



Harford County Public Schools  
102 South Hickory Avenue  
Bel Air Maryland 21014



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**U.S. COMMUNITIES™**  
GOVERNMENT PURCHASING ALLIANCE



**Purchasing Department  
410-638-4082**

**RFP # 15-JL-12  
REQUEST FOR PROPOSALS**

**FOR**

**SCIENCE/LABWARE SUPPLIES AND EQUIPMENT FOR  
K-12, COMMUNITY COLLEGES, HIGHER EDUCATION  
AND OTHER PUBLIC AGENCIES**

**Proposals Due February 19, 2015 before 2:30 pm**

**THIS SOLICITATION IS MADE ON BEHALF OF HARFORD COUNTY  
PUBLIC SCHOOLS, MARYLAND AND OTHER GOVERNMENTAL  
AGENCIES AND MADE AVAILABLE THROUGH THE U.S. COMMUNITIES  
GOVERNMENT PURCHASING ALLIANCE.**

## **Bid Notification**

**Notice** is hereby given that Harford County Public Schools (HCPS) (District) on behalf of itself and other government agencies and made available through the U.S. Communities Government Purchasing Alliance, will receive proposals for

**RFP #15-JL-12**

### **SCIENCE/LABWARE SUPPLIES AND EQUIPMENT FOR K-12, COMMUNITY COLLEGES, HIGHER EDUCATION AND OTHER PUBLIC AGENCIES**

Proposals must be received prior to **2:30 PM on February 19, 2015** in the District's Purchasing Department. Proposals must be sealed, prominently marked with the RFP number, title, due date, time, and name of vendor on outside of envelope.

Proposals should be delivered/mailed to:

Harford County Public Schools  
Attention: Purchasing  
102 South Hickory Ave.  
Bel Air, MD 21014

RFP documents are available from the Harford County Public Schools website  
<http://www.hcps.org/departments/BusinessServices/purchasing.aspx>

and from eMaryland Market Place, <https://emaryland.buyspeed.com/bso/>

Refer any questions to the availability of documents to Sherry Ramsey Downen at (410) 809-6046 or email at [sherry.ramseydownen@hcps.org](mailto:sherry.ramseydownen@hcps.org)

HCPS does not discriminate in the choice of suppliers and the award of bids/contracts based on race, sex, age, national origin, religion or disability.

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Note: Underlined items notes that they must be returned with your proposal



**HARFORD COUNTY PUBLIC SCHOOLS**  
**Purchasing Department**  
**102 South Hickory Avenue**  
**Bel Air, Maryland 21014**  
**Telephone: 410.638.4082**

**Request for Proposal**  
**Science/Labware Supplies and Equipment for K-12, Community Colleges,**  
**Higher Education & Other Public Agencies**

**Section 1- General Information**

**A. Introduction**

It is the intent of this RFP to solicit sealed proposals from qualified business entities to provide a comprehensive selection of K-12 and college level science supplies and equipment including labware, science supplies, chemicals, specimens, furniture and related equipment and a broad selection of other science related products including teaching tools and science kits for K-12 and college level markets.

The method of procurement will be a competitive negotiation via a Request for Proposal (RFP) which may include the submission of best and final offers.

Price will not be the sole determinant for the award. As defined by the American Bar Association Model Procurement Code, Competitive Sealed Proposals (RFP) will be evaluated based upon criteria formulated around best value which may include among other criteria: price, quality, performance, references, financial information and the ability to successfully market to and supply K-12 and college level public entities throughout North America.

**B. Background**

This solicitation is being administered by Harford County Public Schools for those public entities that elect to access the Master Agreement through the U.S. Communities Government Purchasing Alliance.

The Harford County Public Schools System (HCPS) is the seventh largest of the 24 Maryland School Systems. HCPS has 54 schools and a total enrollment of approximately 39,000 students.

**C. Procurement Administrator**

Jeff LaPorta, CPPB, Supervisor of Purchasing, will administer the solicitation process and will be the point of contact for purposes of this Request for Proposal. All questions and inquiries should be emailed to Jeff.LaPorta@hcps.org. All questions should be received no later than January 22, 2015 at 3:30 pm eastern time. Responses will not be made to telephone, faxed or mailed inquiries.

**D. Proposal Submission**

Two (2) original hard copies and eight (8) flash drive copies of the technical proposal, and two (2) original hard copies and two (2) flash drives of the cost proposal shall be submitted to, or hand delivered to Harford County Public Schools, 102 S. Hickory Ave. Bel Air Maryland 21014 to the attention of the Purchasing Department no later than January 14, 2015, 2:30PM. Proposals must be submitted in envelopes or other mailing containers showing the RFP number, firm’s name and address, and the proposal due date on the outside. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time.

Additionally, one redacted copy, in electronic version, of the technical should be submitted. See Section I, page 6 for details.

**E. Proposal Acceptance**

Proposals including price must remain valid for a period of not less than ninety (90) days to allow for evaluation, School Board approval and Contract execution. Harford County Public Schools reserves the right to accept or reject any or all proposals, waive informalities and select the most favorable proposal that will serve its best interest as well as the best interest of those participating governmental entities.

**F. Calendar of Events (Subject to Change)**

<b>Event</b>	<b>Date</b>
Issue RFP	January 6, 2015
Questions due	January 22, 2015 – 3:30pm
Addendum Issued	February 5 2015
RFP due date	February 19, 2015 – 2:30pm
Evaluations/Negotiations/Interview	March 10-11, 2015
Contract Award	March 26, 2015
Board Approval	April 13, 2015
Contract Effective Date	July 1, 2015

## **G. Incurring RFP Preparation Cost**

Harford County Public Schools accepts no responsibility for any expense incurred in the proposal preparation, on-site presentation, mailings etc.

## **H. Insurance Requirements**

Insurance requirements are contained in General Requirements, attached herewith. The Contractor must have in force and will maintain insurance, not less than the amounts specified. These insurance requirement are only specific to purchases made to HCPS and does not apply to other entities who use this agreement. Individual public entities may have their own specific insurance requirements.

## **I. Confidential Information**

Redacted versions of technical trade secrets or proprietary information submitted in response to this solicitation must be clearly labeled as “Confidential” and may not be disclosed unless required under the appropriate freedom of information statute. Proposers must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. If awarded, the RFP and all related documents and proposal submissions will become part of the contract award.

PUBLIC INFORMATION ACT - A redacted copy of your bid submission in electronic PDF format (or similar) shall be submitted with your Offering. A redacted copy is considered to be edited, modified, or otherwise revised from which confidential, sensitive and proprietary information has been removed. The redacted copy shall be for your Technical Proposal only.

This redacted copy will be used to respond to Freedom of Information Act request(s) in accordance with the law, the Maryland Public Information Act, Section 10-611 et seq. of the State Government Article of the Annotated Code of Maryland. HCPS reserves the right to modify the redacted copy within its authority under the law. If a redacted copy is not provided, HCPS will assume that all information provided is public information that will be used to respond to any request under this Act.

## **J. Contract Term**

The term of the contract will be for three years following the contract award date with the option to renew for two additional two year periods. Pricing and discount structures will remain fixed. Any requests for changes in turn must be justified and based upon verifiable criteria which may include the Bureau of Labor Statistics Consumer Price Index (CPI-U) U.S. City Average, Washington DC Region (Washington-Baltimore), all items, recent base period. Any such requests will be done 90 days prior to the contract anniversary date.

## **K. Termination for Cause**

If the Contractor fails to fulfill its obligations under this contract properly and on time, or otherwise violates any provision of the contract, Harford County Public Schools may terminate the contract by written notice to the Contractor. HCPS can affirmatively collect damages which may result from the Contractor's breach.

## **L. Disputes**

Except as otherwise provided in these contractual documents, any claim, dispute, or other matter in question shall be referred to the Harford County Public Schools Director of Purchasing, who shall decide the issue and provide a written response to the Contractor. The decision of the Supervisor of Purchasing shall be final and conclusive.

The contract shall be governed by the laws of the State of Maryland and nothing in this contract shall be interpreted to preclude the parties seeking any and all remedies provided by law. All protests must be in writing and submitted to the Supervisor of Purchasing. Prior to dispute resolution through the appropriate legal means, i.e. adjudicated by the appropriate Courts, the parties will participate in Alternative Dispute Resolution (ADR), in an attempt to resolve the dispute in accordance with the commercial Rules of the American Arbitration Association in effect at the time. All disputes shall be decided by a single arbitrator. All costs associated with ADR will be borne by the awarded contractor.

## **M. Billing and Payment**

Unless otherwise instructed, the preferred method of (order) and payment is by credit card. Please advise in your Technical Proposal if payment via credit card is not acceptable.

Any unacceptable payment options must be clearly articulated in the technical submission.

## **N. Multi-Agency Procurement**

Harford County Public Schools assumes no authority, liability, or obligation, on behalf of any other public or non-public entity that may use any contract resulting from this Request for Proposal. All purchases and payment transactions will be made directly between the Contractor and the requesting entity. Any exceptions to this requirement must be specifically noted in the proposal response.

## **O. About This Document**

This document is a Request for Proposal (RFP). It differs from a Request for Bid/Quotation in that Harford County Public Schools is seeking a solution, as described in the cover page and in the following sections, not a bid/quotation

meeting firm specifications for the lowest price. As such, the lowest prices proposed may not guarantee an award recommendation. As defined in the American Bar Association Model Procurement Code, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features and best value of a product or service, of which quality, testing, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor(s) approach meets the desired requirements and needs of Harford County Public Schools and U.S. Communities. Those criteria that will be used and considered in evaluation for award are set forth in this document.

No negotiations, decisions, or actions shall be initiated by any proposers as a result of any verbal discussion with any Harford County Public Schools member or U.S. Communities staff prior to the opening of proposals in responses to this document. RFP Offerors shall make no contacts – either written or verbal – with any individual other than the individual identified herein during the period beginning with the issuance of this RFP through approval of award. Any attempt by a supplier/proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposal from the proposer from further consideration.

If awarded, this RFP document in its entirety including attachments, appendices and addendums will become part of the Contract. Harford County Public Schools reserves the right to reject any or all proposals at any time and make necessary arrangements to contract for the services or work described and proposed in the manner most feasible and applicable when in its best interest to do so.

#### **P. Award**

Award will be made by Group. This may result in award to one, or more than one vendor.

#### **Q. Anti-discrimination**

It is the policy of the Harford County Public Schools that in connection with all work performed under Purchasing Contracts there shall be no discrimination against any prospective or active employee engaged in the work because of sexual orientation, physical and mental disability, medical conditions, marital status, age, pregnancy, veteran status, gender, race, color, ancestry, national origin, sex, or religious creed. Therefore, the Vendor agrees to comply with applicable Federal and Maryland laws.

#### **R. Multiple Proposals**

Multiple proposals from a firm, partnership, corporation or association under the same or different names are subject to rejection unless specifically permitted in the solicitation. Reasonable grounds for believing that an Offeror is interested in



more than one proposal for the work contemplated may result in rejection of all proposals in which the Offeror is interested.

## **Section 2- Scope of Work**

### **Master Agreement**

Harford County Public Schools, the Lead Public Agency, on behalf of itself and all states, local governments, school districts, community colleges and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (Participating Public Agencies) is soliciting proposals from qualified Offerors to enter into a Master Agreement for a complete line of Science and Labware Supplies, Equipment and Furniture for K-12 education organizations, college level organizations and other public agencies.

### **Outcome**

The expected outcome of this proposal is to enter into a contractual relationship with a business partner(s) who will provide commodities and services incidental to providing K-12 school districts, community colleges and other participating public agencies throughout North America with the most extensive and comprehensive array of science and labware supplies, laboratory furniture and science related products including chemicals, specimens and teaching tools at the lowest possible cost. Equipment must meet the highest quality control standards and be durable and reliable.

Proposer must demonstrate that they have a comprehensive catalog of equipment, supplies and service and a distribution/delivery system that can meet just-in-time quick ship requirements. Free or minimum shipping/delivery/freight charges are desirable as well as abandonment of any minimum order requirements.

Proposers should, in addition to the requirements set forth herein, have ordering capability that allows buyers to access a web-site, fill a shopping cart, charge the order to a credit card and receive just-in-time quick delivery.

Proposers are encouraged to detail in their technical proposal any related value added services such as rebates and discount incentives that will benefit contracting agencies.

### **Proposal Submission**

This RFP requires a two-part submission process. Separate technical and price proposals are to be submitted in sealed envelopes on the date and time stipulated. Two (2) original and eight (8) flash drive copies of the technical copies shall be submitted or hand delivered. Two (2) original and two (2) flash drive copies of the cost proposal shall be submitted.

The proposal due date is February 19, 2015 at 2:30PM. Late proposals will not be accepted and will be returned unopened. A Register of Proposals will be prepared at the closing time and will be available for inspection.

**Definitions**

Definitions as used herein:

- A. The term “solicitation” used in this document means this Request for Proposal (RFP).
- B. The term “offer and “proposal” are used synonymously and mean a response to this solicitation.
- C. The terms “offeror”, “proposer” and “supplier” are synonymous and refer to the entity/business/individual that submits a response to this solicitation.
- D. Harford County Public Schools, Maryland may be referred to as “HCPS”.
- E. U.S. Communities is a non-profit that assists Participating Public Agencies in reducing the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide.
- F. Participating Public Agency (PPA) is any state, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agency or nonprofit organization that elects to use one or more U.S. Communities contracts.

**Specific Information Requested From All Proposal Submitters**

Harford County Public Schools may make such investigations deemed necessary to determine the ability of the Offeror to furnish the necessary requirements described herein. The Offeror shall furnish, to Harford County Public Schools, all data and information requested in order to determine the Offerors ability to perform under this RFP. Harford County Public Schools reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offeror fails to satisfy Harford County Public Schools that such Offeror is qualified to carry out the obligations of the contract.

The following is a checklist of required information:

#	Item	Complete
1	2 Original Technical Proposals, 8 flash drives (pg 5 )	
2	2 Original Price Proposals, 2 flash drives (pg 5)	
3	HCPS Contract Agreement (pg 15)	
4	Supplier Qualification Worksheet (pg 29 )	
5	Technical Proposal Requirements Tabs A-K (pg 32-37 )	
6	U.S. Communities Administration Agreement - Signed Unaltered (pg 38-49)	
7	Submission Signature Sheet (pg 74)	
8	HCPS Anti-Bribery – Debarment Attestation (pg 75)	
9	Cost Proposal Form (pg 76)	
10	Exhibit 1 – Market Basket Price Proposal Form	

### **Section 3- Evaluation and Selection Process**

The evaluation criteria are set forth below and are intended to be the basis by which each proposal shall be evaluated. This is a two-step evaluation process. Technical Proposals and Price Proposals shall be submitted separately and labeled accordingly. Each proposal will be assigned an adjectival rating score as described below.

The Supervisor of Purchasing of Harford County Public Schools along with U.S. Communities has selected a committee of qualified personnel to review and evaluate proposals submitted (evaluation committee). The Supervisor of Purchasing will recommend the award of the contract as determined by the evaluation committee after taking into consideration all of the evaluation criteria. The Supervisor of Purchasing will award a contract only to the Offeror/s determined responsive and responsible, and representing the best value to Harford County Public Schools and Participating Agencies based on a final evaluation of both the technical and price proposals.

HCPS reserves the right to reject any and all proposals and/or to waive any minor informalities.

Harford County Public Schools reserves the right to terminate negotiation when, in its judgment, negotiations have reached an impasse. The successful Offeror will be required to execute a contract with Harford County Public Schools and the contract will include all of the provisions of this RFP, including conditions, attachments and addenda issued. Unsuccessful Offerors may request a debriefing meeting concerning the selection process. The debriefing will occur after contract award.

#### **Evaluation Criteria Definitions:**

- A. Discussion: Oral or written communications including negotiations between the Harford County Public Schools and an Offeror that involves information essential for determining the acceptability of the proposal or to cure identified defects in the proposal.
- B. Clarification: Communication with an Offeror for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal. Unlike discussion, clarification does not give the Offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in revision.
- C. Deficiencies: Any defects in the proposal which preclude acceptance. Involves any part of the Offeror's proposal which would not satisfy the minimum requirements established in this solicitation. It may also include failure to provide information and questionable technical or management approaches.
- D. Weakness: Aspect of or omission from an Offeror's proposal that includes ambiguities and conflicts within the proposal, lack of complete descriptions, errors in interpretation, omissions of essential information, inadequate information that prevent the evaluators from knowing the intent of the proposal.

- E. Strengths: Elements of the proposal that meet or exceed the outcomes identified and may provide additional benefits beyond what is specified.

**Adjectival Ratings:**

- A. Outstanding (9-10): Exceeds evaluation standards in a beneficial way and meets the outcomes identified, and contains strengths and no weaknesses or deficiencies. The proposal submitted is innovative, comprehensive and complete in all details and meets or exceeds performance standards.
- B. Excellent (7-8): Exceeds evaluation standards in a beneficial way and meets the outcomes identified. Comprehensive and complete and has no significant weaknesses. May be lacking some of the strengths but generally meets performance standards.
- C. Acceptable (4-5-6): Meets outcomes and performance standards and may contain weaknesses which are not significant and may be correctable.
- D. Marginal (1-2-3): Fails to meet evaluation standards. Lacks essential information to support the proposal. Does not contain the outcomes and contains significant weaknesses.
- E. Unacceptable (0): Fails to meet minimum evaluation standards and the deficiencies and weaknesses are uncorrectable. Demonstrated a lack of understanding of requirements or omissions of major areas.

## **Section 4 – Proposal Format**

### **Technical Proposal Format**

Your technical proposal should be organized with tabs delineating the separation of sections. Your Technical Proposal should include all of the required items listed in the checklist on page 11.

### **Price Proposal Criteria**

The Price Proposal must be submitted separately from the Technical Proposal.

The basis of the price proposal will be to price the “Market Basket” items provided, as well as provide a percentage (%) discount from the contractor’s/supplier’s most current catalog. The discount may vary depending on the product line, i.e. labware, furniture, chemicals, research items, etc.

Volume discounts for ‘bulk purchases’ is also encouraged and if offered should be clearly stated specific to dollar thresholds and/or volume capacity or ranges.

If applicable, additional price percentage (%) discounts for annual milestone volume should be clearly stated in the price proposal. (ex: an additional 2% discount on all purchases after yearly volume reaches \$100,000 for an individual organization)

The Offeror should identify any other discounts or incentives that may be applicable.

Price/Discounts must remain firm and will include all charges that may be incurred in fulfilling requirements.

Invoices will be audited on a random basis along with the necessary supporting documentation. Billing errors will be promptly adjusted.

**Section 5 – Harford County Schools Purchase Agreement**

**MASTER PURCHASE AGREEMENT:**

**By and Between:**

**HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND**

**102 S. Hickory Ave.**

**Bel Air, MD 21014**

**and**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS MASTER PURCHASE AGREEMENT made and entered into this, \_\_\_\_ day of \_\_\_\_\_, 2015, by and between Harford County Public Schools, Maryland (hereinafter referred to as “School District”, “HCPS” or “District”), and \_\_\_\_\_, a corporation authorized to conduct business in the State of Maryland (hereinafter referred to as “Supplier”)

This agreement is made on behalf of Harford County Public Schools, Maryland and other participating governmental agencies, through the U.S. Communities Government Purchasing Alliance.

**WITNESSETH:**

**WHEREAS**, pursuant to the District, Supplier has submitted a proposal to provide a master agreement for a National Award covering the following: furnish, supply and deliver science supplies, equipment, furniture, labware, services and related science instructional items in accordance with the scope, terms and conditions of Request for Proposal, RFP 15-JL-012, addenda, amendments, appendices, and related correspondence. The Request for Proposal is incorporated in its entirety and included as part of this agreement.

**WHEREAS**, HCPS desires to engage Supplier to perform said services; and

**WHEREAS**, HCPS and Supplier desire to state terms and conditions under which Supplier will provide said services to Harford County Public Schools (Lead Agency) and participating public agencies who have registered with U.S. Communities.

**NOW, THEREFORE**, in consideration of the mutual covenants, condition and promises contained herein, the parties have to agree to as follows:

- A. Services.** Supplier will provide Miscellaneous Science/ Labware Suppliers and Equipment as detailed in the referenced RFP to HCPS, which is attached hereto and incorporated herein as a part of this Master Purchase Agreement.
- B. Purchase Order.** Purchase order shall mean any authorized written, electronic, telephone or fax order sent or made by HCPS pursuant hereto, including but not

limited to, written purchase orders, faxed purchase orders, and orders in such other form and/ or mode of transmission as HCPS and Supplier may from time to time agree including purchases made via procurement credit card.

**C. Term.** The initial term of this Master Purchase agreement shall be three (3) years from July 1, 2015 through June 30, 2018. This Master Purchasing Agreement may then be renewed by mutual written agreement of the parties for two (2) additional, two (2) year periods.

**D. Compensation.** HCPS agrees to pay, and Supplier agrees to accept as compensation for the products provided pursuant to this Master Purchasing Agreement , the following:

- a. The price proposal set forth in the final RFP response and all related Amendments

**E. Invoicing.** Supplier agrees to invoice HCPS as deliveries are completed or charge purchases to an authorized HCPS Visa credit card. Invoices shall be delivered to HCPS accounts payable. Each invoice shall include- as applicable- the following data: Item Number, Purchase Order Number, Item Description, Quantity Purchased, Unit Price, Extended price and Delivery location. All purchase orders will be invoiced separately. Each invoice submitted by Supplier shall be paid by HCPS within thirty (30) days after approval. The Supplier has agreed to accept payment via a procurement credit card (i.e. Visa, MasterCard, etc.) which is the preferred method of payment.

**F. Insurance.** Supplier shall maintain at its own cost and expense (and shall cause any Subcontractor to maintain) insurance policies in form and substance acceptable to HCPS as detailed in the Request for Proposal.

**G. Termination of Contract.** This contract may be terminated for cause as per the General Requirements of the RFP, Section 1, K (page7)

**H. Notification.** Notices under this Master Purchase Agreement shall be addressed as follows:

Jeff LaPorta, Supervisor of Purchasing  
Harford County Public Schools  
102 S. Hickory Avenue  
Bel Air, MD 21014

The effective date of any notice under this Master Purchasing Agreement shall be the date of the recipient by the addressee. The failure of either party to give notice of default, or to strictly enforce or insist upon compliance with any of the terms or conditions of this Master Purchase Agreement, or the granting of an extension of time for performance shall not constitute the permanent waiver of any term or condition of this Master Purchasing Agreement. This Master Purchasing



Agreement and each of its provisions shall remain at all times in full force effect until modified by the parties in writing.

- I. Governing Law.** This contract shall be interpreted under and governed by the laws of the State of Maryland. Disputes will be settled as per the stipulations contained within the Request for Proposal.
- J. Incorporation of Appendices.** All provisions of Appendices and Amendments are hereby incorporated herein and made a part of this Master Purchase Agreement. In the event of any apparent conflict between any provisions set forth in the main body of the Master Purchasing Agreement and in any provision set forth in the Appendices and Amendments the provisions shall be interpreted, to the extent possible, as if they do not conflict. In the event that such an interpretation is not possible, the provisions set forth in the main body of this Master Purchase Agreement shall control.
- K. Entire Master Purchase Agreement.** This Master Purchase Agreement including the entire RFP solicitation and the Appendices attached hereto contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Master Purchasing Agreement shall be deemed to exist or to bind any of the parties hereto. Not contained herein shall not be binding on either party, nor of any force or effect. Any Best and Final Offer and applicable Amendments are also included and become part of the Master Agreement.
- L. Participating Public Agencies.** Supplier agrees to extend the same terms, covenants and conditions available to HCPS under this Master Purchasing Agreement to other government agencies (“Participating Public Agencies”) that, in their discretion, desire to access this Master Purchasing Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to ordering, delivery, inspection, acceptance, invoicing and payment for products and services in accordance with the terms and conditions of this Master Purchasing Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public agency exists.

**IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS  
AGREEMENT IN THE YEAR AND DAY AS NOTED:  
HARFORD COUNTY PUBLIC SCHOOLS, MARYLAND**

by \_\_\_\_\_  
**Superintendent of Schools** **Date**

by \_\_\_\_\_  
**Supervisor of Purchasing** **Date**

Attest: \_\_\_\_\_  
**Date**

**SUPPLIER:**

by \_\_\_\_\_  
**General Manager** **Date**

Attest: \_\_\_\_\_  
**Date**

## **Section 6- U.S. Communities**

### **Master Agreement**

Harford County Public Schools, Maryland (herein “Lead Public Agency”) on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and nonprofit organizations (herein “Participating Public Agencies”) is soliciting proposals from qualified suppliers to enter into a Master Agreement for a complete line of Science/Labware Supplies and Equipment (herein “Products and Services”).

**ALL PRODUCTS OFFERED MUST BE NEW, UNUSED, LATEST DESIGN AND TECHNOLOGY UNLESS OTHERWISE SPECIFIED.**

### **Objectives**

- a. Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Participating Public Agencies;
- b. Establish the Master Agreement as a Supplier’s primary offering to Participating Public Agencies;
- c. Achieve cost savings for Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals;
- d. Combine the volumes of Participating Public Agencies to achieve cost effective pricing;
- e. Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state of the art ordering and delivery systems;
- f. Provide Participating Public Agencies with environmentally responsible products and services.

### **U.S. Communities**

U.S. Communities Government Purchasing Alliance (herein “U.S. Communities”) is a non-profit “instrumentality” of government that assists Participating Public Agencies reduce the cost of purchased goods through strategic sourcing that combines the volumes and the purchasing power of public agencies nationwide. This is accomplished through an award of competitively solicited contracts for high quality products and services by large and well recognized public agencies herein “Lead Public Agencies”. The contracts provide for use by not only the respective Lead Public Agency, but also by other Participating Public Agencies.

## **National Sponsors**

U.S. Communities is jointly sponsored by the National Institute of Governmental Purchasing (NIGP), the National Association of Counties (NACo), the National League of Cities (NLC), the Association of School Business Officials International (ASBO) and the United States Conference of Mayors (USCM) (herein “National Sponsors”).

## **Advisory Board**

The U.S. Communities Advisory Board is made up of key government purchasing officials from across the United States.

Each [Advisory Board Member](#) is expected to actively participate in product bids and selection, participate in policy direction, and share expertise and purchasing innovations.

### *Current U.S. Communities Advisory Board Members*

Auburn University, AL	Hennepin County, MN
City and County of Denver, CO	Los Angeles County, CA
City of Chicago, IL	Maricopa County, AZ
City of Houston, TX	Miami-Dade County, FL
City of Kansas City, MO	Nassau BOCES, NY
City of Los Angeles, CA	North Carolina State University, NC
City of San Antonio, TX	Ocean City, NJ
City of Seattle, WA	Orange County, NY
Cobb County, GA	Port of Portland, OR
Denver Public Schools, CO	Prince William County Schools, VA
Emory University, GA	Salem-Keizer School District, OR
Fairfax County, VA	San Diego Unified School District, CA
Fresno Unified School District, CA	State of Iowa
Great Valley School District, PA	The School District of Collier County, FL
Harford County Public Schools, MD	

## **Participating Public Agencies**

Today more than 68,000 public agencies utilize U.S. Communities contracts and suppliers to procure over \$1.5 Billion Dollars in products and services annually. Each month more than 400 new public agencies register to participate. The continuing rapid growth of public agency participation is fueled by the program's proven track record of providing public agencies unparalleled value.

The Supplier(s) must communicate directly with any Participating Public Agency concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing, and payment.

Harford County Public Schools is acting as "Contracting Agent" for the Participating Public Agencies and shall **not** be held liable for any costs, damages, expenses, fees, liabilities, etc. incurred by any other Participating Public Agency.

Each Participating Public Agency enters into a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) outlining the terms and conditions that allow access to the Lead Public Agencies' Master Agreements. Under the terms of the MICPA, the procurement by the Participating Public Agency shall be construed to be in accordance with, and governed by, the laws of the state in which the Participating Public Agency resides. A copy of the MICPA is attached as a part of Section 6.

### **Estimated Volume**

The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$50 Million Dollars annually. This estimate is based on the anticipated volume of the Lead Public Agency, the U.S. Communities Advisory Board members, and current sales within the U.S. Communities program. While there is no minimum quantity of products required to be purchased under the proposed Master Agreement the U.S. Communities Advisory Board Members are committed to utilizing the Master Agreement. The Advisory Board members shall determine if the Master Agreement is of value to their agency, and will promote the Master Agreement among other public agencies nationwide and internationally. The Advisory Board in 2013 purchased more than \$146 Million Dollars of products and services from existing U.S. Communities contracts.

### **Marketing Support**

U. S. Communities provides marketing support for each Supplier's products through the following:

- National Sponsors as referenced above.
- State Associations of Counties, Schools and Municipal Leagues.
- Administrative and marketing personnel that directly promote the U.S. Communities Suppliers to Participating Public Agencies through public agency meetings, direct mail, national publications, annual meetings and a network of K-12, City, County, Higher Education and State Associations.
- U.S. Communities provides Suppliers government sales training, and a host of online marketing and sales management tools to effectively increase sales through U.S. Communities.

## **Marketplace**

U.S. Communities has developed an online Marketplace, which gives Participating Public Agencies the ability to purchase from many U.S. Communities contracts directly from our website. The Marketplace makes it easier for Participating Public Agencies to access many contracts through a single login and place orders using a procurement card, credit card or purchase order. Suppliers have the ability to add their products to the Marketplace at no cost.

## **Multiple Awards**

Multiple awards may be issued as a result of the solicitation. Multiple Awards will ensure that any ensuing Master Agreements fulfill current and future requirements of the diverse and large number of Participating Public Agencies.

## **Evaluation of Proposals**

Proposals will be evaluated by the Lead Public Agency in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices.

U.S. Communities Advisory Board members and other Participating Public Agencies will assist the Lead Public Agency in evaluating proposals. The Supplier(s) that respond(s) affirmatively meets the requirements of this Request for Proposal and provides the best overall value will be eligible for a contract award. U.S. Communities reserves the right to make available or not make available Master Agreements awarded by a Lead Public Agency to Participating Public Agencies.

## **SUPPLIER QUALIFICATIONS**

### **SUPPLIERS**

#### **Commitments**

U.S. Communities views the relationship with an awarded Supplier as an opportunity to provide maximum benefit to both the Participating Public Agencies and to the Supplier.

The successful foundation of the partnership requires commitments from both U.S. Communities and the Supplier. U.S. Communities requires the Supplier to make the four commitments set forth below (Corporate, Pricing, Economy, Sales) to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies:

(a) **Corporate Commitment.**

(i) The pricing, terms and conditions of the Master Agreement shall, at all times, be Supplier's primary contractual offering of Products and Services to Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's primary offering and not just one of Supplier's contract options.

(ii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors and representatives) shall always present the Master Agreement when marketing Products or Services to Public Agencies.

(iii) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.

(iv) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

(vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from U.S. Communities concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also provide the personnel necessary to implement and support

a supplier-based internet web page dedicated to Supplier's U.S. Communities program and linked to U.S. Communities' website and shall implement and support such web page.

(vii) Supplier shall demonstrate in its procurement solicitation response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) Contracts Offering Lower Prices. If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language



and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

(iii) Deviating Buying Patterns. Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions, and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) Supplier's Options in Responding to a Third Party Procurement Solicitation. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in the Administration Agreement, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) **Economy Commitment.** Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

(d) **Sales Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to offering the Master Agreement as Supplier's primary offering to Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) **Branding and Logo Compliance.** Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) **Sales Force Training.** Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train regional or district managers and generally assist with the education of sales personnel.

(iv) **Participating Public Agency Access.** Supplier shall establish the following communication links to facilitate customer access and communication:

- (A) A dedicated U.S. Communities internet web-based homepage containing:
  - (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
  - (2) Copy of original procurement solicitation;
  - (3) Copy of Master Agreement including any amendments;
  - (4) Summary of Products and Services pricing;
  - (5) Electronic link to U.S. Communities' online registration page; and
  - (6) Other promotional material as requested by U.S. Communities.
- (B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.
- (C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

(v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed U.S. Communities' online registration process prior to processing the Public Agency's first sales order.

(vi) Supplier's Performance Review. Upon request by U.S. Communities, Supplier shall participate in a performance review meeting with U.S. Communities to evaluate Supplier's performance of the covenants set forth in this Agreement.

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, perpetual, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party

## **U.S. Communities Administration Agreement Information**

The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as a part of Section 6) prior to the award of the U.S. Communities contract. The Agreement outlines the Supplier's general duties and responsibilities in implementing the U.S. Communities contract.

**The executed U.S. Communities Administration Agreement is required to be submitted with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification.**

**SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION**

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

- A. State if pricing for all Products/Services offered will be the most competitive pricing offered by your organization to Participating Public Agencies nationally.  
YES\_\_\_\_ NO\_\_\_\_
  
- B. Does your company have the ability to provide service to any Participating Public Agencies in the contiguous 48 states, and the ability to deliver service in Alaska and Hawaii?  
YES\_\_\_\_ NO\_\_\_\_
  
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 35 U.S. states?  
YES\_\_\_\_ NO\_\_\_\_
  
- D. Did your company have sales greater than \$50 million last year in the United States?  
YES\_\_\_\_ NO\_\_\_\_
  
- E. Does your company have existing capacity to provide electronic and ecommerce ordering and billing?  
YES\_\_\_\_ NO\_\_\_\_
  
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?  
YES\_\_\_\_ NO\_\_\_\_
  
- G. Does your company agree to respond to all agency referrals from U.S. Communities within 2 business days?  
YES\_\_\_\_ NO\_\_\_\_
  
- H. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?  
YES\_\_\_\_ NO\_\_\_\_
  
- I. Will your company commit to the following program implementation schedule?  
YES\_\_\_\_ NO\_\_\_\_
  
- J. Will the U.S. Communities program contract be your lead public offering to Participating Public Agencies?  
YES\_\_\_\_ NO\_\_\_\_

\_\_\_\_\_  
Submitted by:

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

<b>New Supplier Implementation Checklist</b>		<b>Target Completion After Award</b>
<b>1. First Conference Call</b>		<b>One Week</b>
	Discuss expectations Establish initial contact people & roles Outline kickoff plan Establish WebEx training date	
<b>2. Second Conference Call</b>		<b>One Week</b>
	Review Contract Commitments	
<b>3. Executed Legal Documents</b>		<b>One Week</b>
	U.S. Communities Administration Agreement	
	Lead Public Agency agreement signed	
<b>4. Supplier Login Established</b>		<b>One Week</b>
	Complete Supplier Set Up form Complete user account & user ID form	
<b>5. Initial Sr. Management Meeting</b>		<b>Two Weeks</b>
	Implementation Process Progress U.S. Communities & Supplier Organizational Overview Supplier Manager to review and further discuss commitments	
<b>6. Initial National Account Manager (NAM) &amp; Staff Training Meetings</b>		<b>Two Weeks</b>
	Discuss expectations, roles & responsibilities Introduce and review web-based tools Review process & expectations with NAM and lead referral person	
<b>7. Review Top Joint Target Opportunities</b>		<b>Four Weeks</b>
	Top 10 local contracts Review top U.S. Communities Participating Public Agencies (PPA)	
<b>8. Program Contact Requirements</b>		<b>One Week</b>
	Supplier contacts communicated to U.S. Communities Staff Dedicated email Dedicated toll free number Dedicated fax number	
<b>9. Web Development</b>		
	Initiate IT contact	<b>One Week</b>
	Initiate E-Commerce Conversation	<b>One Week</b>
	Begin Website construction	<b>Two Weeks</b>
	Website final edit	<b>Five Weeks</b>
	Product upload to U.S. Communities site	<b>Five Weeks</b>
<b>10. Sales Training &amp; Roll Out</b>		
	Program Manager (PM) briefing - Coordinate with NAM	<b>Five Weeks</b>
	Initial remote WebEx training for all sales - Coordinate with NAM	<b>Three Weeks</b>
	Establish 90-day face-to-face training plan/strategy session for all sales –with NAM & PM	<b>Two Weeks</b>
	Top 10 metro areas - Coordinate with NAM & PM	<b>Four Weeks</b>

Initiate contact with Advisory Board (AB) members	<b>Four Weeks</b>
<b>11. Marketing</b>	<b>Six Weeks</b>
General announcement	
1 Page Summary with Supplier contacts	
Branding of program	
Supplier handbook	
Announcement to AB and Sponsors	

## SECTION 7 - TECHNICAL RESPONSE REQUIREMENTS

### SUPPLIER INFORMATION

Please respond to the following requests for information about your company:

#### *Specific Requirements:*

#### **Background**

A Transmittal Letter including name of company, address, telephone number, website address, primary contact person with email address.

#### **Tab A**

A detailed narrative that describes the strengths of the company and its understanding of the scope of work statement. Include a brief history and description of your company and a description of relevant past performance and experience with regards to contracts of similar scale, scope and complexity.

#### **Tab B**

#### **Company**

1. Total number and location of sales persons employed by your company in the United States;

Example:

NUMBER OF SALES REPRESENTATIVES	CITY	STATE
13	Phoenix	AZ
6	Tucson	AZ
10	Los Angeles	CA
12	San Francisco	CA
6	San Diego	CA
5	Sacramento	CA
3	Fresno	CA
	Etc.	Etc.
<b>Total: 366</b>		

2. Number and location of distribution outlets in the United States (if applicable);
3. Number and location of support centers (if applicable);



- Annual sales for 2012, 2013 and 2014 in the United States; Sales reporting should be segmented into the following categories:

<b>SUPPLIER ANNUAL SALES IN THE UNITED STATE FOR 2012, 2013, AND 2014</b>			
<b>Segment</b>	<b>2012 Sales</b>	<b>2013 Sales</b>	<b>2014 Sales</b>
Cities			
Counties			
K-12 (Pubic/Private)			
Higher Education (Public/Private)			
States			
Other Public Sector and Nonprofits			
Federal			
Private Sector			
<b>Total Supplier Sales</b>			

- Submit your current Federal Identification Number and latest Dun & Bradstreet report.
- Provide a list with contact information of your company’s ten largest public agency customers. U.S. Communities Advisory Board Members are to be excluded from the list provided.

**Tab C**

**Distribution**

- Describe how your company proposes to distribute the Products nationwide.
- Identify all other companies that will be involved in processing, handling or shipping the Product to the end user.
- State the effectiveness of the proposed distribution in providing the lowest cost to the end user.
- Provide the number, size and location of your company’s distribution facilities, warehouses and retail network as applicable.
- If applicable, describe your company’s ability to do business with manufacturer/dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.

## **Marketing**

1. Outline your company's plan for marketing the Products and Services to State and local government agencies nationwide.
2. Explain how your company will educate its national sales force about the Master Agreement.
3. Explain how your company will market and transition the Master Agreement into the primary offering to Participating Public Agencies.
4. Explain how your company plans to market the Master Agreement to existing government customers and transition these customers to the Master Agreement. Please provide the amount of purchases of existing public agency clients that your company will transition to the U.S. Communities contract for the initial three years of the contract in the following format within your proposal.
  - a. \$\_\_\_\_\_.00 will be transitioned in year one.
  - b. \$\_\_\_\_\_.00 will be transitioned in year two.
  - c. \$\_\_\_\_\_.00 will be transitioned in year three.
5. Please submit the resume of the below personnel:
  - a. The person your company proposes to serve as the National Accounts Manager;
  - b. Each person that will be dedicated full time to U.S. Communities account management; and
  - c. Key executive personnel that will be supporting the program.

## **Tab D**

### **Products and Services**

1. Provide a description of the Products and Services to be provided by the major product category set forth in Section 1, General Information, Paragraph A, Introduction, of the RFP. The primary objective is for each Supplier to provide its complete product, service and solutions offerings so that Participating Public Agencies may order a range of product as appropriate for their needs.
2. State your normal delivery time (in days) and any options for expediting delivery.
3. State backorder policy. Do you fill or kill order and require Participating Public Agency to reorder if item is backordered?

4. State restocking fees and procedures for returning products.
5. Describe any special programs that your company offers that will improve customers' ability to access Products, on-time delivery or other innovative strategies.
6. Describe the capacity of your company to broaden the scope of the contract and keep the product offerings current and ensure that latest products, standards and technology for the Products and Services

## **Tab E**

### **Quality**

1. Describe your company's quality control processes.
2. Describe your problem escalation process.
3. How are customer complaints measured and categorized? What processes are in place to know that a problem has been resolved?
4. Describe and provide any product or service warranties.

## **Tab F**

### **Administration**

1. Describe your company's capacity to employ telephone, ecommerce, etc., with a specific proposal for processing orders under the Master Agreement.
2. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation.
3. Describe your company's internal management system for processing orders from point of customer contact through delivery and billing. Please state if you use a single system or platform for all phases of ordering, processing, delivery and billing.
4. Describe your company's ecommerce capabilities, including details about your ability to create punch out sites and accept orders electronically (cXML, OCI, etc.). Please detail where you have integrated with a public agency's ERP (PeopleSoft, Lawson, Oracle, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.

Describe your firm's ability to provide and maintain a punch-out e-commerce platform to Harford County Public Schools and U.S. Communities Participating Agencies.

5. Describe your company's implementation and success with existing multi-state cooperative purchasing programs, if any, and provide the entity's name(s), contact person(s) and contact information.
6. Describe the capacity of your company to report monthly sales under the Master Agreement by Participating Public Agency within each U.S. state.
7. Describe the capacity of your company to provide management reports, i.e. commodity histories, procurement card histories, green spend, etc. for each Participating Public Agency.
8. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

## **Tab G**

### **Financial Statements**

The Supplier shall include an audited income statement and balance sheet from the two most recent reporting periods in its proposal.

## **Tab H**

### **National Staffing Plan**

1. A staffing plan is required which describes the Offeror's proposed staff distribution to implement and manage this contract throughout the term of the contract. At a minimum, this plan should include the following:
  - a. Identify the key personnel who will lead and support the implementation period of the contract outlined in Section 6, New Supplier Implementation Checklist, along with the amount of time to be devoted to implementation;
  - b. Identify the key personnel who are to be engaged in this contract throughout the term of the contract and their relationship to the contracting organization;
  - c. Provide a chart that shows 1) the time commitment of each professional staff member that will be devoted to the contract, 2) each member's role in maintaining and growing the contract; and 3) a timeline of each member's involvement throughout the contract.

## **Tab I**

### **Environmental**

1. Provide a brief description of any company environmental initiatives, including your company's environmental strategy, your investment in being an environmentally preferable product leader, and any resources dedicated to your environmental strategy.
2. Describe your company's process for defining green products or sustainable processes.
3. Provide a green product listing. Describe any environmental attributes (recycled materials, energy efficiency, biodegradable, low-toxicity, etc.) or certifications achieved for each product.
4. Describe your product's recyclability. Describe any buy back or take back options offered. Describe your company's efforts to reduce or reuse packaging and minimize environmental footprint in the shipping process.
5. What percentage of your offering is environmentally preferable and what are your plans to improve this offering?

## **Tab J**

### **References**

Provide three references for clients to which you are providing similar service. Please list the client name, contact names, email addresses and telephone numbers in order to contact the references provided.

## **Tab K**

### **Additional Information**

Please use this opportunity to describe any/all other features, advantages and benefits of your organization that you feel will provide additional value and benefit to a Participating Public Agency.

## **ADMINISTRATION AGREEMENT**

This ADMINISTRATION AGREEMENT (“Agreement”) is made as of \_\_\_\_\_, by and between U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE (“U.S. Communities”) and \_\_\_\_\_ (“Supplier”).

### **RECITALS**

WHEREAS, \_\_\_\_\_ (“Lead Public Agency”) has entered into a certain Master Agreement dated as of even date herewith, referenced as Agreement No. \_\_\_\_\_, by and between Lead Public Agency and Supplier (as amended from time to time in accordance with the terms thereof, the “Master Agreement”) for the purchase of \_\_\_\_\_ (the “Products and Services”);

WHEREAS, the Master Agreement provides that any state, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agency or nonprofit organization (each a “Public Agency” and collectively, “Public Agencies”) may purchase Products and Services at the prices indicated in the Master Agreement upon prior registration with U.S. Communities, in which case the Public Agency becomes a “Participating Public Agency”;

WHEREAS, U.S. Communities has the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, U.S. Communities serves as the administrative agent for Lead Public Agency and other lead public agencies in connection with other master agreements offered by U.S. Communities;

WHEREAS, Lead Public Agency desires U.S. Communities to proceed with administration of the Master Agreement on the same basis as other master agreements;

WHEREAS, “U.S. Communities Government Purchasing Alliance” is a trade name licensed by U.S. Communities Purchasing & Finance Agency; and

WHEREAS, U.S. Communities and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, U.S. Communities and Supplier hereby agree as follows:

### **ARTICLE I**

#### **GENERAL TERMS AND CONDITIONS**

1.1 The Master Agreement, attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.

1.2 U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to U.S. Communities under this Agreement

including, without limitation, Supplier's obligation to provide insurance and certain indemnifications to Lead Public Agency.

1.3 Supplier shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.

1.4 U.S. Communities shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Master Agreement as set forth herein, and Supplier acknowledges that U.S. Communities shall act in the capacity of administrator of purchases under the Master Agreement.

1.5 With respect to any purchases made by Lead Public Agency or any Participating Public Agency pursuant to the Master Agreement, U.S. Communities (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Supplier, Lead Public Agency or such Participating Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Lead Public Agency, any Participating Public Agency or any employee of Lead Public Agency or a Participating Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by a Participating Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. U.S. Communities makes no representations or guaranties with respect to any minimum purchases required to be made by Lead Public Agency, any Participating Public Agency, or any employee of Lead Public Agency or a Participating Public Agency under this Agreement or the Master Agreement.

## **ARTICLE II**

### **TERM OF AGREEMENT**

2.1 This Agreement is effective as of \_\_\_\_\_ and shall terminate upon termination of the Master Agreement or any earlier termination in accordance with the terms of this Agreement, provided, however, that the obligation to pay all amounts owed by Supplier to U.S. Communities through the termination of this Agreement and all indemnifications afforded by Supplier to U.S. Communities shall survive the term of this Agreement.

## **ARTICLE III**

### **REPRESENTATIONS AND COVENANTS**

3.1 U.S. Communities views the relationship with Supplier as an opportunity to provide benefits to both Public Agencies and Supplier. The successful foundation of the relationship requires certain representations and covenants from both U.S. Communities and Supplier.

#### **3.2 U.S. Communities' Representations and Covenants.**

(a) **Marketing.** U.S. Communities shall proactively market the Master Agreement to Public Agencies using resources such as a network of major sponsors including the National League of Cities (NLC), National Association of Counties (NACo), United States Conference of Mayors (USCM), Association of School Business Officials (ASBO) and National Institute of Governmental Purchasing (NIGP) (collectively, the "**Founding Co-Sponsors**") and individual state-level sponsors. In addition, the U.S. Communities staff shall enhance Supplier's marketing efforts through meetings with Public

Agencies, participation in key events and tradeshow and by providing online tools to Supplier's sales force.

(b) Training and Knowledge Management Support. U.S. Communities shall provide support for the education, training and engagement of Supplier's sales force as provided herein. Through its staff (each, a "Program Manager" and collectively, the "Program Managers"), U.S. Communities shall conduct training sessions with Supplier and shall conduct calls jointly with Supplier to Public Agencies. U.S. Communities shall also provide Supplier with access to U.S. Communities' private intranet website which provides presentations, documents and information to assist Supplier's sales force in effectively promoting the Master Agreement.

3.3 Supplier's Representations and Covenants. Supplier hereby represents and covenants as follows in order to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies (such representations and covenants are sometimes referred to as "Supplier's Commitments") and are comprised of the Corporate Commitment, Pricing Commitment, Economy Commitment and Sales Commitment):

(a) Corporate Commitment.

(i) The pricing, terms and conditions of the Master Agreement shall, at all times, be Supplier's primary contractual offering of Products and Services to Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's primary offering and not just one of Supplier's contract options.

(ii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors and representatives) shall always present the Master Agreement when marketing Products or Services to Public Agencies.

(iii) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.

(iv) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

(vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from U.S. Communities concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also provide the personnel necessary to implement and support a supplier-based internet web page dedicated to Supplier's U.S. Communities program and linked to U.S. Communities' website and shall implement and support such web page.

(vii) Supplier shall demonstrate in its procurement solicitation response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.



(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) **Contracts Offering Lower Prices.** If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

(iii) **Deviating Buying Patterns.** Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions, and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) **Supplier's Options in Responding to a Third Party Procurement Solicitation.** While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) **Economy Commitment.** Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

(d) **Sales Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to offering the Master Agreement as Supplier's primary offering to Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, the Supplier shall provide U.S. Communities with its logo and the standards to be employed in the use of the logo for purposes of reproducing and using Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best

government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) Branding and Logo Compliance. Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) Sales Force Training. Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train regional or district managers and generally assist with the education of sales personnel.

(iv) Participating Public Agency Access. Supplier shall establish the following communication links to facilitate customer access and communication:

(A) A dedicated U.S. Communities internet web-based homepage containing:

- (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
- (2) Copy of original procurement solicitation;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.

(B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.

(C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

(v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed U.S. Communities' online registration process prior to processing the Public Agency's first sales order.

(vi) Supplier's Performance Review. Upon request by U.S. Communities, Supplier shall participate in a performance review meeting with U.S. Communities to evaluate Supplier's performance of the covenants set forth in this Agreement.

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. During the term of the Agreement, Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided

to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party

3.4 Breach of Supplier's Representations and Covenants. The representations and covenants set forth in this Agreement are the foundation of the relationship between U.S. Communities and Supplier. If Supplier is found to be in violation of, or non-compliance with, one or more of the representations and covenants set forth in this Agreement, Supplier shall have ninety (90) days from the notice of default to cure such violation or non-compliance and, if Supplier fails to cure such violation or non-compliance within such notice period, it shall be deemed a cause for immediate termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion.

3.5 Indemnity. Supplier hereby agrees to indemnify and defend U.S. Communities, and its parent companies, subsidiaries, affiliates, shareholders, member, manager, officers, directors, employees, agents, and representatives from and against any and all claims, costs, proceedings, demands, losses, damages, and expenses (including, without limitation, reasonable attorney's fees and legal costs) of any kind or nature, arising from or relating to, any actual or alleged breach of any of Supplier's representations, warranties, or covenants in this Agreement.

#### **ARTICLE IV**

#### **PRICING AUDITS**

4.1 Supplier shall, at Supplier's sole expense, maintain an accounting of all purchases made by Lead Public Agency and Participating Public Agencies under the Master Agreement. U.S. Communities and Lead Public Agency each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. U.S. Communities shall have the authority to conduct random audits of Supplier's pricing that is offered to Participating Public Agencies at U.S. Communities' sole cost and expense. Notwithstanding the foregoing, in the event that U.S. Communities is made aware of any pricing being offered to three (3) or more Participating Public Agencies that is materially inconsistent with the pricing under the Master Agreement, U.S. Communities shall have the ability to conduct a reasonable audit of Supplier's pricing at Supplier's sole cost and expense during regular business hours upon reasonable notice. U.S. Communities may conduct the audit internally or may engage a third-party auditing firm on a non-contingent basis. Supplier shall solely be responsible for the cost of the audit up to the first \$50,000 and U.S. Communities and Supplier shall each be responsible for fifty percent (50%) of the audit costs that exceed \$50,000. In the event of an audit, the requested materials shall be provided in the format and at the location where kept in the ordinary course of business by Supplier.

#### **ARTICLE V**

#### **FEES & REPORTING**

5.1 Administrative Fees. Supplier shall pay to U.S. Communities a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of two percent (2%) of aggregate purchases made during each calendar month (individually and collectively, "Administrative Fees"). Supplier's annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by

wire to U.S. Communities, or its designee or trustee as may be directed in writing by U.S. Communities. Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month for purchases shipped and billed during such calendar month. U.S. Communities agrees to pay to Lead Public Agency five percent (5%) of all Administrative Fees received from Supplier to help offset Lead Public Agency’s costs incurred in connection with managing the Master Agreement nationally.

5.2 **Sales Reports.** Within thirty (30) days of the end of each calendar month, Supplier shall deliver to U.S. Communities an electronic accounting report, in the format prescribed by Exhibit B, attached hereto, summarizing all purchases made under the Master Agreement during such calendar month (“Sales Report”). All purchases indicated in the Sales Report shall be denominated in U.S. Dollars. All purchases shipped and billed pursuant to the Master Agreement for the applicable calendar month shall be included in the Sales Report. U.S. Communities reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the Administrative Fees to its program sponsors and state associations.

(a) Monthly Sales Reports shall include all sales reporting under the Master Agreement, and a breakout of Environmental Preferable (Green) sales reporting. Supplier must make reasonable attempts at filling in all required information and contact U.S. Communities with a plan to correct any deficiencies of data field population.

(b) Submitted reports shall be verified by U.S. Communities against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing.

5.3 **Exception Reporting/Sales Reports Audits.** U.S. Communities or its designee may, at its sole discretion, compare Supplier’s Sales Reports with Participating Public Agency records or other sales analysis performed by Participating Public Agencies, sponsors, advisory board members or U.S. Communities staff. If there is a material discrepancy between the Sales Report and such records or sales analysis as determined by U.S. Communities, U.S. Communities shall notify Supplier in writing and Supplier shall have thirty (30) days from the date of such notice to resolve the discrepancy to U.S. Communities’ reasonable satisfaction. Upon resolution of the discrepancy, Supplier shall remit payment to U.S. Communities’ trustee within fifteen (15) calendar days. Any questions regarding an exception report should be directed to U.S. Communities in writing to reporting@uscommunities.org. If Supplier does not resolve the discrepancy to U.S. Communities’ reasonable satisfaction within thirty (30) days, U.S. Communities shall have the right to engage outside services to conduct an independent audit of Supplier’s reports. Supplier shall solely be responsible for the cost of the audit up to the first \$50,000 and U.S. Communities and Supplier shall each be responsible for fifty percent (50%) of the audit costs that exceed \$50,000.

5.4 **Online Reporting.** Within sixty (60) days of the end of each calendar quarter, U.S. Communities shall provide online reporting to Supplier containing Supplier’s sales reporting for such calendar quarter. Supplier shall contact U.S. Communities within fifteen (15) days of receiving notification of the online reporting and report to U.S. Communities any concerns or disputes regarding the reports, including but not limited to concerns regarding the following:

<b>Report Name</b>	<b>Follow up with U.S. Communities</b>
5 Qtr Drop Sales Analysis	Financial & Reporting Manager
Zero States Sales Report	Program Manager
Registered Agency Without Sales Report	Program Manager

Supplier shall have access to the above reports through the U.S. Communities intranet website. The following additional reports are also available to Supplier and are useful in resolving reporting issues and enabling Supplier to better manage its Master Agreement:

- (i) Agency Sales by Population/Enrollment Report
- (ii) Hot Prospect Sales Report
- (iii) New Lead Sales Report
- (iv) State Comparison Sales Report
- (v) Advisory Board Usage Report
- (vi) Various Agency Type Comparison Reports
- (vii) Sales Report Builder

5.5 Supplier's Failure to Provide Reports or Pay Administrative Fees. Failure to provide a Sales Report or pay Administrative Fees within the time and in the manner specified herein shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion. All Administrative Fees not paid within thirty (30) days of the end of the previous calendar month shall bear interest at the rate of one and one-half percent (1.5%) per month until paid in full.

## ARTICLE VI

### MISCELLANEOUS

6.1 Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

6.2 Attorney's Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.

6.3 Assignment.

(a) Supplier. Neither this Agreement nor any rights or obligations hereunder shall be assignable by Supplier without prior written consent of U.S. Communities, and any assignment without such consent shall be void.

(b) U.S. Communities. This Agreement and any rights or obligations hereunder may be assigned by U.S. Communities in U.S. Communities' sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform U.S. Communities' obligations hereunder.

6.4 Notices. All reports, notices or other communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery requiring signature on receipt to the addresses as set forth below. U.S. Communities may, by written notice delivered to Supplier, designate any different address to which subsequent reports, notices or other communications shall be sent.

U.S. Communities: U.S. Communities  
2999 Oak Road, Suite 710  
Walnut Creek, California 94597  
Attn: Program Manager Administration

Supplier: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: U.S. Communities Program Manager

6.5 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.

6.6 Waiver. Any failure of a party to enforce, for any period of time, any of the provisions under this Agreement shall not be construed as a waiver of such provisions or of the right of said party thereafter to enforce each and every provision under this Agreement.

6.7 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.8 Modifications. This Agreement may not be effectively amended, changed, modified, altered or terminated without the prior written consent of the parties hereto.

6.9 Governing Law; Arbitration. This Agreement will be governed by and interpreted in accordance with the laws of the State of California without regard to any conflict of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this dispute resolution clause, shall be determined by arbitration in Walnut Creek, California, before one (1) arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party will be entitled to recover its reasonable attorneys' fees and arbitration costs from the other party. The arbitration award shall be final and binding. Each party commits that prior to commencement of arbitration proceedings, the parties shall submit the dispute to JAMS for mediation. The parties will cooperate with JAMS and with one another in selecting a mediator from JAMS panel of neutrals, and in promptly scheduling the mediation proceedings. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs. The mediation will be conducted by each party designating a duly authorized officer or other representative to represent the party with the authority to bind the party, and that the parties agree to exchange informally such information as is reasonably necessary and relevant to the issues being mediated. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts, and attorneys, and by the mediator or any JAMS employees, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. If the dispute is not resolved within thirty (30) days from the date of the submission of the dispute to mediation (or such later date as the parties may mutually agree in writing), the administration of the arbitration shall proceed. The mediation may continue, if the parties so agree, after the appointment of the arbitrator. Unless otherwise agreed by the parties, the mediator shall be

disqualified from serving as arbitrator in the case. The pendency of a mediation shall not preclude a party from seeking provisional remedies in aid of the arbitration from a court of appropriate jurisdiction, and the parties agree not to defend against any application for provisional relief on the ground that a mediation is pending.

6.10 Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding upon U.S. Communities, Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.

*[Remainder of Page Intentionally Left Blank – Signatures Follow]*



IN WITNESS WHEREOF, U.S. Communities has caused this Agreement to be executed in its name and Supplier has caused this Agreement to be executed in its name, all as of the date first written above.

U.S. Communities:

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supplier:

\_\_\_\_\_

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# ATTACHMENT A

## SALES REPORT FORMAT

Appendix B - US (Data Format)													
Sales Report Template													
TIN	Supplier ID	Account No.	Agency Name	Dept Name	Address	City	State	Zip	Agency Type	Year	Qtr	Month	Amount
956000735	160	89519997	CITY OF LA/MGMT EMPL SVCS	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	1525.50
956000222	160	34869035	LOS ANGELES COUNTY	Facilities	350 S FIGUEROA ST STE 700	LOS ANGELES	CA	90071	30	2012	2	5	1603.64
956000735	160	89496461	CITY OF LA/ENVIRON AFFAIR	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	1625.05
956000735	160	89374835	CITY OF LA/COMMUNITY DEV	Purchasing	555 RAMIREZ ST STE 312	LOS ANGELES	CA	90012	20	2012	2	5	45090.79
066002010	160	328NA0001053	GROTON TOWN OF PUBLIC WORKS	Water	123 A St.	GROTON	CT	06340	20	2012	2	5	318.00
066001854	160	328NA0001051	GROTON CITY OF	Administration	123 A St.	GROTON	CT	06340	20	2012	2	5	212.00
SALES REPORT DATA FORMAT													
Column Name	Required	Data Type	Length	Example	Comment								
TIN	Optional	Text	9	956000735	No Dash, Do not omit leading zero.								
Supplier ID	Yes	Number	3	111	See Supplier ID Table Below								
Account No.	Optional	Text	25 max		Depends on supplier account no.								
Agency Name	Yes	Text	255 max	Los Angeles County									
Dept Name	Optional	Text	255 max	Purchasing Dept									
Address	Yes	Text	255 max										
City	Yes	Text	255 max	Los Angeles	Must be a valid City name								
State	Yes	Text	2	CA									
Zip	Yes	Text	5	90071	No Dash, Do not omit leading zero, Valid zip code								
Agency Type	Yes	Number	2	30	See Agency Type Table Below								
Year	Yes	Number	4	2010									
Qtr	Yes	Number	1	4									
Month	Yes	Number	2	12									
Amount	Yes	Number	variable	45090.79	Two digit decimal point, no \$ sign or commas								
Agency Type Table													
Agency Type ID	Agency Type Description												
10	K-12												
11	Community College												
12	College and University												
20	City												
21	City Special District												
22	Consolidated City/County												
30	County												
31	County Special District												
40	Federal												
41	Crown Corporations												
50	Housing Authority												
80	State Agency												
81	Independent Special District												
82	Non-Profit												
84	Other												

## **MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This agreement is made between certain government agencies that execute a Lead Public Agency Certificate (“Lead Public Agencies”) to be appended and made a part hereof and other government agencies (“Participating Public Agencies”) that agree to the terms and conditions hereof through the U.S. Communities registration and made a part hereof.

### RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, a number of Suppliers have entered into Master Agreements to provide a variety of goods, products and services based on national and international volumes (herein “Products and Services”);

WHEREAS, Master Agreements are made available by Lead Public Agencies through U.S. Communities and provide that Participating Public Agencies may purchase Products and Services on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

WHEREAS, the parties desire to comply with the requirements and formalities of the Intergovernmental Cooperation Act as may be applicable to the laws of the State of purchase;

WHEREAS, the parties hereto desire to conserve resources and reduce procurement cost;

WHEREAS, the parties hereto desire to improve the efficiency, effectiveness and economy of the procurement of necessary Products and Services;

NOW, THEREFORE, in consideration of the mutual promises contained in this agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products and Services.
2. That the procurement of Products and Services subject to this agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party’s procurement practices.
3. That the cooperative use of solicitations obtained by a party to this agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Lead Public Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the effectiveness, efficiency and economy of Participating Public Agencies procurement of Products and Services
5. That a procuring party will make timely payments to the Supplier for Products and Services received in accordance with the terms and conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the procuring party shall be the exclusive obligation of such procuring party. Disputes between procuring party and Supplier are to be resolved in accord with the law and venue rules of the State of purchase.

6. The procuring party shall not use this agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The procuring party shall be responsible for the ordering of Products and Services under this agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring party harmless from any liability that may arise from action or inaction of the procuring party.
8. The exercise of any rights or remedies by the procuring party shall be the exclusive obligation of such procuring party.
9. This agreement shall remain in effect until termination by a party giving 30 days written notice to U.S. Communities at 2999 Oak Road, Suite 710, Walnut Creek, CA 94597.
10. This agreement shall take effect after execution of the Lead Public Agency Certificate or Participating Public Agency Registration, as applicable.

**STATE NOTICE ADDENDUM**

**Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirements of said statutes:**

**Nationwide:**

[http://www.usa.gov/Agencies/Local\\_Government/Cities.shtml](http://www.usa.gov/Agencies/Local_Government/Cities.shtml)

**Other states:**

**State of Oregon, State of Hawaii, State of Washington**

**State: HI**

**Account Type: HI Counties, Cities, Colleges**

Hawaii County  
Honolulu County  
Kauai County  
Maui County  
Kalawao County  
Aiea  
Anahola  
Barbers Point N A S  
Camp H M Smith  
Captain Cook  
Eleele  
Ewa Beach  
Fort Shafter  
Haiku  
Hakalau  
Haleiwa  
Hana  
Hanalei  
Hanamaulu  
Hanapepe  
Hauula  
Hawaii National Park  
Hawaiian Ocean View  
Hawi

Hickam AFB  
Hilo  
Holualoa  
Honaunau  
Honokaa  
Honolulu  
Honomu  
Hoolehua  
Kaaawa  
Kahuku  
Kahului  
Kailua  
Kailua Kona  
Kalaheo  
Kalaupapa  
Kamuela  
Kaneohe  
Kapaa  
Kapaau  
Kapolei  
Kaumakani  
Kaunakakai  
Kawela Bay  
Keaau  
Kealakekua  
Kealia  
Keauhou  
Kekaha

Kihei  
Kilauea  
Koloa  
Kualapuu  
Kula  
Kunia  
Kurtistown  
Lahaina  
Laie  
Lanai City  
Laupahoehoe  
Lawai  
Lihue  
M C B H Kaneohe Bay  
Makawao  
Makaweli  
Maunaloa  
Mililani  
Mountain View  
Naalehu  
Ninole  
Ocean View  
Ookala  
Paauhau  
Paauilo  
Pahala  
Pahoa  
Paia  
Papaaloa  
Papaikou  
Pearl City  
Pearl Harbor  
Pepeekeo

Princeville  
Pukalani  
Puunene  
Schofield Barracks  
Tripler Army Medical Center  
Volvano  
Wahiawa  
Waialua  
Waianae  
Waikoloa  
Wailuku  
Waimanalo  
Waimea  
Waipahu  
Wake Island  
Wheeler Army Airfield  
Brigham Young University - Hawaii  
Chaminade University of Honolulu  
Hawaii Business College  
Hawaii Pacific University  
Hawaii Technology Institute  
Heald College - Honolulu  
Remington College - Honolulu Campus  
University of Phoenix - Hawaii Campus  
Hawaii Community College  
Honolulu Community College  
Kapiolani Community College  
Kauai Community College  
Leeward Community College  
Maui Community College  
University of Hawaii at Hilo  
University of Hawaii at Manoa  
Windward Community College

**State: HI (118 records)**

**Account Type: K-12 (14 records)**

Mālama Honua Public Charter School  
ST JOHN THE BAPTIST  
Waimanalo Elementary and Intermediate School  
Kailua High School  
PACIFIC BUDDHIST ACADEMY  
HAWAII TECHNOLOGY ACADEMY  
CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.  
MARYKNOLL SCHOOL  
ISLAND SCHOOL  
KE KULA O S. M. KAMAKAU  
KAMEHAMEHA SCHOOLS  
HANAHAU`OLI SCHOOL  
EMMANUAL LUTHERAN SCHOOL  
Our Savior Lutheran School

**Account Type: County (4 records)**

BOARD OF WATER SUPPLY  
MAUI COUNTY COUNCIL  
Kauai County Council  
Honolulu Fire Department

**Account Type: Non-Profit (69 records)**

Lanai Community Health Center  
Maui High Band Booster Club  
Naalehu Assembly of God  
University of the Nations  
outrigger canoe club  
One Kalakaua  
Native Hawaiian Hospitality Association  
St. Theresa School  
Hawaii Peace and Justice  
Kauai Youth Basketball Association  
NA HALE O MAUI  
LEEWARD HABITAT FOR HUMANITY  
WAIANAE COMMUNITY OUTREACH  
NA LEI ALOHA FOUNDATION  
HAWAII FAMILY LAW CLINIC DBA ALA KUOLA  
BUILDING INDUSTRY ASSOCIATION OF HAWAII

UNIVERSITY OF HAWAII FEDERAL CREDIT UNION  
LANAKILA REHABILITATION CENTER INC.  
POLYNESIAN CULTURAL CENTER  
CTR FOR CULTURAL AND TECH INTERCHNG  
BETW EAST AND WEST  
BISHOP MUSEUM  
ALCOHOLIC REHABILITATION SVS OF HI INC  
DBA HINA MAUKA  
ASSOCIATION OF OWNERS OF KUKUI PLAZA  
MAUI ECONOMIC DEVELOPMENT BOARD  
NETWORK ENTERPRISES, INC.  
HONOLULU HABITAT FOR HUMANITY  
ALOHACARE  
ORI ANUENUE HALE, INC.  
IUPAT, DISTRICT COUNCIL 50  
GOODWILL INDUSTRIES OF HAWAII, INC.  
HAROLD K.L. CASTLE FOUNDATION  
MAUI ECONOMIC OPPORTUNITY, INC.  
EAH, INC.  
PARTNERS IN DEVELOPMENT FOUNDATION  
HABITAT FOR HUMANITY MAUI  
W. M. KECK OBSERVATORY  
HAWAII EMPLOYERS COUNCIL  
HAWAII STATE FCU  
MAUI COUNTY FCU  
PUNAHOU SCHOOL  
YMCA OF HONOLULU  
EASTER SEALS HAWAII  
AMERICAN LUNG ASSOCIATION  
Hawaii Area Committee  
READ TO ME INTERNATIONAL FOUNDATION  
MAUI FAMILY YMCA  
WAILUKU FEDERAL CREDIT UNION  
ST. THERESA CHURCH  
HALE MAHAOLU  
West Maui Community Federal Credit Union  
Hawaii Island Humane Society  
Kama'aina Care Inc  
International Archaeological Research Institute, Inc.  
Community Empowerment Resources  
Tutu and Me Traveling Preschool  
First United Methodist Church  
AOAO Royal Capitol Plaza

Kumpang Lanai  
Child and Family Service  
MARINE SURF WAIKIKI, INC.  
Hawaii Health Connector  
Hawaii Carpenters Market Recovery Program  
Fund  
Puu Heleakala Community Association  
Saint Louis School  
Kailua Racquet Club, Ltd.  
Homewise Inc.  
Hawaii Baptist Academy  
prod test kindly ignore HI - DP  
Kroc Center Hawaii

**Account Type: College and University (7 records)**

ARGOSY UNIVERSITY  
HAWAII PACIFIC UNIVERSITY  
UNIVERSITY OF HAWAII AT MANOA  
RESEARCH CORPORATION OF THE UNIVERSITY  
OF HAWAII  
BRIGHAM YOUNG UNIVERSITY - HAWAII  
University Clinical Research and Association  
CHAMINADE UNIVERSITY OF HONOLULU

**Account Type: Other (6 records)**

Hawaii Information Consortium  
Leeward Community Church  
E Malama In Keiki O Lanai  
Angels at Play Preschool & Kindergarten  
Queen Emma Gardens AOA

**Account Type: City (1 record)**

COUNTY OF MAUI

**Account Type: Community College (2 records)**

Honolulu Community College  
COLLEGE OF THE MARSHALL ISLANDS

**Account Type: State Agency (11 records)**

DOT Airports Division Hilo International Airport  
Judiciary - State of Hawaii  
STATE OF HAWAII, DEPT. OF EDUCATION  
ADMIN. SERVICES OFFICE  
SOH- JUDICIARY CONTRACTS AND PURCH

STATE DEPARTMENT OF DEFENSE  
HAWAII CHILD SUPPORT ENFORCEMENT  
AGENCY  
HAWAII HEALTH SYSTEMS CORPORATION  
HAWAII AGRICULTURE RESEARCH CENTER  
STATE OF HAWAII  
Third Judicial Circuit - State of Hawaii

**Account Type: Consolidated City/County (2 records)**

CITY AND COUNTY OF HONOLULU

Lanai Youth Center

**Account Type: Federal (2 records)**

US Navy  
Defense Information System Agency

**State: OR (1,166 records)**

**Account Type: K-12 (212 records)**

VALLEY CATHOLIC SCHL  
CROOK COUNTY SCHOOL DISTRICT  
CORBETT SCHL DIST #39  
Bethel School District #52  
St. Therese Parish/School  
Portland YouthBuilders  
Wallowa County ESD  
Fern Ridge School District 28J  
Knova Learning  
New Horizon Christian School  
MOLALLA RIVER ACADEMY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
SOUTHWEST CHARTER SCHOOL  
WHITEAKER MONTESSORI SCHOOL  
CASCADES ACADEMY OF CENTRAL OREGON  
NEAH-KAH-NIE DISTRICT NO.56  
INTER MOUNTAIN ESD  
STANFIELD SCHOOL DISTRICT  
LA GRANDE SCHOOL DISTRICT  
CASCADE SCHOOL DISTRICT  
DUFUR SCHOOL DISTRICT NO.29  
hillsboro school district  
GASTON SCHOOL DISTRICT 511J  
BEAVERTON SCHOOL DISTRICT  
COUNTY OF YAMHILL SCHOOL DISTRICT 29



WILLAMINA SCHOOL DISTRICT  
MCMINNVILLE SCHOOL DISTRICT NO.40  
Sheridan School District 48J  
THE CATLIN GABEL SCHOOL  
NORTH WASCO CTY SCHOOL DISTRICT 21 -  
CHENOWITH  
CENTRAL CATHOLIC HIGH SCHOOL  
CANYONVILLE CHRISTIAN ACADEMY  
GEN CONF OF SDA CHURCH WESTERN OR  
PORTLAND ADVENTIST ACADEMY  
OUR LADY OF THE LAKE SCHOOL  
NYSSA SCHOOL DISTRICT NO. 26  
ARLINGTON SCHOOL DISTRICT NO. 3  
LIVINGSTONE ADVENTIST ACADEMY  
Santiam Canyon SD 129J  
WEST HILLS COMMUNITY CHURCH  
BANKS SCHOOL DISTRICT  
WILLAMETTE EDUCATION SERVICE DISTRICT  
BAKER COUNTY SCHOOL DIST. 16J - MALHEUR  
ESD  
HARNEY EDUCATION SERVICE DISTRICT  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
SOUTHERN OREGON EDUCATION SERVICE  
DISTRICT  
SILVER FALLS SCHOOL DISTRICT  
St Helens School District  
DAYTON SCHOOL DISTRICT NO.8  
Amity School District 4-J  
SCAPPOOSE SCHOOL DISTRICT 1J  
REEDSPORT SCHOOL DISTRICT  
FOREST GROVE SCHOOL DISTRICT  
DAVID DOUGLAS SCHOOL DISTRICT  
LOWELL SCHOOL DISTRICT NO.71  
TIGARD-TUALATIN SCHOOL DISTRICT  
SHERWOOD SCHOOL DISTRICT 88J  
RAINIER SCHOOL DISTRICT  
NORTH CLACKAMAS SCHOOL DISTRICT  
MONROE SCHOOL DISTRICT NO.1J  
CHILDPEACE MONTESSORI  
HEAD START OF LANE COUNTY  
HARNEY COUNTY SCHOOL DIST. NO.3  
NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
ARCHBISHOP FRANCIS NORBERT BLANCHET  
SCHOOL  
LEBANON COMMUNITY SCHOOLS NO.9

MT.SCOTT LEARNING CENTERS  
SEVEN PEAKS SCHOOL  
DE LA SALLE N CATHOLIC HS  
MULTISENSORY LEARNING ACADEMY  
MITCH CHARTER SCHOOL  
REALMS CHARTER SCHOOL  
BAKER SCHOOL DISTRICT 5-J  
PHILOMATH SCHOOL DISTRICT  
CLACKAMAS EDUCATION SERVICE DISTRICT  
CANBY SCHOOL DISTRICT  
OREGON TRAIL SCHOOL DISTRICT NO.46  
WEST LINN WILSONVILLE SCHOOL DISTRICT  
MOLALLA RIVER SCHOOL DISTRICT NO.35  
ESTACADA SCHOOL DISTRICT NO.108  
GLADSTONE SCHOOL DISTRICT  
ASTORIA SCHOOL DISTRICT 1C  
SEASIDE SCHOOL DISTRICT 10  
NORTHWEST REGIONAL EDUCATION SERVICE  
DISTRICT  
VERNONIA SCHOOL DISTRICT 47J  
SOUTH COAST EDUCATION SERVICE DISTRICT  
COOS BAY SCHOOL DISTRICT NO.9  
COOS BAY SCHOOL DISTRICT  
NORTH BEND SCHOOL DISTRICT 13  
COQUILLE SCHOOL DISTRICT 8  
MYRTLE POINT SCHOOL DISTRICT NO.41  
BANDON SCHOOL DISTRICT  
BROOKING HARBOR SCHOOL DISTRICT NO.17-  
C  
REDMOND SCHOOL DISTRICT  
DESCHUTES COUNTY SD NO.6 - SISTERS SD  
DOUGLAS EDUCATION SERVICE DISTRICT  
ROSEBURG PUBLIC SCHOOLS  
GLIDE SCHOOL DISTRICT NO.12  
SOUTH UMPQUA SCHOOL DISTRICT #19  
YONCALLA SCHOOL DISTRICT NO.32  
ELKTON SCHOOL DISTRICT NO.34  
DOUGLAS COUNTY SCHOOL DISTRICT 116  
HOOD RIVER COUNTY SCHOOL DISTRICT  
PHOENIX-TALENT SCHOOL DISTRICT NO.4  
CENTRAL POINT SCHOOL DISTRICT NO. 6  
JACKSON CO SCHOOL DIST NO.9  
ROGUE RIVER SCHOOL DISTRICT NO.35  
MEDFORD SCHOOL DISTRICT 549C  
CULVER SCHOOL DISTRICT NO.

JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
GRANTS PASS SCHOOL DISTRICT 7  
LOST RIVER JR/SR HIGH SCHOOL  
KLAMATH FALLS CITY SCHOOLS  
LANE COUNTY SCHOOL DISTRICT 4J  
SPRINGFIELD SCHOOL DISTRICT NO.19  
CRESWELL SCHOOL DISTRICT  
SOUTH LANE SCHOOL DISTRICT 45J3  
LANE COUNTY SCHOOL DISTRICT 69  
SIUSLAW SCHOOL DISTRICT  
SWEET HOME SCHOOL DISTRICT NO.55  
LINN CO. SCHOOL DIST. 95C - SCIO SD  
ONTARIO MIDDLE SCHOOL  
GERVAIS SCHOOL DIST. #1  
NORTH SANTIAM SCHOOL DISTRICT 29J  
JEFFERSON SCHOOL DISTRICT  
SALEM-KEIZER PUBLIC SCHOOLS  
MT. ANGEL SCHOOL DISTRICT NO.91  
MARION COUNTY SCHOOL DISTRICT 103 -  
WASHINGTON ES  
MORROW COUNTY SCHOOL DISTRICT  
MULTNOMAH EDUCATION SERVICE DISTRICT  
GRESHAM-BARLOW SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO. 2  
CENTRAL SCHOOL DISTRICT 13J  
St. Mary Catholic School  
CROSSROADS CHRISTIAN SCHOOL  
ST. ANTHONY SCHOOL  
HERITAGE CHRISTIAN SCHOOL  
BEND-LA PINE SCHOOL DISTRICT  
GLENDALE SCHOOL DISTRICT  
LINCOLN COUNTY SCHOOL DISTRICT  
PORTLAND PUBLIC SCHOOLS  
REYNOLDS SCHOOL DISTRICT  
CENTENNIAL SCHOOL DISTRICT  
NOBEL LEARNING COMMUNITIES  
St. Stephen's Academy  
Salem-Keizer 24J  
McKay High School  
Pine Eagle Charter School  
Waldo Middle School  
hermiston school district  
Clear Creek Middle School  
Marist High School  
Victory Academy

Vale School District No. 84  
St. Mary School  
Junction City High School  
Three Rivers School District  
Pedee School  
Fern Ridge School District  
Ppmc Education Committee  
JESUIT HIGH SCHL EXEC OFC  
LASALLE HIGH SCHOOL  
Southwest Christian School  
Stayton Christian School  
Willamette Christian School  
Westside Christian High School  
CS LEWIS ACADEMY  
Portland America School  
Forest Hills Lutheran School  
Mosier Community School  
Koreducators Lep High  
Warrenton Hammond School District  
Sutherlin School District  
Malheur Elementary School District  
Ontario School District  
Parkrose School District 3  
Riverdale School District 51J  
Tillamook School District  
Madeleine School  
South Columbia Family School  
Union School District  
Helix School District  
Corvallis School District 509J  
Falls City School District #57  
Portland Christian Schools  
LUCKIAMUTE VALLEY CHARTER SCHOOLS  
Deer Creek Elementary School  
Yamhill Carlton School District  
HARRISBURG SCHL DIST  
CENTRAL CURRY SCHL DIST#1  
BNAI BRITH CAMP  
OREGON FOOD BANK  
ABIQUA SCHL  
Salem keizar school district  
Athena Weston School District 29RJ  
Imbler School District #11  
monument school  
St. Paul School District

St Paul Parish School  
EagleRidge High School  
Northwest Academy  
L'Etoile French Immersion School  
Marist Catholic High School  
Elgin school dist.  
PLEASANT HILL SCH DIST #1  
Ukiah School District 80R  
North Powder Charter School  
French American School  
Mastery Learning Institute  
North Lake School District 14  
Early College High School

**Account Type: County (44 records)**

GILLIAM COUNTY OREGON  
HOUSING AUTHORITY OF CLACKAMAS COUNTY  
UMATILLA COUNTY, OREGON  
MULTNOMAH LAW LIBRARY  
clackamas county  
CLATSOP COUNTY  
COLUMBIA COUNTY, OREGON  
coos county  
CROOK COUNTY ROAD DEPARTMENT  
CURRY COUNTY OREGON  
DESCHUTES COUNTY  
GILLIAM COUNTY  
GRANT COUNTY, OREGON  
HARNEY COUNTY SHERIFFS OFFICE  
HOOD RIVER COUNTY  
jackson county  
josephine county  
klamath county  
LANE COUNTY  
LINN COUNTY  
MARION COUNTY , SALEM, OREGON  
MULTNOMAH COUNTY  
SHERMAN COUNTY  
WASCO COUNTY  
YAMHILL COUNTY  
WALLOWA COUNTY  
ASSOCIATION OF OREGON COUNTIES  
NAMI LANE COUNTY  
BENTON COUNTY  
DOUGLAS COUNTY

JEFFERSON COUNTY  
LAKE COUNTY  
LINCOLN COUNTY  
POLK COUNTY  
UNION COUNTY  
WASHINGTON COUNTY  
MORROW COUNTY  
NORCOR Juvenile Detention  
Tillamook County Estuary  
Job Council  
BAKER CNTY GOVT  
TILLAMOOK CNTY  
Wheeler County  
Clackamas County Juvenile Dept

**Account Type: Non-Profit (529 records)**

Tamarack Aquatic Center  
Seven Feathers Casino  
Long Tom Watershed Council  
San Martin Deporres Catholic Church  
Portland Parks Foundation  
Mt Emily Safe Center  
Salem First Presbyterian Church  
Rolling Hills Baptist Church  
Baker Elks  
Gates Community Church of Christ  
PIP Corps LLC  
Turtle Ridge Wildlife Center  
Grande Ronde Model Watershed Foundation  
Western Environmental Law Center  
Mercy Flights, Inc.  
HHoly Trinity Greek Orthodox Cathedral  
MECOP Inc.  
Beaverton Christians Church  
Oregon Humanities  
St. Pius X School  
Community Connection of Northeast Oregon,  
Inc.  
Living Opportunities, Inc.  
Coos Art Museum  
OETC  
Blanchet House of Hospitality  
Merchants Exchange of Portland, Oregon  
Coalition for a Livable Future  
Central Oregon Visitors Association

Soroptimist International of Gold Beach, OR  
Real Life Christian Church  
Delphian School  
AVON  
EPUD-Emerald People's Utility District  
Human Solutions, Inc.  
The Wallace Medical Concern  
Boys & Girls Club of Salem, Marion & Polk  
Counties  
The Ross Ragland Theater and Cultural Center  
Cascade Health Solutions  
Umpqua Community Health Center  
ALZHEIMERS NETWORK OF OREGON  
NATIONAL WILD TURKEY FEDERATION  
TILLAMOOK ESTUARIES PARTNERSHIP  
LIFEWORKS NW  
COLLEGE HOUSING NORTHWEST  
PARALYZED VETERANS OF AMERICA  
Independent Development Enterprise Alliance  
MID-WILLAMETTE VALLEY COMMUNITY  
ACTION AGENCY, INC  
HALFWAY HOUSE SERVICES, INC.  
REDMOND PROFICIENCY ACADEMY  
OHSU FOUNDATION  
SHELTERCARE  
PRINGLE CREEK SUSTAINABLE LIVING CENTER  
PACIFIC INSTITUTES FOR RESEARCH  
Mental Health for Children, Inc.  
The Dreaming Zebra Foundation  
LAUREL HILL CENTER  
THE OREGON COMMUNITY FOUNDATION  
OCHIN  
WE CARE OREGON  
SE WORKS  
ENTERPRISE FOR EMPLOYMENT AND  
EDUCATION  
OMNIMEDIX INSTITUTE  
PORTLAND BUSINESS ALLIANCE  
GATEWAY TO COLLEGE NATIONAL NETWORK  
FOUNDATIONS FOR A BETTER OREGON  
GOAL ONE COALITION  
ATHENA LIBRARY FRIENDS ASSOCIATION  
Coastal Family Health Center  
CENTER FOR COMMUNITY CHANGE  
STAND FOR CHILDREN

ST. VINCENT DEPAUL OF LANE COUNTY  
EAST SIDE FOURSQUARE CHURCH  
CORVALLIS MOUNTAIN RESCUE UNIT  
InventSuccess  
SHERIDAN JAPANESE SCHOOL FOUNDATION  
The Blosser Center for Dyslexia Resources  
MOSAIC CHURCH  
HOUSING AUTHORITY OF LINCOLN COUNTY  
RENEWABLE NORTHWEST PROJECT  
INTERNATIONAL SUSTAINABLE DEVELOPMENT  
FOUNDATION  
CONSERVATION BIOLOGY INSTITUTE  
THE NATIONAL ASSOCIATION OF CREDIT  
MANAGEMENT-OREGON, INC.  
BLACHLY LANE ELECTRIC COOPERATIVE  
MORNING STAR MISSIONARY BAPTIST  
CHURCH  
NORTHWEST FOOD PROCESSORS  
ASSOCIATION  
INDEPENDENT INSURANCE AGENTS AND  
BROKERS OF OREGON  
OREGON EDUCATION ASSOCIATION  
HEARING AND SPEECH INSTITUTE INC  
SALEM ELECTRIC  
MORRISON CHILD AND FAMILY SERVICES  
JUNIOR ACHIEVEMENT  
CENTRAL BIBLE CHURCH  
MID COLUMBIA MEDICAL CENTER-GREAT 'N  
SMALL  
TRILLIUM FAMILY SERVICES, INC.  
YWCA SALEM  
PORTLAND ART MUSEUM  
SAINT JAMES CATHOLIC CHURCH  
SOUTHERN OREGON HUMANE SOCIETY  
VOLUNTEERS OF AMERICA OREGON  
CENTRAL DOUGLAS COUNTY FAMILY YMCA  
METROPOLITAN FAMILY SERVICE  
OREGON MUSUEM OF SCIENCE AND INDUSTRY  
FIRST UNITARIAN CHURCH  
ST. ANTHONY CHURCH  
Good Shepherd Medical Center  
Salem Academy  
ST VINCENT DE PAUL  
OUTSIDE IN  
UNITED CEREBRAL PALSY OF OR AND SW WA  
WILLAMETTE VIEW INC.

PORTLAND HABILITATION CENTER, INC.  
OREGON STATE UNIVERSITY ALUMNI  
ASSOCIATION  
Rose Villa  
NORTHWEST LINE JOINT APPRENTICESHIP &  
TRAINING COMMITTEE  
BOYS AND GIRLS CLUBS OF PORTLAND  
METROPOLITAN AREA  
Oregon Research Institute  
WILLAMETTE LUTHERAN HOMES, INC  
LANE MEMORIAL BLOOD BANK  
PORTLAND JEWISH ACADEMY  
LANECO FEDERAL CREDIT UNION  
GRANT PARK CHURCH  
ST. MARYS OF MEDFORD, INC.  
US CONFERENCE OF MENONNITE BRETHERN  
CHURCHES  
FAITHFUL SAVIOR MINISTRIES  
OREGON CITY CHURCH OF THE NAZARENE  
OREGON COAST COMMUNITY ACTION  
EDUCATION NORTHWEST  
COMMUNITY ACTION TEAM, INC.  
EUGENE SYMPHONY ASSOCIATION, INC.  
STAR OF HOPE ACTIVITY CENTER INC.  
SPARC ENTERPRISES  
SOUTHERN OREGON CHILD AND FAMILY  
COUNCIL, INC.  
SALEM ALLIANCE CHURCH  
Lane Council of Governments  
FORD FAMILY FOUNDATION  
TRAILS CLUB  
NEWBERG FRIENDS CHURCH  
WOODBURN AREA CHAMBER OF COMMERCE  
CONTEMPORARY CRAFTS MUSEUM AND  
GALLERY  
CITY BIBLE CHURCH  
OREGON LIONS SIGHT & HEARING  
FOUNDATION  
PORTLAND WOMENS CRISIS LINE  
THE SALVATION ARMY - CASCADE DIVISION  
WILLAMETTE FAMILY  
WHITE BIRD CLINIC  
GOODWILL INDUSTRIES OF LANE AND SOUTH  
COAST COUNTIES  
PLANNED PARENTHOOD OF SOUTHWESTERN  
OREGON  
HOUSING NORTHWEST

OREGON ENVIRONMENTAL COUNCIL  
MEALS ON WHEELS PEOPLE, INC.  
FAITH CENTER  
Bob Belloni Ranch, Inc.  
GOOD SHEPHERD COMMUNITIES  
SACRED HEART CATHOLIC DAUGHTERS  
HELP NOW! ADVOCACY CENTER  
TENAS ILLAHEE CHILDCARE CENTER  
SUNRISE ENTERPRISES  
LOOKING GLASS YOUTH AND FAMILY SERVICES  
SERENITY LANE  
EAST HILL CHURCH  
LA GRANDE UNITED METHODIST CHURCH  
COAST REHABILITATION SERVICES  
Edwards Center Inc  
ALVORD-TAYLOR INDEPENDENT LIVING  
SERVICES  
NEW HOPE COMMUNITY CHURCH  
KLAMATH HOUSING AUTHORITY  
QUADRIPLIGICS UNITED AGAINST  
DEPENDENCY, INC.  
SPONSORS, INC.  
COLUMBIA COMMUNITY MENTAL HEALTH  
ADDICTIONS RECOVERY CENTER, INC  
METRO HOME SAFETY REPAIR PROGRAM  
OREGON SUPPORTED LIVING PROGRAM  
SOUTH COAST HOSPICE, INC.  
ALLFOURONE/CRESTVIEW CONFERENCE CTR.  
The International School  
REBUILDING TOGETHER - PORTLAND INC.  
PENDLETON ACADEMIES  
PACIFIC FISHERY MANAGEMENT COUNCIL  
DOGS FOR THE DEAF, INC.  
PUBLIC DEFENDER SERVICES OF LANE COUNTY,  
INC.  
EMMAUS CHRISTIAN SCHOOL  
DELIGHT VALLEY CHURCH OF CHRIST  
SAINT CATHERINE OF SIENA CHURCH  
PORT CITY DEVELOPMENT CENTER  
VIRGINIA GARCIA MEMORIAL HEALTH CENTER  
CENTRAL CITY CONCERN  
CANBY FOURSQUARE CHURCH  
EMERALD PUD  
VERMONT HILLS FAMILY LIFE CENTER  
BENTON HOSPICE SERVICE

INTERNATIONAL SOCIETY FOR TECHNOLOGY IN  
EDUCATION  
COMMUNITY CANCER CENTER  
OPEN MEADOW ALTERNATIVE SCHOOLS, INC.  
CASCADIA BEHAVIORAL HEALTHCARE  
WILD SALMON CENTER  
BROAD BASE PROGRAMS INC.  
SUNNYSIDE FOURSQUARE CHURCH  
TRAINING EMPLOYMENT CONSORTIUM  
RELEVANT LIFE CHURCH  
211INFO  
SONRISE CHURCH  
LIVING WAY FELLOWSHIP  
Women's Safety & Resource Center  
SEXUAL ASSAULT RESOURCE CENTER  
IRCO  
NORTHWEST YOUTH CORPS  
TILLAMOOK CNTY WOMENS CRISIS CENTER  
SECURITY FIRST CHILD DEVELOPMENT CENTER  
CLASSROOM LAW PROJECT  
YOUTH GUIDANCE ASSOC.  
PREGNANCY RESOUCE CENTERS OF GRETER  
PORTLAND  
ELMIRA CHURCH OF CHRIST  
JASPER MOUNTAIN  
ACUMENTRA HEALTH  
WORKSYSTEMS INC  
COVENANT CHRISTIAN HOOD RIVER  
OREGON DONOR PROGRAM  
NAMI OREGON  
OLIVET BAPTIST CHURCH  
SILVERTON AREA COMMUNITY AID  
CONFEDERATED TRIBES OF GRAND RONDE  
CENTRAL OREGON COMMUNITY ACTION  
AGENCY NETWORK  
CATHOLIC COMMUNITY SERVICES  
NEW AVENUES FOR YOUTH INC  
LA CLINICA DEL CARINO FAMILY HEALTH CARE  
CENTER  
DECISION SCIENCE RESEARCH INSTITUTE, INC.  
WESTERN STATES CENTER  
HIV ALLIANCE, INC  
PARTNERSHIPS IN COMMUNITY LIVING, INC.  
FANCONI ANEMIA RESEARCH FUND INC.  
BLIND ENTERPRISES OF OREGON  
OREGON BALLET THEATRE

SMART  
All God's Children International  
FARMWORKER HOUISNG DEV CORP  
UMPQUA COMMUNITY DEVELOPMENT  
CORPORATION  
REGIONAL ARTS AND CULTURE COUNCIL  
THE EARLY EDUCATION PROGRAM, INC.  
MACDONALD CENTER  
EVERGREEN AVIATION MUSEUM AND CAP.  
MICHAEL KING.  
SELF ENHANCEMENT INC.  
FRIENDS OF THE CHILDREN  
SOUTH LANE FAMILY NURSERY DBA FAMILY  
RELIEF NURSE  
COMMUNITY VETERINARY CENTER  
PORTLAND SCHOOLS FOUNDATION  
SUSTAINABLE NORTHWEST  
OREGON DEATH WITH DIGNITY  
BIRCH COMMUNITY SERVICES, INC.  
BAY AREA FIRST STEP, INC.  
OSLC COMMUNITY PROGRAMS  
EN AVANT, INC.  
ASHLAND COMMUNITY HOSPITAL  
NORTHWEST ENERGY EFFICIENCY ALLIANCE  
BONNEVILLE ENVIRONMENTAL FOUNDATION  
SUMMIT VIEW COVENANT CHURCH  
SALMON-SAFE INC.  
BETHEL CHURCH OF GOD  
PROVIDENCE HOOD RIVER MEMORIAL  
HOSPITAL  
SAINT ANDREW NATIVITY SCHOOL  
BARLOW YOUTH FOOTBALL  
SPOTLIGHT THEATRE OF PLEASANT HILL  
FAMILIES FIRST OF GRANT COUNTY, INC.  
TOUCHSTONE PARENT ORGANIZATION  
CANCER CARE RESOURCES  
CASCADIA REGION GREEN BUILDING COUNCIL  
SHERMAN DEVELOPMENT LEAGUE, INC.  
SCIENCEWORKS  
WORD OF LIFE COMMUNITY CHURCH  
SOCIAL VENTURE PARTNERS PORTLAND  
OREGON PROGRESS FORUM  
CENTER FOR RESEARCH TO PRACTICE  
WESTERN RIVERS CONSERVANCY  
UNITED WAY OF THE COLUMBIA WILLAMETTE  
EUGENE BALLET COMPANY

EAST WEST MINISTRIES INTERNATIONAL  
SISKIYOU INITIATIVE  
EDUCATIONAL POLICY IMPROVEMENT CENTER  
North Pacific District of Foursquare Churches  
CATHOLIC CHARITIES  
FIRST CHURCH OF THE NAZARENE  
WESTSIDE BAPTIST CHURCH  
Housing Development Center  
Little Promises Children's Program  
UNION GOSPEL MISSION  
GRACE BAPTIST CHURCH  
COMMUNITY ACTION ORGANIZATION  
OUTSIDE IN  
MAKING MEMORIES BREAST CANCER  
FOUNDATION, INC.  
ELAW  
COMMUNITY HEALTH CENTER, INC  
Greater Portland INC  
Boys & Girls Club of Corvallis  
Southeast Uplift Neighborhood Coalition  
First United Presbyterian Church  
PDX Wildlife  
Jackson-Josephine 4-C Council  
Childswork Learning Center  
New Artists Performing Arts Productions, Inc.  
Relief Nursery  
Viking Sal Senior Center  
Boys and Girls Club of the rogue valley  
DrupalCon Inc., DBA Drupal Association  
Albany Partnership for Housing and  
Community Development  
Hermiston Christian Center & School  
Dress for Success Oregon  
Beaverton Rock Creek Foursquare Church  
St Paul Catholic Church  
St Mary's Catholic School and Parish  
Polk Soil and Water Conservation District  
Street Ministry  
La Grande Church of the Nazarene  
Spruce Villa, Inc.  
House of Prayer for All Nations  
Sacred Heart Catholic Church  
African American Health Coaliton, Inc.  
Happy Canyon Company  
Village Home Education Resource Center

Monet's Children's Circle  
Cascade Housing Association  
Dayspring Fellowship  
Northwest Habitat Institute  
Winding Waters Medical Clinic  
First Baptist Church  
The Nature Conservancy, Willamette Valley  
Field Office  
Portland Community Reinvestment Initiatives,  
Inc.  
GeerCrest Farm & Historical Society  
College United Methodist Church  
NEDCO  
Salem Evangelical Church  
Daystar Education, Inc.  
Oregon Social Learning Center  
Pain Society of Oregon  
environmental law alliance worldwide  
Community in Action  
Safe Harbors  
FIRST CHRISTIAN CHURCH  
Pacific Classical Ballet  
Depaul Industries  
African American Health Coalition  
Ministerio International Casa  
Jesus Prayer Book  
Workforce Northwest Inc  
Coalition Of Community Health  
New Paradise Worship Center  
River Network  
CCI Enterprises Inc  
Oregon Nurses Association  
GOODWILL INDUSTRIES OF THE COLUMBIA  
WILLAMETTE  
Mount Angel Abbey  
YMCA OF ASHLAND  
YMCA OF COLUMBIA-WILLAMETTE  
ASSOCIATION SERVICES  
Multnomah Law Library  
Friends Of Tryon Creek State P  
Ontrack Inc.  
Calvin Presbyterian Church  
HOLT INTL CHILD  
St John The Baptist Catholic  
Portland Foursquare Church  
Portland Christian Center

Church Extension Plan  
Occu Afghanistan Relief Effort  
EUGENE FAMILY YMCA  
Christ The King Parish and School  
Congregation Neveh Shalom  
Newberg Christian Church  
First United Methodist Church  
Zion Lutheran Church  
Hoodview Christian Church  
Southwest Bible Church  
Community Works Inc  
Masonic Lodge Pearl 66  
Molalla Nazarene Church  
Transition Projects, Inc  
St Michaels Episcopal Church  
Saint Johns Catholich Church  
Access Inc  
Community Learning Center  
Old Mill Center for Children and Families  
Sunny Oaks Inc  
Little Flower Development Center  
Hospice Center Bend La Pine  
P E C I  
Westside Foursquare Church  
Relief Nursery Inc  
Morning Star Community Church  
MULTNOMAH DEFENDERS INC  
Providence Health System  
Holy Trinity Catholic Church  
Holy Redeemer Catholic Church  
Alliance Bible Church  
Mid Columbia Childrens Council  
HUMANE SOCIETY OF REDMOND  
Our Redeemer Lutheran Church  
Kbps Public Radio  
Skyball Salem Keizer Youth Bas  
Open Technology Center  
Grace Chapel  
CHILDREN'S MUSEUM 2ND  
Oregon District 7 Little League  
Portland Schools Alliance  
My Fathers House  
Solid Rock  
West Chehalem Friends Church  
Guide Dogs For The Blind

Children Center At Trinity  
Aldersgate Camps and Retreats  
St. Katherine's Catholic Church  
The Alliance NW of the Christian & Missionary  
Alliance  
Bags of Love  
Grand View Baptist Church  
Green Electronics Council  
Scottish Rite  
Western Wood Products Association  
THE NEXT DOOR  
NATIONAL PSORIASIS FOUNDATION  
NEW BEGINNINGS CHRISTIAN CENTER  
HIGHLAND UNITED CHURCH OF CHRIST  
OREGON REPERTORY SINGERS  
HIGHLAND HAVEN  
FAIR SHARE RESEARCH AND EDUCATION FUND  
Oregon Satsang Society, Inc., A chartered  
Affiliate of ECKANKAR , ECKA  
First Baptist Church of Enterprise  
The Canby Center  
Instituto de Cultura y Arte In Xochitl In Cuicatl  
OSLC COMMUNITY PROGRAMS OCP  
Oregon Nikkei Endowment  
Eastern Oregon Alcoholism Foundation  
Grantmakers for Education  
The Spiral Gallery  
The ALS Association Oregon and SW  
Washington Chapter  
Children's Relief Nursery  
Home Builders  
World of Speed  
Energy Trust of Oregon  
Oregon Psychoanalytic Center  
Store to Door  
Depaul Industries  
Union County Economic Development Corp.  
Camelto Theatre Company  
Camp Fire Columbia  
TAKE III OUTREACH  
Rolling Hills Community Church  
Summa Institute  
Billy Webb Elks lodge #1050  
Sandy Seventh-day Adventist Church  
Muddy Creek Charter School



A FAMILY FOR EVERY CHILD  
1000 FRIENDS OF OREGON  
NONPROFIT ASSOCIATION OF OREGON  
FAMILY CARE INC  
Clean Slate Canine Rescue & Rehabilitation  
St. Martins Episcopal church  
Food for Lane County  
columbia gorge discovery center and museum  
NAMI of Washington County  
The Dalles Art Association  
Temple Beth Israel  
Willamette Leadership Academy/Pioneer  
Youth Corps Of Oregon  
Rose Haven  
Sexual Assault Support Services  
Rural Development Initiatives  
YMCA of Marion and Polk Counties  
Faith Christian Fellowship  
Fund For Christian Charity  
Deer Meadow Assisted Living  
Umpqua Basin Water Association  
300 Main Inc  
Southwestern Oregon Public Defender  
Services, Inc.  
Albertina Kerr Centers  
Dufur Christian Church  
St. Matthew Catholic School  
Serendipity Center Inc  
Northwest Family Services  
Network Charter School  
Ride Connecton  
Parenting Now!  
USO Northwest  
Norckenzie Christian Church  
Center for Family Development  
West Salem Foursquare Church  
Mount Pisgah Arboretum  
Lower Columbia Estuary Partnership  
Oasis Shelter Home  
Nehalem Bay House  
p:ear  
Health Share of Oregon  
St. Peter Catholic Church  
Mid Willamette Valley Community Action  
A Hope For Autism Foundation

Breast Friends  
SEPTL Southeast Portland Tool Library  
National Christian Community Foundation  
Willamette Valley Babe Ruth  
Center For Continuous Improvement  
Trillium Sprigs  
Youth Dynamics  
Ashland Art Center  
Apostolic Church of Jesus Christ  
DOUGLAS FOREST PROTECTIVE  
Oregon Lyme Disease Network  
Ecotrust  
SPECIAL MOBILITY SERVICES  
Ronald McDonald House Charities of Oregon &  
Southwest Washington  
Center for Human Development  
DePaul Treatment Centers, Inc.  
Mission Increase Foundation  
THREE RIVERS CASINO  
Yamhill Community Care Organization  
Portland Japanese Garden  
The Madeleine Parish  
The Tucker-Maxon Oral School  
Southwest Neighborhoods, Inc  
Wallowa Valley Center For Wellness  
KIDS INTERVENTION AND DIAGNOSTIC CENTER  
Portland Yacht Club  
League of Women Voters  
Portland Oregon Visitors Association  
Southern Oregon Project Hope  
Our United Villages  
Samaritan Health Services Inc.  
Kilchis House  
Calvary Assembly of God  
Grace Lutheran School  
Western Mennonite School  
OEA CHOICE TRUST  
American Tinnitus Association  
Unitus Community Credit Union  
COLUMBIA PACIFIC ECONOMIC DEVELOPMENT  
DISTRICT OF OREGON  
THE MILL CASINO

**Account Type:** College and University (31 records)

Oregon State University  
Treasure Valley Community College  
Unviersity of Oregon  
OREGON UNIVERSITY SYSTEM  
WESTERN STATES CHIROPRACTIC COLLEGE  
GEORGE FOX UNIVERSITY  
LEWIS AND CLARK COLLEGE  
PACIFIC UNIVERSITY  
REED COLLEGE  
WILLAMETTE UNIVERSITY  
LINFIELD COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NORTHWEST CHRISTIAN COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
BLUE MOUNTAIN COMMUNITY COLLEGE  
PORTLAND STATE UNIV.  
CLACKAMAS COMMUNITY COLLEGE  
MARYLHURST UNIVERSITY  
OREGON HEALTH AND SCIENCE UNIVERSITY  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
pacific u  
UNIVERSITY OF OREGON  
CONCORDIA UNIV  
Marylhurst University  
Corban College  
Oregon Center For Advanced T  
Portland Actors Conservatory  
University Of Oregon Athletics Department  
Beta Omega Alumnae  
Oregon Institute of Technology  
EASTERN OREGON UNIVERSITY

**Account Type: Other (51 records)**

Umatilla Electric Cooperative  
Clackamas River Water Providers  
eickhoff dev co inc  
The Klamath Tribe  
Life Flight Network LLC  
COVENANT RETIREMENT COMMUNITIES  
PENTAGON FEDERAL CREDIT UNION  
SAIF CORPORATION  
GREATER HILLSBORO AREA CHAMBER OF  
COMMERCE  
LANE ELECTRIC COOPERATIVE  
USAGENCIES CREDIT UNION

DOUGLAS ELECTRIC COOPERATIVE, INC.  
ROGUE FEDERAL CREDIT UNION  
PACIFIC CASCADE FEDERAL CREDIT UNION  
PACIFIC STATES MARINE FISHERIES  
COMMISSION  
LOCAL GOVERNMENT PERSONNEL INSTITUTE  
MID COLUMBIA COUNCIL OF GOVERNMENTS  
CLACKAMAS RIVER WATER  
GRANTS PASS MANAGEMENT SERVICES, DBA  
SPIRIT WIRELESS  
Kartini Clinic  
Clatskanie People's Utility District  
Ricoh USA  
Heartfelt Obstetrics & Gynecology  
Coquille Economic Development Corporation  
Cintas  
CITY/COUNTY INSURANCE SERVICE  
COMMUNITY CYCLING CENTER  
Shangri La  
Portland Impact  
Eagle Fern Camp  
NORTHWEST VINTAGE CAR AND MOTORCYCLE  
KLAMATH FAMILY HEAD START  
RIVER CITY DANCERS  
Oregon Permit Technical Association  
KEIZER EAGLES AERIE 3895  
Pgma/Cathie Bourne  
Astra  
Beit Hallel  
Sunrise Water  
Burns Paiute Tribe  
Oregon Public Broadcasting  
La Grande Family Practice  
SELCO Community Credit Union  
Sphere MD  
sunrise water authority  
Confederated Tribes of Warm Springs  
Halsey-Shedd Fire District  
First Presbyterian Church of La Grande  
A&I Benefit Plan Administrators, Inc.  
crescent grove cemetery

**Account Type: City Special District (20 records)**

Molalla Rural Fire Protection District

MONMOUTH - INDEPENDENCE NETWORK  
MALIN COMMUNITY PARK AND RECREATION  
DISTRICT  
TILLAMOOK PEOPLES UTILITY DISTRICT  
GLADSTONE POLICE DEPARTMENT  
GOLD BEACH POLICE DEPARTMENT  
THE NEWPORT PARK AND RECREATION  
CENTER  
RIVERGROVE WATER DISTRICT  
WEST VALLEY HOUSING AUTHORITY  
TUALATIN VALLEY FIRE & RESCUE  
GASTON RURAL FIRE DEPARTMENT  
CITY COUNTY INSURANCE SERVICES  
METRO  
OAK LODGE SANITARY DISTRICT  
SOUTH FORK WATER BOARD  
SUNSET EMPIRE PARK AND RECREATION  
SPRINGFIELD UTILITY BOARD  
Tillamook Urban Renewal Agency  
Netarts Water District  
Boardman Rural Fire Protection District

**Account Type: Independent Special District  
(45 records)**

Silverton Fire District  
Lewis and Clark Rural Fire Protection District  
Rainbow Water District  
Illinois Valley Fire District  
PORT OF TILLAMOOK BAY  
TRI-COUNTY HEALTH CARE SAFETY NET  
ENTERPRISE  
METROPOLITAN EXPOSITION-RECREATION  
COMMISSION  
REGIONAL AUTOMATED INFORMATION  
NETWORK  
OAK LODGE WATER DISTRICT  
THE PORT OF PORTLAND  
WILLAMALANE PARK AND RECREATION  
DISTRICT  
TUALATIN VALLEY WATER DISTRICT  
UNION SOIL & WATER CONSERVATION  
DISTRICT  
LANE EDUCATION SERVICE DISTRICT  
TUALATIN HILLS PARK AND RECREATION  
DISTRICT  
PORT OF SIUSLAW  
CHEHALEM PARK AND RECREATION DISTRICT

PORT OF ST HELENS  
LANE TRANSIT DISTRICT  
CENTRAL OREGON INTERGOVERNMENTAL  
COUNCIL  
HOODLAND FIRE DISTRICT NO.74  
WEST MULTNOMAH SOIL AND WATER  
CONSERVATION DISTRICT  
SALEM AREA MASS TRANSIT DISTRICT  
Banks Fire District #13  
KLAMATH COUNTY 9-1-1  
GLENDALE RURAL FIRE DISTRICT  
COLUMBIA 911 COMMUNICATIONS DISTRICT  
NW POWER POOL  
Lowell Rural Fire Protection District  
TriMet Transit  
Estacada Rural Fire District  
Keizer Fire District  
State Accident Insurance Fund Corporation  
Bend Metro Park & Recreation District  
Port of Hood River  
La Pine Park & Recreation District  
Siuslaw Public Library District  
Columbia River Fire & Rescue  
Fern Ridge Library District  
Seal Rock Water District  
Rockwood Water P.U.D.  
Tillamook Fire District  
Tillamook County Transportation Dist  
Central Lincoln People's Utility District  
Jefferson Park and Recreation

**Account Type: City (139 records)**

City of Monmouth / Public Works  
McMinnville Police Department  
Brookings Fire / Rescue  
City of Veneta  
CITY OF DAMASCUS  
Hermiston Fire & Emergency Svcs  
CEDAR MILL COMMUNITY LIBRARY  
CITY OF LAKE OSWEGO  
EUGENE WATER & ELECTRIC BOARD  
LEAGUE OF OREGON CITIES  
CITY OF SANDY  
CITY OF ASTORIA OREGON  
CITY OF BEAVERTON

CITY OF BOARDMAN  
CITY OF CANBY  
CITY OF CANYONVILLE  
CITY OF CENTRAL POINT POLICE DEPARTMENT  
CITY OF CLATSKANIE  
CITY OF CONDON  
CITY OF COOS BAY  
CITY OF CORVALLIS  
CITY OF CRESWELL  
CITY OF ECHO  
CITY OF ESTACADA  
CITY OF EUGENE  
CITY OF FAIRVIEW  
CITY OF GEARHART  
CITY OF GOLD HILL  
CITY OF GRANTS PASS  
CITY OF GRESHAM  
CITY OF HILLSBORO  
CITY OF HOOD RIVER  
CITY OF JOHN DAY  
CITY OF KLAMATH FALLS  
CITY OF LA GRANDE  
CITY OF MALIN  
CITY OF MCMINNVILLE  
CITY OF HALSEY  
CITY OF MEDFORD  
CITY OF MILL CITY  
CITY OF MILWAUKIE  
CITY OF MORO  
CITY OF MOSIER  
CITY OF NEWBERG  
CITY OF OREGON CITY  
CITY OF PILOT ROCK  
CITY OF POWERS  
RAINIER POLICE DEPARTMENT  
CITY OF REEDSPORT  
CITY OF RIDDLE  
CITY OF SCAPPOOSE  
CITY OF SEASIDE  
CITY OF SILVERTON  
CITY OF STAYTON  
City of Troutdale  
CITY OF TUALATIN, OREGON  
CITY OF WARRENTON  
CITY OF WEST LINN/PARKS

CITY OF WOODBURN  
CITY OF TIGARD, OREGON  
CITY OF AUMSVILLE  
CITY OF PORT ORFORD  
CITY OF EAGLE POINT  
CITY OF WOOD VILLAGE  
St. Helens, City of  
CITY OF WINSTON  
CITY OF COBURG  
CITY OF NORTH PLAINS  
CITY OF GERVAIS  
CITY OF YACHATS  
FLORENCE AREA CHAMBER OF COMMERCE  
PORTLAND DEVELOPMENT COMMISSION  
CITY OF CANNON BEACH OR  
CITY OF ST. PAUL  
CITY OF ADAIR VILLAGE  
CITY OF WILSONVILLE  
HOUSING AUTHORITY OF THE CITY OF SALEM  
CITY OF HAPPY VALLEY  
CITY OF SHADY COVE  
CITY OF LAKESIDE  
CITY OF MILLERSBURG  
CITY OF GATES  
KEIZER POLICE DEPARTMENT  
CITY OF DUNDEE  
CITY OF AURORA  
THE CITY OF NEWPORT  
CITY OF ALBANY  
CITY OF ASHLAND  
CITY OF LEBANON  
CITY OF PORTLAND  
CITY OF SALEM  
CITY OF SPRINGFIELD  
CITY OF BURNS  
CITY OF COTTAGE GROVE  
CITY OF DALLAS  
CITY OF FALLS CITY  
CITY OF PHOENIX  
CITY OF PRAIRIE CITY  
CITY OF REDMOND  
CITY OF SHERWOOD  
City of junction city  
City of Florence  
City of Dayton

City of Monmouth  
City of Philomath  
City of Sheridan  
Seaside Public Library  
City of Yoncalla  
La Grande Police Department  
Cove City Hall  
Woodburn City Of  
NW PORTLAND INDIAN HEALTH BOARD  
Portland Patrol Services  
City Of Bend  
City Of Coquille  
City Of Molalla  
ROCKWOOD WATER PEOPLE'S UTILITY  
DISTRICT  
City of St. Helens  
City of North Powder  
City of Cornelius, OR  
Toledo Police Department  
City of Independence  
City of Baker City  
McMinnville Water & Light  
City of Pendleton Parks & Recreation  
CITY OF SWEETHOME  
CITY OF THE DALLES  
CLACKAMAS FIRE DIST#1  
DESCHUTES PUBLIC LIBRARY  
City of Ontario  
City of Corvallis Parks and Recreation  
North Lincoln Fire & Rescue #1  
City of Harrisburg  
Gladstone Public Library  
CITY OF LINCOLN CITY  
City of Milton-Freewater  
City of Forest Grove  
City Government  
City of Mt. Angel

**Account Type: County Special District (29 records)**

Netarts-Oceanside RFPD  
UIUC  
Rogue River Fire District  
Aurora Rural Fire District

Tillamook County Emergency Communications  
District  
Southern Coos Hospital  
Oregon Cascades West Council of  
Governments  
MULTONAH COUNTY DRAINAGE DISTRICT #1  
PORT OF BANDON  
OR INT'L PORT OF COOS BAY  
MID-COLUMBIA CENTER FOR LIVING  
DESCHUTES COUNTY RFPD NO.2  
YOUNGS RIVER LEWIS AND CLARK WATER  
DISTRICT  
HOUSING AUTHORITY AND COMMUNITY  
SERVICES AGENCY  
CENTRAL OREGON IRRIGATION DISTRICT  
MARION COUNTY FIRE DISTRICT #1  
COLUMBIA RIVER PUD  
SANDY FIRE DISTRICT NO. 72  
BAY AREA HOSPITAL DISTRICT  
NEAH KAH NIE WATER DISTRICT  
PORT OF UMPQUA  
EAST MULTNOMAH SOIL AND WATER  
CONSERVANCY  
Benton Soil & Water Conservation District  
DESCHUTES PUBLIC LIBRARY SYSTEM  
CLEAN WATER SERVICES  
North Douglas County Fire & EMS  
Crooked River Ranch Rural Fire Protection  
District  
PARROTT CREEK CHILD & FAM  
South Lane County Fire And Rescue

**Account Type: Community College (15 records)**

CENTRAL OREGON COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
LANE COMMUNITY COLLEGE  
MT. HOOD COMMUNITY COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
SOUTHWESTERN OREGON COMMUNITY  
COLLEGE  
PORTLAND COMMUNITY COLLEGE  
CHEMEKETA COMMUNITY COLLEGE  
ROGUE COMMUNITY COLLEGE  
COLUMBIA GORGE COMMUNITY COLLEGE  
TILLAMOOK BAY COMMUNITY COLLEGE  
KLAMATH COMMUNITY COLLEGE DISTRICT

OREGON COMMUNITY COLLEGE ASSOCIATION  
Oregon Coast Community College  
Clatsop Community College

**Account Type: State Agency (37 records)**

Oregon Forest Resources Institute  
Office of the Ong Term Care Ombudsman  
Oregon State Lottery  
OREGON TOURISM COMMISSION  
OREGON STATE POLICE  
OFFICE OF THE STATE TREASURER  
OREGON DEPT. OF EDUCATION  
SEIU LOCAL 503, OPEU  
OREGON DEPARTMENT OF FORESTRY  
OREGON STATE DEPT OF CORRECTIONS  
OREGON CHILD DEVELOPMENT COALITION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
BOARD OF MEDICAL EXAMINERS  
OREGON LOTTERY  
OREGON BOARD OF ARCHITECTS  
SANTIAM CANYON COMMUNICATION CENTER  
OREGON DEPT OF TRANSPORTATION  
OREGON TRAVEL INFORMATION COUNCIL  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPT. OF CORRECTIONS  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
Oregon Tradeswomen  
Oregon Convention Center  
OREGON SCHL BRDS ASSOCIAT  
OREGON DEPARTMENT OF HUMAN SERVICES  
CARE OREGON

Central Oregon Home Health and Hos  
Oregon Health Care Quality Cor  
Opta Oregon Permit Technician  
Training & Employment  
BIENESTAR, INC.  
State of Oregon - Department of  
Administrative Services  
Aging and People with Disabilities  
Procurement Services/DAS  
STATE OF OREGON

**Account Type: Consolidated City/County (2 records)**

City of Carlton  
City of Pendleton Convention Center

**Account Type: Federal (6 records)**

US FISH AND WILDLIFE SERVICE  
Bonneville Power Administration  
Oregon Army National Guard  
USDA Forest Service  
Yellowhawk Tribal Health Center  
ANGELL JOB CORPS

**Account Type: Housing Authority (6 records)**

Coquille Indian Housing Authority  
HOUSING AUTHORITY OF PORTLAND  
NORTH BEND CITY- COOS/URRY HOUSING  
AUTHORITY  
MARION COUNTY HOUSING AUTHORITY  
Housing Authority of Yamhill County  
The Housing Authority of the County of  
Umatilla

**FEMA STANDARD TERMS AND CONDITIONS ADDENDUM  
FOR CONTRACTS AND GRANTS**

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency (“FEMA”) grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 (“44 CFR 13”).

In addition, Contractor agrees to the following specific provisions:

1. Pursuant to 44 CFR 13.36(i)(1), District is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor’s compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
2. Pursuant to 44 CFR 13.36(i)(2), District may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
3. Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
  - a. Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor (“DOL”) regulations (41 CFR Ch. 60);
  - b. Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
  - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
  - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5);
  - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
  - f. 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 (Pub. L. 94-163, 89 Stat. 871).
4. Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
5. Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions regarding patents:
  - a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the District and be disposed of in accordance with District policy. The District, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.

6. Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:

a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:

- (1) The copyright in any work developed under a grant or contract; and
- (2) Any rights of copyright to which a grantee or a contractor purchases ownership with grant support.

7. Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as District deems necessary, Contractor shall permit District, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.

8. Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or District makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.



## **COMMUNITY DEVELOPMENT BLOCK GRANT ADDENDUM**

Purchases made under this contract may be partially or fully funded with federal grant funds. Funding for this work may include Federal Funding sources, including Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development. When such funding is provided, Contractor shall comply with all terms, conditions and requirements enumerated by the grant funding source, as well as requirements of the State statutes for which the contract is utilized, whichever is the more restrictive requirement. When using Federal Funding, Contractor shall comply with all wage and latest reporting provisions of the Federal Davis-Bacon Act. HUD-4010 Labor Provisions also applies to this contract.

**Attachment B - Signature Sheet, which must be completed and included in the Technical Proposal submission.**

**SUBMISSION SIGNATURE SHEET**

I/We agree to provide the services in accordance with the accompanying specifications and all conditions, provisions, attachments and any addenda to this RFP.

_____ Company	_____ Authorized Representative (please print)
_____ Address	_____ Signature
_____ Address, continued	_____ Title
_____	_____ Telephone Number
_____ Federal Tax I.D. Number	_____ E-Mail Address of Firm's Representative

**Acknowledgement of Addenda**

I/We acknowledge receipt of the following Addenda:

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

No. \_\_\_\_\_, Dated \_\_\_\_\_

HARFORD COUNTY PUBLIC SCHOOLS

Barbara Canavan, Superintendent

102 South Hickory Avenue, Bel Air, MD 21014

CERTIFICATION REGARDING U.S. GOVERNMENT DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR, part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Agency/Organization Representative

Signature

Date

Agency/Organization

Above certification instituted by the U. S. Department of Education for all grantees and subgrantees as of fiscal year 1990.

ANTI-BRIBERY AFFIDAVIT

I HEREBY CERTIFY that:

- 1. I am the \_\_\_\_\_ and the duly authorized representative of the firm of whose address is \_\_\_\_\_, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the state or any county, bi-county, or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977, which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.
3. (State "none" or, as appropriate, list any conviction, plea, or admission described in paragraph 2 above, with the date; court, official, or administrative body; and the sentence or disposition, if any.) \_\_\_\_\_

I acknowledge that this affidavit is to be furnished to the requesting agency, to the Secretary of Budget and Fiscal Planning of Maryland, and where appropriate, to the Board of Public Works and the Attorney General under '16-202, S.F. of the Annotated Code of Maryland. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the State may terminate any contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with '16-203, S.F. of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery, or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Signature

Witness

Date

410.638.4080

Purchasing Agent: Jeffrey LaPorta

### Cost Proposal

Proposer may add additional categories, if necessary

Group A

K – 12 Education

- 1) General Supplies \_\_\_\_\_ % off of catalog price
- 2) Chemicals \_\_\_\_\_ % off of catalog price
- 3) Specimens \_\_\_\_\_ % off of catalog price
- 4) Equipment & Lab Furniture \_\_\_\_\_ % off of catalog price
- 5) Exclusions \_\_\_\_\_

Group B

Community College

- 1) General Supplies \_\_\_\_\_ % off of catalog price
- 2) Chemicals \_\_\_\_\_ % off of catalog price
- 3) Specimens \_\_\_\_\_ % off of catalog price
- 4) Equipment & Lab Furniture \_\_\_\_\_ % off of catalog price
- 5) Exclusions \_\_\_\_\_

Group C

Higher Education

- 1) General Supplies \_\_\_\_\_ % off of catalog price
- 2) Chemicals \_\_\_\_\_ % off of catalog price
- 3) Specimens \_\_\_\_\_ % off of catalog price
- 4) Equipment & Lab Furniture \_\_\_\_\_ % off of catalog price
- 5) Exclusions \_\_\_\_\_

Company Name \_\_\_\_\_

Representative Signature \_\_\_\_\_

	A	B	C	D	E	F	G	H
1	<b>SCIENCE/LABWARE SUPPLIES AND EQUIPMENT FOR K-12, COMMUNITY COLLEGES, HIGHER EDUCATION AND OTHER PUBLIC AGENCIES</b>							
2	<b>RFP # 15-JL-12</b>							
3	<a href="#">Exhibit 1 Market Basket (Excel Version)</a>							
4	<b>K-12 Market Basket Items</b>							
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
6	DUAL HAND LENS - Magnifiers, Dual Hand; 3x and 5x;0.75 and 1.5 in. diameter lens; Grades K+						24,000	
7	PLASTIC MAGNIFIER 3X/6X - Length: 4.5 in. (11cm); Magnification: 3X, 6X; Diameter: 50mm (3X lens); 20mm (6X lens)						20,500	
8	STACKABLE BATTERY HOLDERS - Holder, Battery; EISCO; Stackable; Link together in parallel or series; Extends capacity or voltage; Supplied singl						4,000	
9	RAINBOW SAFETY GOGGLES 6/PK - Sized just right for students and adjustable for adults; Set of six pairs of goggles in three bright, translucent colors (red, blue and green)						4,000	
10	SOIL POTTING 5 LB.						3,200	
11	STEREO SCOPE 2X 4X CRDLS - Microscopes, Stereo; Inclined heads rotate to 360°; Pole-mounted head to view large objects; Objectives: 2X, 4X; Dual LED; Rack/pinion focusing; Incl. eye cups, stage clips, frosted, b/w stage plates, cover						2,000	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
12	STAR FINDER - Luminous Star Finder, Complete instructions are enclosed with the finder in addition to tables that list planet location						1,500	
13	SHEEP BRAIN W/O HYPOPHYSIS - Specimen, Preserved						1,400	
14	METRIC/IMPERIAL RULER - Ruler, Metric/Imperial; SI Metric; One edge has cm and mm measurements, the other has imperial markings						1,400	
15	OWL PELLETS 15/PK OWL PELLETS - Pellet, Barn Owl; Pellets Inc; Large; From natural nesting and roosting sites; Average size: 2.5 to 3.5 in. long; Heat sterilized; Individually wrapped in foil to ensure quality; 15/pk.						1,200	
16	ULTRAFLEX RULER 12IN/30CM - Ruler, SAFE-T; Twist and bend; Transparent plastic; 12 in. / 30 cm; Colors vary; Grades 1-8						1,200	
17	ALLIGATOR TEST LEADS 10/PK - Set, Test Lead; MCM Electronics; w/Alligator clips; Ten 61cm leads; Two each yellow, green, black and red; 10/Pk.						1,000	
18	6 INCH SHATTERPROOF RULER - Ruler, Pocket; SI Metric; Clear; Shatterproof; Calibrated in inches on one edge and mm on the other; Length: 6 in.; 1 Ea.						1,000	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
19	JUNIOR RULER - Ruler, Junior; SI Metric; With fine calibrations for more exacting work; Calibrated in 0.5cm with numbering at each centimeter on one edge; Calibrated in mm on the other edge						1,000	
20	RING MAGNET - Magnet, Ring; Unpainted; Ceramic; O.D.: 1.14 in. (2.9cm); I.D.: 0.39 in. (1cm); Thickness: 0.25 in. (0.64cm)						1,000	
21	EARTHWORM 10+IN PLAIN 10PK - Specimen, Preserved; Earthworm; Lumbricus terrestris; Annelida-Segmented Worms, Oligochaeta; Garden variety night crawlers; complete intact specimens w/clitellum; Bio-Fresh. 10 in., large, plain						1,000	
22	SHARK 27IN+ PLAIN - Specimen, Preserved; Dogfish shark; 27 in.+ ; No injection						800	
23	POTTING SOIL- 4 LB BAG - Soil, Potting; GSC International; Pre-measured; Convenient bags; 4 lb. bags						800	
24	BLUE APRON SMALL - Apron; PVC; Reusable, blue apron with cotton ties at the waist and neck; Size: Small (27 x 36 in.)						800	
25	GAS LIGHTER EA - Lighter, Gas; Hooded lighter is safe and economical; Hood traps gas, and protects lighting file						800	
26	HOT-HAND PROTECTOR - Gloves; Temperature resistant; Hot-Hand protector; Rubber; High-visibility red; Withstands temperatures up to 260°C or cold objects down to -57°C						600	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
27	POTTING SOIL 8 CUPS POTTING SOIL						600	
28	PETRI DISH, 90MM X 15MM, PK/10 - Petri dish; Disposable; Sterilized dish offers optical clarity, strength; 90mm x 15mm; Pk./10						600	
29	SCISSORS STRGHT OPERATNG 5.5IN - Scissors, Surgical; Medco; Straight operating; Closed-shank; Stainless steel; One sharp/one blunt tip; 5.5 in.						600	
30	PVC APRON 27 X 36 IN - Apron, PVC; Transparent; Reusable, transparent PVC apron; Cotton ties at the waist; Size: 27 x 36 in.						600	
31	WEIGHT HANGER SS - Hanger, Weight; Troemner; Calibrated to 50g; Accessory for stainless steel slotted weight set						600	
32	FB GLV VINYL EXAM PF MD 100/PK - Gloves, Exam; Vinyl; Powder-Free; Nonsterile; Medical-grade; Smooth finish; Ambidextrous; Exceed FDA minimum requirements; Size: Medium						600	
33	15IN MINK XX INJ - Specimen, Preserved; 15 in. Mink Xx Inj						500	
34	MAGNIFYING GLASS - Magnifier, Reading Glass; EISCO USA; Metal frame with bakelite handle; Chrome plated; Packed in cardboard box; Dia., 2.0 in. (50mm); Focal length, 0.5 in. (12cm); Magnification, 3x						500	



	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
35	DC MOTOR 0.5V - Motors and Generators; DC Motor; Simple, compact; American Educational Products; Use with One-Hand Generator; Runs on 4.5V or 6.0V DC current; Lead wires inc.; Provides the ideal power source for classroom electrical and construction						500	
36	6 INCH CLEAR RULER - Ruler; Pocket; SI Metric; Clear; Calibrated in inches on one edge and mm on the other; Length: 6 in.						500	
37	CLEARVIEW PROTRACTOR 6 - Protractor, Plastic; SI Metric; Clearview; Transparent; 180 ° shatterproof w/slotted separation; Built in metric ruler; Upper scale reads left-opening angles, lower reads right-opening						500	
38	FRICTION CUBE - Cube, Friction; Show how frictional characteristics affect force required to move a stationary body; Wood made; Four surfaces: Sandpaper, Vinyl, Paper, Wood; Single Hook for towing against inclined panes/surfaces; Size: 2 in.						500	
39	BURNER TUBING CLOTH COVERED 4' - Tubing, Burner; Cloth-covered, flexible rubber tubing; Heavy rubber connection on each end firmly attaches to fitting; 4 ft. (121.9cm)						500	
40	NUTRIENT AGAR PLATE 10/PKNUTR - Media, Cell Culture; Nutrient Agar; Supplied in disposable plastic Petri dishes 100mm O.D. x 15mmH; Ready to use; Sterile						500	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
41	LIMESTONE COMPACT 10/PKLIMEST - Specimen, Rock; Sedimentary; Limestone, compact, pink to gray; Pack of 10						500	
42	SHEEP BRAIN FULLY EXTRACTED - Specimen, Preserved						400	
43	GLASS STREAK PLATES PK10 - Plates, Streak; Glass; For mineral identification						400	
44	BAR MAGNETS W KEEPERS 2/PK - Magnet, Bar; Eisco; Stamped polarity; Boxed; For classroom experiments; Painted red and blue; 3.9 x 0.79 x 0.23 in. (10 x 2 x 0.6cm); 2/Pk.						400	
45	CAT 18IN+XXX INJ FORM FREE - Specimen, Preserved; Cat; Fisher-Free; 18+ in.; Triple Injection						400	
46	PORTABLE 500GX0.1G - Balance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: Grams, Newtons; Full tare; Capacity: 500g; Readability: 0.1g; Pan: Round, 120mm dia.						400	
47	WATER CYCLE MODEL SET EACH						300	
48	HYD PEROXIDE 30% - 35% 500ML						300	
49	BASIC 3 STER SCOPE 2X 4X - Microscopes, Stereo; Binocular; Inclined heads rotate to 360 °; Pole-mounted head to view large objects; Dual illumination; Rack/pinion focusing; W/Halogen Lamp type; 20X, 40X magnification						300	

	A	B	C	D	E	F	G	H	
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price	
50	SCOUT PRO 120GX.001G - Balances, Electronic Toploading; Ohaus Scout Pro; Capacity: 120g; Readability: 0.001g; Repeatability: 0.003g; Linearity: ±0.003g; Pan Size 9.1cm; Modes include g, N, oz., Parts Count; LCD Display; 110V, 4 AA Battery Operated						300		
51	SNP CIRC. ELEM ED KIT - Snap Circuits Educational Series, Model SC-100R, over 100 experiments						300		
52	LADYBUG LAND - Ladybug Land; Insect Lore; W/Certificate; Habitat, magnifier dome cap, instructions, mail-in certificate for 15-20 larvae and special food; 10L x 7.5W x 8 in. H; Redemption fee applied when certificate mailed in; postage/handling fee reqd.						300		
53	FSE PORTABLE 150GX.01G - Balance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: grams, Newtons; Full tare; Capacity: 150g; Readability: 0.01g; Pan: Round, 120mm dia.						300		
54	FSE PORTABLE 300GX 0.1G - alance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: grams, Newtons; Full tare; Capacity: 300g; Readability: 0.1g; Pan: Round, 120mm dia. -						300		
55									
56	K-12 Totals						85,700		
57									
58									

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
59	<b>Community College Market Basket Items</b>							
60	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
61	Scalpel Handle, Economy, No. 4, Stainless Steel, Uses Blades No. 20-25 - Stainless-steel handles with satin finish. Scalpel Handle No. 4 accepts blades No. 20, 21, 22, 23, 24, and 25.						400	
62	Column, Distillation; Jacketed; With a outer joint at top and a inner drip joint at bottom; No.: 7; Hose Connection: No. 1; Joints: 19/22; Column height: 200mm						200	
63	SEP BASE FUNNEL 125ML - 14/20						200	
64	Adapter, Distillation; Claisen; Bantam-Ware; 2 inlets; ST Joint: 14/20; H x W: 113 x 69mm						200	
65	Adapters, Distillation; Connecting; For use in atmospheric or vacuum distillations; 14/20 joints; 105mm height x 55mm width						200	
66	Condenser, West; Medium length joints; 14/20 joints; 110mm jacket length; 45cm <sup>2</sup> condensing area; #1 hose connections; 190mm height						200	
67	Blood Test Cards - Quality cards for blood typing with printed guide on surface for foolproof reagent placement and mixing. Box of 100.						200	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
68	Column, Distillation; Jacketed; With a outer joint at top and a inner drip joint at bottom; No.: 7; Hose Connection: No. 1; Joints: 14/20; Column height: 110mm						200	
69	Gloves, Examination; Vinyl; Powder-free; Latex-free; Non sterile; Smooth finish; Durable; Ambidextrous; With beaded cuff; For medical use; Length: 9.5 in. (24.1cm); 5.0mil thickness; X-Large; Clear						100	
70	Gloves, Exam; Nitrile; Powder-free; Ambidextrous, Nonsterile; Mint green color; Beaded cuff, Medically approved 510K; Meets ASTM standards; Aloe coating inside glove; Length: 9.5 in.; Wall thickness: 5.6mm thick; Small						100	
71	Dish, Petri; Slippable, beveled ridge; 100 x 15mm; Polystyrene; Redesigned packaging (outer carton, strong polymer vacuum sealed sleeves) prevent scuffing and breakage; Inner sleeves feature easy-open tear notch and lot number						100	
72	Media, Culture; BD; Difco; Dehydrated; Starch Agar; For starch hydrolysis test; 500g						100	
73	Package, Enteropluri Test; BD; 12 sector w/special culture media; For detection of Enterobacteriaceae, other gram negative and oxidase negative bacteria; Disposable; Non clinical samples; 25 tests						100	
74	Slide, Microscope; Frosted at one end; 3 x 1 in. (76 x 25.4mm); 144/Pk.; 10Pk./Cs.						100	

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
75	Dish, Petri; Slippable, beveled ridge; 100 x 15mm; Polystyrene; Redesigned packaging (outer carton, strong polymer vacuum sealed sleeves) prevent scuffing and breakage; Inner sleeves feature easy-open tear notch and lot number						100	
76	Labels, Controlled Environment; Write-On Label Tape; Colored paper with rubber resin adhesive resists moisture and most solvents; Autoclaveable; .75 in. W x 60 yd. L; 3 in. core; White; 4/pk.						100	
77	Cell, Cylindrical; With near-UV glass windows; Lightpath: 50mm; Capacity: 16mL; Two stopper; 22mm dia.; 2/pk. f						100	
78	Coat, Laboratory; Disposable; Five-snap; No pockets; Open wrists; Lightweight; Limited splash protection; Knee length; Full sleeves; Large; White						20	
79	Applicator; Cotton tip; Wood shaft; Sterile; 6 in.; 1 per envelope; 1000/cs.						20	
80	Prep pad; alcohol; Two-ply, nonwoven sponges; 1.1 x 2.6 in.; 200/Pk.						20	
81	Wiper, General-Purpose; Kimwipes; For delicate tasks; Nonabrasive, soft, low lint cellulose fibers; Single wiper dispenser; White; 1-ply; 4.4 x 8.4 in. (11.2 x 21.3cm)						20	
82	Tube, Gas detector; Oxygen; Direct reading from scale; Range: 1.5 to 24% V; Calibration: std. gas cylinder method; Operating temp.: 0 to 40deg.C; Color change: black to white						20	

	A	B	C	D	E	F	G	H	
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price	
83	Tube, Gas Detector; Carbon dioxide; Direct reading from scale; Measuring range: 5 to 50%v; 1/2 pump stroke; Calibration: std. gas cylinder method; Detectable limit: 1%; Operating temp.: 0 to 40deg.C; White to purple; 10/pk.						20		
84	Tube, Gas detector; Nitrogen oxides; Direct reading from scale; Range: 0.5-30ppm; Calibration: Std. gas/permeation tube method; Detectable limit: 0.02ppm; Operating temp.: 0 to 40deg.C; Color change: white to pale purple						20		
85	Metric Rule - Designed with molded-in handles and hot-stamped, easy-to-read markings that will not wear off. Both edges are calibrated in millimeters with one edge numbered in centimeters and the other numbered in millimeters.						20		
86									
87	Community College Totals						2,860		
88									

	A	B	C	D	E	F	G	H
1	<b>SCIENCE/LABWARE SUPPLIES AND EQUIPMENT FOR K-12, COMMUNITY COLLEGES, HIGHER EDUCATION AND OTHER PUBLIC AGENCIES</b>							
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4	<b>K-12 Market Basket Items</b>							
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
6	DUAL HAND LENS - Magnifiers, Dual Hand; 3x and 5x;0.75 and 1.5 in. diameter lens; Grades K+						24,000	\$0.00
7	PLASTIC MAGNIFIER 3X/6X - Length: 4.5 in. (11cm); Magnification: 3X, 6X; Diameter: 50mm (3X lens); 20mm (6X lens)						20,500	\$0.00
8	STACKABLE BATTERY HOLDERS - Holder, Battery; EISCO; Stackable; Link together in parallel or series; Extends capacity or voltage; Supplied singl						4,000	\$0.00
9	RAINBOW SAFETY GOGGLES 6/PK - Sized just right for students and adjustable for adults; Set of six pairs of goggles in three bright, translucent colors (red, blue and green)						4,000	\$0.00
10	SOIL POTTING 5 LB.						3,200	\$0.00
11	STEREO SCOPE 2X 4X CRDLS - Microscopes, Stereo; Inclined heads rotate to 360°; Pole-mounted head to view large objects; Objectives: 2X, 4X; Dual LED; Rack/pinion focusing; Incl. eye cups, stage clips, frosted, b/w stage plates, cover						2,000	\$0.00



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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
12	STAR FINDER - Luminous Star Finder, Complete instructions are enclosed with the finder in addition to tables that list planet location						1,500	\$0.00
13	SHEEP BRAIN W/O HYPOPHYSIS - Specimen, Preserved						1,400	\$0.00
14	METRIC/IMPERIAL RULER - Ruler, Metric/Imperial; SI Metric; One edge has cm and mm measurements, the other has imperial markings						1,400	\$0.00
15	OWL PELLETS 15/PKOWL PELLETS - Pellet, Barn Owl; Pellets Inc; Large; From natural nesting and roosting sites; Average size: 2.5 to 3.5 in. long; Heat sterilized; Individually wrapped in foil to ensure quality; 15/pk.						1,200	\$0.00
16	ULTRAFLEX RULER 12IN/30CM - Ruler, SAFE-T; Twist and bend; Transparent plastic; 12 in. / 30 cm; Colors vary; Grades 1-8						1,200	\$0.00
17	ALLIGATOR TEST LEADS 10/PK - Set, Test Lead; MCM Electronics; w/Alligator clips; Ten 61cm leads; Two each yellow, green, black and red; 10/Pk.						1,000	\$0.00
18	6 INCH SHATTERPROOF RULER - Ruler, Pocket; SI Metric; Clear; Shatterproof; Calibrated in inches on one edge and mm on the other; Length: 6 in.; 1 Ea.						1,000	\$0.00
19	JUNIOR RULER - Ruler, Junior; SI Metric; With fine calibrations for more exacting work; Calibrated in 0.5cm with numbering at each centimeter on one edge; Calibrated in mm on the other edge						1,000	\$0.00

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
20	RING MAGNET - Magnet, Ring; Unpainted; Ceramic; O.D.: 1.14 in. (2.9cm); I.D.: 0.39 in. (1cm); Thickness: 0.25 in. (0.64cm)						1,000	\$0.00
21	EARTHWORM 10+IN PLAIN 10PK - Specimen, Preserved; Earthworm; Lumbricus terrestris; Annelida-Segmented Worms, Oligochaeta; Garden variety night crawlers; complete intact specimens w/clitellum; Bio-Fresh. 10 in., large, plain						1,000	\$0.00
22	SHARK 27IN+ PLAIN - Specimen, Preserved; Dogfish shark; 27 in.+ ; No injection						800	\$0.00
23	POTTING SOIL- 4 LB BAG - Soil, Potting; GSC International; Pre-measured; Convenient bags; 4 lb. bags						800	\$0.00
24	BLUE APRON SMALL - Apron; PVC; Reusable, blue apron with cotton ties at the waist and neck; Size: Small (27 x 36 in.)						800	\$0.00
25	GAS LIGHTER EA - Lighter, Gas; Hooded lighter is safe and economical; Hood traps gas, and protects lighting file						800	\$0.00
26	HOT-HAND PROTECTOR - Gloves; Temperature resistant; Hot-Hand protector; Rubber; High-visibility red; Withstands temperatures up to 260°C or cold objects down to -57°C						600	\$0.00
27	POTTING SOIL 8 CUPS POTTING SOIL						600	\$0.00
28	PETRI DISH, 90MM X 15MM, PK/10 - Petri dish; Disposable; Sterilized dish offers optical clarity, strength; 90mm x 15mm; Pk./10						600	\$0.00

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
29	SCISSORS STRGHT OPERATNG 5.5IN - Scissors, Surgical; Medco; Straight operating; Closed-shank; Stainless steel; One sharp/one blunt tip; 5.5 in.						600	\$0.00
30	PVC APRON 27 X 36 IN - Apron, PVC; Transparent; Reusable, transparent PVC apron; Cotton ties at the waist; Size: 27 x 36 in.						600	\$0.00
31	WEIGHT HANGER SS - Hanger, Weight; Troemner; Calibrated to 50g; Accessory for stainless steel slotted weight set						600	\$0.00
32	FB GLV VINYL EXAM PF MD 100/PK - Gloves, Exam; Vinyl; Powder-Free; Nonsterile; Medical-grade; Smooth finish; Ambidextrous; Exceed FDA minimum requirements; Size: Medium						600	\$0.00
33	15IN MINK XX INJ - Specimen, Preserved; 15 in. Mink Xx Inj						500	\$0.00
34	MAGNIFYING GLASS - Magnifier, Reading Glass; EISCO USA; Metal frame with bakelite handle; Chrome plated; Packed in cardboard box; Dia., 2.0 in. (50mm); Focal length, 0.5 in. (12cm); Magnification, 3x						500	\$0.00
35	DC MOTOR 0.5V - Motors and Generators; DC Motor; Simple, compact; American Educational Products; Use with One-Hand Generator; Runs on 4.5V or 6.0V DC current; Lead wires inc.; Provides the ideal power source for classroom electrical and construction						500	\$0.00

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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
36	6 INCH CLEAR RULER - Ruler; Pocket; SI Metric; Clear; Calibrated in inches on one edge and mm on the other; Length: 6 in.						500	\$0.00
37	CLEARVIEW PROTRACTOR 6 - Protractor, Plastic; SI Metric; Clearview; Transparent; 180 ° shatterproof w/slotted separation; Built in metric ruler; Upper scale reads left-opening angles, lower reads right-opening						500	\$0.00
38	FRICITION CUBE - Cube, Friction; Show how frictional characteristics affect force required to move a stationary body; Wood made; Four surfaces: Sandpaper, Vinyl, Paper, Wood; Single Hook for towing against inclined panes/surfaces; Size: 2 in.						500	\$0.00
39	BURNER TUBING CLOTH COVERED 4' - Tubing, Burner; Cloth-covered, flexible rubber tubing; Heavy rubber connection on each end firmly attaches to fitting; 4 ft. (121.9cm)						500	\$0.00
40	NUTRIENT AGAR PLATE 10/PKNUTR - Media, Cell Culture; Nutrient Agar; Supplied in disposable plastic Petri dishes 100mm O.D. x 15mmH; Ready to use; Sterile						500	\$0.00
41	LIMESTONE COMPACT 10/PKLIMEST - Specimen, Rock; Sedimentary; Limestone, compact, pink to gray; Pack of 10						500	\$0.00
42	SHEEP BRAIN FULLY EXTRACTED - Specimen, Preserved						400	\$0.00
43	GLASS STREAK PLATES PK10 - Plates, Streak; Glass; For mineral identification						400	\$0.00

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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
44	BAR MAGNETS W KEEPERS 2/PK - Magnet, Bar; Eisco; Stamped polarity; Boxed; For classroom experiments; Painted red and blue; 3.9 x 0.79 x 0.23 in. (10 x 2 x 0.6cm); 2/Pk.						400	\$0.00
45	CAT 18IN+XXX INJ FORM FREE - Specimen, Preserved; Cat; Fisher-Free; 18+ in.; Triple Injection						400	\$0.00
46	PORTABLE 500GX0.1G - Balance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: Grams, Newtons; Full tare; Capacity: 500g; Readability: 0.1g; Pan: Round, 120mm dia.						400	\$0.00
47	WATER CYCLE MODEL SET EACH						300	\$0.00
48	HYD PEROXIDE 30% - 35% 500ML						300	\$0.00
49	BASIC 3 STER SCOPE 2X 4X - Microscopes, Stereo; Binocular; Inclined heads rotate to 360 °; Pole-mounted head to view large objects; Dual illumination; Rack/pinion focusing; W/Halogen Lamp type; 20X, 40X magnification						300	\$0.00
50	SCOUT PRO 120GX.001G - Balances, Electronic Toploading; Ohaus Scout Pro; Capacity: 120g; Readability: 0.001g; Repeatability: 0.003g; Linearity: ±0.003g; Pan Size 9.1cm; Modes include g, N, oz., Parts Count; LCD Display; 110V, 4 AA Battery Operated						300	\$0.00

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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
51	SNP CIRC. ELEM ED KIT - Snap Circuits Educational Series, Model SC-100R, over 100 experiments						300	\$0.00
52	LADYBUG LAND - Ladybug Land; Insect Lore; W/Certificate; Habitat, magnifier dome cap, instructions, mail-in certificate for 15-20 larvae and special food; 10L x 7.5W x 8 in. H; Redemption fee applied when certificate mailed in; postage/handling fee reqd.						300	\$0.00
53	FSE PORTABLE 150GX.01G - Balance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: grams, Newtons; Full tare; Capacity: 150g; Readability: 0.01g; Pan: Round, 120mm dia.						300	\$0.00
54	FSE PORTABLE 300GX 0.1G - alance, Portable; LCD Screen; Linearity: +/-0.1g; Weighing modes: grams, Newtons; Full tare; Capacity: 300g; Readability: 0.1g; Pan: Round, 120mm dia. -						300	\$0.00
55								
56	K-12 Totals						85,700	\$0.00
57								
58								
59	<b>Community College Market Basket Items</b>							
60	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price

	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
61	Scalpel Handle, Economy, No. 4, Stainless Steel, Uses Blades No. 20-25 - Stainless-steel handles with satin finish. Scalpel Handle No. 4 accepts blades No. 20, 21, 22, 23, 24, and 25.						400	\$0.00
62	Column, Distillation; Jacketed; With a outer joint at top and a inner drip joint at bottom; No.: 7; Hose Connection: No. 1; Joints: 19/22; Column height: 200mm						200	\$0.00
63	SEP BASE FUNNEL 125ML - 14/20						200	\$0.00
64	Adapter, Distillation; Claisen; Bantam-Ware; 2 inlets; ST Joint: 14/20; H x W: 113 x 69mm						200	\$0.00
65	Adapters, Distillation; Connecting; For use in atmospheric or vacuum distillations; 14/20 joints; 105mm height x 55mm width						200	\$0.00
66	Condenser, West; Medium length joints; 14/20 joints; 110mm jacket length; 45cm <sup>2</sup> condensing area; #1 hose connections; 190mm height						200	\$0.00
67	Blood Test Cards - Quality cards for blood typing with printed guide on surface for foolproof reagent placement and mixing. Box of 100.						200	\$0.00
68	Column, Distillation; Jacketed; With a outer joint at top and a inner drip joint at bottom; No.: 7; Hose Connection: No. 1; Joints: 14/20; Column height: 110mm						200	\$0.00

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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
69	Gloves, Examination; Vinyl; Powder-free; Latex-free; Non sterile; Smooth finish; Durable; Ambidextrous; With beaded cuff; For medical use; Length: 9.5 in. (24.1cm); 5.0mil thickness; X-Large; Clear						100	\$0.00
70	Gloves, Exam; Nitrile; Powder-free; Ambidextrous, Nonsterile; Mint green color; Beaded cuff, Medically approved 510K; Meets ASTM standards; Aloe coating inside glove; Length: 9.5 in.; Wall thickness: 5.6mm thick; Small						100	\$0.00
71	Dish, Petri; Slippable, beveled ridge; 100 x 15mm; Polystyrene; Redesigned packaging (outer carton, strong polymer vacuum sealed sleeves) prevent scuffing and breakage; Inner sleeves feature easy-open tear notch and lot number						100	\$0.00
72	Media, Culture; BD; Difco; Dehydrated; Starch Agar; For starch hydrolysis test; 500g						100	\$0.00
73	Package, EnteroPluri Test; BD; 12 sector w/special culture media; For detection of Enterobacteriaceae, other gram negative and oxidase negative bacteria; Disposable; Non clinical samples; 25 tests						100	\$0.00
74	Slide, Microscope; Frosted at one end; 3 x 1 in. (76 x 25.4mm); 144/Pk.; 10Pk./Cs.						100	\$0.00



	A	B	C	D	E	F	G	H
5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price
75	Dish, Petri; Slippable, beveled ridge; 100 x 15mm; Polystyrene; Redesigned packaging (outer carton, strong polymer vacuum sealed sleeves) prevent scuffing and breakage; Inner sleeves feature easy-open tear notch and lot number						100	\$0.00
76	Labels, Controlled Environment; Write-On Label Tape; Colored paper with rubber resin adhesive resists moisture and most solvents; Autoclaveable; .75 in. W x 60 yd. L; 3 in. core; White; 4/pk.						100	\$0.00
77	Cell, Cylindrical; With near-UV glass windows; Lightpath: 50mm; Capacity: 16mL; Two stopper; 22mm dia.; 2/pk. f						100	\$0.00
78	Coat, Laboratory; Disposable; Five-snap; No pockets; Open wrists; Lightweight; Limited splash protection; Knee length; Full sleeves; Large; White						20	\$0.00
79	Applicator; Cotton tip; Wood shaft; Sterile; 6 in.; 1 per envelope; 1000/cs.						20	\$0.00
80	Prep pad; alcohol; Two-ply, nonwoven sponges; 1.1 x 2.6 in.; 200/Pk.						20	\$0.00
81	Wiper, General-Purpose; Kimwipes; For delicate tasks; Nonabrasive, soft, low lint cellulose fibers; Single wiper dispenser; White; 1-ply; 4.4 x 8.4 in. (11.2 x 21.3cm)						20	\$0.00
82	Tube, Gas detector; Oxygen; Direct reading from scale; Range: 1.5 to 24% V; Calibration: std. gas cylinder method; Operating temp.: 0 to 40deg.C; Color change: black to white						20	\$0.00

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5	Products	Description of Product Offered (If Offering Equivalent)	Product No.	List Price	% Discount	Discounted Price	Usage	Extended Price	
83	Tube, Gas Detector; Carbon dioxide; Direct reading from scale; Measuring range: 5 to 50%v; 1/2 pump stroke; Calibration: std. gas cylinder method; Detectable limit: 1%; Operating temp.: 0 to 40deg.C; White to purple; 10/pk.						20	\$0.00	
84	Tube, Gas detector; Nitrogen oxides; Direct reading from scale; Range: 0.5-30ppm; Calibration: Std. gas/permeation tube method; Detectable limit: 0.02ppm; Operating temp.: 0 to 40deg.C; Color change: white to pale purple						20	\$0.00	
85	Metric Rule - Designed with molded-in handles and hot-stamped, easy-to-read markings that will not wear off. Both edges are calibrated in millimeters with one edge numbered in centimeters and the other numbered in millimeters.						20	\$0.00	
86									
87	Community College Totals						2,860	\$0.00	
88									