CPC Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.
4. Participating Agencies will follow M.S. §471.425 regarding prompt payment of local government bills.

#### **I. Advertising and Marketing**

1. The Supplier will provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC's participating agencies.
2. The Supplier will be able to assist in developing marketing materials that support the contract.
3. The Supplier will provide a comprehensive training and support program on the operation and use of the contract agreement to all applicable personnel. The services offered must be appropriate and adequate to ensure a successful contract agreement.
4. All promotional marketing materials must have the prior approval of CPC before distribution and must include the CPC logo and pertinent contract information.
5. Upon award and completion of the Supplier orientation, CPC will promote the contract opportunity via its websites. CPC will also announce the new partnership through various marketing channels. Contracts will also be promoted at applicable trade shows, conferences, and meetings.

#### **V. Timeline**

<b>Date/Time</b>	<b>Event</b>
September 23, 2024	Publication of RFP #25.5 Office Solutions
October 4, 2024 at 10:30 a.m. CT	Non-Required Conference Call
<b>October 8, 2024 at 4:00 p.m. CT</b>	<b>Deadline for Suppliers to Submit Questions</b>
<b>October 18, 2024 at 10:00 a.m. CT</b>	<b>Deadline for Submission</b>
November 26, 2024	Contact Supplier/Award(s) Made
January 1, 2025	Initial Start of Contract Term

#### **VI. Non-Required Conference Call**

A virtual conference will be held allowing Suppliers to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The

conference call will not be recorded. To attend the conference call, visit:  
<https://us02web.zoom.us/j/88566390841?pwd=BNRa9wFn4XtwZpYL46hDZsStToWTTZ.1>

1. **Dial-in Number:** +1 929 436 2866
2. **Meeting ID:** 885 6639 0841  
**Passcode:** 928774

## VII. Method of Award

This solicitation will be evaluated based on the following combined factors. No single factor will determine the final award decision.

	Points Available
<b>Minimum Qualifications</b>	Pass/Fail
<b>Technical Proposal</b>	340
<b>Pricing Proposal</b>	310
<b>Total Points</b>	<b>650</b>

As a part of the process of determining responsible respondents, CPC may request reports that describe the financial soundness of your organization. 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).

**Best and Final Offer (BAFO):** CPC may request a BAFO if additional information or modified terms are necessary for the evaluation committee to complete its evaluation and ranking. CPC will set a date and time for the submission of BAFO proposals. The BAFO will be limited to specific sections of the RFP or proposal identified by CPC. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed Suppliers or, if the short-list process is not used, all qualified Suppliers will be provided an opportunity to submit a modified response. Only one BAFO request will be issued by CPC. The information received from the BAFO will be used by the evaluation committee to re-rank the Suppliers. If a Supplier does not submit a BAFO proposal or a notice of withdrawal, the Supplier's previous proposal is considered the Supplier's BAFO. CPC reserves the right to proceed directly to negotiations with the highest ranked proposers immediately following the initial submission and evaluation of proposals.

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

**Solicitation Debriefing:** An unsuccessful Supplier may request a debriefing to be scheduled with CPC after the solicitation process has been completed and a Master Contract Agreement with the awarded Supplier(s) has been executed. A debriefing is a learning opportunity for the unsuccessful Supplier to learn about the solicitation process and what measures of their response could be improved. Suppliers will not be debriefed on how their response compared to other responding Suppliers.

## VIII. Solicitation and Submittal Procedures

**Public Purchase:** All solicitations can be found on Public Purchase ([www.publicpurchase.com](http://www.publicpurchase.com)). Public Purchase is an easy-to-use platform that provides Suppliers with automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to

electronically submit a response to the solicitation. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process.

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

Document Title	How to Submit
<b>1 RFP</b> <b>2 General Terms and Conditions</b>	<b>Do Not Submit with Response.</b> Retain for your records.
<b>3 Questionnaire – Name of Company</b> Provided as a Word document.	<b>Submit as one (1) PDF.</b> Include certifications, if applicable.
<b>4 Forms &amp; Signatures – Name of Company</b> Provided as PDF.	<b>Submit as one (1) PDF, <u>signatures required.</u></b>
<b>5.1 Pricing Narrative – Name of Company</b> Provided as a Word document.	<b>Submit as one (1) PDF.</b>
<b>5.2 Pricing Worksheet – Name of Company</b> Provided as Excel document	<b>Submit as Excel document</b>
<b>6 Certificate of Insurance (COI) – Name of Company</b>	<b>Submit as PDF.</b> CPC must be identified as a certificate holder Respondent to provide.

**Questions:** Requests for additional information or questions shall be asked via Public Purchase for all participating respondents to see. CPC will respond accordingly via Public Purchase to all questions asked by the question deadline.

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

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

**Late Submittals:** Submittals will not be allowed to be submitted or uploaded after the due date and time set by CPC. It is the respondent's responsibility to ensure that submittals are received by the due date and time listed.

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

**Rejection of Any or All Proposals:** CPC reserves the right to reject any, and all bids/proposals, to waive any informality, or to accept/reject any items listed in the pricing schedule in the best interest of CPC and its participating agencies.

**Opening of Proposals (Opening Record):** Proposals that have been submitted on time will be opened after the submission deadline. An opening record of the proposals received will be made available.

## **IX. Solicitation Terms and Conditions**

**Certificate of Insurance:** The Supplier must purchase, maintain and provide certification from the insurer for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided. The Supplier must provide a Certificate of Insurance (COI) from the issuing company or their authorized agent, identifying the coverage required below and identifying CPC as a "Certificate Holder". Any required insurance that is canceled before the expiration date of the contract agreement, the issuing company will send immediate notice to CPC. COIs must be updated and sent electronically to CPC upon coverage renewal. The Supplier must meet the following, minimum coverage requirements:

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

CPC reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. **The Supplier must provide the COI with their submission. CPC must be identified as a certificate holder.**

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

**Notification of Intent to Award:** An award notification will be made as outlined in the Timeline. The actual award is subject to approval by the CPC Board of Directors and the successful negotiation of a mutually acceptable Master Contract Agreement.

**Contract Term:** The term of the contract resulting from this RFP will be from January 1, 2025 to December 31, 2026. The contract may be extended for one (1) additional 24-month period, based on successful performance. CPC may grant an extension under certain criteria and conditions. CPC

evaluates and reviews all contract agreements. CPC has established a set of performance criteria that will be used in the Supplier evaluation. Performance criteria will include:

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

**Administrative Fee:** The Supplier will be required to pay a two (2.0%) percent administrative fee on the total sales price of all purchases shipped and billed to participating agencies. This fee is used to cover CPC's program costs, including the cost of conducting the solicitation, continuing support of the contract, and marketing the contract to participating and potential agencies. Administrative fees shall be paid to CPC quarterly, within 20 business days after the end of each fiscal quarter.

Payments must be received either via check or authorized ACH. An ACH enrollment/authorization form must be provided to CPC for completion. ACH remittance notification must be sent to the individual indicated on the ACH enrollment/authorization form prior to ACH payment.

**Sales Reports Required of the Supplier:** The Supplier will provide CPC with a quarterly report listing the sales volume showing the total gross dollar volume of all purchases made by participating agencies, the administrative fee calculations, and the correlating savings incurred by participating agencies. CPC's fiscal year is July through June and fiscal quarters are: July – September; October – December; January – March; and April – June. CPC may also request reports on commonly purchased items or top-selling items to create or update a market basket or core list of commonly purchased items. All reports must be submitted in MS Excel within 20 business days after the end of each fiscal quarter, listing the following information:

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

## X. Appendix A: New Supplier Implementation Checklist – Sample

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

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

## General Terms & Conditions

The Cooperative Purchasing Connection (CPC) may make amendments to the General Terms and Conditions when CPC determines that such amendments are in the best interest of its participants. All amendments will be agreed upon between the Parties. Submittals by a Supplier certify that they have read the General Terms and Conditions and understand that they apply to all purchases under the resulting contract(s).

**Alcoholic Beverages, Substance Use, and Weapons:** A Supplier shall not permit its personnel or any subcontractor to possess upon school property any alcoholic beverages, illicit/non-prescribed drugs, tobacco products, or weapons. All personnel must follow all local substance rules and conduct (dress code, language, parking, etc.) policies while on school premises. Any actions involving, or possession of, any of the aforementioned items while on school property may cause a cancellation of any Agreement, at no cost to CPC and its participating SFAs. Criminal charges may apply.

**Assignees, Mergers, Dissolution and Successors:** If the original vendor partner sells or transfers all assets or the entire portion of the assets used to perform this contract, the Offeror agrees that during the term of the contract, it will adhere to the terms and provisions of said contract. The parties will be bound by and inure to the benefits of the successors and the respective parties involved. CPC 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.

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

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

**Awarded Supplier:** The Respondent(s) chosen by CPC to provide goods and/or services to participating.

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

1. **CPC reserves the right to determine those offers which are responsive to the solicitation, or which otherwise serve its members' best interests.**

2. CPC reserves the right, before making an award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the Supplier meet the requirements outlined in the proposal and specification and are ample and sufficient to ensure the proper performance of the contract in the event of an award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, CPC may reject such offer. It is distinctly understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon CPC to make any examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the Supplier from fulfilling all requirements and conditions of the contract.
3. Qualified or conditional offers which impose limitations of the Supplier's liability or modify the requirements of the solicitation, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by CPC may, at the option of the CPC, be:
  - a. Rejected as being non-responsive, or
  - b. Set aside in favor of the CPC's terms and conditions (with the consent of the respondent), or
  - c. Accepted, where CPC determines that such acceptance best serves the interests of participating agencies and CPC.

Acceptance or rejection of alternate or counteroffers by CPC shall not constitute a precedent that shall be binding on successive solicitations or procurements.

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

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

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

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

**Express Online Marketplace:** CPC provides participating agencies with an online purchasing platform called Express. Through Express, agencies can search for and purchase items. Essentially, Express is a one-stop-shop for

many of CPC's commodity-based contracts. A Supplier does not have to have an e-commerce site to be included in Express. Express offers integration into two (2) of the main K-12 school financial systems in Minnesota. CPC expects growth in the number of agencies utilizing the marketplace and the volume of sales to grow significantly. CPC will work with the Supplier to determine if the contract agreement is suitable for the online platform. If deemed suitable, CPC will require integration into Express promptly as outlined in the solicitation.

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

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

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

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

**Force Majeure:** Except for payments of sums due, neither party shall be liable to the other, nor deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public enemy; pandemics; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-acts or failures; or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party

is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this agreement. Force majeure shall not include late deliveries of software or materials caused by congestion at a manufacturer's plant or elsewhere, an over-sold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 48 hours.

A Supplier requesting relief under this provision must adhere to the following conditions prior to the price of any product being adjusted:

1. A formal, written request for a price increase must be submitted by the Manufacturer to CPC prior to the price change taking effect. CPC must approve the request. The request will include the Force Majeure cause substantiating the reason the relief is being requested.
2. Adequate documentation to substantiate the request must be included.
3. Failure to comply with provisions of the Force Majeure shall be cause for a request to be denied.

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

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

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

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

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

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

**Notices:** Notices permitted or required to be given hereunder shall be deemed sufficient if given by written email addressed to the following recipients of the parties, or at such other addresses as the respective parties may designate by like notice from time to time. Notices so given shall be effective upon (a) receipt by the party to which notice is given. Notices shall be sent to [info@purchasingconnection.org](mailto:info@purchasingconnection.org).

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

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

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

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

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

**Recalls:**

1. The Supplier must notify CPC and their participating agencies of any product recalls.
2. The Supplier will issue a credit or comparable substitute for any delivered, recalled product at the agency's discretion.
3. All costs associated with voluntary and involuntary product recalls shall be borne by the Supplier.

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

power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

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

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

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

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

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

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

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

**Termination:** CPC reserves the right to terminate this contract, without penalty or recourse, in whole or in part, whereas termination is in the best interest of the participating agencies. The Parties may terminate the Agreement without cause by mutual written consent or by either Party with a minimum of 60 days written notice. The Supplier will not accept any new orders after the termination date specified in the notice. Participating agencies will only be required to pay the Supplier for goods and services delivered before termination and not otherwise returned following the Supplier's return policy. If the participating agency has paid the Supplier for goods and services not yet provided as of the date of termination, the Supplier shall immediately refund such payment(s). Any termination shall not affect projects that are in progress or in receipt of a purchase order (PO) at the time the termination is received. The Supplier shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed, and materials accepted before the effective date of the termination. The Supplier will not be reimbursed for any anticipated profit. CPC reserves the right to cancel, or suspend the use thereof, any contract resulting from this solicitation upon any one of the following events with the Supplier:

1. Voluntary or involuntary bankruptcy or insolvency;
2. Failure to remedy a material breach to the terms and conditions of this solicitation;
3. Receipt of written information from any authorized agency finding activities the Supplier engaged in according to this solicitation to violate the law.

**Termination for Default:** If either Party is in default under this contract, it shall have an opportunity to cure the default within the time indicated, 10 business days, after it is given written notice of default to the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party shall have 10 business days to provide a satisfactory response. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder. CPC reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Supplier, or if the Supplier fails to comply with any contract terms and conditions or fails to provide adequate assurances of future performance.

In the event of termination for cause, CPC and its participating agencies shall not be liable to the Supplier for any amount of supplies or services not accepted, and the Supplier shall be liable to CPC and its participating agencies for any and all rights and remedies provided by law. If it is determined that CPC improperly terminated this contract for default, such termination shall be deemed a termination for convenience. CPC will issue written notice to the Supplier for acting or failing to act in any of the following:

1. The Supplier provides material that does not meet the specifications of the contract;
2. The Supplier fails to adequately perform the services set forth in the specifications of the contract;
3. The Supplier fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Supplier fails to make progress in the performance of the contract and/or gives CPC reason to believe that the Supplier will not or cannot perform to the requirements of the contract;
5. The Supplier fails to observe any of the terms and conditions of the contract.

**Termination for Non-Appropriation:** Any individual participating agency'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 participating agency's governing board and/or its State Legislature. Such termination will be affected by sending fifteen (15) days written notice to the Supplier. The participating agency's decision as to whether sufficient appropriations and authorizations are available shall be accepted by the Supplier and shall be final.

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

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

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

Revised 09/2023

## Questionnaire

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections need to be completed before submission:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Performance Capability](#)
4. [Products, Service & Pricing](#)
5. [Value Add](#)
6. [Exceptions & Deviations](#)

## Company Information

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

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

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

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

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

Provide the following company contacts that will be working with this anticipated contract.

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

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

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

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

**List any other cooperative or state contracts your company holds that participating agencies have access to and include the contract expiration date.**

Click or tap here to enter text.

**Describe how your company will position the potential resulting contract with CPC versus other contracts you have access to.**

Click or tap here to enter text.

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

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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

Click or tap here to enter text.

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

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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

Click or tap here to enter text.

## Qualifications & Experience

**1. Provide a brief background of your organization, including your business philosophy and company core values.**

Click or tap here to enter text.

**2. Provide evidence of what your company is doing to remain viable in the industry (i.e., how you are adapting to changes in the industry).**

Click or tap here to enter text.

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

Click or tap here to enter text.

**4. Describe the number of agencies your organization, on average, provides office solutions for.**

Click or tap here to enter text.

**5. Describe the percentage of your company's revenue, by category (city/county/government; K12 education; Non Profits - 501(c)(3); and higher education) that is derived from office solutions sales on an annual basis.**

Click or tap here to enter text.

**6. Describe your experience and the sales approach your company will take with eligible participating agencies.**

Click or tap here to enter text.

**7. Provide any additional information relevant to this section.**

Click or tap here to enter text.

**Provide three (3) references that have purchased office solutions from your company within the last two (2) years. References from the tri-state area are preferred. A contact name, phone number and email will be required. \*Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm reference of past work may affect your evaluation.**

Reference #1 – Company Name  
Service/Product Purchased  
Year of Purchase  
Reference Contact  
Phone  
Email

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Reference #2 – Company Name  
Service/Product Purchased  
Year of Purchase  
Reference Contact  
Phone  
Email

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

Reference #3 – Company Name  
Service/Purchase Purchased  
Year of Purchase  
Reference Contact  
Phone  
Email

Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.  
Click or tap here to enter text.

## Performance & Capability

**1. CPC is seeking qualified, experienced vendor(s) who possess the necessary resources and capabilities to provide office solutions for its participating agencies. Describe how your company's customer approach, products and services meet this objective.**

Click or tap here to enter text.

**2. Describe your company's logistics (locations, experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to participating agencies.**

Click or tap here to enter text.

**3. Describe what differentiates your company from your competitors ( i.e. - sales team, customer service, technology, product line, etc.).**

Click or tap here to enter text.

**4. Describe your proposed order and delivery process for this proposal and contract award. Describe the process from order placement, including methods, receipt of order, and any related services. Describe lead time, availability, delivery, etc.**

Click or tap here to enter text.

**5. Describe your company's fill rate and ability for on-time delivery and history of meeting shipping, delivery, and timelines.**

Click or tap here to enter text.

**6. Describe your company's customer service/problem resolution process. Include hours of operation, number of services, modes of contact, etc.**

Click or tap here to enter text.

**7. Describe how your company plans to educate and train company personnel on the contract terms and conditions, details, and promotion of the contract.**

Click or tap here to enter text.

**8. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.**

Click or tap here to enter text.

**9. Describe your company's contract implementation or customer transition plan.**

Click or tap here to enter text.

**10. Describe your company's experience and ability to work with punch-out and cXML marketplace systems.**

Click or tap here to enter text.

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

Click or tap here to enter text.

**12. With the increase in remote work, workplaces now look different. How do you handle orders being shipped to addresses outside of the participating agency?**

Click or tap here to enter text.

**13. Provide any additional information relevant to this section.**

Click or tap here to enter text.

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

- \_\_\_\_\_ Pricing is better than what is offered to individual agencies.  
\_\_\_\_\_ Pricing is better than what is offered to cooperative agencies.  
\_\_\_\_\_ Other, please describe

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

Click or tap here to enter text.

**2. Describe how participating agencies will verify they are receiving contract pricing.**

Click or tap here to enter text.

**3. Describe any minimum order requirements and if any surcharges will be assessed for not meeting that minimum.**

Click or tap here to enter text.

**4. Describe your warranty and warranty process for all products and services.**

Click or tap here to enter text.

**5. Describe the return process and restocking fees associated with a return.**

Click or tap here to enter text.

**6. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large orders, single ship to location, annual spend, guaranteed quantity, etc.**

Click or tap here to enter text.

**7. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.**

Click or tap here to enter text.

**8. Describe the frequency of price list revisions. Describe any indices used to guide price adjustments.**

Click or tap here to enter text.

**9. Describe how future product introductions will be priced and align with contract proposed pricing.**

Click or tap here to enter text.

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

Click or tap here to enter text.

**11. Provide any additional information relevant to this section.**

Click or tap here to enter text.

## Value Add

**1. Are you offering any additional benefits (outside of discounted pricing) that add value to this contract? If so, please describe below. Also, please indicate if the benefit(s) is exclusive to CPC.**

Click or tap here to enter text.

## Exceptions & Deviations

**1. Our company is requesting an Exception and/ or Deviation to the RFP documents. Answer Yes or No.**

Click or tap here to enter text.

If yes, please complete the questions below:

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

Click or tap here to enter text.

**3. List any exceptions your company is requesting to the terms outlined in the Technical Specifications in Part 1. Respondents must include the following when requesting exceptions:**

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

Click or tap here to enter text.

## Forms & Signatures

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections will need to be completed prior to submission:**

1. [Contract Offer & Award](#)
2. [Uniform Guidance "EDGAR" Certification Form](#)
3. [Subcontractor Utilization Form](#)

## Contract Offer & Award

**Instructions:** Part I of this form is to be completed by the Supplier and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

### Part I: Supplier

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Specifications, and being familiar with all of the conditions surrounding the solicitation, hereby offer and agree to furnish all goods and services in compliance with all terms, conditions, specifications, and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Supplier to all terms and conditions stated in the proposal.

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

### Part II: CPC

Your response to the identified proposal is hereby accepted. As a Supplier, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below. There will be an optional renewal for a period lasting no longer than one (1) additional 24-month period. CPC may grant an extension under certain criteria and conditions.

<b>Agency</b>	_____	<b>Authorized Signature</b>	_____
<b>Name</b>	_____	<b>Title</b>	_____
<b>Awarded this</b>	_____	<b>day of</b>	_____
		<b>Contract #</b>	_____
<b>Contract/Agreement to Commence</b>	_____		

# EDGAR Certification Form

## 2 CRF Part 200

### REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS – APPENDIX II TO 2 CFR 200

**The following provisions are required and apply when federal funds are expended by participating agencies for any contract resulting from this procurement process.**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

#### **(A) Supplier Violation or Breach of Contract Terms**

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Provisions regarding Supplier default and legal remedies are included in Sections I.K.18 and I.K.19 above. Any contract award will be subject to such provisions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

#### **(B) Termination for Cause and for Convenience**

Pursuant to Federal Rule (B) above when federal funds are expended by participating agencies, the participating agency reserves all rights to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by the Supplier, in the event the Supplier fails to” (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The participating agency reserves the right to terminate the contract immediately, with written notice to Supplier, for convenience, if the participation agency believes, in its sole discretion that it is in the best interest of the participating agency to do so. The Supplier will be compensated for work perform and accepted and goods accepted by the participating agency as of the termination date if the contract is terminated for convenience of the participating agency. Any award made under this procurement process is not exclusive and the participating agency reserves the right to purchase goods and services from other Suppliers when it is in the best interest of the participating agency.

#### **(C) Equal Employment Opportunity**

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

#### **(D) Davis Bacon Act**

When required by Federal program legislation, Supplier 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, Supplier shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Supplier is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Supplier shall pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by

the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Supplier must also include a provision for compliance 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 contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

#### **(E) Contract Work Hours and Safety Standards Act**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance 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, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **(F) 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.

#### **(G) 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).

#### **(H) Debarment and Suspension (Executive Order 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.

#### **(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Suppliers 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by participating agencies, the Supplier certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, the Supplier certifies that it is compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be include in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriated tiers and that all subrecipients shall certify and disclose accordingly.

#### **(J) Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Supplier 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.

#### **(K) Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

A participating agency is prohibited from obligating or expending funds to:

- (1) Procure or obtain.
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services products or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

## **(L) Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For the purpose of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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### **PROFIT AS A SEPARATE ELEMENT OF PRICE**

For purchases using federal funds in excess of \$250,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Supplier agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier agrees that the total price, including profit, charged by the Supplier to the participating agency shall not exceed the awarded pricing.

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### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Supplier further certifies that Supplier will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

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### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that the Supplier will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18; Pub. L. 94- 163, 89 Stat. 871).

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### **CERTIFICATION OF NON-COLLUSION STATEMENT**

Supplier certifies under penalty of perjury that its responsible to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Pursuant to Federal Ruling, when federal funds are expended by participating agencies, the Supplier hereby certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, Supplier certifies compliance with all provisions, laws, acts, regulations as specifically noted above. The Supplier agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable.**

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

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

Full Name \_\_\_\_\_

Title \_\_\_\_\_

## Subcontractor Utilization Form

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

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_

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

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

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

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

## Part 5.1 - Pricing Narrative

### RFP #25.5 Office Solutions

Cooperative Purchasing Connection (CPC) is seeking to award to qualified, experienced supplier(s) who possess the necessary resources and capabilities to support the daily operations of an office building. Suppliers are expected to provide a discounted pricing structure that will ensure the best possible pricing on a variety of office support solutions.

For more information on pricing, refer to Part 1 of the solicitation package (Part 1, Section IV., Technical Specifications, C. Pricing).

Contained herein are questions required by CPC as part of a Suppliers pricing proposal. Suppliers **must** complete this document (Part 5.1 – Pricing Narrative) and the pricing Excel workbook (Part 5.2 – Pricing Worksheet) for their pricing proposal to be complete.

To complete this part (Part 5.1) of your pricing proposal, follow these steps:

#### **Pricing Instructions**

1. Complete the questions below.
2. Save all pages in the correct order to a single PDF format titled “**Part 5.1 – Pricing Narrative – Name of Company**”.
3. Submit the document along with the other required documents in Public Purchase.

1. CPC is looking for discount consortium level pricing. Provide a detailed narrative of the pricing structure your company is proposing for this solicitation. **NOTE: CPC will not accept any proposal that uses a “cost-plus” method.**

Click or tap here to enter text.

2. What is the rationale for your proposed pricing structure and how does it meet the expectations of this solicitation?

Click or tap here to enter text.

3. Under your proposed pricing structure, how will CPC and participating agencies be able to verify that they are receiving contract pricing?

Click or tap here to enter text.

4. How does your proposed pricing structure help you be competitive as a supplier?

Click or tap here to enter text.

5. How does your proposed pricing structure help position the CPC contract as a competitive option for participating agencies?

Click or tap here to enter text.

## Part 5.2 - Pricing Worksheet

**Suppliers must complete this workbook (Part 5.2 – Pricing Worksheet) and the pricing narrative document (Part 5.1 – Pricing Narrative) for their pricing proposal to be complete.**

**Instructions.** This spreadsheet contains multiple tabs relating to this RFP. Please follow the directions provided on each tab and complete the worksheets as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Each individual worksheet will note if it's a required or optional form. Per the RFP terms and conditions, all worksheets listed as optional are considered a value-added attribute.

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

**This workbook contains the following tabs/worksheets:**

**1 - Published Price List**

**2 - Pricing Analysis**

**3 - Services**

**4 - Additional Discounts**

**1 - Published Price List - REQUIRED**

Suppliers must provide a list of all proposed items and their published prices as of this solicitation's due date.

**2 - Pricing Analysis - REQUIRED**

Using the pricing structure proposed in Part 5.1 - Pricing Narrative, Suppliers must apply their pricing structure to a compiled list of products.

**\*This worksheet is for comparison and evaluation purposes only.**

**3 - Services**

Suppliers must provide pricing for any services that are included in their response. **If a Supplier is not offering any services, this worksheet is not required.**

**4 - Additional Discounts**

Suppliers have the opportunity to offer additional discounts on top of contract pricing. If your response includes additional discounts, provide your discount schedule on this worksheet. **If your response does not include additional discounts, this worksheet is not required.**

# 1 - Published Price List

**Suppliers must provide a list of all proposed items and their published/list price as of this solicitation's due date.**

**INSTRUCTIONS:** Complete the table below with the respective information for all items in a catalog. Create a separate spreadsheet for each catalog being offered.

Alternatively, you may submit a Supplier created spreadsheet, PDF, or link to an online catalog as long as the following information is included:

1. Product category and product description
2. Manufacturer, manufacturer SKU, supplier SKU
3. Unit of measure
2. The catalog list price of the item as of the solicitation due date

Please be sure to set the 'Print Area' PRIOR to submitting your response.

**This worksheet OR alternative documents from Supplier with the information listed in the instructions is REQUIRED for a complete response.**

Responding Company's Name:

Catalog Name:

**REQUIRED FORM**

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Supplier SKU	Unit of Measure	Catalog List Price	Comments	No.
1									1
2									2
3									3
4									4
5									5
6									6
7									7
8									8
9									9
10									10
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36									36
37									37
38									38
39									39
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41									41

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Supplier SKU	Unit of Measure	Catalog List Price	Comments	No.
42									42
43									43
44									44
45									45
46									46
47									47
48									48
49									49
50									50
51									51
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104									104
105									105

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Supplier SKU	Unit of Measure	Catalog List Price	Comments	No.
106									106
107									107
108									108
109									109
110									110
111									111
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147									147
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149									149

## 2 - Pricing Analysis

**Using the pricing structure proposed in Part 5.1 - Pricing Narrative, Suppliers must apply their pricing structure to a compiled list of products.**

**INSTRUCTIONS:** Complete the following information for all of the items listed below. **THIS IS A REQUIRED FORM AND WILL BE USED FOR EVALUATION PURPOSES ONLY.** The pricing provided on this sheet **MUST** align with the pricing structure proposed in Part 5.1.

**This worksheet is REQUIRED for a complete response.**

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

**REQUIRED FORM**

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	List Price	Proposed Discount	Net Price To Member	Comments
OFFICE SUPPLIES	TAPE, MASK, 3/4" X 60YDS				RL				
OFFICE SUPPLIES	GLUE, RUBBER CEMENT, 4OZ				EA				
OFFICE SUPPLIES	ERASER, DRY ERASE SURFACES				EA				
OFFICE SUPPLIES	PENCIL, #2, UNIVERSAL, DZ				DZ				
OFFICE SUPPLIES	CLIP, BINDER, MED, DZ				DZ				
OFFICE SUPPLIES	STAPLES, CHSEL PT, 5M/BX				BX				
OFFICE SUPPLIES	TAPE, TRANS, 3/4 X 1296				RL				
OFFICE SUPPLIES	MARKER, EXPO 2, CHISEL, BK				DZ				
OFFICE SUPPLIES	BNDR, VIEW, 11 X 8.5, 1", BK				EA				
OFFICE SUPPLIES	MARKER, SHARPIE, FINE PT, BK				DZ				
OFFICE SUPPLIES	DISPENSER, TAPE, 1" CORE, BK				EA				
OFFICE SUPPLIES	FOLDER, MLA, 1/3 CT, LTR, 100				BX				
OFFICE SUPPLIES	NOTEBOOK, SPIRAL, 70 SHEETS, 10.5 X 8, ASST COLOR, 3 HOLE PUNCHED				EA				
OFFICE SUPPLIES	SCISSORS, ECON, 8, STR, SS				EA				
OFFICE SUPPLIES	PROTECTOR, SHEET, TOP LOAD, LETTER, CLR, 100/BOX				BX				
BRANDED PROMOTIONAL ITEMS	CUSTOM, BPA FREE POLYPROPYLENE CUP, 22 OZ, MEETS FDA REQUIREMENTS, CPSIA COMPLIANT, 250/BOX				BX				
BRANDED PROMOTIONAL ITEMS	CUSTOM, SPIRAL BOUND NOTEBOOK, CARDBOARD COVER/BACKING, 70 LINE PAGES, ELASTIC ENCLOSURE, PEN LOOP W/CLICK ACTION PAPER BARREL PEN, 5.5" W X 7-1/8" H X 5/8" D, 150/BOX				BX				
BRANDED PROMOTIONAL ITEMS	CUSTOM, PENS, RETRACTABLE, SCREEN PRINT, PLASTIC, COMFORT GRIP, BLUE INK, QUANT: 150/BX				BX				
BRANDED PROMOTIONAL ITEMS	CUSTOM, FULL COLOR IMPRINT, 100% COTTON, COLORED T-SHIRT, QUANT: 25 TOTAL, PRICED PER SHIRT				EA				
BRANDED PROMOTIONAL ITEMS	CUSTOM, BUSINESS CARD MAGNETS, 3.5" x 2", 100/Pack				PK				
PAPER	COLORED PAPER, BLUE, 20#, 8.5 x 11, 500 SHEETS/REAM				RM				
PAPER	COPY PAPER, 92 BRIGHT, 20#, 8.5 x 11, WHITE, 500 SHEETS/REAM, 5 REAMS/CARTON				CT				
PAPER	NEENAH BRIGHT WHITE CARDSTOCK, 8-1/2 x 11 IN, 65 #, PACK of 250				PK				
PAPER	ENVELOPE, #10, WE, WOVE, 24#				BX				
PAPER	PAPER, 20#, LTR, WHITE, 10 RM/CT				CT				
PAPER	RULED INDEX CARDS, 3 X 5 IN, WHITE, PACK OF 100				PK				
PAPER	PAD, LGL RULED, PERF, LTR, CA				DZ				
PAPER	CARD, INDEX, PLAIN, 4X6, WE, 100/PK				PK				
PAPER	PAPER, CNST, 9X12, 50PK, RED				PK				
PAPER	NOTE, STICK-IT, 3X3, YW, 12PD				PK				
BREAKROOM SUPPLIES	PAPER NAPKINS, WHITE, 2-PLY, 12.75" W X 13" D, 300 PK				PK				
BREAKROOM SUPPLIES	FORK, PLSTC, HVYWGT, 100/BX				BX				
BREAKROOM SUPPLIES	WATER, SPRG, 24 BTL				CT				
BREAKROOM SUPPLIES	PLATE, ULTRALX, 67/8", 125PK				PK				
BREAKROOM SUPPLIES	CUP, 8 OZ, FOAM, 25/PK, WE				PK				
BREAKROOM SUPPLIES	PLATE, PAPER, 6", 100/PK, WH				PK				
BREAKROOM SUPPLIES	COFFEE FILTERS, PAPER, BASKET, 12 CUP, 100/BOX				BX				
BREAKROOM SUPPLIES	COFFEE, CLASSIC ROAST, GROUND, 25.9 OZ CANISTER				EA				
BREAKROOM SUPPLIES	INSULATED PAPER HOT CUPS, 12 OZ, 50/PACK				PK				
BREAKROOM SUPPLIES	LIQUID CREAMER, 0.38 OZ, 50/BOX				BX				
FACILITIES MAINTENANCE	TOWEL, ROLL, 2PLY, 30/85, WH				CT				
FACILITIES MAINTENANCE	2-PLY STANDARD TOILET PAPER, WHITE, 500 SHEETS/ROLL, 96 ROLLS/CARTON				CT				

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	List Price	Proposed Discount	Net Price To Member	Comments
FACILITIES MAINTENANCE	TISSUE, FACIAL, KLNK, 36BX				CT				
FACILITIES MAINTENANCE	WIPES, DISINFECTANT, 3PK/35CT, WH				PK				
FACILITIES MAINTENANCE	ANTIBACTERIAL LIQUID HAND SOAP, UNSCENTED, 11.25 OZ, 6/CARTON				CT				
FACILITIES MAINTENANCE	GENERAL TOOL KIT, 39-PIECE, INCL: 8OZ CLAW HAMMER, 6.5" PLIERS, 12' TAPE MEASURE, UTILITY KNIFE, BIT DRIVER W/2" BIT EXTEN, 20 BIT SIZES, PRECISION SCREWDRIVERS, 8 HEX KEYS, 8" SCISSORS				EA				
FACILITIES MAINTENANCE	18" SNOW SHOVEL WITH STEEL HANDLE				EA				
FACILITIES MAINTENANCE	ICE MELT, MELTS TO -15 DEGREES, 20 LB BAG				EA				
FACILITIES MAINTENANCE	20" x 20" x 1" MERV 8 PLEATED AIR FILTER, 4/PACK				PK				
FACILITIES MAINTENANCE	PLASTIC TRASH CAN, 7 GALLON, BEIGE				EA				
UNIFORMS/WORKWEAR	UNISEX, ONE-POCKET V NECK REVERSIBLE SCRUB TOPS, BLUE, LARGE				EA				
UNIFORMS/WORKWEAR	UNISEX, ELASTIC CARGO SCRUB PANTS, BLUE, LARGE, MEDIUM LENGTH				EA				
UNIFORMS/WORKWEAR	CLASS 2 LIGHTWEIGHT HI-VIS T SHIRT, POLYESTER, LARGE, LIME, REFLECTIVE TAPE				EA				
UNIFORMS/WORKWEAR	PERFORMANCE POLO SHIRT, 3 BUTTON PLACKET, MOISTURE WICKING, POLYESTER MICROFIBER, QUANT: TOTAL ORDER OF 12, PRICE PER SHIRT				EA				
UNIFORMS/WORKWEAR	ORANGE, RELAXED FIT, HI-VIS, RAIN PANTS, LARGE, POLY BLEND, WATERPROOF, REFLECTIVE TAPE				EA				
UNIFORMS/WORKWEAR	COVERALL, HOODED, ZIPPER FRONT, WHITE, DISPOSABLE, WATERPROOF, 25/CT				CT				
UNIFORMS/WORKWEAR	KNIT WORK GLOVES, COTTON JERSEY, ONE SIZE, 12/PK				PK				
UNIFORMS/WORKWEAR	WORK GLOVES, ACTIVE GRIP, NYLON KNIT, NITRILE COATING, LARGE 12/PK				PK				
FIRST AID & SAFETY	ALL-PURPOSE FIRST AID KIT, 160 PC, PLASTIC CASE, MEDICATIONS INCLUDED, NOT WALL MOUNTABLE, RED/WHITE, OSHA COMPLIANT				EA				
FIRST AID & SAFETY	FIRST AID KIT, REFILL, 95 PIECES, INCL: BANDAGES, ALCOHOL WIPES, COLD PACK, BURN CREAM, STERILE GAUZE PADS, STING RELIEF WIPES				EA				
FIRST AID & SAFETY	TRIPLE ANTIBIOTIC OINTMENT, PACKETS, 0.02 OZ, 12/BOX				BX				
FIRST AID & SAFETY	FLEXIBLE FABRIC, ADHESIVE BANDAGES, 1" X 3", 100/BOX				BX				
FIRST AID & SAFETY	PAIN RELIEF, IBUPROFEN, 200 MG, TABLETS, 2/PACKET, 50 PACKETS/BX				BX				
FIRST AID & SAFETY	STERILE GAUZE DRESSING, PADS, 12-PLY, 3" X 3", 20/BOX				BX				
FIRST AID & SAFETY	EXAM GLOVES, POWDER AND LATEX FREE, LARGE, BLUE, 100/BOX				BX				
FIRST AID & SAFETY	TWEEDERS, 3", STAINLESS STEEL				EA				
FIRST AID & SAFETY	FIRST AID SCISSORS, 4", ANGLED BLADE, STRAIGHT HANDLE SHAPE				EA				
FIRST AID & SAFETY	COTTON BALLS, 100% COTTON, 100/PACK				EA				
SHIPPING & MAILING SUPPLIES	TAPE DISPENSER WITH PACKING TAPE, 1.88" X 54.6 YDS, FOAM HANDLE, TAPE BRAKE				EA				
SHIPPING & MAILING SUPPLIES	PACKAGING TAPE, 1.89" X 54.6 YDS, CLEAR, 6 ROLLS/PK				PK				
SHIPPING & MAILING SUPPLIES	PEEL & SEAL BUBBLE MAILER, 6" X 9", 12/PACK				PK				
SHIPPING & MAILING SUPPLIES	12" X 12" X 12" STANDARD SHIPPING BOXES, 32 ECT, KRAFT, 25/BUNDLE				BUNDLE				
SHIPPING & MAILING SUPPLIES	8.5"W x 11"L PEEL & SEAL BUBBLE MAILER, #2, 12/Pack				PK				
SHIPPING & MAILING SUPPLIES	MEDIUM FINGER PAD, RUBBER, ORANGE, DOZEN				DZ				
SHIPPING & MAILING SUPPLIES	ENVELOPE MOISTENER, 1.69 OZ, 4/PACK				PK				
SHIPPING & MAILING SUPPLIES	BOX CUTTERS, GRAY, 12/BOX				BX				
SHIPPING & MAILING SUPPLIES	LASER/INKJET ADDRESS LABELS, 1" x 2 5/8", WHITE, 30 LABELS/SHEET, 100 SHEETS/PACK, 3000 LABELS/BOX				BX				
SHIPPING & MAILING SUPPLIES	PAPER ADDRESS LABELS, 2" x 4", WHITE, 10 LABELS/SHEET, 12 SHEETS/PACK				PK				
<b>TOTALS</b>									

### 3 - Services

**Suppliers must provide pricing for any services that are included in their response. If a Supplier is not offering any services, this worksheet is not required.**

**INSTRUCTIONS:** Complete the tables below for those services you are willing to provide. If services are not part of your response, you do not need to complete this tab.

**This worksheet is only required if services are included in your response.**

Responding Company's Name:

#### Professional Services

Description	Standard Price & Rate	Discounted Price & Rate	Member Savings	Per Diem Charges (daily rate, if any)	Mileage Charges (per mile, if any)	Notes/Comments
Design & Print Services			#DIV/0!			
Training & Support Services			#DIV/0!			
Dock Delivery			#DIV/0!			
Inside Delivery			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			

#### Installation/Assembly [Labor]

\*Prevailing wage projects/installations are subject to higher hourly rates/charges. Prevailing wage rates change by MN county. Participating agencies are required to notify the Vendor if prevailing wages are required (state/federal funding as part or all of the project/purchase).

Description	Standard Price & Rate	Discounted Price & Rate	Member Savings	Per Diem Charges (daily rate, if any)	Mileage Charges (per mile, if any)	Notes/Comments
Min. Hourly Rate - Regular Hours			#DIV/0!			
Max. Hourly Rate - Regular Hours			#DIV/0!			
Not to Exceed Hourly Rate - Regular Hours			#DIV/0!			
Min. Hourly Rate - Evening			#DIV/0!			
Max. Hourly Rate - Evening			#DIV/0!			
Not to Exceed Hourly Rate - Evening			#DIV/0!			
Min. Hourly Rate - Weekend/Holidays			#DIV/0!			
Max. Hourly Rate - Weekend/Holidays			#DIV/0!			
Not to Exceed Hourly Rate - Weekend/Holidays			#DIV/0!			

#### Other Services

Description	Standard Price & Rate	Discounted Price & Rate	Member Savings	Per Diem Charges (daily rate, if any)	Mileage Charges (per mile, if any)	Notes/Comments
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			
			#DIV/0!			

## 4 - Additional Discounts

**Suppliers have the opportunity to offer additional discounts on top of contract pricing. If your response includes additional discounts, provide your discount schedule on this worksheet. If your response does not include additional discounts, this worksheet is not required.**

**INSTRUCTIONS:** Complete the form below if your company is offering additional discounts on top of contract pricing for certain purchasing situations (i.e. discounts based on volume, bulk one-time order, a group of local agencies in a geographic area combining requirements, etc.).

**This worksheet is only required if additional discounts are included in your response.**

<b>Responding Company's Name:</b>	
-----------------------------------	--

[illegible]

## Questions for Bid RFP #25.5 - Office Solutions



### Question #1

Would this bid cover student agendas/planners or is another bid available for that category?  
Thanks!

Sep 24, 2024 11:21:14 AM CDT  
By: SDI Innovations, Inc - Datebooks1

#### Answers

CPC is seeking to award to a Supplier(s) that allows participating agencies to purchase from a broad catalog of items that would support an office in its daily operations. Please review Section II - Solicitation Description in Part 1 of the RFP documents. Suppliers are encouraged to use their discretion in determining how their products fit within the scope of work.

Sep 25, 2024 3:57:14 PM CDT  
By: jpuffett\_CPC

[Archive](#)

### Question #2

Are you looking for a single vendor to provide products in all categories?

Sep 30, 2024 3:01:04 PM CDT  
By: ADVERTISING ALTERNATIVES, LLC - LouGoutman

#### Answers

CPC reserves the right to award this solicitation to one or more Suppliers based on who can offer acceptable office solutions that can be of benefit to all participating agencies.

Sep 30, 2024 3:46:37 PM CDT  
By: jpuffett\_CPC

[Archive](#)

### Question #3

We believe there is a conflict in wording and would to clarify: Wording in Part 1, VII. Method of Award conflicts with wording in Part 2, Awards, 1.

Oct 4, 2024 2:25:33 PM CDT  
By: Cooperative Purchasing Connection - mmattson1

#### Answers

CPC will issue an addendum to modify language in Part 2, Awards.

Oct 4, 2024 2:27:19 PM CDT  
By: mmattson1

[Archive](#)

### Question #4

In the pricing analysis tab on the pricing worksheet, can CPC provide manufacture part numbers for these products listed?

Oct 8, 2024 3:31:57 PM CDT  
By: Business Essentials - xsproule

#### Answers

The fields that are blank on the pricing analysis worksheet are for suppliers to input information as it relates to the products they are proposing. Manufacturer information is based on the products that each supplier carries.

Oct 8, 2024 3:47:19 PM CDT  
By: alohse

[Archive](#)**Question #5**

For all promotional products listed on the RFP are they asking for the quote to include imprinted with a logo or just blank?

Oct 8, 2024 3:32:38 PM CDT  
By: Business Essentials - xsproule

**Answers**

Yes, products listed should be quoted with a logo imprinted.

Oct 8, 2024 3:48:37 PM CDT  
By: alohse

[Archive](#)**Question #6**

For all promotional products listed what is the decoration type wanting to be quoted? Embroidery, screen print, DFTx, Deboss, laser etc...?

Oct 8, 2024 3:33:04 PM CDT  
By: Business Essentials - xsproule

**Answers**

If the decoration is not listed in the product description, please note the method you are quoting in the comments field (column J).

Oct 8, 2024 3:50:22 PM CDT  
By: alohse

[Archive](#)**Question #7**

For all promotional products how many imprint colors should be quoted? Screen print / pad print?

Oct 8, 2024 3:33:27 PM CDT  
By: Business Essentials - xsproule

**Answers**

If the imprint colors are not listed in the product description, please note the quantity you are quoting in the comments field (column J).

Oct 8, 2024 3:51:41 PM CDT  
By: alohse

[Archive](#)**Question #8**

Under Solicitation Description- 1. Consortium level discounted pricing offered on a full range of quality products and supplies and held firm for the duration of the contract term, but in C. Pricing-Can raise prices with manufacturer's letter, or bureau of labor statistics, CPI as long as CPC can verify the manufacturer's current product price. Manufacturer's offer different product prices to different vendors for list price. What list price would you be confirming?

Oct 8, 2024 3:35:01 PM CDT  
By: Business Essentials - xsproule

**Answers**

CPC would need to confirm the Supplier's increased price based on what they receive from their manufacturer as proof of a qualified price increase.

Oct 8, 2024 4:06:43 PM CDT  
By: alohse

[Archive](#)**Question #9**

Section G. Freight and Delivery - #3 references that there should be freight included in the pricing. #4 references that freight should not be included. Can you please clarify?

Oct 8, 2024 3:35:27 PM CDT  
By: Business Essentials - xsproule

**Answers**

Section G. Freight and Delivery - #3 outlines what a proposed freight price is to include. #4 requires that any freight being charged to a participating agency is

Oct 8, 2024 4:17:03 PM CDT  
By: alohse

quoted as a separate line item and before a P.O. is issued.

[Archive](#)

#### Question #10

The questions around pricing seem to have expanded from previous bids. Have you noticed that more CPC members are going to other places which is affecting the program volume? If so, what are some of the more common challenges you hear from CPC members?

##### Answers

Volume has not been affected. CPC expects vendors to respond with service and offerings that bring the best value and pricing for its participating agencies.

[Archive](#)

Oct 8, 2024 3:37:21 PM CDT  
By: Business Essentials - xsproule

Oct 9, 2024 10:03:35 AM CDT  
By: alohse

#### Question #11

Is there going to be a separate RFP for copy paper?

##### Answers

CPC reserves the right to issue a separate RFQ for copy paper outside of this RFP.

[Archive](#)

Oct 8, 2024 3:45:16 PM CDT  
By: Business Essentials - xsproule

Oct 8, 2024 4:21:01 PM CDT  
By: alohse

#### Question #12

For promotional products, if the bid doesnt specify how many imprint locations there are, how many should we assume there are?

##### Answers

If the imprint locations are not provided in the product description, please note the quantity you are quoting in the comments field (column J).

[Archive](#)

Oct 8, 2024 3:53:31 PM CDT  
By: Business Essentials - xsproule

Oct 8, 2024 4:22:06 PM CDT  
By: alohse

#### Question #13

Section D. Design Layout and/or Installation Services- Is this for furniture?

##### Answers

Design layout and/or installation services may apply to furniture as well as other items such as paper towel dispensers, wall-mount first aid kits, etc.

[Archive](#)

Oct 8, 2024 3:58:20 PM CDT  
By: Cooperative Purchasing Connection - alohse

Oct 8, 2024 4:00:37 PM CDT  
By: alohse

[View Bid](#)

**Bid RFP #25.5 - Office Solutions  
Addendum #1 - Addendum**Information Deleted: ~~Deleted~~Information Added: **Added**Bid Type **RFP**Bid Number **25.5**Title **Office Solutions**Start Date **Sep 23, 2024 1:34:31 PM CDT**End Date **Oct 18, 2024 10:00:00 AM CDT**Agency **Cooperative Purchasing Connection**

Bid Contact **Amy Lohse**  
 (218) 737-6535  
 alohse@lcsc.org  
 1001 E. Mount Faith Avenue  
 Fergus Falls, MN 56537

**Description**

**Scope of Work:** CPC is seeking qualified, experienced supplier(s) who possess the necessary resources and capabilities to support an office building/facility for participating agencies at consortium level discounted pricing. Participating agencies include cities, counties, educational institutions, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. Office Solutions may include, but not limited to the following categories:

1. Office supplies
2. Branded promotional items
3. Paper program
4. Breakroom supplies
5. Facilities maintenance
6. Uniforms/workwear
7. First Aid & safety
8. Shipping & mailing supplies

**Pre-Bid Conference**

Date: Oct 4, 2024 10:30:00 AM CDT

Location: Non-Required Conference Call

Notes: A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit

<https://us02web.zoom.us/j/88566390841?pwd=BNRa9wFn4XtwZpYL46hDZsStToWTTZ.1>

Dial-in Number: +1 929 436 2866

Meeting ID: 885 6639 0841

Passcode: 928774

No Attachments

**Documents**

Name	Posting Date	Acceptance
 Part 1 - #25.5 - Office Solu	Sep 23, 2024 1:15:20 PM CDT	Yes
 Part 2 - #25.5 - General Te	<del>Sep 23</del> Oct 4, 2024 12:15:26 PM	Yes
 Part 3 - #25.5 - Questionn	Sep 23, 2024 1:15:30 PM CDT	Yes
 Part 4 - #25.5 - Forms & S	Sep 23, 2024 1:15:43 PM CDT	Yes
 Part 5.1 - #25.5 - Pricing I	Sep 23, 2024 1:15:52 PM CDT	Yes
 Part 5.2 - #25.5 - Pricing \	Sep 23, 2024 1:15:56 PM CDT	Yes

[Return to Bid](#)

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## General Terms & Conditions

The Cooperative Purchasing Connection (CPC) may make amendments to the General Terms and Conditions when CPC determines that such amendments are in the best interest of its participants. All amendments will be agreed upon between the Parties. Submittals by a Supplier certify that they have read the General Terms and Conditions and understand that they apply to all purchases under the resulting contract(s).

**Alcoholic Beverages, Substance Use, and Weapons:** A Supplier shall not permit its personnel or any subcontractor to possess upon school property any alcoholic beverages, illicit/non-prescribed drugs, tobacco products, or weapons. All personnel must follow all local substance rules and conduct (dress code, language, parking, etc.) policies while on school premises. Any actions involving, or possession of, any of the aforementioned items while on school property may cause a cancellation of any Agreement, at no cost to CPC and its participating SFAs. Criminal charges may apply.

**Assignees, Mergers, Dissolution and Successors:** If the original vendor partner sells or transfers all assets or the entire portion of the assets used to perform this contract, the Offeror agrees that during the term of the contract, it will adhere to the terms and provisions of said contract. The parties will be bound by and inure to the benefits of the successors and the respective parties involved. CPC 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.

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

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

**Awarded Supplier:** The Respondent(s) chosen by CPC to provide goods and/or services to participating.

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

1. **CPC reserves the right to determine those offers which are responsive to the solicitation, or which otherwise serve its members' best interests.**

**From:** [Public Purchase](#)  
**To:** [Amy Lohse](#)  
**Subject:** [External]Public Purchase - RFP #25.5 - Office Solutions Closed Notification  
**Date:** Friday, October 18, 2024 10:00:07 AM

---

Amy Lohse:

The bid RFP #25.5 - Office Solutions has closed on Oct 18, 2024 10:00:00 AM CDT

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=192461>

Thank you for using Public Purchase.

MK= +IbfpYmGQrfSQLuFRMeaXQ==

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# Notifications Report

Agency Cooperative Purchasing Connection  
 Bid Number 192461  
 Bid Title Office Solutions

Vendor Name	State	Business		Date	Email	Reason
		Type	Invitation			
111 Veteran Direct, LLC	CA		Classification	2024-09-23 12:54:46	michael@111VeteranDirect.cor	Bid Notification
2 Earth	TX		Classification	2024-09-23 12:54:46	venetia.flowers@2-earth.com	Bid Notification
2Gz, Inc	TX		Classification	2024-09-23 12:54:46	cncress@GMAIL.COM	Bid Notification
307 Companies Inc	WY		Classification	2024-09-23 12:54:46	orders@starawards.promo	Bid Notification
3AGProcurement, LLC.	TX		Classification	2024-09-23 12:54:46	info@3agprocurement.com	Bid Notification
A GROUP LLC	FL		Classification	2024-09-23 12:54:46	a_group_llc@hotmail.com	Bid Notification
A J PRINTING SERVICES, INC	PA		Classification	2024-09-23 12:54:46	bille@ajprinting.net	Bid Notification
A-GANG EQUIPMENT RENTA	CA		Classification	2024-09-23 12:54:46	brent@agangrentals.com	Bid Notification
A1 Trophies & Awards, Inc.	IL		Classification	2024-09-23 12:54:46	a1trophies@msn.com	Bid Notification
AAA Business Supplies & Interi	CA		Classification	2024-09-23 12:54:46	bids@tonerimaging.com	Bid Notification
AAA Office Supplies	WA		Classification	2024-09-23 12:54:46	jasminb@aaaofficesupplies.cor	Bid Notification
AAAA Designs	CO		Classification	2024-09-23 12:54:46	richard@aaaadesigns.com	Bid Notification
AACTUM, LLC	TX		Classification	2024-09-23 12:54:46	ecotoneraustin@gmail.com	Bid Notification
Aarco Products, Inc.	NY		Classification	2024-09-23 12:54:46	info@buyaarco.com	Bid Notification
Aarco Products, Inc.	NY		Classification	2024-10-08 14:47:20	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 14:48:38	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 14:50:23	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 14:51:42	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 14:56:40	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 15:00:42	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 15:06:44	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 15:17:04	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 15:21:02	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-08 15:22:07	info@buyaarco.com	Bid Answer
Aarco Products, Inc.	NY		Classification	2024-10-09 09:03:36	info@buyaarco.com	Bid Answer
Aaron Solutions Company	PA		Classification	2024-09-23 12:54:46	jgrant@aaronsolutionsco.com	Bid Notification
ABC	MN		Classification	2024-09-23 12:54:46	melissa@purchasingconnector	Bid Notification
ABC LASER JET INC.	GA		Classification	2024-09-23 12:54:46	SALES@ABCLASERUSA.COM	Bid Notification
ABC Promos & Gifts	IL		Classification	2024-09-23 12:54:46	abc.bids@yahoo.com	Bid Notification
AbleNet, Inc.	MN		Classification	2024-09-23 12:54:46	msagstetter@ablenetinc.com	Bid Notification

AC Supply	MO	Classification	2024-09-23 12:54:46	acsupply@swbell.net	Bid Notification
Access Press	TX	Classification	2024-09-23 12:54:46	accesspress@verizon.net	Bid Notification
Access Products Inc.	CO	Classification	2024-09-23 12:54:46	emily@accessproductsinc.com	Bid Notification
ACCO Brands USA LLC	IL	Classification	2024-09-23 12:54:46	directbid@acco.com	Bid Notification
Accolade Binders, Inc.	CA	Classification	2024-09-23 12:54:46	johnharkins1942@gmail.com	Bid Notification
Accurate Forms & Supplies	TX	Classification	2024-09-23 12:54:46	salinas@accuratesupplies.com	Bid Notification
ACE Educational Supplies	FL	Classification	2024-09-23 12:54:46	bids@ACEeducational.com	Bid Notification
ActOne Government Solutions,	CA	Classification	2024-09-23 12:54:46	govnotices@a1governmentsolu	Bid Notification
Ad Image	TX	Classification	2024-09-23 12:54:46	vlees@adimageonline.com	Bid Notification
Ad Specialties & Promotions, In	WA	Classification	2024-09-23 12:54:46	asap@asap-promotions.com	Bid Notification
ADAPT CONSULTING, INC	CA	Classification	2024-09-23 12:54:46	YBERKE@AOL.COM	Bid Notification
Adonai Perazim Inc	CA	Classification	2024-09-23 12:54:46	snorton@printscharlesrepro.co	Bid Notification
Advantage Imaging Supply	CA	Classification	2024-09-23 12:54:46	kurtis@aisink.com	Bid Notification
Advantage Imaging Supply, Inc	CA	Classification	2024-09-23 12:54:46	jamesr@aisink.com	Bid Notification
advantage supply	TX	Classification	2024-09-23 12:54:46	larry.vrana@advantagesupply.u	Bid Notification
Advantage Supply	TX	Classification	2024-09-23 12:54:46	deals@advantagesupply.us	Bid Notification
ADVERTISING ALTERNATIVE MI		Classification	2024-09-23 12:54:46	adinfo@adalternatives.com	Bid Notification
ADVERTISING ALTERNATIVE MI		Classification	2024-09-30 14:46:37	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-04 13:27:20	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-04 13:43:03	adinfo@adalternatives.com	Addendum Notification
ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 14:47:20	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 14:48:38	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 14:50:23	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 14:51:42	adinfo@adalternatives.com	Bid Answer
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ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 15:06:44	adinfo@adalternatives.com	Bid Answer
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ADVERTISING ALTERNATIVE MI		Classification	2024-10-08 15:22:07	adinfo@adalternatives.com	Bid Answer
ADVERTISING ALTERNATIVE MI		Classification	2024-10-09 09:03:36	adinfo@adalternatives.com	Bid Answer
Advertising/Marketing/Strategic	OR	Classification	2024-09-23 12:54:46	lpocan@pacinfo.com	Bid Notification
afflink	AL	Classification	2024-09-23 12:54:46	awright@afflink.com	Bid Notification
AFFLINK, LLC	AL	Classification	2024-09-23 12:54:46	dhargrave@afflink.com	Bid Notification
Aleph Objects, Inc.	CO	Classification	2024-09-23 12:54:46	sales@lulzbot.com	Bid Notification
Algora Solutions, Inc	CA	Classification	2024-09-23 12:54:46	algorasolutions@gmail.com	Bid Notification
All American	NJ	Classification	2024-09-23 12:54:46	zeke@allampoly.com	Bid Notification

Allan San Diego	CA	Classification	2024-09-23 12:54:46	peter.axb@gmail.com	Bid Notification
Allegra Print and Imaging	MI	Classification	2024-09-23 12:54:46	angie@ally-press.com	Bid Notification
Allied Solutions	IN	Self Invited	2024-10-04 13:27:20	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-04 13:43:03	contracts@alliedsolutionenterpr	Addendum Notification
Allied Solutions	IN	Self Invited	2024-10-08 14:47:20	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 14:48:38	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 14:50:23	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 14:51:42	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 14:56:40	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 15:00:42	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 15:06:44	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 15:17:04	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 15:21:02	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-08 15:22:07	contracts@alliedsolutionenterpr	Bid Answer
Allied Solutions	IN	Self Invited	2024-10-09 09:03:36	contracts@alliedsolutionenterpr	Bid Answer
ALLNET USA	FL	Classification	2024-09-23 12:54:46	info@allnetusa.net	Bid Notification
Altitude Services LLC	VA	Classification	2024-09-23 12:54:46	colediloreto@aimforaltitude.com	Bid Notification
American AI Logistics	FL	Self Invited	2024-10-04 13:27:20	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-04 13:43:03	lorine2114@gmail.com	Addendum Notification
American AI Logistics	FL	Self Invited	2024-10-08 14:47:20	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 14:48:38	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 14:50:23	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 14:51:42	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 14:56:40	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 15:00:42	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 15:06:44	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 15:17:04	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 15:21:02	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-08 15:22:07	lorine2114@gmail.com	Bid Answer
American AI Logistics	FL	Self Invited	2024-10-09 09:03:36	lorine2114@gmail.com	Bid Answer
American Awards & Promotions	WI	Classification	2024-09-23 12:54:46	sales@AmericanAwardsOnline	Bid Notification
American Commodities AWOB	CA	Classification	2024-09-23 12:54:46	mark.cook@americancommodi	Bid Notification
American Filing Solutions Inc	IL	Classification	2024-09-23 12:54:46	service@americanfilingsolution	Bid Notification
American International Sales Co	AZ	Classification	2024-09-23 12:54:46	info@aisale.com	Bid Notification
American Pacific Promotions	CA	Classification	2024-09-23 12:54:46	scague@appromo.net	Bid Notification
AmeriComp Group Imaging LLC	CA	Classification	2024-09-23 12:54:46	kyle.jewell@americompgroup.c	Bid Notification
Amitesh Inc	FL	Classification	2024-09-23 12:54:46	abkamani2002@aceofficesuppl	Bid Notification

Anchor Paper Company	MN	Classification	2024-09-23 12:54:46	danderson@anchorpaper.com	Bid Notification
ANCHOR PAPER COMPANY	MN	Classification	2024-09-23 12:54:46	JMichels@anchorpaper.com	Bid Notification
ANCHORTEX CORPORATION	NJ	Classification	2024-09-23 12:54:46	BIDS@ANCHORTEX.COM	Bid Notification
ANCHORTEX CORPORATION	NJ	Classification	2024-10-04 13:27:20	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-04 13:43:03	BIDS@ANCHORTEX.COM	Addendum Notification
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 14:47:20	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 14:48:38	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 14:50:23	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 14:51:42	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 14:56:40	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 15:00:42	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 15:06:44	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 15:17:04	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 15:21:02	BIDS@ANCHORTEX.COM	Bid Answer
ANCHORTEX CORPORATION	NJ	Classification	2024-10-08 15:22:07	BIDS@ANCHORTEX.COM	Bid Answer
APS USA	CA	Classification	2024-10-09 09:03:36	BIDS@ANCHORTEX.COM	Bid Answer
Aramark Uniform Services	MO	Classification	2024-09-23 12:54:46	derek.ballot@apslaminating.cor	Bid Notification
Ascend Printing LLC	CA	Classification	2024-09-23 12:54:46	laura.schmidt@uniform.aramar	Bid Notification
Asel Art Supply	TX	Classification	2024-09-23 12:54:46	mikecabral@ascendprinting.cor	Bid Notification
Augmentative Communication (	PA	Classification	2024-09-23 12:54:46	tcicherski@aselart.com	Bid Notification
AVIATE ENTERPRISES, INC.	CA	Classification	2024-09-23 12:54:46	acci1@earthlink.net	Bid Notification
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-04 13:27:20	sales@aviateinc.com	Bid Notification
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-04 13:43:03	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 14:47:20	sales@aviateinc.com	Addendum Notification
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 14:48:38	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 14:50:23	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 14:51:42	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 14:56:40	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 15:00:42	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 15:06:44	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 15:17:04	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 15:21:02	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-08 15:22:07	sales@aviateinc.com	Bid Answer
AVIATE ENTERPRISES, INC.	CA	Classification	2024-10-09 09:03:36	sales@aviateinc.com	Bid Answer
Aviator Gear, Inc.	FL	Classification	2024-09-23 12:54:46	trap@aviatorgear.com	Bid Notification
Award Company of America	AL	Classification	2024-09-23 12:54:46	TedBjorn@awardcompany.com	Bid Notification

Award Concepts, Inc.	IL	Classification	2024-09-23 12:54:46	djeanis@awardconcepts.net	Bid Notification
Awards and Frames	IL	Classification	2024-09-23 12:54:46	mike@awardsandframes.com	Bid Notification
AwardsMart	TX	Classification	2024-09-23 12:54:46	awards@awards-mart.com	Bid Notification
AxiomPrint Inc	CA	Classification	2024-09-23 12:54:46	order@axiomprint.com	Bid Notification
B. West Marketing Group	CA	Classification	2024-09-23 12:54:46	paul@bwestmktg.com	Bid Notification
BahFed Corp	OR	Classification	2024-09-23 12:54:46	govsales@bahfed.com	Bid Notification
Banner Incorporated	FL	Classification	2024-09-23 12:54:46	monty@banner-inc.com	Bid Notification
Barbarian Usa Inc.	TX	Classification	2024-09-23 12:54:46	info@barbarianusainc.com	Bid Notification
Barbelo Group	WA	Classification	2024-09-23 12:54:46	charina.flores@barbelogroup.com	Bid Notification
bay area doctors inc	CA	Classification	2024-09-23 12:54:46	bayareadoctors@gmail.com	Bid Notification
Bertelson Brothers	MN	Classification	2024-09-23 12:54:46	jbloomquist@be1source.com	Bid Notification
BFMHUB	CA	Classification	2024-09-23 12:54:46	christopher@bfmhub.com	Bid Notification
Big Hit Productions, Inc	TX	Classification	2024-09-23 12:54:46	info@bighitcreative.com	Bid Notification
Big Red Print Solutions, LLC	CA	Classification	2024-09-23 12:54:46	rudy@bigredink.com	Bid Notification
Big Star Branding, Inc.	TX	Classification	2024-09-23 12:54:46	mel@bigstarbranding.com	Bid Notification
BIS Labels Inc	OH	Classification	2024-09-23 12:54:46	support@bislabels.com	Bid Notification
Blackinton	MA	Classification	2024-09-23 12:54:46	ehirsch@blackinton.com	Bid Notification
Bob Barker Company, Inc	NC	Classification	2024-09-23 12:54:46	bidnotices@bobbarker.com	Bid Notification
Brodart Co.	PA	Classification	2024-09-23 12:54:46	bookbids@brodart.com	Bid Notification
Brown Industries, Inc.	PA	Classification	2024-09-23 12:54:46	info@browinc.com	Bid Notification
BTek Holdings LLC	FL	Classification	2024-09-23 12:54:46	bruce@btekhholdings.com	Bid Notification
Buffalo Envelope	NY	Classification	2024-09-23 12:54:46	marcy.reamsnyder@buffaloenv.com	Bid Notification
Busch Systems International Inc	ON	Classification	2024-09-23 12:54:46	michaelan@buschsystems.com	Bid Notification
Business Essentials	MN	Classification	2024-09-23 12:54:46	lquandt@orderbe.com	Bid Notification
Business Essentials	MN	Classification	2024-09-23 12:54:46	xsproule@orderbe.com	Bid Notification
Business Essentials	MN	Classification	2024-10-04 13:27:20	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-04 13:43:03	xsproule@orderbe.com	Addendum Notification
Business Essentials	MN	Classification	2024-10-08 14:47:19	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 14:48:37	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 14:50:22	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 14:51:41	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 14:56:39	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 15:00:42	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 15:06:43	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 15:17:03	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 15:21:01	xsproule@orderbe.com	Bid Answer
Business Essentials	MN	Classification	2024-10-08 15:22:06	xsproule@orderbe.com	Bid Answer

Business Essentials	MN	Classification	2024-10-09 09:03:35	xsproule@orderbe.com	Bid Answer
Buy Rite	OH	Classification	2024-09-23 12:54:46	bwilliams.buyrite@gmail.com	Bid Notification
Buy Smart	CA	Classification	2024-09-23 12:54:46	davec@buysmart-gsa.com	Bid Notification
BW Printworks	CA	Classification	2024-09-23 12:54:46	joe@bwprintworks.com	Bid Notification
C3 Document Solutions	FL	Classification	2024-09-23 12:54:46	steveb@c3documentsolutions.c	Bid Notification
Caledonia, LLC	ID	Classification	2024-09-23 12:54:46	david@caledoniadirect.com	Bid Notification
CanAm Promotions	CA	Classification	2024-09-23 12:54:46	info@canampromotions.com	Bid Notification
Canon Solutions America, Inc.	IL	Classification	2024-09-23 12:54:46	lfsbidsandcontracts@csa.canor	Bid Notification
Canon USA	NY	Classification	2024-09-23 12:54:46	Kdantone@cusa.canon.com	Bid Notification
Cari Trading Company LLC	CA	Classification	2024-09-23 12:54:46	sales@caritradingcompany.con	Bid Notification
Cari Trading Company LLC	CA	Classification	2024-10-04 13:27:20	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-04 13:43:03	sales@caritradingcompany.con	Addendum Notification
Cari Trading Company LLC	CA	Classification	2024-10-08 14:47:20	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 14:48:38	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 14:50:23	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 14:51:42	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 14:56:40	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 15:00:42	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 15:06:44	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 15:17:04	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 15:21:02	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-08 15:22:07	sales@caritradingcompany.con	Bid Answer
Cari Trading Company LLC	CA	Classification	2024-10-09 09:03:36	sales@caritradingcompany.con	Bid Answer
Cartridge Plus, Inc	TX	Classification	2024-09-23 12:54:46	quinteros59@yahoo.com	Bid Notification
Catalyst PR	TX	Classification	2024-09-23 12:54:46	holly@catalystpr.net	Bid Notification
CDI Computers	ON	Classification	2024-09-23 12:54:46	APagenhardt@trox.com	Bid Notification
central jersey office equipment	NJ	Classification	2024-09-23 12:54:46	betty@govdepot.net	Bid Notification
Central Valley Office Supply	CA	Classification	2024-09-27 10:23:20	harvey_gomez@cvosusa.com	Bid Notification
Central Valley Office Supply	CA	Classification	2024-10-04 13:27:20	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-04 13:43:03	harvey_gomez@cvosusa.com	Addendum Notification
Central Valley Office Supply	CA	Classification	2024-10-08 14:47:20	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 14:48:38	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 14:50:23	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 14:51:42	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 14:56:40	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 15:00:42	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 15:06:44	harvey_gomez@cvosusa.com	Bid Answer

Central Valley Office Supply	CA	Classification	2024-10-08 15:17:04	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 15:21:02	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-08 15:22:07	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply	CA	Classification	2024-10-09 09:03:36	harvey_gomez@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-09-23 12:54:46	david_mautner@cvosusa.com	Bid Notification
Central Valley Office Supply, LL CA		Classification	2024-10-04 13:27:20	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-04 13:43:03	david_mautner@cvosusa.com	Addendum Notification
Central Valley Office Supply, LL CA		Classification	2024-10-08 14:47:20	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 14:48:38	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 14:50:23	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 14:51:42	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 14:56:40	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 15:00:42	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 15:06:44	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 15:17:04	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 15:21:02	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-08 15:22:07	david_mautner@cvosusa.com	Bid Answer
Central Valley Office Supply, LL CA		Classification	2024-10-09 09:03:36	david_mautner@cvosusa.com	Bid Answer
Century 2001 Inc	FL	Classification	2024-09-23 12:54:46	beth@century2001.com	Bid Notification
Cenveo Incorporated	CA	Classification	2024-09-23 12:54:46	pat.verdoorn@cenveo.com	Bid Notification
CF Motion	FL	Classification	2024-09-23 12:54:46	mikem@cfmotions.com	Bid Notification
CFJ Manufacturing	TX	Classification	2024-09-23 12:54:46	mmesa@cfjmfmg.com	Bid Notification
Champion Awards	TX	Classification	2024-09-23 12:54:46	juan@champtx.com	Bid Notification
Christopher Pierce Enterprises	CA	Classification	2024-09-23 12:54:46	robbwelchcpe@msn.com	Bid Notification
Chuckals Inc.	WA	Classification	2024-09-23 12:54:46	kothk@chuckals.net	Bid Notification
Citation Box & Paper Company	IL	Classification	2024-09-23 12:54:46	bgierke@citationbox.com	Bid Notification
CJ DUFFEY PAPER COMPAN	MN	Classification	2024-09-23 12:54:46	canderson@duffeypaper.com	Bid Notification
Coast to Coast Computer Prodi	CA	Classification	2024-09-23 12:54:46	bmartinelli@coastcoast.com	Bid Notification
Coast to Coast Computer Prodi	CA	Classification	2024-09-23 12:54:46	kgonzalez@coastcoast.com	Bid Notification
Coast to Coast Computer Prodi	CA	Classification	2024-09-23 12:54:46	melissa@coastcoast.com	Bid Notification
Coast To Coast Computer Proc	CA	Classification	2024-09-23 12:54:46	mirandah@coastcoast.com	Bid Notification
Coastal Tag & Label, Inc.	CA	Classification	2024-09-23 12:54:46	juan@coastaltag.com	Bid Notification
Coffey Management LLC	WA	Classification	2024-09-23 12:54:46	sales@ablelabel.com	Bid Notification
Cole Enterprise LLC	TN	Classification	2024-09-23 12:54:46	joshua.richardson@coleenterpr	Bid Notification
COMOROZ INC	FL	Classification	2024-09-23 12:54:46	STANLEYADIGUN@COMORC	Bid Notification
CompNation	TN	Classification	2024-09-23 12:54:46	rdugas@compnation.com	Bid Notification
COMPUPRO GLOBAL	TX	Classification	2024-09-23 12:54:46	TAMMYL@COMPUPROGLOB	Bid Notification

Computer Solutions, Inc.	TX	Classification	2024-09-23 12:54:46	duke@cs-inc.co	Bid Notification
Computize	TX	Classification	2024-09-23 12:54:46	benniemi@computize.com	Bid Notification
ConServ Flag Company	NE	Classification	2024-09-23 12:54:46	conservflag@conservflag.com	Bid Notification
ConServ Flag Company	NE	Classification	2024-09-23 12:54:46	conservflag@conservflag.com	Bid Notification
ConstantMD Inc.	CA	Classification	2024-10-02 00:52:40	saleheen@stitchgreen.com	Bid Notification
Continental & Global Services	FL	Classification	2024-09-23 12:54:46	chinedu.okoro@chiadasupply.c	Bid Notification
Continental & Global Services	FL	Classification	2024-10-04 13:27:20	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-04 13:43:03	chinedu.okoro@chiadasupply.c	Addendum Notification
Continental & Global Services	FL	Classification	2024-10-08 14:47:20	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 14:48:38	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 14:50:23	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 14:51:42	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 14:56:40	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 15:00:42	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 15:06:44	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 15:17:04	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 15:21:02	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-08 15:22:07	chinedu.okoro@chiadasupply.c	Bid Answer
Continental & Global Services	FL	Classification	2024-10-09 09:03:36	chinedu.okoro@chiadasupply.c	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-09-23 12:54:46	nmasturzo@cpgbid.com	Bid Notification
Contract Paper Group, Inc.	OH	Classification	2024-10-04 13:27:20	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-04 13:43:03	nmasturzo@cpgbid.com	Addendum Notification
Contract Paper Group, Inc.	OH	Classification	2024-10-08 14:47:20	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 14:48:38	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 14:50:23	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 14:51:42	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 14:56:40	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 15:00:42	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 15:06:44	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 15:17:04	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 15:21:02	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-08 15:22:07	nmasturzo@cpgbid.com	Bid Answer
Contract Paper Group, Inc.	OH	Classification	2024-10-09 09:03:36	nmasturzo@cpgbid.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2024-09-23 12:54:46	sshale@coopersinc.com	Bid Notification
Corneli Systems, LLC	TX	Classification	2024-09-23 12:54:46	cordelia.nformi@cornelisystems	Bid Notification
Cory M Dean LLC	WA	Classification	2024-09-23 12:54:46	RecPlusInc@gmail.com	Bid Notification
Costco Wholesale	MO	Classification	2024-09-23 12:54:46	w375mkt04@costco.com	Bid Notification

Creative Menus & Folders, LLC TX	Classification	2024-09-23 12:54:46	reneeforguson@texascovers.cc Bid Notification
Crestline Specialties Inc ME	Classification	2024-09-23 12:54:46	cgeneral@crestline.com Bid Notification
Crown Trophy of Bloomington, MN	Classification	2024-09-23 12:54:46	sales@crowntrophybloomington Bid Notification
Crown Trophy of Bloomington, MN	Classification	2024-10-04 13:27:20	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-04 13:43:03	sales@crowntrophybloomington Addendum Notification
Crown Trophy of Bloomington, MN	Classification	2024-10-08 14:47:20	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 14:48:38	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 14:50:23	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 14:51:42	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 14:56:40	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 15:00:42	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 15:06:44	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 15:17:04	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 15:21:02	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-08 15:22:07	sales@crowntrophybloomington Bid Answer
Crown Trophy of Bloomington, MN	Classification	2024-10-09 09:03:36	sales@crowntrophybloomington Bid Answer
Crystal Images INC TX	Classification	2024-09-23 12:54:46	sales@crystalimagesinc.com Bid Notification
Cubic Group Inc IL	Classification	2024-09-23 12:54:46	andy.kong@jetech-us.com Bid Notification
Custom On It LLC NV	Classification	2024-09-23 12:54:46	ab@customonit.com Bid Notification
Cville Investments LLC WY	Classification	2024-09-23 12:54:46	cvilleinvestments.js@gmail.com Bid Notification
CW Nielsen Manufacturing WA	Classification	2024-09-23 12:54:46	Accounting@cwnielsenmfg.com Bid Notification
Dagda Security PA	Classification	2024-09-23 12:54:46	dan@dagdasecurity.com Bid Notification
Data Memory Sales Inc OH	Classification	2024-09-23 12:54:46	Virginia@data-memory.com Bid Notification
Daze Printer Products DBA Ink TN	Classification	2024-09-23 12:54:46	tenders@inkdirectusa.com Bid Notification
Dee and Jay the DJs MO	Classification	2024-09-23 12:54:46	jimkellyjimk@aol.com Bid Notification
DeepSleep Studio FL	Classification	2024-09-23 12:54:46	Zac@DeepSleepStudio.com Bid Notification
Delfin Trading Company FL	Classification	2024-09-23 12:54:46	liz@delfintrading.com Bid Notification
Delfin Trading Company FL	Classification	2024-09-23 12:54:46	alex@delfintrading.com Bid Notification
DEMCO, Inc. WI	Classification	2024-09-23 12:54:46	contracts@demco.com Bid Notification
Demlan Solutions TX	Classification	2024-09-23 12:54:46	primedforsuccessa1@protonm Bid Notification
Diamond Light LLC dba CircleT TX	Classification	2024-09-23 12:54:46	kellyfreeman@circleterra.com Bid Notification
DIEHL INVESTMENTS LLC FL	Classification	2024-09-23 12:54:46	Diehljoshua@gmail.com Bid Notification
Digital Vision Resources Group KS	Classification	2024-09-23 12:54:46	diane.stlouis@dvr.com Bid Notification
DirectSource Imaging LLC TX	Classification	2024-09-23 12:54:46	dane@dsimaging.com Bid Notification
Discount PC TX	Classification	2024-09-23 12:54:46	ciara@discountpc.com Bid Notification
DMB Academics IL	Classification	2024-09-23 12:54:46	diane@dmbacademics.com Bid Notification
DOVE DATA PRODUCTS, INC SC	Classification	2024-09-23 12:54:46	JMILLER@DOVEDATA.COM Bid Notification

DOVE PRINT SOLUTIONS, INC		Classification	2024-09-23 12:54:46	jeff.pope@doveprintsolutions.c	Bid Notification
Dream Ranch LLC	TX	Classification	2024-09-23 12:54:46	sheri@dreamranchtx.com	Bid Notification
Dream Ranch LLC	TX	Classification	2024-10-04 13:27:20	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-04 13:43:03	sheri@dreamranchtx.com	Addendum Notification
Dream Ranch LLC	TX	Classification	2024-10-08 14:47:20	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 14:48:38	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 14:50:23	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 14:51:42	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 14:56:40	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 15:00:42	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 15:06:44	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 15:17:04	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 15:21:02	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-08 15:22:07	sheri@dreamranchtx.com	Bid Answer
Dream Ranch LLC	TX	Classification	2024-10-09 09:03:36	sheri@dreamranchtx.com	Bid Answer
ds technologies, inc	CA	Classification	2024-09-23 12:54:46	dstechnologies@live.com	Bid Notification
DuncanDay Advertising	TX	Classification	2024-09-23 12:54:46	chris@duncanday.com	Bid Notification
E-Clips USA	NJ	Self Invited	2024-10-04 13:27:20	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-04 13:43:03	bids@eclipsusa.com	Addendum Notification
E-Clips USA	NJ	Self Invited	2024-10-08 14:47:20	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 14:48:38	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 14:50:23	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 14:51:42	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 14:56:40	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 15:00:42	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 15:06:44	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 15:17:04	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 15:21:02	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-08 15:22:07	bids@eclipsusa.com	Bid Answer
E-Clips USA	NJ	Self Invited	2024-10-09 09:03:36	bids@eclipsusa.com	Bid Answer
E-Complete LLC	NV	Classification	2024-09-23 12:54:46	tessa@completek-12.com	Bid Notification
Eagle Enterprises	TX	Classification	2024-09-23 12:54:46	pbjinc@msn.com	Bid Notification
EARLYCHILDHOOD LLC	CA	Classification	2024-09-23 12:54:46	BIDS@Discountschoolsupply.c	Bid Notification
ECONOMY ADVERTISING CO OH		Classification	2024-09-23 12:54:46	aimeemeier@economyadvertisi	Bid Notification
ECONOMY ADVERTISING CO OH		Classification	2024-10-04 13:27:20	aimeemeier@economyadvertisi	Bid Answer
ECONOMY ADVERTISING CO OH		Classification	2024-10-04 13:43:03	aimeemeier@economyadvertisi	Addendum Notification
ECONOMY ADVERTISING CO OH		Classification	2024-10-08 14:47:20	aimeemeier@economyadvertisi	Bid Answer

ECONOMY ADVERTISING COOH	Classification	2024-10-08 14:48:38	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 14:50:23	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 14:51:42	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 14:56:40	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 15:00:42	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 15:06:44	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 15:17:04	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 15:21:02	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-08 15:22:07	aimeemeier@economyadvertis	Bid Answer
ECONOMY ADVERTISING COOH	Classification	2024-10-09 09:03:36	aimeemeier@economyadvertis	Bid Answer
EDG Sales International, LLC GA	Classification	2024-09-23 12:54:46	heather.chatham@n95medical	Bid Notification
Edokia Inc NY	Classification	2024-09-23 12:54:46	fb331@nyu.edu	Bid Notification
Education Supply Network, Inc, MD	Classification	2024-09-23 12:54:46	ceo@education-supply.net	Bid Notification
Educational Outfitters TX	Classification	2024-09-23 12:54:46	Cindy.Schoel@EdOutfitters.com	Bid Notification
EIS Office Solutions TX	Classification	2024-09-23 12:54:46	merrill@eisoffice.net	Bid Notification
Electric Ants FL	Classification	2024-09-23 12:54:46	education@electric-ants.com	Bid Notification
Elite Textile Trading LLC CA	Classification	2024-09-23 12:54:46	elite@elitetex.us	Bid Notification
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-04 13:27:20	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-04 13:43:03	amy@elitetex.us	Addendum Notification
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 14:47:20	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 14:48:38	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 14:50:23	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 14:51:42	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 14:56:40	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 15:00:42	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 15:06:44	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 15:17:04	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 15:21:02	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-08 15:22:07	amy@elitetex.us	Bid Answer
ELITE TEXTILE TRADING LLC CA	Self Invited	2024-10-09 09:03:36	amy@elitetex.us	Bid Answer
ELP Enterprises, Inc. dba MC E TX	Classification	2024-09-23 12:54:46	martha@elpenterprisesinc.com	Bid Notification
Embark IT, Inc. IA	Classification	2024-09-23 12:54:46	cfiddelke@embarkit.com	Bid Notification
Empire Safety CA	Classification	2024-09-23 12:54:46	srgsby@empiresafety.com	Bid Notification
Encon Systems, Inc. TX	Classification	2024-09-23 12:54:46	chashovitz@enconsupplies.com	Bid Notification
EngineerSupply LLC VA	Classification	2024-09-23 12:54:46	customerservice@engineersup	Bid Notification
Enhanced Laser Products TX	Classification	2024-09-23 12:54:46	mmcmurrer@enhancedlaser.cc	Bid Notification
Environmental Image Solutions FL	Classification	2024-09-23 12:54:46	acribby@enviroimage.com	Bid Notification

EPA Consultants dba Business WA	Classification	2024-09-23 12:54:46	suziesresale@gmail.com	Bid Notification
EPIC Business Essentials IL	Classification	2024-09-23 12:54:46	Szintz@epicbusinessessentials	Bid Notification
Erva Bonita Inc NY	Classification	2024-09-23 12:54:46	ervabonita@gmail.com	Bid Notification
EST Group, LLC TX	Classification	2024-09-23 12:54:46	mhanna@est-grp.com	Bid Notification
EVERGREEN QUALITY INC. NJ	Classification	2024-09-23 12:54:46	sgamericany@aol.com	Bid Notification
Evolis, Inc. RI	Classification	2024-09-23 12:54:46	pstone@evolis.com	Bid Notification
Evolv Solutions KS	Classification	2024-09-23 12:54:46	cgonzales@mbeconnect.com	Bid Notification
Evosite TX	Classification	2024-09-23 12:54:46	edward.diaz@evosite.com	Bid Notification
ExteriorBox TX	Classification	2024-09-23 12:54:46	info@exteriorbox.com	Bid Notification
F & F Wholesalers MD	Classification	2024-09-23 12:54:46	fodekunle@fandfwholesalers.co	Bid Notification
F & H Office systems CA	Classification	2024-09-23 12:54:46	yosi@fhos.net	Bid Notification
FanFit Gaming ON	Classification	2024-09-23 12:54:46	rgreen@fanfitgaming.com	Bid Notification
Fast RFID FL	Classification	2024-09-23 12:54:46	frank@fastrfid.com	Bid Notification
Fazzari Inc WA	Classification	2024-09-23 12:54:46	ERIC@FAZZARI.CO	Bid Notification
FBA HOLDING INC. FL	Classification	2024-09-23 12:54:46	mikek@martek-1.com	Bid Notification
Federal One Supplies LLC CA	Classification	2024-09-23 12:54:46	averyc@federalonesupplies-gs	Bid Notification
File Mart IL	Classification	2024-09-23 12:54:46	truffin@filemart.com	Bid Notification
FileSource CA	Classification	2024-09-23 12:54:46	len@filesources.com	Bid Notification
Filing Supplies Online FL	Classification	2024-09-23 12:54:46	davidj@filingsuppliesonline.com	Bid Notification
Find Import Corporation MA	Classification	2024-09-23 12:54:46	vendor@opentip.com	Bid Notification
Fitzgerald Enterprises WA	Classification	2024-09-23 12:54:46	jessica.grove@advinadv.com	Bid Notification
Flex Technology Group AZ	Classification	2024-09-23 12:54:46	Tfynan@flexprintinc.com	Bid Notification
Forestry Suppliers, Inc. MS	Classification	2024-09-23 12:54:46	dawsonb@forestry-suppliers.co	Bid Notification
Freestone Peach CA	Classification	2024-09-23 12:54:46	rfratrick@freestonepeach.com	Bid Notification
Fresh State Marketing MI	Classification	2024-09-23 12:54:46	matt@freshstatemarketing.com	Bid Notification
Friends Business Source OH	Classification	2024-09-23 12:54:46	JForgach@FriendsOffice.com	Bid Notification
From the Hart CA	Classification	2024-09-23 12:54:46	harleyshellos@msn.com	Bid Notification
Fullidentity.com TX	Classification	2024-09-23 12:54:46	charlie@fullidentity.com	Bid Notification
G & E OFFICE WORLD NY	Classification	2024-09-23 12:54:46	malky@fernofficesupplies.com	Bid Notification
G&E officeworld NY	Classification	2024-09-23 12:54:46	henny@fernofficesupplies.com	Bid Notification
G2G INTERNATIONAL LLC TX	Classification	2024-09-23 12:54:46	koorosh@g2ginternational.com	Bid Notification
GBS Corp. OH	Classification	2024-09-23 12:54:46	abart@gbscorp.com	Bid Notification
GCS Imaging Inc NJ	Classification	2024-09-23 12:54:46	Shaina@gcsimaging.com	Bid Notification
GCS Imaging Inc NJ	Classification	2024-10-04 13:27:20	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc NJ	Classification	2024-10-04 13:43:03	Shaina@gcsimaging.com	Addendum Notification
GCS Imaging Inc NJ	Classification	2024-10-08 14:47:20	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc NJ	Classification	2024-10-08 14:48:38	Shaina@gcsimaging.com	Bid Answer

GCS Imaging Inc	NJ	Classification	2024-10-08 14:50:23	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 14:51:42	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 14:56:40	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 15:00:42	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 15:06:44	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 15:17:04	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 15:21:02	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-08 15:22:07	Shaina@gcsimaging.com	Bid Answer
GCS Imaging Inc	NJ	Classification	2024-10-09 09:03:36	Shaina@gcsimaging.com	Bid Answer
Geiger Promotions	ME	Classification	2024-09-23 12:54:46	melissa@geiger.com	Bid Notification
GEM Supplies LLC	CA	Classification	2024-09-23 12:54:46	Albertr@gslldirect.com	Bid Notification
General Data Company	CA	Classification	2024-09-23 12:54:46	Carolyne@universallaser.com	Bid Notification
GEORGIA EXPO MANUFACTU	GA	Classification	2024-09-23 12:54:46	JULIE@GEORGIAEXPO.COM	Bid Notification
GHA Technologies, Inc	AZ	Classification	2024-09-23 12:54:46	derrick.luther@gha-technologie	Bid Notification
GHA Technologies, Inc.	PA	Classification	2024-09-23 12:54:46	linda.schalles@gha-associates.	Bid Notification
Global Computer Supplies, Inc.	NJ	Classification	2024-09-23 12:54:46	tvanduyne@globalcomputer.co	Bid Notification
Global Products Inc.	MO	Classification	2024-09-23 12:54:46	mkt02@gpii.com	Bid Notification
Go-Green Recycling Systems	CA	Classification	2024-09-23 12:54:46	mark@go-greenrecyclingsystem	Bid Notification
Golden Rule Creations	NJ	Classification	2024-09-23 12:54:46	info@goldenrulecreations.com	Bid Notification
Golden State Marketing	CA	Classification	2024-09-23 12:54:46	patty@goldenstatemarketing.ne	Bid Notification
Goldfinger Accessories	MD	Classification	2024-09-23 12:54:46	goldfingeraccessories@gmail.c	Bid Notification
Gordon Products	WA	Classification	2024-09-23 12:54:46	theadrick@creativeof.com	Bid Notification
Gorilla Office Supplies	TX	Classification	2024-09-23 12:54:46	cwallace@gorillaofficesupplies.	Bid Notification
GOV GROUP	CA	Classification	2024-09-23 12:54:46	andy@govgroup.com	Bid Notification
GovGroup	CA	Classification	2024-09-23 12:54:46	amanda@govgroup.com	Bid Notification
Greenfield Distribution, Corp.	NJ	Classification	2024-09-23 12:54:46	jweller@biddesk.com	Bid Notification
GTM Sportswear	KS	Classification	2024-09-23 12:54:46	christie.wyckoff@igtm.com	Bid Notification
HALO Branded Solutions	IL	Classification	2024-09-23 12:54:46	lindsey.farnish@halo.com	Bid Notification
HALO Branded Solutions, Inc.	IL	Classification	2024-09-23 12:54:46	adimage@live.com	Bid Notification
HALO BRANDED SOLUTIONS	IL	Classification	2024-09-23 12:54:46	SALES@CHANNINGBETE.CO	Bid Notification
Haney Enterprises Inc.	CA	Classification	2024-09-23 12:54:46	danell@haneyis.com	Bid Notification
Harris Technologies, Inc.	MO	Classification	2024-09-23 12:54:46	jim.heffernan@harristechnologi	Bid Notification
Hasty Awards	KS	Classification	2024-09-23 12:54:46	thad@hastyawards.com	Bid Notification
HBH Promos, Inc.	FL	Classification	2024-09-23 12:54:46	sharring@jbedwards.com	Bid Notification
HD SUPPLY FACILITIES MAIN	CA	Classification	2024-09-23 12:54:46	HDS-FMBIDS@HDSUPPLY.CC	Bid Notification
Health Enterprises, Inc	MA	Classification	2024-09-23 12:54:46	leaton@healthenterprises.com	Bid Notification
HEAVEN'S ARK ENTERPRISE	TX	Classification	2024-09-23 12:54:46	sales@haellc.us	Bid Notification

HERTZ ASSOCIATES INC	PA	Classification	2024-09-23 12:54:46	lisa@allentowntoy.com	Bid Notification
HiEd Inc	TX	Classification	2024-09-23 12:54:46	benniemi@hied.com	Bid Notification
hitech paper	MN	Classification	2024-09-23 12:54:46	joe@paperrollproducts.com	Bid Notification
Hitmaster Graphics LLC	FL	Classification	2024-09-23 12:54:46	sales@hitmastergraphics.org	Bid Notification
HiTouch Business Services	TN	Classification	2024-09-23 12:54:46	michael.lafferty@hitouchbusine	Bid Notification
Hoffman Technologies	CA	Classification	2024-09-23 12:54:46	Samantha.Orange@itemgrabbe	Bid Notification
Howard Industries, Inc.	MS	Classification	2024-09-23 12:54:46	bids@howardcomputers.com	Bid Notification
IBuy Office Supply	MN	Classification	2024-09-23 12:54:46	mlanders@ibuyofficesupply.cor	Bid Notification
ID Edge	CO	Classification	2024-09-23 12:54:46	stacie@idedge.com	Bid Notification
IDW LLC	FL	Classification	2024-09-23 12:54:46	stephenb@idwholesaler.com	Bid Notification
IDW, LLC	FL	Classification	2024-09-23 12:54:46	sales@IDWholesaler.com	Bid Notification
Igoodz Inc	FL	Classification	2024-09-23 12:54:46	lee@discountsignshop.com	Bid Notification
IGWT Partners	TN	Classification	2024-09-23 12:54:46	Timothy.cole@coleenterprisellc	Bid Notification
IkweBay LLC	ND	Classification	2024-09-23 12:54:46	kladucer@indigitech.us	Bid Notification
Image Access Corp.	NJ	Classification	2024-09-23 12:54:46	csaunders@imageaccesscorp.	Bid Notification
Image Access, Inc	FL	Classification	2024-09-23 12:54:46	bidresponse@imageaccess.cor	Bid Notification
imagestuff.com	CA	Classification	2024-09-23 12:54:46	juli@imagestuff.com	Bid Notification
IMAGING TECHNOLOGIES DI	CA	Classification	2024-09-23 12:54:46	jenniferr@itdprintsolutions.com	Bid Notification
Impact Promotions, LLC	MI	Classification	2024-09-23 12:54:46	cporter@cagbrands.com	Bid Notification
Imprint Group LLC	FL	Classification	2024-09-23 12:54:46	jerry@shrevepress.com	Bid Notification
Independent Living Aids	NY	Classification	2024-09-23 12:54:46	mindy@independentliving.com	Bid Notification
Independent Living Aids	NY	Classification	2024-09-23 12:54:46	karin@independentliving.com	Bid Notification
Independent Tabulation, Inc.	NC	Classification	2024-09-23 12:54:46	sales@intab.net	Bid Notification
INDUSTRIES FOR THE BLIND WI		Classification	2024-09-23 12:54:46	bids@IBVI.ORG	Bid Notification
Information Management Servic	OR	Classification	2024-09-23 12:54:46	michelle.velasco@mybinding.cc	Bid Notification
Information Management Servic	OR	Classification	2024-09-23 12:54:46	aaron.haddock@mybinding.cor	Bid Notification
Ink and Image Printing	TX	Classification	2024-09-23 12:54:46	amarillospeedprint@gmail.com	Bid Notification
InkHead, Inc.	GA	Classification	2024-09-23 12:54:46	aboyd@inkhead.com	Bid Notification
Innovative Office Solutions	MN	Classification	2024-09-23 12:54:46	lhalvorson@innovativeos.com	Bid Notification
Innovative Office Solutions	MN	Self Invited	2024-10-04 13:27:20	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-04 13:43:03	ttraetow@innovativeos.com	Addendum Notification
Innovative Office Solutions	MN	Self Invited	2024-10-08 14:47:20	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 14:48:38	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 14:50:23	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 14:51:42	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 14:56:40	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 15:00:42	ttraetow@innovativeos.com	Bid Answer

Innovative Office Solutions	MN	Self Invited	2024-10-08 15:06:44	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 15:17:04	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 15:21:02	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-08 15:22:07	ttraetow@innovativeos.com	Bid Answer
Innovative Office Solutions	MN	Self Invited	2024-10-09 09:03:36	ttraetow@innovativeos.com	Bid Answer
Integral Tech Supplies	CA	Classification	2024-09-23 12:54:46	s.henderson@integraltechsupp	Bid Notification
Integral Tech Supplies	CA	Classification	2024-10-04 13:27:20	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-04 13:43:03	s.henderson@integraltechsupp	Addendum Notification
Integral Tech Supplies	CA	Classification	2024-10-08 14:47:20	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 14:48:38	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 14:50:23	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 14:51:42	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 14:56:40	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 15:00:42	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 15:06:44	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 15:17:04	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 15:21:02	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-08 15:22:07	s.henderson@integraltechsupp	Bid Answer
Integral Tech Supplies	CA	Classification	2024-10-09 09:03:36	s.henderson@integraltechsupp	Bid Answer
INTEGRATED FACILITY MAN/	GA	Classification	2024-09-23 12:54:46	bids@ifm-us.com	Bid Notification
Integrated Image, Inc	CA	Classification	2024-09-23 12:54:46	PaulB@iimageinc.com	Bid Notification
Intelligent Technology Solutions	TX	Classification	2024-09-23 12:54:46	rahmadi@its-itsm.com	Bid Notification
International Promotional Ideas	IL	Classification	2024-09-23 12:54:46	intl.ideas@sbcglobal.net	Bid Notification
Interstate & Associates LLC	AR	Classification	2024-09-23 12:54:46	sam@inbzsolutions.com	Bid Notification
Invi Bridge Company Limited	00	Classification	2024-09-23 12:54:46	info@ppegearsvietnam.com	Bid Notification
Invsatek LLC	MD	Classification	2024-09-23 12:54:46	congele@invsatek.com	Bid Notification
IPC, Inc	ND	Classification	2024-09-23 12:54:46	ron.griffith@ipc-labels.com	Bid Notification
iPhone and iPad Warehouse	FL	Classification	2024-09-23 12:54:46	brian@ppwstores.com	Bid Notification
IQ Total Source	AZ	Classification	2024-09-23 12:54:46	jlogan@iqtotalsource.com	Bid Notification
Itech Devices Inc	CA	Classification	2024-09-23 12:54:46	david@itechdevices.com	Bid Notification
ITSavvy, LLC	IL	Classification	2024-09-23 12:54:46	drussell@itsavvy.com	Bid Notification
J. Brandt Recognition, Ltd.	TX	Classification	2024-09-23 12:54:46	alicia.brandt@jbrandt.com	Bid Notification
J. Jenkins Sons Co, Inc.	MD	Classification	2024-09-23 12:54:46	sparagana828@aol.com	Bid Notification
J.P. Cooke Company	NE	Classification	2024-09-23 12:54:46	jbluvus@jpcooke.com	Bid Notification
Jacksonville Runner LLC	TX	Classification	2024-09-23 12:54:46	traci@jacksonvillerunner.com	Bid Notification
JANCO & WINNEX INC.	CA	Classification	2024-09-23 12:54:46	jennnifer@janmartusa.com	Bid Notification
JB Office	CA	Classification	2024-09-23 12:54:46	mfutrell@shopjboffice.com	Bid Notification

JB's Awards & Engraving	CA	Classification	2024-09-23 12:54:46	aaron@jbawards.net	Bid Notification
JetCo Solutions	MI	Classification	2024-09-23 12:54:46	psaites@jetcosolutions.com	Bid Notification
JMar Management Consulting,	TX	Classification	2024-09-23 12:54:46	jmar326@yahoo.com	Bid Notification
Joni Industries	FL	Classification	2024-09-23 12:54:46	joseph@joniindustries.com	Bid Notification
Jose Robledo	TX	Classification	2024-09-23 12:54:46	Joe@MeVida.Net	Bid Notification
JourneyEd.com, Inc	TX	Classification	2024-09-23 12:54:46	bmoore@journeyed.com	Bid Notification
JTF Business systems	VA	Classification	2024-09-23 12:54:46	lila.branch@jtfgov.com	Bid Notification
Juice That Brand	NC	Classification	2024-09-23 12:54:46	tim@juicethatbrand.com	Bid Notification
Just Call, Inc.	CA	Classification	2024-09-23 12:54:46	jperri@justcall.com	Bid Notification
K Enterprise	AZ	Classification	2024-09-23 12:54:46	eakaufman@yahoo.com	Bid Notification
K-Log Inc	IL	Classification	2024-09-23 12:54:46	ebid@k-log.com	Bid Notification
Kaeser & Blair, Inc.	CA	Classification	2024-09-23 12:54:46	friends@tedpendlebury.com	Bid Notification
Kaeser & Blair, Inc.	CA	Classification	2024-10-04 13:27:20	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-04 13:43:03	friends@tedpendlebury.com	Addendum Notification
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 14:47:20	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 14:48:38	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 14:50:23	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 14:51:42	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 14:56:40	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 15:00:42	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 15:06:44	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 15:17:04	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 15:21:02	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-08 15:22:07	friends@tedpendlebury.com	Bid Answer
Kaeser & Blair, Inc.	CA	Classification	2024-10-09 09:03:36	friends@tedpendlebury.com	Bid Answer
Kaplan Early Learning Compan	NC	Classification	2024-09-23 12:54:46	bids@kaplanco.com	Bid Notification
KBA Docusys	CA	Classification	2024-09-23 12:54:46	alex.long@kbadocusys.com	Bid Notification
KD8 Enterprises, LLC	UT	Classification	2024-09-23 12:54:46	debbie@kd8.com	Bid Notification
Kettle Creek Corporation	PA	Classification	2024-09-23 12:54:46	bonnie@kettlecreek.com	Bid Notification
KLAS Products, Inc. powered b	TX	Classification	2024-09-23 12:54:46	kristin@klasproducts.com	Bid Notification
Knox Supply Company	TX	Classification	2024-09-23 12:54:46	knox752@gmail.com	Bid Notification
Konica Minolta Business Soluti	VA	Classification	2024-09-23 12:54:46	statebids@kmbs.konicaminolta	Bid Notification
Kui Kei & S.D. Inc.	CA	Classification	2024-09-23 12:54:46	regalgreetings@sbcglobal.net	Bid Notification
KV & Associates	CA	Classification	2024-09-23 12:54:46	info@kvapromotions.com	Bid Notification
L & M Food Service Inc.	NV	Classification	2024-09-23 12:54:46	joshua@btsupplies.com	Bid Notification
Lakeshore Learning Materials, I	CA	Classification	2024-09-23 12:54:46	BIDDEPT@LAKESHORELEAR	Bid Notification
Lakeshore Learning Materials, I	CA	Classification	2024-10-04 13:27:20	BIDDEPT@LAKESHORELEAR	Bid Answer

Lakeshore Learning Materials, ICA	Classification	2024-10-04 13:43:03	BIDDEPT@LAKESHORELEAR Addendum Notification
Lakeshore Learning Materials, ICA	Classification	2024-10-08 14:47:20	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 14:48:38	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 14:50:23	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 14:51:42	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 14:56:40	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 15:00:42	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 15:06:44	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 15:17:04	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 15:21:02	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-08 15:22:07	BIDDEPT@LAKESHORELEAR Bid Answer
Lakeshore Learning Materials, ICA	Classification	2024-10-09 09:03:36	BIDDEPT@LAKESHORELEAR Bid Answer
Laminating and Binding Solution IL	Classification	2024-09-23 12:54:46	amy@laminator.com Bid Notification
Laminator.com IL	Classification	2024-09-23 12:54:46	amy@laminator.com Bid Notification
Larry Rosenbaum VA	Classification	2024-09-23 12:54:46	jelaro@aol.com Bid Notification
LaserCycle, Inc. KS	Classification	2024-09-23 12:54:46	jtrask@lasercycle.com Bid Notification
LaserEquipment MO	Classification	2024-09-23 12:54:46	aboehner@perfectoutput.com Bid Notification
Leon Smith AZ	Classification	2024-09-23 12:54:46	leon.smith@desertofficesupplies Bid Notification
LexJet Corporation FL	Classification	2024-09-23 12:54:46	tricia.pokorney@lexjet.com Bid Notification
LexJet LLC. FL	Classification	2024-09-23 12:54:46	brennan.dearing@lexjet.com Bid Notification
LIFETIME MEMORY PRODUCTS CA	Classification	2024-09-23 12:54:46	mel@lifetimememory.com Bid Notification
Lighthouse for the Blind of Fort TX	Classification	2024-09-23 12:54:46	amanning@lighthousefw.org Bid Notification
Lighthouse for the Blind, Inc WA	Classification	2024-09-23 12:54:46	lpeschon@seattlelh.org Bid Notification
Link Imaging, LLC CA	Classification	2024-09-23 12:54:46	DianaA@LDProducts.com Bid Notification
LOTUS LOGISTICS LLC, DE	Classification	2024-09-23 12:54:46	kris.francisco@discountcentral Bid Notification
LOTUS LOGISTICS LLC, DE	Classification	2024-10-04 13:27:20	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-04 13:43:03	kris.francisco@discountcentral Addendum Notification
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 14:47:20	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 14:48:38	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 14:50:23	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 14:51:42	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 14:56:40	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 15:00:42	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 15:06:44	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 15:17:04	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 15:21:02	kris.francisco@discountcentral Bid Answer
LOTUS LOGISTICS LLC, DE	Classification	2024-10-08 15:22:07	kris.francisco@discountcentral Bid Answer

LOTUS LOGISTICS LLC,	DE	Classification	2024-10-09 09:03:36	kris.francisco@discountcentral.	Bid Answer
Lowmarkup Inc.	CA	Classification	2024-09-23 12:54:46	carlo.lmu@gmail.com	Bid Notification
LRE INC	FL	Classification	2024-09-23 12:54:46	OFFICE@LEERYDER.COM	Bid Notification
Lyme Computer Systems, Inc	NH	Classification	2024-09-23 12:54:46	Steve@Lyme.com	Bid Notification
Lynesca Ventures, LLC	WY	Classification	2024-09-23 12:54:46	statevendor@lynescas.com	Bid Notification
M.E. Sharpe, Inc.	NY	Classification	2024-09-23 12:54:46	jwright@mesharpe.com	Bid Notification
M.H. Sevice	TX	Classification	2024-09-23 12:54:46	michael@michaelholdman.com	Bid Notification
Majestic Document Holders	MD	Classification	2024-09-23 12:54:46	nancy@majesticholders.com	Bid Notification
Makit Supply, Inc.	TX	Classification	2024-09-23 12:54:46	scott@laminatorwarehouse.com	Bid Notification
MALIK PROMOTIONS LLC	GA	Classification	2024-09-23 12:54:46	fatina@letsgetpersonal.co	Bid Notification
MALL OFFICE PRODUCTS OF FL		Classification	2024-09-23 12:54:46	DAVE@MALLOFFICEPRODUCE	Bid Notification
Market Street Office Supplies	WA	Classification	2024-09-23 12:54:46	b2b@marketstreetace.com	Bid Notification
Marketing and Technical Materi	OR	Classification	2024-09-23 12:54:46	samantha@mtmimagingsupplies	Bid Notification
MarkMaster, Inc	FL	Classification	2024-09-23 12:54:46	sales@markmasterinc.com	Bid Notification
Matthew Geiger	CA	Classification	2024-09-23 12:54:46	sales@fspdesigns.com	Bid Notification
Maximus Digital Solutions LLC	CA	Classification	2024-09-23 12:54:46	martin@maximusdigitalsolutions	Bid Notification
Melcon Group Worldwide	NY	Classification	2024-09-23 12:54:46	eric@mgw.world	Bid Notification
metis inc	OK	Classification	2024-09-23 12:54:46	asmith@metisinc.com	Bid Notification
metrofuser	NJ	Classification	2024-09-23 12:54:46	wdemuth@metrofuser.com	Bid Notification
Metrofuser LLC	NJ	Classification	2024-09-23 12:54:46	kl@metrofuser.com	Bid Notification
Midland Paper	MO	Classification	2024-09-23 12:54:46	tabatha.deblois@midlandco.com	Bid Notification
Midwest Connect, LLC	NE	Classification	2024-09-23 12:54:46	greg@midwestconnect.com	Bid Notification
Minnesota Computer Systems IMN		Classification	2024-09-23 12:54:46	mikeh@mncopy.com	Bid Notification
Missouri Office Systems & Supl	MO	Classification	2024-09-23 12:54:46	greg@8asupplier.com	Bid Notification
mix n more	NY	Self Invited	2024-10-04 13:27:20	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-04 13:43:03	zevy@enday.com	Addendum Notification
mix n more	NY	Self Invited	2024-10-08 14:47:20	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 14:48:38	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 14:50:23	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 14:51:42	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 14:56:40	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 15:00:42	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 15:06:44	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 15:17:04	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 15:21:02	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-08 15:22:07	zevy@enday.com	Bid Answer
mix n more	NY	Self Invited	2024-10-09 09:03:36	zevy@enday.com	Bid Answer

MMG Technology Group inc	CA	Classification	2024-09-23 12:54:46	dgross@mmgtech.com	Bid Notification
Mobile ID Solutions, Inc.	CA	Classification	2024-09-23 12:54:46	sales@mobileidsolutions.com	Bid Notification
Modern Data Products	CA	Classification	2024-09-23 12:54:46	roannl@moderndataproducs.c	Bid Notification
MODERN DATA PRODUCTS	CA	Classification	2024-09-23 12:54:46	suzetht@modernimagingssolutic	Bid Notification
Modern Imaging Solutions	CA	Classification	2024-09-23 12:54:46	Kraymerp@modernimagingssolu	Bid Notification
Modern Imaging Solutions	CA	Classification	2024-09-23 12:54:46	richs@modernimagingssolutions	Bid Notification
Modern Imaging Solutions Inc	CA	Classification	2024-09-23 12:54:46	joanae@modernimagingssolutio	Bid Notification
Modern Imaging Solutions, Inc.	CA	Classification	2024-09-23 12:54:46	raffy@modernimagingssolutions	Bid Notification
MODITY INC	WI	Classification	2024-09-23 12:54:46	PAT@MODITY.COM	Bid Notification
Momemtum Procurement Grou	OR	Classification	2024-09-23 12:54:46	jessicam@mpg-us.com	Bid Notification
Momentum Procurement Group	OR	Classification	2024-09-23 12:54:46	jmillican@mpg-us.com	Bid Notification
Monarch Trophy Studio	TX	Classification	2024-09-23 12:54:46	sales@mtsawards.com	Bid Notification
Mongoose LTD	MD	Classification	2024-09-23 12:54:46	sales@molloglobal.com	Bid Notification
Moos Printing & Advertising	OH	Classification	2024-09-23 12:54:46	mattmoos@moosprinting.com	Bid Notification
Mount Airy Woodcraft	MD	Classification	2024-09-23 12:54:46	support@mountairywoodcraft.c	Bid Notification
MRC Smart Technology Solutio	CA	Classification	2024-09-23 12:54:46	ghuey@mrc360.com	Bid Notification
MRC, Smart Technology Solutio	CA	Classification	2024-09-23 12:54:46	kevin.mccarthy@xerox.com	Bid Notification
MSA SYSTEMS INC	CA	Classification	2024-09-23 12:54:46	SHADI.GHOLAMI@MSASYS.C	Bid Notification
MTM Recognition Corporation	OK	Classification	2024-09-23 12:54:46	jthompson@mtmrecognition.co	Bid Notification
Mustang Computers & Supplies	GA	Classification	2024-09-23 12:54:46	jessica@mustangcpu.com	Bid Notification
My Central Supply	NE	Classification	2024-09-23 12:54:46	amy@mycentralsupply.com	Bid Notification
My Marketing Department, Inc.	FL	Classification	2024-09-23 12:54:46	promo@mmdept.com	Bid Notification
MyOfficeProducts	OH	Classification	2024-09-23 12:54:46	scott.miller@myofficeproducts.c	Bid Notification
Namifiers, LLC	UT	Classification	2024-09-23 12:54:46	nick@namifiers.com	Bid Notification
NATIONAL ART & SCHOOL SUP	NJ	Classification	2024-09-23 12:54:46	levy@nationalartsupplies.com	Bid Notification
National Emblem, Inc.	CA	Classification	2024-09-23 12:54:46	sales@nationalemblem.com	Bid Notification
National Pen Company	TN	Classification	2024-09-23 12:54:46	keaton.thomas@pens.com	Bid Notification
Navrat's Inc.	KS	Classification	2024-09-23 12:54:46	rduncan@navrats.com	Bid Notification
New Century Technologies Inc	CA	Classification	2024-09-23 12:54:46	tammy@nctsolution.com	Bid Notification
New Computech, Inc	NY	Classification	2024-09-23 12:54:46	elena@newcomputech.com	Bid Notification
New Precision Technology, LLC	CT	Classification	2024-09-23 12:54:46	agianacoplos@usi-corp.com	Bid Notification
Nitsom Promotional Manufactur	IL	Classification	2024-09-23 15:02:56	chruthy@nitsompromos.com	Bid Notification
NonStop Promotions	MD	Classification	2024-09-23 12:54:46	mike@nonstoppromo.net	Bid Notification
Northstar Computer Forms	MN	Classification	2024-09-23 12:54:46	ken.riles@northstar-mn.net	Bid Notification
Northwest Engravers, LLC	TX	Classification	2024-09-23 12:54:46	terry@northwestengravers.com	Bid Notification
Oakfields Innovations	MD	Classification	2024-09-23 12:54:46	tomi@oakfieldsinnovations.com	Bid Notification
ODP Business Solutions	CA	Classification	2024-09-23 12:54:46	kellye.crane@officedepot.com	Bid Notification

ODP Business Solutions LLC	FL	Classification	2024-09-23 12:54:46	christopher.ly@odpbusiness.co	Bid Notification
OFFICE DEPOT	CA	Classification	2024-09-23 12:54:46	michele.gaspard@officedepot.c	Bid Notification
Office Depot, Inc.	FL	Classification	2024-09-23 12:54:46	douglas.grove@officedepot.cor	Bid Notification
Office Depot, Inc.	MN	Classification	2024-09-23 12:54:46	christopher.ceynowa@officedep	Bid Notification
Office Depot, LLC	FL	Classification	2024-09-23 12:54:46	ali.ladbon@officedepot.com	Bid Notification
Office Tree LLC	NV	Classification	2024-09-23 12:54:46	andrea@officetreeproducts.con	Bid Notification
OFFICE TREE LLC	NV	Classification	2024-09-23 12:54:46	jamesp@officetreeproducts.cor	Bid Notification
OFFICE TREE PRODUCTS LL	NV	Classification	2024-09-23 12:54:46	jr@officetreeproducts.com	Bid Notification
Office Ventures	IN	Classification	2024-09-23 12:54:46	Mike@officeventures.com	Bid Notification
OfficeMax	CA	Classification	2024-09-23 12:54:46	nicholaslombardo@officemax.c	Bid Notification
OM Office Supply Inc	PA	Classification	2024-09-23 12:54:46	bids@omos.com	Bid Notification
One Stop Office & Business So	TX	Classification	2024-09-23 12:54:46	bnavors@onestopofficesolution	Bid Notification
Onestop	TX	Classification	2024-09-23 12:54:46	taniac@callonestop.com	Bid Notification
OTC Brands, Inc. dba Oriental	NE	Classification	2024-09-23 12:54:46	npsbids@oriental.com	Bid Notification
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-04 13:27:20	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-04 13:43:03	npsbids@oriental.com	Addendum Notification
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 14:47:20	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 14:48:38	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 14:50:23	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 14:51:42	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 14:56:40	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 15:00:42	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 15:06:44	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 15:17:04	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 15:21:02	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-08 15:22:07	npsbids@oriental.com	Bid Answer
OTC Brands, Inc. dba Oriental	NE	Classification	2024-10-09 09:03:36	npsbids@oriental.com	Bid Answer
Pacific Office Solutions	WA	Classification	2024-09-23 12:54:46	ablasdel@posolutions.com	Bid Notification
Pacific Office Solutions	WA	Classification	2024-09-23 12:54:46	jvaldez@posolutions.com	Bid Notification
Pacific Star Corporation	TX	Classification	2024-09-23 12:54:46	customer@pfstar.com	Bid Notification
Packform	CA	Classification	2024-09-23 12:54:46	estampher@packform.com	Bid Notification
Paige Company Containers Inc	NJ	Classification	2024-09-23 12:54:46	gknoll@paigecompany.com	Bid Notification
Pala Supply Company, Inc	TX	Classification	2024-09-23 12:54:46	larry@schoolsupplypacks.com	Bid Notification
paper and graphics inc	MN	Classification	2024-09-23 12:54:46	info@paperandgraphics.com	Bid Notification
Paper Clip Supply	NJ	Classification	2024-09-23 12:54:46	cs@paperclipsupply.com	Bid Notification
Paper Solutions, Inc. dba Parte	IN	Classification	2024-09-23 12:54:46	mlillge@parteksolutions.com	Bid Notification
PartStock Computer	MN	Classification	2024-09-23 12:54:46	eogden@partstock.com	Bid Notification

Pashupati	CA	Classification	2024-09-23 12:54:46	mike@computersupplies.com	Bid Notification
Patrick Chery International	FL	Classification	2024-09-23 12:54:46	patrick.chery@gmail.com	Bid Notification
Payton's Blend LLC	TX	Classification	2024-09-23 12:54:46	paytonblend@hotmail.com	Bid Notification
pc/nametag, A Division of Avery	WI	Classification	2024-09-23 12:54:46	ckrantz@pcnametag.com	Bid Notification
PCdisposal.com LLC	KS	Classification	2024-09-23 12:54:46	yrokb@cs.com	Bid Notification
PCM Inc	CA	Classification	2024-09-23 12:54:46	steven.lubom@TigerDirect.com	Bid Notification
PED-Stuart Corporation	FL	Classification	2024-09-23 12:54:46	erik@ped-stuart.com	Bid Notification
PEPPM	PA	Classification	2024-09-23 12:54:46	mcarollo@peppm.org	Bid Notification
Perfect Output, LLC	KS	Classification	2024-09-23 12:54:46	aevans@perfectoutput.com	Bid Notification
Perfect Output, LLC	KS	Classification	2024-10-04 13:27:20	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-04 13:43:03	aevans@perfectoutput.com	Addendum Notification
Perfect Output, LLC	KS	Classification	2024-10-08 14:47:20	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 14:48:38	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 14:50:23	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 14:51:42	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 14:56:40	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 15:00:42	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 15:06:44	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 15:17:04	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 15:21:02	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-08 15:22:07	aevans@perfectoutput.com	Bid Answer
Perfect Output, LLC	KS	Classification	2024-10-09 09:03:36	aevans@perfectoutput.com	Bid Answer
Performance Office Papers	MN	Classification	2024-09-23 12:54:46	adwyer@perfpapers.com	Bid Notification
Performance Office Papers	MN	Classification	2024-10-04 13:27:20	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-04 13:43:03	adwyer@perfpapers.com	Addendum Notification
Performance Office Papers	MN	Classification	2024-10-08 14:47:20	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 14:48:38	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 14:50:23	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 14:51:42	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 14:56:40	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 15:00:42	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 15:06:44	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 15:17:04	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 15:21:02	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-08 15:22:07	adwyer@perfpapers.com	Bid Answer
Performance Office Papers	MN	Classification	2024-10-09 09:03:36	adwyer@perfpapers.com	Bid Answer
PFU America Inc. A Ricoh Com	CA	Classification	2024-09-23 12:54:46	govbids@pfu-us.rioh.com	Bid Notification

PFU America Inc. A Ricoh Com CA	Classification	2024-10-04 13:27:20	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-04 13:43:03	govbids@pfu-us.ricoh.com	Addendum Notification
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 14:47:20	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 14:48:38	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 14:50:23	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 14:51:42	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 14:56:40	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 15:00:42	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 15:06:44	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 15:17:04	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 15:21:02	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-08 15:22:07	govbids@pfu-us.ricoh.com	Bid Answer
PFU America Inc. A Ricoh Com CA	Classification	2024-10-09 09:03:36	govbids@pfu-us.ricoh.com	Bid Answer
Phaeton Solutions LLC VA	Classification	2024-09-23 12:54:46	acole@phaeton-solutions.com	Bid Notification
Phoenix Promotional Products IFL	Classification	2024-09-23 12:54:46	phoenixpromotionalproducts@	Bid Notification
Pioneer Products NY	Classification	2024-09-23 12:54:46	matt.london@pioneers.com	Bid Notification
Pitney Bowes Inc. CT	Classification	2024-09-23 12:54:46	Jamillah.Crooks@pb.com	Bid Notification
Pitsco Education LLC KS	Classification	2024-09-23 12:54:46	bids@pitsco.com	Bid Notification
Pittsburgh Public Safety Supply PA	Classification	2024-09-23 12:54:46	Matt@PittsburghPublicSafety.c	Bid Notification
Pixel Technology Consultants FL	Classification	2024-09-23 12:54:46	dmartin@pixeltechfl.com	Bid Notification
Platinum Venture Group UT	Classification	2024-09-23 12:54:46	jay@platinumventuregroup.com	Bid Notification
Point Emblems UT	Classification	2024-09-23 12:54:46	lori@pointemblems.com	Bid Notification
POS Supply Solutions Inc. MA	Classification	2024-09-23 12:54:46	bids@possupply.com	Bid Notification
POS Supply Solutions Inc. MA	Classification	2024-10-04 13:27:20	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-04 13:43:03	bids@possupply.com	Addendum Notification
POS Supply Solutions Inc. MA	Classification	2024-10-08 14:47:20	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 14:48:38	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 14:50:23	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 14:51:42	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 14:56:40	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 15:00:42	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 15:06:44	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 15:17:04	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 15:21:02	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-08 15:22:07	bids@possupply.com	Bid Answer
POS Supply Solutions Inc. MA	Classification	2024-10-09 09:03:36	bids@possupply.com	Bid Answer
Positive Impressions Inc KS	Classification	2024-09-23 12:54:46	mingle@positiveimpressionsks.	Bid Notification

Positive Promotions	NY	Classification	2024-09-23 12:54:46	bids@positivepromotions.com	Bid Notification
Positive Promotions	NY	Classification	2024-10-04 13:27:20	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-04 13:43:03	bids@positivepromotions.com	Addendum Notification
Positive Promotions	NY	Classification	2024-10-08 14:47:20	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 14:48:38	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 14:50:23	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 14:51:42	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 14:56:40	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 15:00:42	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 15:06:44	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 15:17:04	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 15:21:02	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-08 15:22:07	bids@positivepromotions.com	Bid Answer
Positive Promotions	NY	Classification	2024-10-09 09:03:36	bids@positivepromotions.com	Bid Answer
Precision Micrographics & Imac	TX	Classification	2024-09-23 12:54:46	barry@imagescan.com	Bid Notification
Premier and Companies Inc	NJ	Classification	2024-09-23 12:54:46	mambroselli@premierandco.co	Bid Notification
Premier Paper and Packaging	MO	Classification	2024-09-23 12:54:46	bandb@premierpaper.com	Bid Notification
Premier Paper and Packaging,	MO	Classification	2024-09-23 12:54:46	lindsay@premierpaper.com	Bid Notification
Premium Stationers	CA	Classification	2024-09-23 12:54:46	logans@premiumstationers.cor	Bid Notification
Presslink Printing, Ltd.	TX	Classification	2024-09-23 12:54:46	rholmes@presslinkusa.com	Bid Notification
Prime Educational Products, LL	OH	Classification	2024-09-23 12:54:46	info@geyerinstructional.com	Bid Notification
Printing Pros	CA	Classification	2024-09-23 12:54:46	sales@myprintingpros.com	Bid Notification
Pristore Services, Inc	KY	Classification	2024-09-23 12:54:46	patelb@pristoreservices.com	Bid Notification
Pro Brand LLC	TX	Classification	2024-09-23 12:54:46	pro@probrandllc.com	Bid Notification
Pro Specialties Group, Inc.	CA	Classification	2024-09-23 12:54:46	aarons@psginc.com	Bid Notification
PRO STAMPS	CA	Classification	2024-09-23 12:54:46	BRIAN@PROSTAMPS.BIZ	Bid Notification
Productive Office & School Env	CO	Classification	2024-09-23 12:54:46	sandy@proofficeenvironments.	Bid Notification
Professional Procurement Serv	WA	Classification	2024-09-23 12:54:46	probuyerllc@gmail.com	Bid Notification
Profiles Systems Inc	WA	Classification	2024-09-23 12:54:46	ryan@magnumlaser.com	Bid Notification
Progressive Business Supplies	CA	Classification	2024-09-23 12:54:46	brian@probizcorp.com	Bid Notification
Project:Promotions	TX	Classification	2024-09-23 12:54:46	steely@projectpromotion.com	Bid Notification
Promo Direct	NV	Classification	2024-10-09 11:24:59	info@promodirect.com	Bid Notification
Promo Solutions	TX	Classification	2024-09-23 12:54:46	stacy.promosolutions@yahoo.c	Bid Notification
Pyramid Paper Company	FL	Classification	2024-09-23 12:54:46	biddept@pyramidsp.com	Bid Notification
Pyramid Paper Company	FL	Classification	2024-10-04 13:27:20	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-04 13:43:03	biddept@pyramidsp.com	Addendum Notification
Pyramid Paper Company	FL	Classification	2024-10-08 14:47:20	biddept@pyramidsp.com	Bid Answer

Pyramid Paper Company	FL	Classification	2024-10-08 14:48:38	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 14:50:23	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 14:51:42	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 14:56:40	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 15:00:42	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 15:06:44	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 15:17:04	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 15:21:02	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-08 15:22:07	biddept@pyramidsp.com	Bid Answer
Pyramid Paper Company	FL	Classification	2024-10-09 09:03:36	biddept@pyramidsp.com	Bid Answer
Qcorp Printing Solutions	CA	Classification	2024-09-23 12:54:46	kim@qcorpco.com	Bid Notification
Quill LLC	IL	Classification	2024-09-23 12:54:46	bid@quill.com	Bid Notification
R T Barbee Co Inc	NC	Classification	2024-09-23 12:54:46	david@rtbarbee.com	Bid Notification
R-SAFE Specialty	CA	Classification	2024-09-23 12:54:46	ramona@r-safe.net	Bid Notification
Rain Design Inc.	CA	Classification	2024-09-23 12:54:46	partners@raindesigninc.com	Bid Notification
Rasix Computer Center, Inc	CA	Classification	2024-09-23 12:54:46	jeffrey.kozma@rasixinc.com	Bid Notification
Ray Morgan Company	CA	Classification	2024-09-23 12:54:46	jmilan@raymorgan.com	Bid Notification
Raymond Geddes & Co., Inc	MD	Classification	2024-09-23 12:54:46	shayes@raymondgeddes.com	Bid Notification
rbiCompany	OK	Classification	2024-09-23 12:54:46	jsmith@rbicompany.com	Bid Notification
RE Business Solutions	NJ	Classification	2024-09-23 12:54:46	tbryson@reonline.com	Bid Notification
REALLY GOOD STUFF	CT	Self Invited	2024-10-04 13:27:20	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-04 13:43:03	bidsupport@reallygoodstuff.com	Addendum Notification
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 14:47:20	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 14:48:38	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 14:50:23	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 14:51:42	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 14:56:40	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 15:00:42	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 15:06:44	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 15:17:04	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 15:21:02	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-08 15:22:07	bidsupport@reallygoodstuff.com	Bid Answer
REALLY GOOD STUFF	CT	Self Invited	2024-10-09 09:03:36	bidsupport@reallygoodstuff.com	Bid Answer
Reed Goode Books LLC	MA	Classification	2024-09-23 12:54:46	kwoods@reedgoodebooks.com	Bid Notification
Reliable Imaging Computer Pro	CA	Classification	2024-09-23 12:54:46	mikec@reliableimaging.net	Bid Notification
RELIABLE OFFICE SOLUTION	CA	Classification	2024-09-23 12:54:46	WENDYW@RELIABLE-OS.CC	Bid Notification
Remi Corporation	NC	Classification	2024-09-23 12:54:46	marketingrfp@theremigroup.co	Bid Notification

Resource Communications Inc	MI	Classification	2024-09-23 12:54:46	ryan@rcigr.com	Bid Notification
Restockit	FL	Classification	2024-09-23 12:54:46	sales@restockit.com	Bid Notification
Retrieval Business Systems, Inc	IA	Classification	2024-09-23 12:54:46	ken.rbs@sbcglobal.net	Bid Notification
Ricoh America's	TX	Classification	2024-09-23 12:54:46	kerry.walsh@ricoh-usa.com	Bid Notification
Ricoh USA, Inc.	PA	Classification	2024-09-23 12:54:46	todd.marron@ricoh-usa.com	Bid Notification
RIS Paper Company, Inc	OH	Classification	2024-09-23 12:54:46	deborah.mckee@rispaper.com	Bid Notification
Ristech Company Inc.	ON	Classification	2024-09-23 12:54:46	jgalardo@ristech.ca	Bid Notification
RL Enterprises	CA	Classification	2024-09-23 12:54:46	rwl@rlntrprzs.com	Bid Notification
RN Wellness	NY	Classification	2024-09-23 12:54:46	be@rnmasks.com	Bid Notification
Roanoke Stamp & Seal Co.	VA	Classification	2024-09-23 12:54:46	frankf@usacustom.com	Bid Notification
RockPoint Apparel Company	TX	Classification	2024-09-23 12:54:46	rafael@olivocompanies.com	Bid Notification
RoseDrew, Inc	FL	Classification	2024-09-23 12:54:46	showcases1@aol.com	Bid Notification
Royal Media Inc.	MD	Classification	2024-09-23 12:54:46	koi@royalimagingssolutions.com	Bid Notification
Royal Media Network	MD	Classification	2024-09-23 12:54:46	michaeljerome@royalimagingssolutions.com	Bid Notification
Royal Media Network	MD	Classification	2024-09-23 12:54:46	arish@royalimagingssolutions.cc	Bid Notification
ROYAL MEDIA NETWORK	MD	Classification	2024-09-23 12:54:46	vian@royalimagingssolutions.co	Bid Notification
ROYAL MEDIA NETWORK	MD	Classification	2024-09-23 12:54:46	kat.c@royalimagingssolutions.cc	Bid Notification
Royal media network inc	MD	Classification	2024-09-23 12:54:46	jojo@royalimagingssolutions.com	Bid Notification
Royal Media Network INC	MD	Classification	2024-09-23 12:54:46	Mica@royalimagingssolutions.cc	Bid Notification
Royal Media Network Inc.	MD	Classification	2024-09-23 12:54:46	cath@royalimagingssolutions.co	Bid Notification
Royal Media Network Inc.	MD	Classification	2024-09-23 12:54:46	jude@royalimagingssolutions.co	Bid Notification
Royal Media Network Inc.	MD	Classification	2024-09-23 12:54:46	kristopher@royalimagingssolutions.co	Bid Notification
Royal Media Network Inc.,	MD	Classification	2024-09-23 12:54:46	evado@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc	MD	Classification	2024-09-23 12:54:46	cristine@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc	MD	Classification	2024-09-23 12:54:46	jeserie@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	simon@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	drew@royalimagingssolutions.cc	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	william@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	Raven@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	maricris@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	nestor@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	aldrin@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	rolando@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	arnulfo@royalimagingssolutions.co	Bid Notification
Royal Media Network, Inc.	MD	Classification	2024-09-23 12:54:46	krisrimae@royalimagingssolutions.co	Bid Notification
RPT Toner	IL	Classification	2024-09-23 12:54:46	sonya@rpttoner.com	Bid Notification
Russell-Hampton	KS	Classification	2024-09-23 12:54:46	j.robinson@ruh.com	Bid Notification

Safari Micro	AZ	Classification	2024-09-23 12:54:46	tina@safarimicro.com	Bid Notification
sage global products and servic	CA	Classification	2024-09-23 12:54:46	tony@sageglobal-llc.com	Bid Notification
Samsung Electronics America I	NJ	Classification	2024-09-23 12:54:46	d.curran@sea.samsung.com	Bid Notification
Samsung Electronics America,	NJ	Classification	2024-09-23 12:54:46	d.schmidig@sea.samsung.com	Bid Notification
SAN UNIVERSAL INC	GA	Classification	2024-09-23 12:54:46	SANUNIVERS@GMAIL.COM	Bid Notification
Sandia International	TX	Classification	2024-09-23 12:54:46	rwebb@sandiainternational.com	Bid Notification
School Life, a division of image	TX	Classification	2024-09-23 12:54:46	juli@schoollife.com	Bid Notification
School Specialty LLC	WI	Classification	2024-09-23 12:54:46	bidnotices@schoolspecialty.cor	Bid Notification
School Specialty LLC	WI	Classification	2024-10-04 13:27:20	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-04 13:43:03	bidnotices@schoolspecialty.cor	Addendum Notification
School Specialty LLC	WI	Classification	2024-10-08 14:47:20	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 14:48:38	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 14:50:23	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 14:51:42	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 14:56:40	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 15:00:42	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 15:06:44	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 15:17:04	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 15:21:02	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-08 15:22:07	bidnotices@schoolspecialty.cor	Bid Answer
School Specialty LLC	WI	Classification	2024-10-09 09:03:36	bidnotices@schoolspecialty.cor	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-04 13:27:20	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-04 13:43:03	jpdas@eii-usa.com	Addendum Notification
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 14:47:20	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 14:48:38	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 14:50:23	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 14:51:42	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 14:56:40	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 15:00:42	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 15:06:44	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 15:17:04	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 15:21:02	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-08 15:22:07	jpdas@eii-usa.com	Bid Answer
School Wholesale Supplies LLC	TN	Self Invited	2024-10-09 09:03:36	jpdas@eii-usa.com	Bid Answer
Schoolkidz.com LLC	IL	Classification	2024-09-23 12:54:46	m.george@kitsforkidz.org	Bid Notification
Schweizer Emblem Company	WI	Classification	2024-09-23 12:54:46	emily@schweizer-emblem.com	Bid Notification
SDI Innovations, Inc	IN	Classification	2024-09-23 12:54:46	accounting@schooldatebooks.c	Bid Notification

SDI Innovations, Inc	IN	Classification	2024-09-25 14:57:14	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-04 13:27:20	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-04 13:43:03	accounting@schooldatebooks.c	Addendum Notification
SDI Innovations, Inc	IN	Classification	2024-10-08 14:47:20	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 14:48:38	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 14:50:23	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 14:51:42	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 14:56:40	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 15:00:42	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 15:06:44	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 15:17:04	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 15:21:02	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-08 15:22:07	accounting@schooldatebooks.c	Bid Answer
SDI Innovations, Inc	IN	Classification	2024-10-09 09:03:36	accounting@schooldatebooks.c	Bid Answer
Sentry Industries, Inc.	NY	Classification	2024-09-23 12:54:46	mpoole@sentryindustries.com	Bid Notification
Sharp Electronics Corporation	NJ	Classification	2024-09-23 12:54:46	Tighem@sharpsec.com	Bid Notification
Shoplet.com	NY	Classification	2024-09-23 12:54:46	biddesk@shoplet.com	Bid Notification
Showtime Awards	CA	Classification	2024-09-23 12:54:46	luann@showtimeawards.com	Bid Notification
Shree Laxmi, Inc.	CT	Classification	2024-09-23 12:54:46	slibiz@gmail.com	Bid Notification
Skyline Book Binding & Present	CA	Classification	2024-09-23 12:54:46	customerservice@onlineskyline	Bid Notification
Skyline Communications	CA	Classification	2024-09-23 12:54:46	peter@onlineskyline.com	Bid Notification
SMITH OFFICE & COMPUTER	FL	Classification	2024-09-23 12:54:46	kingsleyf@smithoff.com	Bid Notification
Source Point Products & Servic	CA	Classification	2024-09-23 12:54:46	susan.yang@fullypromoted.con	Bid Notification
Source Rite	CA	Classification	2024-09-23 12:54:46	ritchartz@sourcerite-gsa.com	Bid Notification
Source Rite	CA	Classification	2024-09-23 12:54:46	julia@sourcerite-gsa.com	Bid Notification
Source Rite LLC	CA	Classification	2024-09-23 12:54:46	jonm@sourcerite-gsa.com	Bid Notification
Source Rite LLC	CA	Classification	2024-09-23 12:54:46	sheila@sourceritegsa.com	Bid Notification
Southland Envelope Co., Inc	CA	Classification	2024-09-23 12:54:46	nmendez@southlandenvelope.	Bid Notification
Spicers Paper Inc.	CA	Classification	2024-09-23 12:54:46	cyndi.al-sawas@kellyspicers.cc	Bid Notification
SPIRAL BINDING JB	NJ	Classification	2024-09-23 12:54:46	rsims@spiralbinding.com	Bid Notification
SRA Office Solutions LLC	FL	Classification	2024-09-23 12:54:46	rsantos@sraofficesolutions.con	Bid Notification
Staples	CA	Classification	2024-09-23 12:54:46	kenneth.jones@staples.com	Bid Notification
staples	FL	Classification	2024-09-23 12:54:46	zackary.baker@staples.com	Bid Notification
Staples	TX	Classification	2024-09-23 12:54:46	geraldlyn.williams@staples.com	Bid Notification
Staples Contract & Commercial	CO	Classification	2024-09-23 12:54:46	StaplesPublicBidsDesk@staple	Bid Notification
Steelcase Inc.	MI	Self Invited	2024-10-04 13:27:20	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-04 13:43:03	kloubert@steelcase.com	Addendum Notification

Steelcase Inc.	MI	Self Invited	2024-10-08 14:47:20	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 14:48:38	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 14:50:23	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 14:51:42	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 14:56:40	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 15:00:42	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 15:06:44	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 15:17:04	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 15:21:02	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-08 15:22:07	kloubert@steelcase.com	Bid Answer
Steelcase Inc.	MI	Self Invited	2024-10-09 09:03:36	kloubert@steelcase.com	Bid Answer
Stormforce Corporation	CA	Classification	2024-09-23 12:54:46	matt@myschoolthings.com	Bid Notification
Stratix Systems	PA	Classification	2024-09-23 12:54:46	mdaniels@stratixsystems.com	Bid Notification
Sun Badge Company	CA	Classification	2024-09-23 12:54:46	bdawson@sunbadgeco.com	Bid Notification
Supplies Hotline Corporation	PA	Classification	2024-09-23 12:54:46	rmerwine@supplieshotline.com	Bid Notification
Supplies Now, Inc.	OH	Classification	2024-09-23 12:54:46	bmcccloud@suppliesnow.com	Bid Notification
Supply Partner, LLC	CA	Classification	2024-09-23 12:54:46	andreic@supplypartnerllc.com	Bid Notification
Swift Print Solutions, LLC	NJ	Classification	2024-09-23 12:54:46	linda@swiftprintsolutions.com	Bid Notification
Systems & Space, Inc.	CA	Classification	2024-09-23 12:54:46	dback@systemsnspace.com	Bid Notification
T-Shirt King, Inc.	MO	Classification	2024-09-23 12:54:46	chris@kingpromo.com	Bid Notification
TAB Products Co, LLC	WI	Classification	2024-09-23 12:54:46	bidsus@tab.com	Bid Notification
TAB Products Co, LLC	WI	Classification	2024-09-23 12:54:46	bidsus@tab.com	Bid Notification
Tarrant County Association for TX		Classification	2024-09-23 12:54:46	rnelson@lighthousefw.org	Bid Notification
Tattooine Electronic Systems Inc	WY	Classification	2024-09-23 12:54:46	recycle@tattooineinc.com	Bid Notification
TCP, Inc.	OH	Classification	2024-09-23 12:54:46	cdelehanty@printplususa.com	Bid Notification
Techneal, Inc.	CA	Classification	2024-09-23 12:54:46	Neal@Techneal.com	Bid Notification
Tera Consulting Inc./Tera Office	NY	Classification	2024-09-23 12:54:46	tpowell@teraconsultinginc.com	Bid Notification
Texas Custom Prints	TX	Classification	2024-09-23 12:54:46	texascustomprints@att.net	Bid Notification
Texas Health Supply Inc	TX	Classification	2024-09-23 12:54:46	sales@medisouth.com	Bid Notification
The Aby Manufacturing Group Inc	CA	Classification	2024-09-23 12:54:46	sales@erbadge.com	Bid Notification
THE ABY-MFG GROUP INC.	CA	Classification	2024-09-23 12:54:46	ersales@erbadge.com	Bid Notification
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-04 13:27:20	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-04 13:43:03	ersales@erbadge.com	Addendum Notification
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 14:47:20	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 14:48:38	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 14:50:23	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 14:51:42	ersales@erbadge.com	Bid Answer

THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 14:56:40	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 15:00:42	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 15:06:44	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 15:17:04	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 15:21:02	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-08 15:22:07	ersales@erbadge.com	Bid Answer
THE ABY-MFG GROUP INC.	CA	Classification	2024-10-09 09:03:36	ersales@erbadge.com	Bid Answer
The Educational Outback	AK	Classification	2024-09-23 12:54:46	educationaloutback@yahoo.com	Bid Notification
The Hitt Companies, Inc.	CA	Classification	2024-09-23 12:54:46	K.Hitt@HittCompanies.com	Bid Notification
The J Paul Company	TX	Classification	2024-09-23 12:54:46	Lindsay@jpaulco.com	Bid Notification
The Library Store, Inc.	IL	Classification	2024-09-23 12:54:46	districtbids@thelibrarystore.com	Bid Notification
the office pal	NJ	Classification	2024-09-23 12:54:46	gsa@theofficepal.com	Bid Notification
The Office Pal	NJ	Classification	2024-09-23 12:54:46	latzie@theofficepal.com	Bid Notification
The Paper Corporation	IA	Classification	2024-09-23 12:54:46	papercorp@fcdist.com	Bid Notification
The Paper Corporation	IA	Classification	2024-10-04 13:27:20	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-04 13:43:03	papercorp@fcdist.com	Addendum Notification
The Paper Corporation	IA	Classification	2024-10-08 14:47:20	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 14:48:38	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 14:50:23	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 14:51:42	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 14:56:40	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 15:00:42	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 15:06:44	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 15:17:04	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 15:21:02	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-08 15:22:07	papercorp@fcdist.com	Bid Answer
The Paper Corporation	IA	Classification	2024-10-09 09:03:36	papercorp@fcdist.com	Bid Answer
The Student Planner	CO	Classification	2024-09-23 12:54:46	Josh@studentplannerUSA.com	Bid Notification
Tigerdirect Inc	FL	Classification	2024-09-23 12:54:46	Derek.James@Tigerdirect.com	Bid Notification
TNT Promotions	FL	Classification	2024-09-23 12:54:46	suzi@sharpmarketing.com	Bid Notification
Tonerama Inc	NY	Classification	2024-09-23 12:54:46	gb@toneramainc.com	Bid Notification
Top Choice International Tradin	CA	Classification	2024-09-23 12:54:46	ueiling.lee@topchoicecorp.com	Bid Notification
Toshiba America Business Solt	CA	Classification	2024-09-23 12:54:46	gem@tabs.toshiba.com	Bid Notification
Toshiba Business Solutions	MI	Classification	2024-09-23 12:54:46	charles.davidson@tbs.toshiba.c	Bid Notification
Touchstone Merchandise Group	OH	Classification	2024-09-23 12:54:46	bevin@tmgideas.com	Bid Notification
TradeMarks Promotional Produ	TX	Classification	2024-09-23 12:54:46	KimQ@TMarks.com	Bid Notification
Tri State Camera	NY	Classification	2024-09-23 12:54:46	shmayaf@tristatecamera.com	Bid Notification

Tri-Tech Forensics, Inc	NC	Classification	2024-09-23 12:54:46	cspec@tritechusa.com	Bid Notification
TriCord Consulting, LLC	MD	Classification	2024-09-23 12:54:46	info@tricordconsultingllc.com	Bid Notification
Trivex Trading, Inc.	NH	Classification	2024-09-23 12:54:46	camden@trivextrading.com	Bid Notification
TS&J INC	GA	Classification	2024-09-23 12:54:46	tsjinc112@gmail.com	Bid Notification
TTI Business Products, Inc.	NY	Classification	2024-09-23 12:54:46	billiejean@ttibusiness.com	Bid Notification
Ultimate Office Solutions, Inc.	NJ	Classification	2024-09-23 12:54:46	customerservice@ultoffice.com	Bid Notification
Unified Packaging, Inc.	CO	Classification	2024-09-23 12:54:46	HelenS@UnifiedBinders.com	Bid Notification
United Art and Education Inc	IN	Classification	2024-09-23 12:54:46	kwarran@unitednow.com	Bid Notification
United Graphics Forms & Syste	PA	Classification	2024-09-23 12:54:46	unijb@comcast.net	Bid Notification
Unity Printing Co., Inc.	PA	Classification	2024-09-23 12:54:46	WBENC@unityprinting.com	Bid Notification
University Custom	TX	Classification	2024-09-23 12:54:46	chase@universitycustom.com	Bid Notification
US Laser LLC	OH	Classification	2024-09-23 12:54:46	ksimmons@uslaser.com	Bid Notification
US Pan American Solutions	MD	Classification	2024-09-23 12:54:46	admin@uspasgov.com	Bid Notification
USA Promo Solutions LLC	FL	Classification	2024-09-23 12:54:46	ORDERS@USAPROMOSOLU	Bid Notification
USA Promo Solutions LLC	FL	Classification	2024-10-04 13:27:20	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-04 13:43:03	ORDERS@USAPROMOSOLU	Addendum Notification
USA Promo Solutions LLC	FL	Classification	2024-10-08 14:47:20	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 14:48:38	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 14:50:23	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 14:51:42	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 14:56:40	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 15:00:42	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 15:06:44	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 15:17:04	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 15:21:02	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-08 15:22:07	ORDERS@USAPROMOSOLU	Bid Answer
USA Promo Solutions LLC	FL	Classification	2024-10-09 09:03:36	ORDERS@USAPROMOSOLU	Bid Answer
USCOMPUTERS	CA	Classification	2024-09-23 12:54:46	info@uscomputersinc.com	Bid Notification
V & V MANUFACTURING, INC	CA	Classification	2024-09-23 12:54:46	vandvmfg@aol.com	Bid Notification
V&V MANUFACTURING, INC.	CA	Classification	2024-09-23 12:54:46	vandvmfg@gmail.com	Bid Notification
V'z Custom Design, LLC	OH	Classification	2024-09-23 12:54:46	customersupport@vzcustomde	Bid Notification
VAMPT Co LLC	FL	Classification	2024-09-23 12:54:46	adam@vampt.co	Bid Notification
VERITIV OPERATING COMPA	FL	Classification	2024-09-23 12:54:46	PaperTSB@veritivcorp.com	Bid Notification
Veterans Business Supply Inc	MA	Classification	2024-09-23 12:54:46	dobbins@vbs.vet	Bid Notification
Victory Authority Corporation	CA	Classification	2024-09-23 12:54:46	kelvin@victoryauthority.com	Bid Notification
VIKING GRAPHICS	PA	Classification	2024-09-23 12:54:46	bharkins@vikinggraphics.com	Bid Notification
Visual Horizons Inc	NY	Classification	2024-09-23 12:54:46	laura@storesmart.com	Bid Notification



## Access Report

Agency Cooperative Purchasing Connection  
 Bid Number 25.5  
 Bid Title Office Solutions

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response
PFU America Inc. A Ricoh Company	2024-09-23 02:00 PM CDT	2024-10-04 03:30 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 1 - #25.5 - Office Solutions.pdf	
School Wholesale Supplies LLC	2024-09-24 03:34 AM CDT	2024-09-30 12:14 AM CDT	Part 1 - #25.5 - Office Solutions.pdf	
American AI Logistics	2024-09-23 04:37 PM CDT	2024-09-29 10:22 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf	
mix n more	2024-09-25 08:30 AM CDT	2024-10-07 01:26 PM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf Part 5.2 - #25.5 - Pricing Worksheet.xlsx	
Pyramid Paper Company	2024-09-24 08:34 AM CDT	2024-09-24 08:34 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx	
Innovative Office Solutions SDI Innovations, Inc	2024-10-15 04:22 PM CDT 2024-09-23 02:09 PM CDT	2024-10-18 09:45 AM CDT 2024-10-01 11:22 AM CDT	Part 1 - #25.5 - Office Solutions.pdf	2024-10-18 09:45 AM CDT

Cari Trading Company LLC	2024-09-24 10:45 PM CDT	2024-09-24 10:45 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
JTF Business systems ELITE TEXTILE TRADING LLC	2024-10-08 11:53 AM CDT 2024-09-23 03:04 PM CDT	2024-10-08 11:53 AM CDT 2024-10-18 07:01 AM CDT	Part 4 - #25.5 - Forms & Signatures.pdf Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf Part 3 - #25.5 - Questionnaire - Final.docx
Quill LLC Ristech Company Inc. AVIATE ENTERPRISES, INC.	2024-09-23 02:50 PM CDT 2024-09-23 01:59 PM CDT 2024-09-23 05:25 PM CDT	2024-09-23 02:50 PM CDT 2024-09-23 01:59 PM CDT 2024-09-23 05:25 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Brodart Co. E-Clips USA	2024-09-23 02:40 PM CDT 2024-09-25 06:36 AM CDT	2024-09-23 02:40 PM CDT 2024-10-09 10:40 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf

Innovative Office Solutions	2024-09-23 02:38 PM CDT	2024-10-09 10:55 AM CDT	Part 2 - #25.5 - General Terms and Conditions 10.4.24.pdf Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
Neka Creative USA Promo Solutions LLC	2024-09-25 02:10 PM CDT 2024-09-23 02:04 PM CDT	2024-09-25 02:10 PM CDT 2024-10-04 03:10 PM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Maxophone Music Dream Ranch LLC	2024-09-25 04:41 PM CDT 2024-09-25 12:12 PM CDT	2024-09-25 04:41 PM CDT 2024-09-25 12:13 PM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
The Bid Lab POS Supply Solutions Inc.	2024-09-24 12:21 AM CDT 2024-09-23 02:01 PM CDT	2024-10-18 12:21 AM CDT 2024-09-23 02:04 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 1 - #25.5 - Office Solutions.pdf
Goldfinger Accessories Konica Minolta Business Solutions Midland Paper Howard Industries, Inc. Chuckals Inc.	2024-09-23 02:00 PM CDT 2024-10-17 03:14 PM CDT 2024-09-30 02:07 PM CDT 2024-09-23 02:42 PM CDT 2024-09-25 12:49 PM CDT	2024-09-23 02:00 PM CDT 2024-10-17 03:14 PM CDT 2024-09-30 02:07 PM CDT 2024-09-23 02:42 PM CDT 2024-09-25 12:49 PM CDT	

School Specialty LLC	2024-09-24 07:32 AM CDT	2024-10-09 07:07 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
THE ABY-MFG GROUP INC.	2024-09-23 02:09 PM CDT	2024-09-23 02:09 PM CDT	Part 1 - #25.5 - Office Solutions.pdf
The Paper Corporation	2024-09-24 07:47 AM CDT	2024-09-24 07:48 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Perfect Output, LLC	2024-09-23 02:12 PM CDT	2024-09-23 02:12 PM CDT	Part 1 - #25.5 - Office Solutions.pdf
Performance Office Papers	2024-09-24 08:53 AM CDT	2024-09-24 11:31 AM CDT	Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
ADVERTISING ALTERNATIVES, LLC	2024-09-23 02:35 PM CDT	2024-10-13 04:08 PM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
Hasty Awards	2024-10-09 01:43 PM CDT	2024-10-09 01:43 PM CDT	
Ask IT Consulting Inc.	2024-09-24 12:20 AM CDT	2024-09-24 05:11 AM CDT	
LOTUS LOGISTICS LLC,	2024-09-25 11:45 AM CDT	2024-09-25 11:45 AM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx
REALLY GOOD STUFF	2024-09-27 03:03 PM CDT	2024-09-27 03:03 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Dodge Data & Analytics	2024-09-23 11:37 PM CDT	2024-10-17 11:36 PM CDT	

ECONOMY ADVERTISING COMPANY	2024-09-23 02:34 PM CDT	2024-09-23 02:37 PM CDT	Part 4 - #25.5 - Forms & Signatures.pdf Part 5.1 - #25.5 - Pricing Narrative.docx Part 3 - #25.5 - Questionnaire - Final.docx Part 1 - #25.5 - Office Solutions.pdf Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Marco Group, Inc Business Essentials	2024-10-07 07:54 AM CDT 2024-09-23 03:09 PM CDT	2024-10-07 07:54 AM CDT 2024-10-18 12:25 PM CDT	Part 2 - #25.5 - General Terms and Conditions 10.4.24.pdf Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
GCS Imaging Inc	2024-09-23 02:04 PM CDT	2024-10-09 11:55 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Continental & Global Services	2024-10-03 10:27 AM CDT	2024-10-03 10:28 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Contract Paper Group, Inc.	2024-09-23 01:55 PM CDT	2024-10-14 07:43 AM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx

Allied Solutions	2024-09-23 08:06 PM CDT	2024-09-30 01:51 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
Steelcase Inc.	2024-10-01 05:08 PM CDT	2024-10-04 02:47 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 4 - #25.5 - Forms & Signatures.pdf Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
ANCHORTEX CORPORATION	2024-09-30 07:33 AM CDT	2024-09-30 01:24 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 5.1 - #25.5 - Pricing Narrative.docx Part 3 - #25.5 - Questionnaire - Final.docx Part 2 - #25.5 - General Terms and Conditions.pdf Part 1 - #25.5 - Office Solutions.pdf
Central Valley Office Supply	2024-09-27 11:35 AM CDT	2024-10-09 05:30 PM CDT	Part 3 - #25.5 - Questionnaire - Final.docx Part 1 - #25.5 - Office Solutions.pdf Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Aarco Products, Inc.	2024-10-07 07:56 AM CDT	2024-10-09 06:39 AM CDT	Part 1 - #25.5 - Office Solutions.pdf

Kaeser & Blair, Inc.	2024-09-23 03:21 PM CDT	2024-10-08 04:37 PM CDT	Part 3 - #25.5 - Questionnaire - Final.docx Part 1 - #25.5 - Office Solutions.pdf Part 5.1 - #25.5 - Pricing Narrative.docx
Allan San Diego	2024-09-23 02:18 PM CDT	2024-09-23 02:18 PM CDT	
EARLYCHILDHOOD LLC	2024-10-08 05:01 PM CDT	2024-10-09 11:03 AM CDT	
Pitsco Education LLC	2024-09-23 03:00 PM CDT	2024-09-23 03:01 PM CDT	
Positive Promotions	2024-10-04 01:32 PM CDT	2024-10-04 01:32 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Integral Tech Supplies	2024-09-26 06:02 PM CDT	2024-10-04 02:48 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
Canon U.S.A., Inc	2024-09-23 02:22 PM CDT	2024-09-23 02:22 PM CDT	
Crown Trophy of Bloomington, Inc.	2024-09-23 02:06 PM CDT	2024-09-23 02:48 PM CDT	Part 3 - #25.5 - Questionnaire - Final.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
OTC Brands, Inc. dba Oriental Trading (	2024-09-25 10:10 AM CDT	2024-09-27 09:18 AM CDT	Part 5.1 - #25.5 - Pricing Narrative.docx Part 5.2 - #25.5 - Pricing Worksheet.xlsx
Lakeshore Learning Materials, LLC	2024-09-23 06:15 PM CDT	2024-10-09 05:09 PM CDT	Part 2 - #25.5 - General Terms and Conditions.pdf Part 5.2 - #25.5 - Pricing Worksheet.xlsx Part 1 - #25.5 - Office Solutions.pdf
Central Valley Office Supply, LLC	2024-09-24 05:27 PM CDT	2024-09-30 04:27 PM CDT	Part 5.2 - #25.5 - Pricing Worksheet.xlsx

# Opening Record

**RFP #25.5 Office Solutions**

*Request for Proposal*

**10/18/24**

*Date*

**10:12 a.m.**

*Time*

DocuSigned by:

*Melissa Mattson*

3B1AD7A01B69E48F...

*Melissa Mattson*

Signed by:

*Joni Puffett*

1E1606A2BC7042A...

*Joni Puffett*

DocuSigned by:

*Amy Lohse*

981BDA49D4404FE...

*Amy Lohse*

Company Responding	Business Essentials	Innovative Office Solutions
<b>3 Questionnaire</b> <i>Yes/No</i>	Yes	Yes
<b>4 Forms &amp; Signatures</b> <i>Yes/No</i>	Yes	Yes
<b>5 Pricing Schedule</b> <i>Yes/No</i>	Yes	Yes
<b>6 Certificate of Insurance</b> <i>Yes/No</i>	Yes	Yes
<b>Exhibit A - Marketing Plan</b> <i>Yes/No</i>	N/A	N/A
<b>Business Type Certificate (if applicable)</b> <i>Yes/No</i>	N/A	N/A
<b>Other</b>	N/A	N/A
<b>Moves to Evaluation</b>	Yes	Yes



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# Suspended/Debarred Vendor Detailed Information

[Minnesota Rules Part 1230.1150, Subpart 6](#) requires the Office of State Procurement to maintain a master list of all suspensions and debarments. The master list must retain all information concerning suspensions and debarments as a public record for at least three years following the end of a suspension or debarment.

The vendors listed below may be currently suspended or debarred, or have a suspension or debarment end date within the past three years. Click the vendor name for complete details.

**NOTE:** [Minnesota Rules Part 1230.1150, Subpart 2, Item B, Subitem \(1\)](#) also provides that: "Any vendor debarred by the federal government, the state of Minnesota, or any of its departments, commissions, agencies, or political subdivisions, is automatically debarred by the division under the same terms and limits of the original debarment."

See [vendors debarred by federal government agencies](#).

Results 1 - 7 of 7

[5Way Contractors Inc](#)

[Dionne Construction](#)

[Garson Group](#)

[Green Nature-Cycle, LLC.](#)

[John Aish, Inc.](#)

[Snowmen Inc.](#)

[Treasure Enterprise, Inc.](#)

## ABOUT OSP

- Contact Us
- Data Requests
- OSP Team

## QUICK LINKS

- Secure Portal (log-in required)
- Vendor Information and Supplier Portal
- SWIFT
- Risk Management
- Sales and Use Tax - MN Dept. of Revenue
- Construction Projects Virtual Plan Room

Minnesota Office of State Procurement  
112 Administration Building  
50 Sherburne Avenue  
Saint Paul, MN 55155  
[MAP](#)

[Website Feedback](#) | [Customer feedback](#) | [Privacy and Linking Policy](#)

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An official website of the state of North Dakota. [Here's how you know](#) □

□ Language: English □



external)

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**Procurement**

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Rules and Laws

Preference  
Laws

Procurement  
Advisory  
Counsel

State Contracts  
and  
Cooperative  
Purchasing

State  
Procurement  
Office (SPO)  
Online Login

State Sources  
of Supply

**Suspended  
and Debarred  
Vendors**

Register as  
Payee

**Feedback (+)**



S

State Purchasing  
Card (P-card)  
Program

State Surplus  
Property

»»»[Home Doing Business with the State Procurement](#) Suspended and Debarred Vendors

# Suspended and Debarred Vendors

The State Procurement Office maintains the State Bidders List of vendors who have applied to receive notice solicitations for commodities and services. Under state procurement rules, vendors may be subject to suspension or debarment from the Bidders List for cause. [NDAC 4-12-05](#) contains the rules that pertain to suspension or debarment from the Bidders List. Contact the [State Procurement Office](#)(link sends email) at 701.328.2740 with questions.

**There are currently NO suspended or debarred vendors.**

## Federal Suspended and Debarred Vendors

Many state agencies and institutions cannot do business with vendors that have been suspended or debarred by the Federal government. Many solicitations also evaluate the experience and qualifications of vendors, including whether or not the vendor has been suspended or debarred. [Search the federal list of suspended and debarred vendors](#)(link is external).

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Office of Management and Budget  
600 East Boulevard Avenue | Bismarck, ND 58505  
Phone: 701.328.2680 | Contact via email

PeopleSoft



Budget Development and Tracking System (BDTS)



Accessibility



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Contact

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**Cooperative Purchasing Connection**  
Tabulation Report RFP #25.5 - Office Solutions  
Vendor: Business Essentials

**General Comments:** Submitted.

**General Attachments:** 3 Questionnaire – Business Essentials.pdf  
4 Forms - Signatures – Business Essentials.pdf  
5.1 Pricing Narrative – Business Essentials.pdf  
5.2 Pricing Worksheet – Business Essentials.xlsx  
6 Certificate of Insurance (COI) – Business Essentials.pdf

## Questionnaire

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections need to be completed before submission:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Performance Capability](#)
4. [Products, Service & Pricing](#)
5. [Value Add](#)
6. [Exceptions & Deviations](#)

## Company Information

**Name of Company:** Bertelson Brothers dba Business Essentials

**Company Address:** 44 Northern Stacks Drive, suite 120

**City, State, Zip code:** Fridley, MN 55421

**Website:** www.orderbe.com

**Phone:** 763-595-5300

**Provide the following company contacts that will be working with this anticipated contract.**

	Name	Email	Phone
General Manager	Mike Murtaugh	mmurtaugh@orderbe.com	763-595-5321
Contract Manager	Luke Craven	lcraven@orderbe.com	612-239-3077
Sales Manager	Melissa Yajko	myajko@orderbe.com	952-826-9441
Marketing Manager	Liz Fernandez	liz@orderbe.com	763-847-2040
Customer Service Manager	John Solberg	jsolberg@orderbe.com	763-595-5320
Account Manager(s)	Xavier Sproule	xsproule@orderbe.com	651-373-7177

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

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

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

**List any other cooperative or state contracts your company holds that participating agencies have access to and include the contract expiration date.**

Omnia Region 4 ESC - TX- June 30<sup>th</sup> 2025, Pace-Dec. 2024

**Describe how your company will position the potential resulting contract with CPC versus other contracts you have access to.**

Through our experience with working with CPC in 2023 and 2022 on the white copy paper contract, it is clear that CPC has a strong reputation within the CPC Members. We would utilize CPCs market awareness and trust to help convert Schools and government agencies away from other contracts that are not on the CPC contract. The reality is that we don't create the other Omnia contract that we have access to, we're creating this contract in conjunction with you, CPC. I feel strongly that what we come up with together will be far more beneficial for CPC Members and us because it's tailored to our market. Our team will have a far greater chance to win with this CPC contract, so that's what we'll sell.

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

\_\_\_\_\_ Yes

  x   No

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

N/A

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

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

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

N/A

## Qualifications & Experience

**1. Provide a brief background of your organization, including your business philosophy and company core values.**

Bertelson Brothers Inc, DBA Business Essentials, was founded by Oscar and Arthur Bertelson on October 1, 1906 in Downtown Minneapolis. Don't let our age fool you, to this day, we're still one of the fastest growing school and office providers in the country. After being locally owned by the Bertelson family for over 100 years, Business Essentials was acquired by the ODP Corporation (same parent company of Office Depot) in 2018. The ODP Corporation acts as a holding company, acquiring highly successful organizations and allowing them to continue to operate independently. As a matter of fact, when acquired, outside of former ownership, there were no leadership or staff reductions. The only thing that changed for Business Essentials that day was access to thousands of more items to sell and industry leading costs negotiated by the same parent company as Office Depot.

That allowed us to reshape our philosophy. No longer did we just have to survive solely on world class service. We could now offer "Supplies for your office and school at big box pricing without sacrificing exceptional service". This best of both worlds philosophy has resonated extremely well with both our current customers and prospective customers alike.

Business Essentials has three core values that require each of our employees to demonstrate day in and day out to best serve our customers.

BE Accountable  
BE Creative  
BE Driven

**2. Provide evidence of what your company is doing to remain viable in the industry (i.e., how you are adapting to changes in the industry).**

There is no greater evidence of what our company is doing to remain viable than the sale to the ODP Corporation in 2018. In a commodity driven industry like school and office products, cost is king. There is simply no way for a \$50mil-\$500mil company to compete on price with multi-billion dollar organizations like Staples, Office Depot, Amazon, etc.

Joining the ODP family of companies brought Business Essentials significantly more product breadth and instant cost savings we were able to pass on to customers. However, unlike many of our big box competitors, our leadership, customer care, etc are based right here in the Midwest. This is critical in our long-term viability because while many school supplies may be commodity and price driven, other important categories like furniture and branded products are not and we're here, with reps on the ground, supporting those hands on needs as well.

Additional evidence in how Business Essentials has succeeded in our adaptability to an ever changing world can be found in our employee retention. During and after Covid, many organizations experienced high turnover within their staff. This was not the case at Business Essentials. We continue to put our employees first, and have an employee retention rate over 98% the last two years to prove it. Continuity for us equates to continuity for our customers. Whether it's obvious benefits like tuition reimbursement and paid parental leave, or less obvious benefits like paid volunteer time or pay on demand options, our employees want to be here. Being the place employees want to come to work in our industry helps us save time and costs on retraining, which allows us to focus on critical initiatives and our customer needs.

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

Business Essentials is proud to say that our core customer retention rate is 97.82% year-over-year.

**4. Describe the number of agencies your organization, on average, provides office solutions for.**

We have had 2,915 customers purchase from us over the last 12 months.

**5. Describe the percentage of your company's revenue, by category (city/county/government; K12 education; Non Profits - 501(c)(3); and higher education) that is derived from office solutions sales on an annual basis.**

City/County/Government – 3.04%

K12 Education – 14.55%

Non Profits – 7.2%

**6. Describe your experience and the sales approach your company will take with eligible participating agencies.**

Business Essentials has worked with CPC Members in the past and through that process we learned more about how the entities work. First, we would identify the CPC Members that have previously bought into the program and ensure that business remains on the CPC contract and show them all the ways our updated contract will help limit their own rogue spend that can be moved back to CPC.

Next, we'll utilize a software database we have called Zoom Info that provides us with all educational, government, and non-profit institutions in a defined area (like MN, ND, & SD). After cross referencing that database with those CPC Members who we already contacted in step one, what we'll have are all of the non-CPC buying CPC Members. From that list, we'll have our Minnesota and Dakota sales reps put the CPC contract to work with email, phone, and in-person visits. Both CPC and Business Essentials have a strong reputation within the education community and we plan to lean into that, the improved pricing that comes with our contract, and our Proactive Retail Price Match laid out in the pricing narrative.

**7. Provide any additional information relevant to this section.**

As a wholly owned subsidiary of ODP, we are partner with Boise and CPA paper mill in International Falls. Boise is part of OSTL, and that is a trust fund that supports all Minnesota Schools. Not only do our school customers get a great product from Boise at a great price, but they are supporting MN schools, supporting sustainable forestry, and employing hundreds of people in the state of MN with jobs from forestry to trucking to railroad workers, to the mill employees that support the entire Northern Minnesota area. Something important to schools in the state of MN is working with a company that supports MN schools. We work closely with Boise and here is why that matters:



School trust lands are an important and broadly misunderstood category of land ownership. They were established in the Minnesota Constitution to be held in trust for a single and specific purpose: to generate revenue for public schools.

The Office of School Trust Lands (OSTL) develops and advocates for sustainable asset management strategies that optimize long-term revenue for Minnesota's public schools. OSTL has a fiduciary duty to ensure that both current and future beneficiaries receive maximum economic returns from activities on school trust lands.

*When you buy Boise Paper,  
for your school, you're  
giving back to  
all the MN  
public schools*

**Provide three (3) references that have purchased office solutions from your company within the last two (2) years. References from the tri-state area are preferred. A contact name, phone number and email will be required. \*Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm reference of past work may affect your evaluation.**

**Reference #1 – Company Name**  
**Service/Product Purchased**

West Fargo Public Schools  
Office Products & Furniture

Year of Purchase	2016
Reference Contact	Randy Cummings
Phone	701-356-2000
Email	rcummings@west-fargo.k12.nd.us

Reference #2 – Company Name	ISD 728
Service/Product Purchased	Furniture
Year of Purchase	2022
Reference Contact	Anja Bochenski
Phone	763-241-3416
Email	Anja.bochenski@isd728.org

Reference #3 – Company Name	ISD 279
Service/Purchase Purchased	Office Products
Year of Purchase	2011
Reference Contact	Brenda Pederson
Phone	763-391-7026
Email	pedersonb@district279.org

## Performance & Capability

### 1. CPC is seeking qualified, experienced vendor(s) who possess the necessary resources and capabilities to provide office solutions for its participating agencies. Describe how your company's customer approach, products and services meet this objective.

I don't believe you'll find a more experienced team out there, so I want to share a little bit about the folks who will most closely work on the CPC business.

Melissa Yajko – Director of Sales – at BE for over 9 years and in the industry for 20 years.

Xavier Sproule – Account Manager – at BE for almost 12 years.

John Solberg – Customer Care Lead – at BE for over 37 years.

Beyond our people, we have access to tens of thousands of office and school products with the entire Office Depot supply chain network, and 2 additional wholesalers to help us source each and every product needed to support the participating agencies. Additionally, having worked with many CPC agencies in the past, we feel strongly that our furniture offering will be far more successful than what's currently available. As you'll see from several of our educational references, furniture is a major decision driver for schools. Our team of experienced furniture sales, design, and installers, coupled with our extensive manufacturer direct relationships, gives us a leg up on the competition.

Our customer approach is simple, we understand each agency and end user is unique and we need to help them navigate their purchasing needs, whether that is online, email, fax or phone in orders. We do not attempt to fit the customer into our ideal box; we adapt to the customer and the way they need and want to do business. Our local customer service philosophy still believes the customer is most important, and our company invests in our employees, which in turn creates a good work environment with employees who strive to do the right things for the company and for our customers.

### 2. Describe your company's logistics (locations, experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to participating agencies.

Business Essentials relies on a distribution network built on 71 distribution centers across the country. That total includes 7 in the Minneapolis/St. Paul Market, 1 in West Fargo, ND, and 1 in Grand Forks ND. Our proprietary supply chain algorithm takes all inventories into account and finds the best way to fill your CPC agencies entire order in the fewest amount of shipments within their delivery window. This provides a huge amount of efficiency for us to keep your costs down, but also for the end user agency so they aren't having to take deliveries in multiple packages on multiple days.

Our delivery options are vast, we have our own drivers in certain markets like Minneapolis/St. Paul, Fargo/Moorhead, and Grand Forks. We also have access to Office Depot's nationwide delivery fleet, and their private couriers. However, based on the footprint in which many CPC agencies reside, most of our deliveries will go via UPS. UPS is a great option for them though and allows for excellent tracking and daily deliveries in most areas.

One additional benefit of being part of the ODP family of companies is that when the unexpected happens in the world; when there's a pandemic, a dock worker strike, anything to disrupt supply chain for manufacturers, we're given priority. When supply is tight, manufacturers want and need to take care of their largest customers first, and we (and our customers) saw the benefit of that many times in the past several years.

### **3. Describe what differentiates your company from your competitors ( i.e. - sales team, customer service, technology, product line, etc.).**

What sets us apart from our competition is our unwavering commitment to innovation and customer-centric solutions. We tailor our offerings to meet the unique needs of our clients. Our dedicated team not only provides exceptional support but also fosters long-term relationships built on trust and transparency. Our emphasis on sustainability and ethical practices resonates with our value-driven customers.

Another dynamic at play that really sets us apart from some of our competitors is the fact that we want to lead with this CPC contract in the Education and Government market. Your awarded supplier's sales team is an extension of CPC in the sense that our success selling the CPC contract is also the success of CPC and your own growth. Some of our competitors may have other contracts to offer CPC Members to buy off of; state contracts, county contracts, other educational buying groups, etc. That can create conflict within the sales team and individual reps and may result in CPC's contract not getting the attention with end users that it deserves. Make no mistake, our sales team will have a directive to drive CPC sales and grow this contract within the Educational and Government market year after year.

### **4. Describe your proposed order and delivery process for this proposal and contract award. Describe the process from order placement, including methods, receipt of order, and any related services. Describe lead time, availability, delivery, etc.**

OrderBE.com offers an easy, seamless way to order your office supplies. Our customers can also order by phone, fax, or email. End users will receive an order confirmation. 98% of our orders are delivered on-time.

#### **Order Placement**

##### **Methods of Order Placement:**

- **Online Portal:** Clients can place orders through a dedicated online portal, which provides a user-friendly interface for selecting products/services, customizing orders, and submitting requests.
- **Email:** Clients can also place orders via email, providing detailed specifications and quantities.
- **Phone Orders:** A dedicated customer service line will be available for clients who prefer to place orders over the phone.

#### **Receipt of Order**

##### **Order Confirmation:**

- Upon receipt of the order, an automatic confirmation email will be sent to the client, detailing the order specifics.
- A dedicated customer service representative will review the order and reach out if there are any discrepancies or clarifications needed.

#### **Related Services**

##### **Consultation and Support:**

- Clients can access consultation services to discuss their needs, customize orders, or receive recommendations through the CPC member sales team at Business Essentials or through our local live customer service line at 763-595-5300.
- Technical support will be available throughout the ordering process for any inquiries or issues via our local live customer service team at 763-595-5300 during normal business hours (8-5, M-F).

## Lead Time

### Standard Lead Times:

- **Standard Orders:** Typical lead time is 1 business day for processing, shipping, and delivery.
- **Customized Orders:** Depending on complexity, lead times for customized products may range from 2-4 weeks.
  1. Customer will be informed of actual lead time on all custom orders before order is placed.

## Availability

### Inventory Management:

- A real-time inventory management system will ensure that clients are informed of product availability during order placement on our website under “check stock” on the product page.
- Backorder notifications will be provided for any items that are temporarily out of stock.

## Delivery Process

### Shipping and Handling:

- Orders will be shipped via reliable carriers, with options for standard or expedited shipping.
- Clients will receive tracking information on our website under “my orders” once their order has been fulfilled and out for shipment.

### 7. Delivery Options:

- Delivery will be made to address on the order. Delivery location can be any physical address that isn't a PO Box.
- Installation services may be offered for certain products, arranged at the time of order.

## Invoicing

- Invoices will be sent out depending on each requirement of each CPC member. Some customers receive invoices with each order, some prefer monthly billing, etc... We will setup those unique needs individually with each individual CPC member.

## Returns

- Our return policy is 30 days, with the exception of anything that is perishable. The return can be done electronically, and our drivers will pick up with the next delivery or supplied a return label for a UPS return. If you are not satisfied with the product purchased from Business Essentials, you may return it within the applicable return period. Products in resalable condition with its complete and original manufacturers' packaging intact and undamaged, will be accepted. Office Supplies, school supplies and facility supplies have a 30 day return policy

## Live Local Customer Service

- If anytime during the ordering process a customer is need of any support, our live local customer service team is always available 8am-5pm Monday through Friday at 763-595-5300 or by email at [sales@orderbe.com](mailto:sales@orderbe.com).

## **5. Describe your company's fill rate and ability for on-time delivery and history of meeting shipping, delivery, and timelines.**

As mentioned above, our on-time fill rate is 98%. CPC members in Minnesota, Eastern North Dakota and South Dakota should expect next-day delivery for items in-stock if ordered by 5:00 pm. CPC members in Western North Dakota and South Dakota should receive delivery in 2 days. Orders for locations within the local delivery area of any Business Essentials location area are delivered next day by our partner couriers. Locations outside of this area are serviced via UPS or via a courier service. Business Essential has locations with employee drivers in Minneapolis/St Paul Metro, West Fargo and Grand Forks.

## **6. Describe your company's customer service/problem resolution process. Include hours of operation, number of services, modes of contact, etc.**

- Business Essentials strives to have a one-and-done Customer Care experience. We empower our employees to resolve issues on the first call.
- You will always reach a local representative
- Customer Care can be reached at 763-595-5300 or [sales@orderbe.com](mailto:sales@orderbe.com) from 8AM CST-5PM CST Monday-Friday
- Trained to help source products
- Delivery and Back Order Tracking
- Highly trained experienced team. If they can't resolve the issue they have a protocol to follow to get the issue resolved in a timely manner.

### **Customer Service Escalation Protocol**

#### **1. Initial Contact**

- **Customer Service Representative (CSR) Responsibilities:**
  - Greet the customer warmly.
  - Gather relevant information (e.g., account details, nature of the issue).
  - Attempt to resolve the issue using standard procedures.
  - Document the interaction in the system.

#### **2. Assessment of the Issue**

- **Criteria for Escalation:**
  - The issue is beyond the CSR's authority to resolve.
  - The customer expresses dissatisfaction or frustration.
  - The issue involves a policy exception or requires specialized knowledge.
  - Multiple previous contacts have not resolved the issue.

#### **3. Escalation Process**

- **Level 1: Customer Service Lead Escalation**
  - If the CSR cannot resolve the issue, they should:
    - Inform the customer they will escalate the matter.
    - Transfer the call or ticket to our customer service lead.
    - Provide a brief summary of the issue to the customer service lead.
  - **Customer Service Lead Responsibilities:**

- Acknowledge the customer's concerns.
- Review the previous interactions.
- Attempt to resolve the issue. If resolved, document the outcome and provide training feedback to original CSR.
- **Level 2: General Manager Escalation**
  - If the customer service lead cannot resolve the issue:
    - The supervisor should escalate to the General Manager.
    - Provide all relevant information to the General Manager.
  - **General Manager Responsibilities:**
    - Take ownership of the issue.
    - Communicate with the customer, offering possible solutions.
    - Ensure follow-up and resolution within an agreed timeframe.
- **Level 3: V.P. of Sales Escalation**
  - If the issue remains unresolved after General Manager intervention:
    - The General Manager should escalate to V.P. Sales.
    - Document all communications and actions taken.
  - **V.P. of Sales Responsibilities:**
    - Review all documentation.
    - Engage with the customer to provide a final resolution or compensation if necessary.
    - Implement measures to prevent similar issues in the future.

#### **4. Documentation and Follow-Up**

- Maintain detailed records of all interactions and resolutions at each level.
- Ensure follow-up with the customer to confirm satisfaction with the resolution.
- Solicit feedback to improve the escalation process.

#### **5. Training and Review**

- Regularly train staff on the escalation protocol and empower them to make decisions.
- Review escalation cases periodically to identify patterns and areas for improvement.

#### **Conclusion**

An effective escalation protocol helps maintain customer trust and loyalty by ensuring that issues are addressed promptly and adequately. By following these steps, customer service teams can navigate complex situations and enhance the overall customer experience.

**7. Describe how your company plans to educate and train company personnel on the contract terms and conditions, details, and promotion of the contract.**

We will have a dedicated team who oversees the CPC contract and details, including:

Xavier Sproule-Strategic Account Executive who has overseen the CPC paper contract  
John Solberg-Sales Administrator and over 35 years of experience in the industry  
Melissa Yajko-Director, Sales Strategy (over 20 years in the industry)  
Kari Kolles - VP of Operations (over 20 years in the industry)  
Matt Grythe-Warehouse Manager  
2 customer care team members specifically tied to CPC agencies

Upon final contract execution, we will have an in-person training in both our Minneapolis and Fargo locations to ensure each member listed above has full knowledge of the CPC program as well as our entire sales team. It's important to point out that we want our entire sales team up to speed so they can utilize our previously mentioned tools to go and promote the CPC contract. However, we will take the additional step of including either Melissa or Xavier on any new agency opportunities a sales rep finds to ensure 100% compliance with all CPC details.

A similar training will be provided annually for continuity over the life of the contract.

**8. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.**

Our primary mode of reaching potential customers is our amazing sales team. We have worked with CPC in the recent past and understand their needs. We will continue to share the details of the contract and share the message far and wide. We also have strong presence at tradeshow and conferences specific to K12 and we're active in those groups. When we are attending these trade shows, we will be sure to share the CPC contract and its benefits with the schools attending. We plan on having an open house to invite CPC members who are local to visit our showroom, get to know our team and spread the message to others.

We will continually communicate with CPC to talk about ideas to continue to drive sales

- Business Development Acquisition Team will focus on continued efforts to bring on participating members and adding additional business through the CPC contract.
- Marketing Team will focus on cobranding marketing material to stay in front of the agencies who can participate and purchase through the CPC contract.
- Account Management team will continue to focus on servicing the current members
- We will create a list of CPC member "targets" via our current outreach campaign database and setup email drip campaigns to engage with potential new CPC members and help grow this competitive contract.

**9. Describe your company's contract implementation or customer transition plan.**

Once awarded the CPC contract and collecting the relevant information needed to set the account up, The project includes account setup, training for CPC Members staff, and a marketing launch.

- Program Launch and Marketing
- Customize the platform to meet CPC Members (shopping lists, kits, etc)
- Conduct training sessions for CPC Members staff when needed
- Create a marketing campaign to promote the program
- Conduct pilot testing with CPC Members to gather feedback

**Monitoring and Evaluate**

- **Initial Key Performance Indicators (KPIs):**
  - Number of CPC Members signed up.
  - Volume of purchases within the first three months.
  - Number of users setup that haven't placed an order in the first 3 months.
- Based on those KPI's, there's a number of actions that we can take depending on what they're telling us. Most involve reaching out to those agencies or users who are down or not ordering to reeducate and learn about any perceived roadblocks they may have to purchasing so we can remove them for the user.

**10. Describe your company's experience and ability to work with punch-out and cXML marketplace systems.**

Business Essentials has integrated with a number of punch-out and cXML systems, including Coupa, DSSI, Ariba and SMART. BE has the ability to integrate with a number of other purchasing platforms as well and welcomes the opportunity to connect with your marketplace system.

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

While we certainly have retail locations through the ODP family of companies, there is very limited ability to share contracts at them or even do store pickup at them because we operate independently from Office Depot retail.

**12. With the increase in remote work, workplaces now look different. How do you handle orders being shipped to addresses outside of the participating agency?**

We have customers with hundreds of locations across the country, where their employees work exclusively from home. There are no added fees or limitations with Business Essentials when delivering to a valid home address vs business address.

**13. Provide any additional information relevant to this section.**

Business Essentials strives to have a diverse culture within our organization. We believe in equality, and everyone being treated equal and fairly. We invite and include employees of all backgrounds to participate in focus groups, policy development and providing accommodations as needed and/or requested.

## Products, Service & Pricing

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

- ☒ Pricing is better than what is offered to individual agencies.  
☒ Pricing is better than what is offered to cooperative agencies.  
☐ Other, please describe

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

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

**2. Describe how participating agencies will verify they are receiving contract pricing.**

We will be providing CPC with a listing of all pricing offered as part of this contract. We will be tracking what each School District is purchasing and via our Business Review will help guide them to the best products to meet there day to day needs.

**3. Describe any minimum order requirements and if any surcharges will be assessed for not meeting that minimum.**

Business Essentials does not have a minimum order requirement. All stocked orders are free freight, with no minimum. Another example of our commitment to making it easy and focus on serving the customer.

**4. Describe your warranty and warranty process for all products and services.**

Business Essentials provides the end user with pass-through of all manufacturer warranties for all items sold. We also warrant that all private label school and office products are of good quality, free from defects. If there is an item that is defective, Business Essentials will take the information and inform the manufacturer.

**5. Describe the return process and restocking fees associated with a return.**

Our return policy is 30 days, with the exception of anything that is perishable. The return can be done electronically, and our drivers will pick up with the next delivery or supplied a return label for a UPS return. If you are not satisfied with the product purchased from Business Essentials, you may return it within the applicable return period. Products in resalable condition with its compete and original manufacturers' packaging intact and undamaged, will be accepted. Office Supplies, school supplies and facility supplies have a 30 day return policy

**6. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large orders, single ship to location, annual spend, guaranteed quantity, etc.**

We would like to offer the participating CPC agencies an additional 25 contract items that will be hand priced and tailored specifically for each agency. These could be items that they are finding at a lower price from another vendor or something that is an unusually high volume product that is unique to them. This will ensure that all CPC Members are receiving the best pricing specific to their unique needs.

**7. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.**

Our typical payment terms are NET30. We accept all typical forms of payment including check, credit card, p-card, EFT, etc.

**8. Describe the frequency of price list revisions. Describe any indices used to guide price adjustments.**

Price revisions will be done on a calendar quarterly basis and changes will only be made based on manufacture documentation of a list price increase. On the pricing decrease side, we will decrease pricing monthly based on any changes to market pricing in our web scrape data of our competitors.

**9. Describe how future product introductions will be priced and align with contract proposed pricing.**

Any new product introductions will be priced and aligned with the agreed upon discount pricing for CPC based on the category discount provided and the Proactive Retail Price Match.

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

Per CPC's agreement, the contract pricing is reviewed quarterly to ensure compliance with the terms agreed upon. Any changes to pricing are reviewed and approved by CPC before going into effect. To maintain contract compliance, we continually verify our pricing data and hold ourselves accountable. We have multiple processes in place to ensure pricing accuracy and consistency. We review pricing regularly and compare it to contract pricing requirements. We may do additional internal audits to maintain pricing integrity. In addition, our Proactive Retail Price Match model will be updated with retail price scrapes on a monthly basis and updated as such. Keep in mind that those low price matches only change pricing down from the standard category discount. It's up to CPC to decide if you'd like us to provide you those price decreases below the standard discount each month or not. We're happy to provide if requested.

**11. Provide any additional information relevant to this section.**

Click or tap here to enter text.

## Value Add

**1. Are you offering any additional benefits (outside of discounted pricing) that add value to this contract? If so, please describe below. Also, please indicate if the benefit(s) is exclusive to CPC.**

**Showroom**-Business Essentials has a working showroom in our Fridley office. We showcase workstations, breakroom, school furniture, classroom, conference room, soft-seating, science classroom, private office, storage and workspace solutions. Our unique showroom has employees using the space, so you can see a multitude of displays and ask questions about various options. We are centrally located in the Twin Cities that is easy to access off of 694 and plenty of free parking.

**Previous CPC Vendor**-BE held the paper contract for CPC for 2022 and 2023 and provided paper when needed outside of the contract as well. Our ability to provide a seamless way to order and receive deliveries was viewed favorably by CPC and the CPC Members. We were able to provide the paper they needed when other dealers were in short supply.

**Print Shop**-Business Essentials has a print shop in our Fargo, ND office. We can do anything from business cards to multi-part forms right in house.

**Taking Care of our Communities**- As a 118 year old company in MN, we have been involved with supporting many organizations with their charities, giving both financially and giving our time. We are always looking for ways to support the forgotten and less fortunate in the communities that without our help and the help of companies like us, they could not continue to help those that need it the most. Some of these organizations are:

- **ICCM Life Center**-An inner city organization that works with the homeless, addicted and forgotten in Minneapolis. We help by donating food for their food shelf, clothing for their Friday night street team who goes out in the community and delivers clothing and a hot meal every Friday night.
- **Toys for Tots**-Collect toys
- **Long Term Care Facilities**-Volunteer at holiday times to help serve meals, help with bingo, pitch in when staffing is an issue.
- **Fridley Night to Unite** – Donated 300 backpacks and all of the disposable food service paper products for the community wide celebration

- **Start Proud**-Joined forces with Office Depot to pack hundreds of backpacks and hand them out at various schools
- **Urban Ventures**
- **Housing First Foundation**
- **Touchstone Mental Health**
- **Alliance Housing**
- **Community Emergency Assistance Program**
- **Basketball Camp**- Our President, Pete Soderling, puts on a free basketball camp hosted at the Minnesota Timberwolves/Lynx practice facility in Minneapolis. This camp gives low income students in elementary and middle school an opportunity to participate in a program and open their minds to new dreams for the future. 2024 was the 3<sup>rd</sup> year hosting this camp.

**Furniture**-Business Essentials has a dedicated Business Interiors team in Minneapolis as well as Fargo. Our Business Interiors team will provide complimentary design and can do installs anywhere in the lower 48 states. Several of our listed references have used both us and our various competitors for school furniture projects in the past, I invite you to ask them how we compare. I'm confident we can make your CPC schools as pleased as they are and look forward to bringing our experience and expertise to help grow the CPC school furniture business.

**Promotional Products**-Our promotional products team has several very robust store options as well as on demand and bulk purchase opportunities. We can setup store solutions for Schools, fundraisers, Sports teams, etc...

**Hewlett Packard Ink/Toner** – If awarded, we would like to engage with HP to build an additional discount for CPC members. This is a program we've created for many of our other customers in the past and can generate discounts upwards of 10% depending on product category with HP.

## Exceptions & Deviations

### 1. Our company is requesting an Exception and/ or Deviation to the RFP documents. Answer Yes or No.

NO

If yes, please complete the questions below:

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

None

### 3. List any exceptions your company is requesting to the terms outlined in the Technical Specifications in Part 1. Respondents must include the following when requesting exceptions:

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

None

Upon review of your proposal for RFP #25.5 Office Solutions, our team has some additional questions. Please respond to the following:

1. Are you using the proactive price match method with any other cooperative?

We are not currently using that with any other cooperative. However, it's a process that we use daily in other areas. Our President at Business Essentials, Pete Soderling, also runs two ecommerce companies. In the world of ecommerce, those companies need to react daily to market pricing on Google, Amazon, etc. So the scrape data mentioned in our Proactive Price Match is collected every day for those companies and used to keep their pricing competitive in the online markets.

Our Proactive Price Match is the same process we use at our ecommerce companies with two distinct differences; 1) We'd only update your pricing monthly (or less frequently if you desired) because even though the pricing is always a positive impact, too much movement doesn't always feel good for end users, 2) You would only get price movement down when the market changes. If the market increases on that product, you still get the lower between the market price and our list-minus proposal. So it can only be a positive outcome for CPC users.

We understand that this is a new concept to CPC, and government as a whole, and we haven't proposed it often. Our work with CPC has taught us that you're open-minded to new ideas and the Proactive Price Match is one that solves a lot of issues cooperative contracts have with end user buy in as the market changes throughout the life of the contract. We don't see any negative impact to CPC in doing this, however if you'd prefer not to do it, we can certainly discontinue it at any time.

2. CPC has a goal of increasing our footprint in the City/County/Government area. How would you utilize the CPC contract to grow this area of the market? How does this goal align with your business plan?

For reasons I explain in greater detail in question #3, now more than ever, we have a chance to gain huge traction within the public sector as a whole. This opportunity has been clear to us for over a year now and it's built into our overall company business plan. With regard to city/county/government business specifically, we do lump them in with other public sector business like schools, but that doesn't make them any less of a focus.

We are a member of over a half dozen public sector associations in Minnesota and the Dakota's, like the Association of Minnesota Counties, MASMS, North Dakota Association of Counties, etc. These groups aren't magic bullets to win city/county/governments business, but when you attend their conferences like we do, relationships and opportunities are created. It would be a great strategy, if awarded, for Business Essentials and CPC to coordinate together on how we want

to work these various organizations and conferences for the greatest growth. Certainly, CPC will be front and center of any Business Essentials booth or advertisement within those associations.

Outside of those, as mentioned in the RFP response, we have all of these public sector agencies built into our Sales Force CRM and we utilize the Zoom Info software to pull any names/titles/emails/phone numbers from those agencies to help us in communicating our award of CPC to the correct decision makers. There will be no confusion within our sales team, CPC is our preferred contract to push to all public sector entities.

3. The percentage of your sales in the public sector appears to be relatively low compared to other sectors per the information you provided, shown below. Could you provide an explanation on the reasons for this? Are there specific challenges your team has encountered, or certain factors that have limited your focus on the public sector market?

Most public sector business in our region is driven by large government contracts. While there are many, the largest of them are the contracts awarded directly by government agencies, such as the State of MN, ND, and SD. In order to really drive public sector sales up, a company needs to have one or more of those large government contracts, and we currently do not.

Historically, we have had a local competitor who had a very similar business model as us--same wholesalers, similar delivery model, similar costs to work with, etc. With cost/delivery/assortment being nearly equal back then, the largest differentiator was that our competitor was woman-owned, which provided them significant preference on those large government bids.

However, at the end of 2018 when we were acquired by ODP, we were able to differentiate ourselves with a vastly better product assortment and significantly lower costs. As some of the opportunities within local governments and schools opened up, that set us apart and we started winning more than we had in the past. Over the last 6 years, we have grown our public sector business and continue to pursue these opportunities as multi-year contracts end and are put out for RFP again. With our cost and assortment advantage, we are confident that our public sector business will be a strong growth area for many years to come and look to continue partnering with this market to provide great service and products at a low cost.

4. Provide more detail on the process of providing member agencies with additional discounts on 25 items of their choosing. In particular, how is each list tailored to the member agency? What is meant by the term "hand-priced"?

As mentioned in our prior answer, we haven't historically had any large government contracts awarded to us. That meant that when we did get business from the public sector it was "rogue" spend that the government agencies weren't buying off of those contracts. What we learned from those experiences were the faults of the large contracts. One of the big contract faults was not being competitive in the market, which we're addressing by creating the Proactive Price Match. The other big challenge the contracts have is the fact that they're one size fits all, but that's not really how the government agencies operate. Our additional discount on up to 25 items was created to solve that as well.

For example, if a county is reviewing the CPC contract and trying to make a decision on whether or not it's a good fit for them, price undoubtedly will be a big factor. While they might think the pricing is great overall and choose to make the change to CPC, there's always a couple items that they buy a lot of and can get even greater discounts going elsewhere for. Those couple items are where we would be able to get business from the public sector in the past. We would address that during the sales process with this county by asking them if they have any items that are unique to them. Maybe they buy 10,000 Purple Widgets, and while your contract has that Purple Widget, it certainly wasn't priced as if every county purchased 10,000 of them. For this prospective county, we would say, "With that high volume on the Purple Widget, let's put it on a special price plan for you, at this reduced price that your volume dictates so you don't have to go and buy these outside of the CPC contract".

There are other reasons why a prospect might buy off the contract besides high volume, maybe they're just extra sensitive to price for a particular item, or have some deal with another provider grandfathered in. Whatever the reason may be, we're offering them the ability to take up to 25 of those items and allow us to hand price those items to ensure CPC doesn't lose the business.

"Hand Priced" simply refers to the fact that we'll price it out as low as we can or need to go in order to keep that business with CPC if the normal discount isn't enough.

5. As your parent company, how is OfficeDepot.com considered a competitor?

Office Depot does not own Business Essentials, but rather Office Depot and Business Essentials are both owned by The ODP Corporation. Business Essentials is a wholly owned subsidiary of The ODP Corp. As such, we operate in our local market with local employees. Business Essentials operates independently and autonomously in the markets it serves.

## Forms & Signatures

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections will need to be completed prior to submission:**


1. [Contract Offer & Award](#)
2. [Uniform Guidance "EDGAR" Certification Form](#)
3. [Subcontractor Utilization Form](#)

## Contract Offer & Award

**Instructions:** Part I of this form is to be completed by the Supplier and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

### Part I: Supplier

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Specifications, and being familiar with all of the conditions surrounding the solicitation, hereby offer and agree to furnish all goods and services in compliance with all terms, conditions, specifications, and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Supplier to all terms and conditions stated in the proposal.

<b>Business Name</b>	Business Essentials	<b>Date</b>	10/18/2024
<b>Address</b>	44 Northern Stacks Drive, Suite 120	<b>City, State, Zip</b>	Minneapolis, MN, 55421
<b>Contact Person</b>	Mike Murtaugh	<b>Title</b>	VP of Sales
<b>Authorized Signature</b>		<b>Title</b>	VP of Sales
<b>Email</b>	mmurtaugh@orderbe.com	<b>Phone</b>	763-595-5321

### Part II: CPC

Your response to the identified proposal is hereby accepted. As a Supplier, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below. There will be an optional renewal for a period lasting no longer than one (1) additional 24-month period. CPC may grant an extension under certain criteria and conditions.

<b>Agency</b>	_____	<b>Authorized Signature</b>	_____
<b>Name</b>	_____	<b>Title</b>	_____
<b>Awarded this</b>	_____	<b>day of</b>	_____
		<b>Contract #</b>	_____
<b>Contract/Agreement to Commence</b>	_____		

# EDGAR Certification Form

2 CRF Part 200

## REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS – APPENDIX II TO 2 CFR 200

**The following provisions are required and apply when federal funds are expended by participating agencies for any contract resulting from this procurement process.**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

### **(A) Supplier Violation or Breach of Contract Terms**

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Provisions regarding Supplier default and legal remedies are included in Sections I.K.18 and I.K.19 above. Any contract award will be subject to such provisions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

### **(B) Termination for Cause and for Convenience**

Pursuant to Federal Rule (B) above when federal funds are expended by participating agencies, the participating agency reserves all rights to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by the Supplier, in the event the Supplier fails to” (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The participating agency reserves the right to terminate the contract immediately, with written notice to Supplier, for convenience, if the participating agency believes, in its sole discretion that it is in the best interest of the participating agency to do so. The Supplier will be compensated for work performed and goods accepted by the participating agency as of the termination date if the contract is terminated for convenience of the participating agency. Any award made under this procurement process is not exclusive and the participating agency reserves the right to purchase goods and services from other Suppliers when it is in the best interest of the participating agency.

### **(C) Equal Employment Opportunity**

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

### **(D) Davis Bacon Act**

When required by Federal program legislation, Supplier 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, Supplier shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Supplier is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determination made by the Secretary of Labor. In addition, the Supplier shall pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by

the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Supplier must also include a provision for compliance 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 contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

#### **(E) Contract Work Hours and Safety Standards Act**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance 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, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **(F) 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.

#### **(G) 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).

#### **(H) Debarment and Suspension (Executive Order 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.

#### **(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Suppliers 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by participating agencies, the Supplier certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, the Supplier certifies that it is compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be include in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriated tiers and that all subrecipients shall certify and disclose accordingly.

#### **(J) Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Supplier 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.

#### **(K) Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

A participating agency is prohibited from obligating or expending funds to:

- (1) Procure or obtain.
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services products or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

## **(L) Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For the purpose of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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### **PROFIT AS A SEPARATE ELEMENT OF PRICE**

For purchases using federal funds in excess of \$250,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Supplier agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier agrees that the total price, including profit, charged by the Supplier to the participating agency shall not exceed the awarded pricing.

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### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Supplier further certifies that Supplier will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

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### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that the Supplier will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18; Pub. L. 94- 163, 89 Stat. 871).

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### **CERTIFICATION OF NON-COLLUSION STATEMENT**

Supplier certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Pursuant to Federal Ruling, when federal funds are expended by participating agencies, the Supplier hereby certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, Supplier certifies compliance with all provisions, laws, acts, regulations as specifically noted above. The Supplier agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable.**

Business Name Business Essentials

Authorized  
Signature



Full Name Mike Murtaugh

Title VP of Sales

## Subcontractor Utilization Form

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

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/09/2024

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

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

<b>PRODUCER</b> MARSH USA LLC. 155 N. WACKER, SUITE 1200 CHICAGO, IL 60661	<b>CONTACT NAME:</b> Marsh   U.S. Operations	<b>FAX (A/C, No):</b> 212-948-0770	
	<b>PHONE (A/C, No, Ext):</b> 866-966-4664	<b>E-MAIL ADDRESS:</b> Chicago.CertRequest@marsh.com	
<b>INSURED</b> The ODP Corporation & its Wholly Owned Subsidiaries 6600 North Military Trail Boca Raton, FL 33496	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> National Union Fire Insurance Company Of Pittsburgh,		19445
	<b>INSURER B:</b> N/A		N/A
	<b>INSURER C:</b> AIU Insurance Company		19399
	<b>INSURER D:</b>		
<b>INSURER E:</b>			
<b>INSURER F:</b>			

## COVERAGES

CERTIFICATE NUMBER:

CHI-010760785-01

REVISION NUMBER: 1

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL 3980253	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Self Insured Retention \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AL 4888750	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	049154502 (AOS) 049154503 (WI) 049154501 (CA)	11/01/2023 11/01/2023 11/01/2023	11/01/2024 11/01/2024 11/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	<b>EXCESS WORKERS COMPENSATION</b>			3332255 (IL,OH)	11/01/2023	11/01/2024	LIMIT \$ 2,000,000 SIR \$ 1,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Cooperative Purchasing Connection (CPC)  
1001 E. Mount Faith Avenue  
Fergus Falls, MN 56537

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Marsh USA LLC*

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## Cooperative Purchasing Connection

### Tabulation Report RFP #25.5 - Office Solutions

#### Vendor: Innovative Office Solutions

**General Comments:** CPC Team and its Members,

Thank you for the opportunity to participate on the RFP #25.5 Office solutions RFP. We understand that partnering with the right vendor is instrumental in aligning with CPC's values of -providing exceptional value and service- to its members participating agencies. We are excited for the opportunity and value the partnership we have created over the past 9+ years. We hope we have earned the right to continue as a partner to CPC. It's truly been an honor for our entire team!

Thank you, Your trusted team at Innovative  
Julie Owen- Chief Operating Officer  
Leah Halvorson- Director of Sales

**General Attachments:** Certificate of Insurance (COI) - Innovative.pdf  
Certificate of Insurance (COI) - Innovative.pdf  
Part 3 - 25.5 - Questionnaire - Final.pdf  
Part 4 - 25.5 - Forms - Signatures- Innovative's Response.pdf  
Part 5.1 - 25.5 - Pricing Narrative.pdf  
Part 5.2 - 25.5 - Pricing Worksheet- Innovative's Response.xlsx

## Questionnaire

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections need to be completed before submission:**

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Performance Capability](#)
4. [Products, Service & Pricing](#)
5. [Value Add](#)
6. [Exceptions & Deviations](#)

## Company Information

**Name of Company:** Innovative Office Solutions

**Company Address:** 151 Cliff Road East

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

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

**Phone:** 952.808.9900

Provide the following company contacts that will be working with this anticipated contract.

	Name	Email	Phone
General Manager	Julie Owen	<a href="mailto:JOwen@innovativeos.com">JOwen@innovativeos.com</a>	952.698.9271
Contract Manager	Leah Halvorson	<a href="mailto:LHalvorson@innovativeos.com">LHalvorson@innovativeos.com</a>	952.698.9490
Sales Manager	Leah Halvorson	<a href="mailto:LHalvorson@innovativeos.com">LHalvorson@innovativeos.com</a>	952.698.9490
Marketing Manager	Bridget Smith	<a href="mailto:BSmith2@innovativeos.com">BSmith2@innovativeos.com</a>	952.698.9287
Customer Service Manager	Jennifer Rosenzweig	<a href="mailto:jrosenzweig@innovativeos.com">jrosenzweig@innovativeos.com</a>	952-426-2652
Account Manager(s)	Melinda Bonfig	<a href="mailto:Melinda.Bonfig@innovativeos.com">Melinda.Bonfig@innovativeos.com</a>	952-698-9268

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

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

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

**List any other cooperative or state contracts your company holds that participating agencies have access to and include the contract expiration date.**

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

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

**Describe how your company will position the potential resulting contract with CPC versus other contracts you have access to.**

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

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

Innovative positions CPC as a key contract in our K-12 market and strongly encourages potential agencies to consider it as an option. As the incumbent supplier, Innovative has demonstrated consistent growth of the CPC Contract averaging 16% over the past four years.

Any agency who wishes to be moved to the CPC contract can simply email Leah Halvorson who is responsible for the CPC Partnership and a seamless process will be followed.

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

\_\_\_\_\_ Yes        X   No

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

Click or tap here to enter text.

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

\_\_\_\_\_ Yes        X   No

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

NA

## Qualifications & Experience

### **1. Provide a brief background of your organization, including your business philosophy and company core values.**

Innovative Office Solutions was founded in June 2001, with a focus on providing office supplies, school supplies and furniture in a way that reintroduced high-touch service to the industry. Recognizing the value of high service levels and single sourcing through our unique model, customers expressed a desire to fulfill more of their business needs through Innovative. Since then, Innovative has expanded into many additional categories to be a single-source solution. Our expansions have focused on hiring top talent in each product category and building teams around them, moving into categories such as Cleaning & Facilities Supplies, Safety Products, MRO, Breakroom & Coffee, Technology Solutions, which includes Managed Print Services & Audio Visual, Commercial and Education Furniture and Design, and Branded Solutions. These expansions have been incredibly successful and are a major driver of growth for Innovative.

Powered by a purpose to “Inspire people to love what they do, and who they do it with”, we continually strive to bring customized, innovative solutions and insight to every partner we work with. Innovative is more than just a name, it’s the culture and heartbeat of who we are. Our Brand Promise of “Expect Response, Expect Reduction, Expect Relief” is more than a tag line for us. It’s something that’s embedded in our culture and what we live by with our Customers, Employees, and Vendors.

Innovative is highly regarded as a market leader in K-12 supplies and furniture for the Upper Midwest. Our Sales, Customer Care and Leadership teams represent decades of experience with K-12, giving you the confidence that you’re working with the best the Upper Midwest has to offer in support of your contract. Additionally, Innovative continues to grow and add new locations, now totaling 13, to provide greater coverage and support throughout Minnesota, North Dakota, South Dakota, Wisconsin and Iowa.

### **2. Provide evidence of what your company is doing to remain viable in the industry (i.e., how you are adapting to changes in the industry).**

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

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

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

Our nimble and independent operating model affords us the ability to rapidly adapt to our customers and provide customized solutions in a way that larger national organizations cannot. To cite one example, our customer RiverEast, is a highly specialized school focused on providing therapeutic services to K-8 students with advanced mental health needs. Innovative collaborated with the RiverEast team and St. Paul Public Schools to select furniture that was designed to hold up in this tough environment. This required furniture that was more durable, difficult to throw and easier to clean than in a typical K-12 environment. We asked 15 questions to ensure that the selected product was the right choice and did not pose a danger to any children or staff. For the student desks, there wasn't an option that seemed capable of withstanding the potential abuse. Innovative worked with the manufacturer to re-engineer a desk with a leg bolt enhancement. The desk would be bolted to the floor to prevent it from being thrown, and the screws were designed so they couldn't be removed. After providing a couple of demo pieces, we delivered a solution that met the needs of the school and, more importantly, the students. Through our best practices, problem-solving capabilities, and partnerships, we were able to provide a customized solution for RiverEast.

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

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

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

### **4. Describe the number of agencies your organization, on average, provides office solutions for.**

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

### **5. Describe the percentage of your company's revenue, by category (city/county/government; K12 education; Non Profits - 501(c)(3); and higher education) that is derived from office solutions sales on an annual basis.**

Currently a little more than 1/3 of our business is held with public entities in the city/county/government/K12 education space. We feel a sense of pride that we're able to partner with companies that hold this status as we feel like it shows how much they trust our programs and us here at Innovative.

### **6. Describe your experience and the sales approach your company will take with eligible participating agencies.**

Our K-12 vertical market is represented by 15 Account Executives in 5 states ranging from 2 years to 30+ years of experience. This team has served CPC for the past 10 years of our CPC Partnership. These Account Executives are highly educated on the CPC message, value proposition, and fully prepared to continue this relationship and adapt as necessary based on any feedback from your organization.

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

### **7. Provide any additional information relevant to this section.**

We lead with Relationships Matter and our Brand Promise here at Innovative and that lends itself to the Public Sector and Cooperative Purchasing. Cooperative Purchasing allows for an individual entity to focus on its main priorities while achieving a: Competitive solicitation process, reduced pricing, no cost to participate, no minimum order requirements, dedicated customer service team who understands their members. We to do this day still say, "If our partners win, we win."

**Provide three (3) references that have purchased office solutions from your company within the last two (2) years. References from the tri-state area are preferred. A contact name, phone number and email will be required. \*Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm reference of past work may affect your evaluation.**

<b>Reference #1 – Company Name</b>	ISD 196 Rosemount, Eagan, Apple Valley
<b>Service/Product Purchased</b>	Office & K12 Supplies, K12Furniture, Facilities
<b>Year of Purchase</b>	Customer since 2003
<b>Reference Contact</b>	Carol Hauschild, Coordinator of Project Management and Purchasing
<b>Phone</b>	651.683.6952
<b>Email</b>	carol.hauschild@district196.org

<b>Reference #2 – Company Name</b>	ISD 599 Fertile-Beltrami
<b>Service/Product Purchased</b>	Office & Classroom Supplies, K12 Furniture
<b>Year of Purchase</b>	Customer since 2014
<b>Reference Contact</b>	Brian Clarke, Superintendent
<b>Phone</b>	218.944.6933
<b>Email</b>	Bclarke@isd599.org

<b>Reference #3 – Company Name</b>	Beresford Public Schools
<b>Service/Purchase Purchased</b>	Office Supplies & K12 Furniture
<b>Year of Purchase</b>	Since 2019
<b>Reference Contact</b>	Jared Olson- Business Manager
<b>Phone</b>	605.763.4293
<b>Email</b>	Jared.olson@k12.sd.us

## Performance & Capability

- CPC is seeking qualified, experienced vendor(s) who possess the necessary resources and capabilities to provide office solutions for its participating agencies. Describe how your company's customer approach, products and services meet this objective.**

Innovative is offering Office Supplies, School Supplies and Furniture as part of this proposal. In addition, Innovative offers products that could be accessed by your members including Cleaning & Facilities Supplies, Safety Products, MRO, Breakroom & Coffee, Technology Solutions including Managed Print Services & Audio Visual, and Branded Solutions. Innovative offers a variety of ordering methods for our customers. Most customers use our website to meet their ordering needs. Our site is easy-to-use and provides users with the search ability, product information and pricing that they need, right at their fingertips. We can receive cXML PO's electronically from CPC members who use the Express Online Marketplace, and also offer existing punchout capability with Smart Finance and Skyward today. Our team of Customer Care professionals also enter orders received from customers via email, fax, phone call or Live Chat.

- Describe your company's logistics (locations, experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to participating agencies.**

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

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

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

### **3. Describe what differentiates your company from your competitors ( i.e. - sales team, customer service, technology, product line, etc.).**

In our industry, most organizations sell the same or similar products. The key differentiators that set Innovative apart revolve around our approach, model, and values.

Since our first days in 2001, we built a company around service and flexibility that focused on customer/employee/supplier success first. We believed, and still do to this day, that if our partners win, we win. With a foundation of Relationships Matter we set out to bring small company service at a large company scale and expertise. This philosophy has been incredibly successful as Innovative approaches the \$200M mark in revenue and is the largest independent women-founded supplier in the country.

Innovative operates in partnership with industry leading wholesaler, Essendant. While our competitors are combining their own inventory with that of third parties like Essendant. We choose to fulfill 100% of our offering through one distribution channel. Orders arrive more accurately, in fewer packages, with the most consistent experience from the most robust inventory dedicated to the office products industry. This model has provided tremendous success to Innovative as customers consistently provide feedback about the improvements after switching to Innovative from the traditional industry giants. This also plays into our strong retention rate of customers.

With 29 distribution centers across the country, Innovative has access to more than \$830M in inventory daily which results in a companywide 98.6% fill rate for next day delivery and reduces out-of-stock and backorder situations. All items identified in the catalog will be stocked and fulfilled from the Essendant distribution center located in Eagan, MN with back up fulfillment from the Chicago and St. Louis locations.

Our Sales Team is comprised of over 50 Account Executives with 15 of them primarily focusing on K12 and public sector. This allows us to create a team of individuals that take pride in their members, their work, being knowledgeable around the industry. We also ensure that our Account Executives attend regular trainings, industry events and networking opportunities to stay relevant and valuable in the public sector arena.

A key differentiator in the support structure at Innovative is the level of empowerment within our Response Team. With a flat organizational structure devoid of red tape, local senior management and ownership are readily available to intervene. However, we believe that the optimal customer experience is achieved through training and empowering frontline employees to make prompt decisions to swiftly address customer needs.

Our Response Team and Technical Support Teams are available Monday thru Friday, 8:00am to 5:00pm central time, except for nationally recognized holidays. All Response Team members have full access to all information required to place or expedite orders, confirm pricing or inventory availability and track backorders or process a return. Response Team members are available via phone, email or online Live Chat. CPC and its members can expect a response to inquiries in less than two hours.

Our Response Team is one of the most capable and experienced teams in the market with extensive experience in K-12. They are fully empowered to resolve most issues on the spot. This team receives accolades from our clients on a regular basis, recognizing superior response and performance.

When you contact Innovative, you're not calling a massive call-center staffed by hundreds of individuals who don't know anything about your organization. You're calling a dedicated team who answers the phone, and they know you and

understand your unique needs. Innovative 's team approach to servicing our customers and believes they are better served when they know who they are working with. This is why we continue to have a K12 and Public Sector team.

**4. Describe your proposed order and delivery process for this proposal and contract award. Describe the process from order placement, including methods, receipt of order, and any related services. Describe lead time, availability, delivery, etc.**

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

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

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

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

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

**5. Describe your company's fill rate and ability for on-time delivery and history of meeting shipping, delivery, and timelines.**

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

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

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

**6. Describe your company's customer service/problem resolution process. Include hours of operation, number of services, modes of contact, etc.**

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

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

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

Specific to furniture installation; Our Installation and Services teams (internal and sub-contracted) are committed to our Core Value of “Just Communicate” throughout the course of any Service or product provided. Frequently in these types of projects, there are multiple interdependent components that must be coordinated to initially install or service a project. For large projects we assign dedicated project managers to ensure that all parties have the necessary information about the status of the product and any issues. Our internal team and/or trusted sub-contractors will work with manufacturers to resolve issues and adhere to contractual terms and conditions.

#### **7. Describe how your company plans to educate and train company personnel on the contract terms and conditions, details, and promotion of the contract.**

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

With the potential expansion of category offerings with this contract, Innovative is excited to promote and train our Account Executives on the additions. Including educating our members on the expanded offerings that CPC has for its members.

#### **8. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.**

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

Additionally, Innovative has strong partnerships with leading manufacturers and has access to new products, concepts and solutions for the scholastic market. Through our sales team and other marketing channels such as email, website, social media, tradeshow, we bring this information to the market to ensure your users are informed of the latest opportunities. Innovative utilizes a variety of marketing efforts to inform, educate and communicate with our customers. Some of the available tools and methods are outlined below:

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

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

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

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

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

Minnesota:

1. MASBO
2. MASMS
3. MSBA

North Dakota

1. NDCEL

South Dakota

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

#### National

1. EdSpaces

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

At tradeshow and conferences, Innovative responds to the needs and questions from our customers and potential customers in regard to information about the CPC contract. For example, in South Dakota at the SDSSA show we promoted the CPC cooperative with each of our conversations with the Superintendents. We always love the partnership we've had with CPC in the past, especially when we get to showcase our partnership by placing a "CPC Partner Vendor" sign at our booth. It's a great way to start the conversation.

#### **9. Describe your company's contract implementation or customer transition plan.**

As the current incumbent, a transition roll-out and marketing plan would not be required, ensuring consistency for your membership and avoiding the losing members through the transition to a new contract holder. If a Contract/Customer Transition Refresh is needed, our team here at Innovative would certainly work with CPC team on the necessary steps and training.

#### **10. Describe your company's experience and ability to work with punch-out and cXML marketplace systems.**

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

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

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

#### **12. With the increase in remote work, workplaces now look different. How do you handle orders being shipped to addresses outside of the participating agency?**

At Innovative, our Account Executives and Response Team would work with the end user to determine the best way to deliver to the appropriate ship to address. Individuals can have more than one ship to assigned to their name and our team would set that up during account creation or as needed. The request can be via the Account Executive, email or Live Chat.

#### **13. Provide any additional information relevant to this section.**

At this time, we don't have additional information to provide.

## Products, Service & Pricing

### 1. Indicate the level of support your company will offer on this contract category.

- ☐ Pricing is better than what is offered to individual agencies.  
☐ Pricing is better than what is offered to cooperative agencies.  
☒ Other, please describe

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

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

### 2. Describe how participating agencies will verify they are receiving contract pricing.

Our philosophy on pricing for the Cooperative Pricing Connection is to provide our best possible price on every item.

Historically, office supply RFPs in our industry have asked for an overall, or by-category, discount. Increasingly, we have found that manufacturers vary their strategy of setting retail prices in relationship to item cost. Not only for their brand, but also within their brand for different products. This highly inconsistent approach creates a problem for overall or category discount strategies.

This leads to office products companies trying to find balance with an "average" discount where some items must be sold below cost, and other items are priced too high and not competitive for the customer. We believe there is a way, where the customer can receive fair and competitive pricing on all items.

We propose a pricing structure where each item has its own unique discount, allowing us to price each item competitively without fear of going below cost and therefore providing you with the best possible price. We will supply the list of our products, the manufacturers retail list price, the discount offered and the final net price at the time of submission. Ongoing, you will be able to audit our pricing by applying the discount offered on each item.

### 3. Describe any minimum order requirements and if any surcharges will be assessed for not meeting that minimum.

Innovative does not require a minimum order threshold and does not assess any fuel or freight surcharges. In the current CPC contract, we do have a small order charge of \$3.95 for orders less than \$50. At Innovative, we work with our customers to provide them the information on their order sizes so they can help to reduce the small order charge. We encourage our customers to order as efficiently as possible by grouping orders to maximize efficiency, reduce cost and environmental impact.

### 4. Describe your warranty and warranty process for all products and services.

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

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

### 5. Describe the return process and restocking fees associated with a return.

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

Furniture Product, Cleaning Equipment and Audio Visual / Technology product warranties are specific to the individual manufacturer. In the rare case that furniture does need to be returned, all furniture has a 35% restocking fee plus freight.

All products must be returned in their original carton (packaging) and unused. In the case of a warranty concern, Innovative will work with the customer and the manufacturer to identify the best solution.

**6. Describe any additional discounts or rebates available. Additional discounts or rebates may be offered for large orders, single ship to location, annual spend, guaranteed quantity, etc.**

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

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

**7. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.**

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

Innovative's standard payment terms are Net 30. In the rare occurrence where a different payment term is desired by the CPC member, we will work with that member to understand their reasoning and come up with an equitable solution for both parties.

**8. Describe the frequency of price list revisions. Describe any indices used to guide price adjustments.**

Our vendor partners make their price changes on a quarterly basis, Innovative does its best to absorb these price changes as they come to us. At this time, we are proposing to pass along price changes, to include discontinued items, new products, increases and decreases on a bi-annual basis. Upon implementation, Innovative and CPC will work together to determine the bi-annual schedule. What you can expect from Innovative is to Be Honest and Humble in our pricing structure.

**9. Describe how future product introductions will be priced and align with contract proposed pricing.**

One of our Core Values at Innovative is "Just Communicate." We will use this as our foundation to have a conversation with the CPC team to come up with an acceptable solution and pricing model that aligns with the existing contract proposed pricing. At Innovative, we strive to be transparent and fair in processes and partnerships.

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

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

**11. Provide any additional information relevant to this section.**

Additional methodology/information regarding pricing is located in the Pricing document attached.

## Value Add

**1. Are you offering any additional benefits (outside of discounted pricing) that add value to this contract? If so, please describe below. Also, please indicate if the benefit(s) is exclusive to CPC.**

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

Operationally:

- Nearly 99 percent fill rates because of high inventory levels from a single warehouse that stocks nearly 40,000 SKUs (more than three times that of the competitors). This allows us to deliver a completed order next day in a single box which,
  - Reduces the number of cartons on trucks;
  - Reduces the number of packages to be delivered;
  - Reduces the package fill materials;
  - Lower the number of packages that need delivery within your organization.

- Recycled content, environmental attributes and certifications are published in our catalogs and highlighted with a special symbol.
- Our online ordering site can be customized to provide environmentally friendly products depending on the university initiatives.

#### Our Facilities:

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

#### Customer Programs:

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

## Exceptions & Deviations

### 1. Our company is requesting an Exception and/ or Deviation to the RFP documents. Answer Yes or No.

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

If yes, please complete the questions below:

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

Innovative doesn't have any additional stipulations/requirements at this time.

### 3. List any exceptions your company is requesting to the terms outlined in the Technical Specifications in Part 1. Respondents must include the following when requesting exceptions:

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

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

**From:** [Leah Halvorson](#)  
**To:** [Joni Puffett](#)  
**Cc:** [Melissa Mattson](#); [Amy Lohse](#)  
**Subject:** Re: [EXTERNAL] RFP #25.5 Office Solutions Questions  
**Date:** Friday, November 8, 2024 6:24:00 AM

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Thank you.

Thank you,

**Leah Halvorson | Innovative Office Solutions | Director of Sales**

Tel: [952-698-9490](tel:952-698-9490) | [LinkedIn Profile](#) | [www.innovativeos.com](http://www.innovativeos.com)

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**From:** Joni Puffett <[Joni@purchasingconnection.org](mailto:Joni@purchasingconnection.org)>  
**Sent:** Thursday, November 7, 2024 3:53:58 PM  
**To:** Leah Halvorson <[LHalvorson@innovativeos.com](mailto:LHalvorson@innovativeos.com)>  
**Cc:** Melissa Mattson <[mmattson@lcsc.org](mailto:mmattson@lcsc.org)>; Amy Lohse <[alohse@lcsc.org](mailto:alohse@lcsc.org)>  
**Subject:** Re: [EXTERNAL] RFP #25.5 Office Solutions Questions

**THINK BEFORE YOU CLICK:** This email originated outside the organization. Do not click any links or attachments unless you know the content is safe. If in doubt, call the sender.

Leah,

Thank you for providing the additional information. We'll be in touch as we progress through the evaluation process.

Joni Puffett  
218-737-6514

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**From:** Leah Halvorson <[LHalvorson@innovativeos.com](mailto:LHalvorson@innovativeos.com)>  
**Sent:** Monday, November 4, 2024 8:53 AM  
**To:** Amy Lohse <[alohse@lcsc.org](mailto:alohse@lcsc.org)>  
**Cc:** Melissa Mattson <[mmattson@lcsc.org](mailto:mmattson@lcsc.org)>; Joni Puffett <[Joni@purchasingconnection.org](mailto:Joni@purchasingconnection.org)>  
**Subject:** RE: [EXTERNAL] RFP #25.5 Office Solutions Questions

My apologies... I don't see that I sent a response on this one. I put the question/response below for response. Here's clarification based on your question in red:

We will maintain the small order fee of \$3.95 for orders less than \$50. However, we would be open to have discussions to no longer have this fee if we are able to reduce the rebate/admin fee given to CPC. This way we could pass the savings along to the members.

1. Your response states that Innovative does not require a minimum order threshold and does not assess any fuel or freight surcharges. In the current CPC contract, Innovative does have a small order charge of \$3.95 for orders less than \$50. Is Innovative proposing the small order charge as part of their response to RFP #25.5? **I believe we put in the response that while we don't have a min. order threshold we do have a small order charge of \$3.95 for orders less than \$50. For us that would be a small order charge as opposed to a minimum order. However, we would be open to have discussions of eliminating this small order charge in lieu of reducing/eliminating the rebate fee. Ultimately, we want to do what's best for CPC's members.**

Thank you,

**Leah Halvorson | Innovative Office Solutions | Director of Sales**

Tel: 952-698-9490 | [LinkedIn Profile](#) | [www.innovativeos.com](http://www.innovativeos.com)

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**From:** Amy Lohse <alohse@lcsc.org>

**Sent:** Thursday, October 31, 2024 12:15 PM

**To:** Leah Halvorson <LHalvorson@innovativeos.com>

**Cc:** Melissa Mattson <mmattson@lcsc.org>; Joni Puffett <Joni@purchasingconnection.org>

**Subject:** RE: [EXTERNAL] RFP #25.5 Office Solutions Questions

THINK BEFORE YOU CLICK: This email originated outside the organization. Do not click any links or attachments unless you know the content is safe. If in doubt, call the sender.

In regards to your response to question #3, could you please clarify what is meant by

'eliminating this small order charge in lieu of reducing/eliminating the rebate fee'?

Thank you!

Amy Lohse  
Procurement Specialist  
218-737-6535



---

**From:** Leah Halvorson <[LHalvorson@innovativeos.com](mailto:LHalvorson@innovativeos.com)>  
**Sent:** Wednesday, October 30, 2024 4:30 PM  
**To:** Amy Lohse <[alohse@lcsc.org](mailto:alohse@lcsc.org)>  
**Cc:** Melissa Mattson <[mmattson@lcsc.org](mailto:mmattson@lcsc.org)>; Joni Puffett <[Joni@purchasingconnection.org](mailto:Joni@purchasingconnection.org)>  
**Subject:** RE: [EXTERNAL] RFP #25.5 Office Solutions Questions

Thank you,

**Leah Halvorson | Innovative Office Solutions | Director of Sales**  
Tel: 952-698-9490 | [LinkedIn Profile](#) | [www.innovativeos.com](http://www.innovativeos.com)  
Clifton Strengths: Communication • Maximizer • Competition • Woo • Positivity

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**From:** Amy Lohse <[alohse@lcsc.org](mailto:alohse@lcsc.org)>  
**Sent:** Wednesday, October 30, 2024 1:56 PM  
**To:** Leah Halvorson <[LHalvorson@innovativeos.com](mailto:LHalvorson@innovativeos.com)>  
**Cc:** Melissa Mattson <[mmattson@lcsc.org](mailto:mmattson@lcsc.org)>; Joni Puffett <[Joni@purchasingconnection.org](mailto:Joni@purchasingconnection.org)>  
**Subject:** [EXTERNAL] RFP #25.5 Office Solutions Questions

THINK BEFORE YOU CLICK: This email originated outside the organization. Do not click any

links or attachments unless you know the content is safe. If in doubt, call the sender.

Hi Leah,

Upon review of your proposal for RFP #25.5 Office Solutions, our team has some additional questions. Please respond to the following:

1. Clarify if the catalogs highlighted below will be offered under the contract.

Question: **CPC is seeking qualified, experienced vendor(s) who possess the necessary resources and capabilities to provide office solutions for its participating agencies. Describe how your company's customer approach, products and services meet this objective.**

Response: Innovative is offering Office Supplies, School Supplies and Furniture as part of this proposal. In addition, **Innovative offers products that could be accessed by your members including Cleaning & Facilities Supplies, Safety Products, MRO, Breakroom & Coffee, Technology Solutions including Managed Print Services & Audio Visual, and Branded Solutions. Innovative offers a variety of ordering methods for our customers. Yes I can confirm... those items would be available to all CPC members as shown in our pricing spreadsheet/pricing narrative.**

2. Your response states that "MRO items are currently priced at a transactional purchase price point". Please clarify what transactional purchase price means and how it applies to your response to RFP #25.5. **Transactional price point refers to purchases that are made not with a strategic program with the customer. Meaning that if a CPC member works with Innovative to develop an MRO program and no longer use Grainger (as an example) then we reserve the right to provide a deeper discount to this customer. The reason for this is because the spend will be higher and we have the ability to go back to our manufacturers and received additional discounting. We would like the ability to pass this along to the member.**

**The Transactional Purchase Price Point gives CPC members the ability to find contracted pricing for their one off needs as they browse our website. Please let me know if I need to expand on this.**

3. Your response states that Innovative does not require a minimum order threshold and does not assess any fuel or freight surcharges. In the current CPC contract, Innovative does have a small order charge of \$3.95 for orders less than \$50. Is Innovative proposing the small order charge as part of their response to RFP #25.5? **I believe we put in the response that while we don't have a min. order threshold we do have a small order charge of \$3.95 for orders less than \$50. For us that would be a small order charge as opposed to a minimum order.**

**However, we would be open to have discussions of eliminating this small order charge in lieu of reducing/eliminating the rebate fee. Ultimately, we want to do what's best for CPC's members.**

**4. Will this contract be offered outside of K12 education? If so, please describe. Yes, this will be available to all CPC members. If there was any language included in the RFP that referenced K12 specifically please know our intention is the entire CPC member base (city, county, schools etc) and should be taken as such.**

Thanks,

Amy Lohse  
Procurement Specialist  
218-737-6535



## Forms & Signatures

### RFP #25.5 Office Solutions

#### **Instructions**

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

To submit the required forms, follow these steps:

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

**The following sections will need to be completed prior to submission:**

1. [Contract Offer & Award](#)
2. [Uniform Guidance "EDGAR" Certification Form](#)
3. [Subcontractor Utilization Form](#)

## Contract Offer & Award

**Instructions:** Part I of this form is to be completed by the Supplier and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

### Part I: Supplier

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Specifications, and being familiar with all of the conditions surrounding the solicitation, hereby offer and agree to furnish all goods and services in compliance with all terms, conditions, specifications, and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Supplier to all terms and conditions stated in the proposal.

<b>Business Name</b>	<u>Innovative Office Solutions</u>	<b>Date</b>	<u>10.17.2024</u>
<b>Address</b>	<u>151 Cliff Road East</u>	<b>City, State, Zip</b>	<u>Burnsville, MN 55337</u>
<b>Contact Person</b>	<u>Leah Halvorson</u>	<b>Title</b>	<u>Director of Sales</u>
<b>Authorized Signature</b>	<u><i>Leah A. Halvorson</i></u>	<b>Title</b>	<u>Director of Sales</u>
<b>Email</b>	<u>lhalvorson@innovativeos.com</u>	<b>Phone</b>	<u>10.17.2024</u>

### Part II: CPC

Your response to the identified proposal is hereby accepted. As a Supplier, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below. There will be an optional renewal for a period lasting no longer than one (1) additional 24-month period. CPC may grant an extension under certain criteria and conditions.

<b>Agency</b>	<u></u>	<b>Authorized Signature</b>	<u></u>
<b>Name</b>	<u></u>	<b>Title</b>	<u></u>
<b>Awarded this</b>	<u></u>	<b>day of</b>	<u></u>
<b>Contract/Agreement to Commence</b>	<u></u>		

# EDGAR Certification Form

## 2 CRF Part 200

### REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS – APPENDIX II TO 2 CFR 200

**The following provisions are required and apply when federal funds are expended by participating agencies for any contract resulting from this procurement process.**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

#### **(A) Supplier Violation or Breach of Contract Terms**

Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Provisions regarding Supplier default and legal remedies are included in Sections I.K.18 and I.K.19 above. Any contract award will be subject to such provisions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

#### **(B) Termination for Cause and for Convenience**

Pursuant to Federal Rule (B) above when federal funds are expended by participating agencies, the participating agency reserves all rights to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by the Supplier, in the event the Supplier fails to” (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The participating agency reserves the right to terminate the contract immediately, with written notice to Supplier, for convenience, if the participation agency believes, in its sole discretion that it is in the best interest of the participating agency to do so. The Supplier will be compensated for work perform and accepted and goods accepted by the participating agency as of the termination date if the contract is terminated for convenience of the participating agency. Any award made under this procurement process is not exclusive and the participating agency reserves the right to purchase goods and services from other Suppliers when it is in the best interest of the participating agency.

#### **(C) Equal Employment Opportunity**

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

#### **(D) Davis Bacon Act**

When required by Federal program legislation, Supplier 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, Supplier shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Supplier is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Supplier shall pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by

the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Supplier must also include a provision for compliance 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 contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

#### **(E) Contract Work Hours and Safety Standards Act**

Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance 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, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

#### **(F) 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.

#### **(G) 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).

#### **(H) Debarment and Suspension (Executive Order 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.

#### **(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**

Suppliers 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 takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (I) above, when federal funds are expended by participating agencies, the Supplier certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, the Supplier certifies that it is compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be include in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriated tiers and that all subrecipients shall certify and disclose accordingly.

#### **(J) Procurement of Recovered Materials**

For participating agency purchases utilizing Federal funds, Supplier 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.

#### **(K) Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

A participating agency is prohibited from obligating or expending funds to:

- (1) Procure or obtain.
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
  - (iii) Telecommunications or video surveillance equipment or services products or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

## **(L) Domestic Preferences for Procurements**

As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For the purpose of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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### **PROFIT AS A SEPARATE ELEMENT OF PRICE**

For purchases using federal funds in excess of \$250,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Supplier agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier agrees that the total price, including profit, charged by the Supplier to the participating agency shall not exceed the awarded pricing.

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### **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Supplier further certifies that Supplier will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

---

### **CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by participating agencies for any contract resulting from this procurement process, the Supplier certifies that the Supplier will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18; Pub. L. 94- 163, 89 Stat. 871).

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### **CERTIFICATION OF NON-COLLUSION STATEMENT**

Supplier certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Pursuant to Federal Ruling, when federal funds are expended by participating agencies, the Supplier hereby certifies that during the term of an award for all contracts by participating agencies resulting from this procurement process, Supplier certifies compliance with all provisions, laws, acts, regulations as specifically noted above. The Supplier agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances, as applicable.**

Business Name Innovative Office Solutions

**Authorized  
Signature**

*Leah A. Halvorson*

Full Name Leah Halvorson

Title Director of Sales

## Subcontractor Utilization Form

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

Solicitation Name: \_\_\_\_\_  
Solicitation Number: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_

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

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

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

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



Dear Policyholder,

Thank you for choosing Federated Insurance to handle your insurance and risk management needs. The attached certificate document(s) have been issued or updated.

Please feel free to contact us with any additional changes, additions or deletions that may be needed by contacting the Federated Client Contact Center at:

E-mail: [clientcontactcenter@fedins.com](mailto:clientcontactcenter@fedins.com)

Phone: 1-888-333-4949

Fax: 507-446-4664

Thank you for your business!

Client Contact Center

Enclosed:  
Certificate Document(s)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2023

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

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

PRODUCER  
FEDERATED MUTUAL INSURANCE COMPANY  
HOME OFFICE: P.O. BOX 328  
OWATONNA, MN 55060

CONTACT  
NAME: CLIENT CONTACT CENTERPHONE  
(A/C, No, Ext): 888-333-4949FAX  
(A/C, No): 507-446-4664E-MAIL  
ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: FEDERATED MUTUAL INSURANCE COMPANY

13935

INSURED  
INNOVATIVE OFFICE SOLUTIONS LLC  
151 CLIFF RD E  
BURNSVILLE, MN 55337-1533

320-922-8

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 458

REVISION NUMBER: 1

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

INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
TR		INSR	WVD		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	9872356	06/04/2023	06/04/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS & COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	9872356	06/04/2023	06/04/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION	N	N	9872357	06/04/2023	06/04/2024	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	9411355	06/04/2023	06/04/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L EACH ACCIDENT \$1,000,000 E.L DISEASE EA EMPLOYEE \$1,000,000 E.L DISEASE - POLICY LIMIT \$1,000,000

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

## CERTIFICATE HOLDER

320-922-8  
COOPERATIVE PURCHASING CONNECTION  
1001 W MOUNT FAITH  
FERGUS FALLS, MN 56537

458 1

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## Evaluation Report

### RFP #25.5 Office Solutions

#### Description of Solicitation

The Cooperative Purchasing Connection (CPC) issued a Request for Proposal (RFP) for Office Solutions on September 23, 2024. The intent of the solicitation was to secure an experienced supplier(s) with the necessary resources and capabilities to support an office building/facility and develop a program for participating agencies to have the ability to purchase from a broad-line of products and services at consortium level discounted pricing. Solutions included, but were not limited to:

1. Office supplies
2. Branded promotional items
3. Paper program
4. Breakroom supplies
5. Facilities maintenance
6. Uniforms/workwear
7. First aid & safety
8. Shipping & mailing supplies

The solicitation was due on October 18, 2024. Thereafter, CPC conducted and followed its opening procedures and confirmed if the responding Vendors were deemed responsive or non-responsive.

#### Summary of Evaluation Activity

Amy Lohse, CPC Procurement Specialist, Melissa Mattson, Director of Administrative Services, and Joni Puffett, CPC Procurement Solutions Program Director, performed the evaluation.

Two (2) proposals were received by the submission deadline. They included Business Essentials and Innovative Office Solutions. Proposals were reviewed for compliance with the mandatory requirements set forth in the Request for Proposal (RFP). All proposals received were found to be compliant and deemed responsive.

The evaluation was conducted October 21 through November 19, 2024. The evaluators met frequently to review and discuss the responses. A collective decision to award was made on November 19, 2024. A summation of their evaluation is included below.

#### Evaluation Scoring Results

Refer to the attached Master Score Sheet, listed as Exhibit A.

#### Evaluation Discussion & Overview

Upon review of the Vendor's responses, evaluators agreed on the following:

### **Business Essentials**

1. Proposed competitive pricing and pricing methods that bring value to participating agencies.
2. Next day delivery on in-stock items for MN and eastern Dakotas; 2 day delivery for western Dakotas.
3. Free shipping/freight on all orders and no order minimums for contract terms.
4. Strong overall response in positioning and leading with CPC contract in K-12, government, and other markets.
5. Response did not demonstrate a strong capacity in regard to dedicated sales reps promoting and supporting the contract.
6. Low percentage (3% in city, county; 14% in K12) of business in the public sector.

### **Innovative Office Solutions**

1. Proposed competitive pricing and pricing methods that bring value to participating agencies.
2. Next day delivery on in-stock items for MN and eastern Dakotas; 2 day delivery for western Dakotas.
3. Small order fee of \$3.95 on any order less than \$50; orders \$50+ receive free shipping/freight.
4. IOS has established strong relationships within the K-12 market.
5. Dedicated K12 sales team; 15 account reps to promote and support the contract.
6. 33% of business is held by public agencies.
7. Wide variety of catalogs offered outside of office supplies.

### **Recommendation**

After a thorough analysis of the proposals, the following Vendor is recommended for award: Innovative Office Solutions.

The recommendation and award are subject to final review by CPC Administration and approval by the Board of Directors.

DocuSigned by:

*Amy Lohse*

981BDA49D4404FE...

*Amy Lohse, Procurement Specialist  
Cooperative Purchasing Connection*

DocuSigned by:

*Melissa Mattson*

5B1ADA01B68E48F...

*Melissa Mattson, Director of Administrative Services  
Cooperative Purchasing Connection*

Signed by:

*Joni Puffett*

BE8ED8E47BEC407...

*Joni Puffett, CPPB, Procurement Solutions Program  
Director  
Cooperative Purchasing Connection*

1 Attachment/Exhibit A  
Scoring Spreadsheet

**Exhibit A****RFP #25.5 - Office Solutions****RFP Evaluation -- Master Score Sheet**

<b>Criteria</b>	<b>Points</b>
Technical	340
<b>Total Technical Points</b>	<b>340</b>
<b>Pricing</b>	
Pricing Schedule	310
<b>Total Pricing Points</b>	<b>310</b>
<b>Total Score</b>	<b>650</b>

		<b>Business Essentials</b>	<b>Innovative</b>
<b>Criteria</b>	<b>Points</b>	<b>Average Points Awarded</b>	<b>Average Points Awarded</b>
Technical Points	340	304	318
<b>Total Technical Points</b>	<b>340</b>	<b>304</b>	<b>318</b>
Proceed to Pricing Evaluation?	Yes/No	Yes	Yes
<b>Pricing Proposal</b>			
Pricing Schedule	310	302	299
<b>Total Pricing Points</b>	<b>310</b>	<b>302</b>	<b>299</b>
<b>Total Score</b>	<b>650</b>	<b>606</b>	<b>617</b>

November 25, 2024

Business Essentials  
Attn: Mike Murtaugh  
44 Northern Stacks Drive, Suite 120  
Minneapolis, MN 55421

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**Award Decision, RFP #25.5 Office Solutions**

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Dear Mike:

Thank you for your time, effort, and interest in supplying a response for Request for Proposal (RFP) #25.5 Office Solutions.

The evaluation team, using the criteria outlined in the RFP documents, have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering.

The evaluation team did not select your proposal for award.

CPC thanks you for your proposal and interest in this RFP and look forward to your participation in future RFPs for similar engagements.

Should you have any questions about this matter, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Joni Puffett".

---

Joni Puffett, CPPB | Procurement Solutions Program Director  
Cooperative Purchasing Connection

November 25, 2024

Innovative Office Solutions  
Attn: Leah Halvorson  
151 Cliff Road East  
Burnsville, MN 55337

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**Award Decision, RFP #25.5 Office Solutions**

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Dear Leah:

Thank you for your time, effort, and interest in supplying a response for Request for Proposal (RFP) #25.5 Office Solutions.

The evaluation team, using the criteria outlined in the RFP documents, has completed its review of the proposals received.

CPC is pleased to announce that your proposal received the recommendation for award.

This decision is subject to the approval of the CPC and the North Dakota Educators Service Cooperatives (NDESC) Boards of Directors and the successful negotiation of a mutually acceptable contract.

We will be contacting you soon to finalize a contract for the awarded goods and/or services. Thank you for submitting your proposal; CPC looks forward to working with you.

Regards,

A handwritten signature in cursive script that reads "Joni Puffett".

---

Joni Puffett, CPPB | Procurement Solutions Program Director  
Cooperative Purchasing Connection



## Contract Offer & Award

**Instructions:** Part I of this form is to be completed by the Supplier and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

### Part I: Supplier

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Specifications, and being familiar with all of the conditions surrounding the solicitation, hereby offer and agree to furnish all goods and services in compliance with all terms, conditions, specifications, and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Supplier to all terms and conditions stated in the proposal.

<b>Business Name</b>	<u>Innovative Office Solutions</u>	<b>Date</b>	<u>10.17.2024</u>
<b>Address</b>	<u>151 Cliff Road East</u>	<b>City, State, Zip</b>	<u>Burnsville, MN 55337</u>
<b>Contact Person</b>	<u>Leah Halvorson</u>	<b>Title</b>	<u>Director of Sales</u>
<b>Authorized Signature</b>	<u><i>Leah A. Halvorson</i></u>	<b>Title</b>	<u>Director of Sales</u>
<b>Email</b>	<u>lhalvorson@innovativeos.com</u>	<b>Phone</b>	<u>10.17.2024</u>

### Part II: CPC

Your response to the identified proposal is hereby accepted. As a Supplier, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below. There will be an optional renewal for a period lasting no longer than one (1) additional 24-month period. CPC may grant an extension under certain criteria and conditions.

<b>Agency</b>	<u>Cooperative Purchasing Connection</u>	<b>Authorized Signature</b>	<u>DocuSigned by: <i>Melissa Mattson</i> 5B1ADA01B09E48F...</u>
<b>Name</b>	<u>Melissa Mattson</u>	<b>Title</b>	<u>Director of Administrative Services</u>
<b>Awarded this</b>	<u>26th</u> day of <u>November</u>	<b>Contract #</b>	<u>25.5 IOS</u>
<b>Contract/Agreement to Commence</b>	<u>January 1, 2025</u>		