

## I. EVALUATION

Region 14 ESC will evaluate proposals in accordance with the criteria outlined in the solicitation subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. Award(s) will be made to the prospective supplier(s) whose response is determined to be the most advantageous.

Supplier's proposal should include the following for Region 14 ESC's evaluation:

### A. Availability of Products and Pricing (40 points)

1. Provide pricing for products, services, warranties, etc. supplier proposes to offer. Price lists provided will be used to establish both the extent of a supplier's product lines, services, warranties, etc. available from the supplier and the pricing per item. Pricing should be based on a discount from a manufacturer's price list or catalog, or fixed price, or combination of both. Multiple percentage discounts are acceptable if, where different discounts apply, the different percentages are specified. Electronic Catalog and/or price lists should accompany the proposal. Additional pricing and/or discounts may be included. Suppliers may elect to limit their proposals to any category or categories.
  - a. Any discounts proposed shall remain the same throughout the term of the contract and at all renewal options. At a minimum, the Contractor must hold the proposed price list firm for the first 12 months after the contract award. **Agreed**
  - b. Pricing is not to exceed. Unlike fixed pricing, the supplier can adjust submitted pricing lower if needed but cannot exceed the approved pricing. The contract must allow for lower pricing to be available for similar product and service purchases. Cost plus pricing as a primary pricing structure is not acceptable. **Agreed**
  - c. Due to products and services potentially being used in response to an emergency or disaster recovery situation in which federal funding may be used, if suppliers are proposing cost plus a percentage of cost, suppliers should provide alternative pricing that does not include either cost plus a percentage of cost. If pricing is based on time and materials, a ceiling price that the supplier exceeds at its own risk will be needed as determined and set by the Participating Public Agency. If products and services are provided in a situation where an agency is eligible for federal funding, supplier is subject to and must comply with all federal requirements applicable to the funding including, but not limited to the FEMA and Additional Federal Funding Special Conditions section located in the Federal Funds Certifications Exhibit. **Agreed**
2. Propose the frequency of updates to the supplier's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the contract.

**AOPD is committed to maintaining stable pricing in any contract that we bid. Also, the fact that OMNIA has allowed us to provide its members with a "ceiling contract" enables us to absorb small increases of a few percentage points without asking for price increases as quickly as if all of the pricing was fixed. However, there was a time that price increases did not occur on a regular basis, but the inflationary trends during the past few years have required us to be more vigilant so that the dealers that serve your customers don't sell their products and/or services at a loss.**

**Consequently, we would like to continue the process we began with our NCPA contract whereby we only raise prices on a quarterly basis for all items or services where we can provide notification of increases, via letters from manufacturers. Since we are relying on manufacturer increases, there will not be an increase each quarter. We will not attempt to**

make a greater percentage of profit on the items that we raise and are always willing to be audited and/or provide exact cost changes when they are requested. The only possible exception to asking for increases on a quarterly basis would be if we receive significant cost increases for large volume items like copy paper or toner. If our costs increase more than 5% during any month on copy paper or toner, we will request a similar increase that will include proof of the increase from our vendors.

AOPD's pricing has always been competitive and our customers "love" the customized pricing and service that our dealers provide. So, we look forward, with Region 14 and OMNIA's approval, to growing this relationship far into the future.

3. Describe any shipping charges. All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing. [Agreed.](#)
4. Describe any delivery or installation services provided by Offeror and how these services are priced. Include any fees such as setup/cleaning, design/layout, special orders, etc. Supplier may enter into additional negotiations with a purchasing agency for additional delivery or installation charges based on onerous conditions. Additional delivery and/or installation charges may only be charged if mutually agreed upon by the purchasing agency and Supplier. [Agreed.](#)
5. Describe any return and restocking fees.

AOPD and our dealers strive to provide each customer with complete satisfaction on all orders. If you member is unsatisfied with a purchase, most items can be returned within 30 days of the date of purchase at no cost to the member.

  1. All merchandise returned must be in the original carton with all packaging intact, unmarked and in new and resalable condition.
  2. No merchandise is returnable past 30 days.
  3. Shortages, incorrect shipments or damaged and defective products need to be reported within 10 days of the invoice date.
  4. Damaged merchandise should be refused.
  5. Warranty claims on defective merchandise outside of our return parameters should be handled directly with the manufacturer.
  6. Due to the seasonal nature of dated goods, all calendars are subject to a 21-day return limit.
  7. All equipment warranty claims should be handled directly with the manufacturer.
  8. All food, beverages, medical supplies and special-order products are non-returnable. No exceptions.
6. Describe if distributors/dealers/resellers/subsidiaries/partners ("affiliates") will be used to fulfill the contract. Submit a list of those affiliates authorized to sell under the proposed contract. Where and how does Offeror propose to maintain an authorized affiliate list so it may be accessed by Participating Agencies? How often does the supplier propose to update the affiliate list? Confirm the Offeror reviews the financial health, debarment status and overall general capacity of authorized affiliates. Purchase orders and payment can only be made to the awarded supplier or an approved affiliate and pricing must be less than or equal to the pricing stated herein. Offerors who use authorized affiliates are responsible for ensuring authorized affiliates are performing in accordance with the contract. [Agreed](#)

Please see the attached list of AOPD Dealers. Included in this listing is their location, number of customer service and sales reps per location, warehouse square footage and diversity status.

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
A to Z Office Resource	Cookeville	TN	38501	(931) 372-8758	0	4	SBE	500
A to Z Office Resource	Morristown	TN	37814	(423) 586-7981	2	9	SBE	0
A to Z Office Resource	Abingdon	VA	24210	(931) 388-1536	0	5	SBE	40,000
A to Z Office Resource	Knoxville	TN	37921	(423) 588-6484	0	11	SBE	3,500
A to Z Office Resource	Hopkinsville	KY	42240	(270) 886-9315	0	1	SBE	0
A to Z Office Resource	Jackson	TN	38305	(731) 668-1722	0	5	HUB	40,000
A to Z Office Resource	Columbia	TN	38402	(931) 388-1536	0	5	SBE	30,000
A to Z Office Resource	Antioch	TN	37013	(615) 831-0600	6	40	SBE	40,000
A to Z Office Resource	Madison	AL	35758	(256) 461-8888	0	5	SBE	2,000
A to Z Office Resource	Gray	TN	37615	(423) 262-0308	0	5	HUB	0
A&W Supply	Knoxville	TN	37932	(865) 966-1133	3	13	SDVOSB	35,000
AAA Business Supplies & Interiors	Stockton	CA	95215	(209) 444-5400	5	2	SBE	20,000
AAA Business Supplies & Interiors	Fresno	CA	93725	(559) 252-4695	1	5	SBE	20,000
AAA Business Supplies & Interiors	Merced	CA	95344	(877) 484-3633	0	1	SBE	20,000
AAA Business Supplies & Interiors	San Francisco	CA	94124	(650) 364-4311	0	4	SBE	52,000
AAA Business Supplies & Interiors	Richmond	CA	94806	(877) 484-3633	0	1	SBE	20,000
Apex Office Products	Ocala	FL	34475	(352) 622-3221	3	2	MBE	0
Apex Office Products	Inverness	FL	34450	(352) 726-4400	4	1	MBE	0
Apex Office Products	Tampa	FL	33603	(813) 871-2010	6	10	MBE	25,000
Business Essentials	Grapevine	TX	76051	(817) 328-1617	2	5	WBE, Hub	5,000
Business Essentials	Texarkana	TX	75501	(903) 793-5566	2	3	WBE	10,000
Business Essentials	Longview	TX	76051	(903) 212-6144	2	3	WBE	5,000
Chuckals Office Products	Tacoma	WA	98402	(253) 620-2350	5	10	SBE	6,000
Coastal Office Solutions, Inc.	Victoria	TX	77901	(361) 578-5392	6	4	Hub, DBE	5,000
Complete Office Supplies	Winnellie	NT	0820	(130) 088-2244	0	1	SBE	45,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Complete Office Supplies	Regency Park	SA	5010	(130) 088-2244	2	3	SBE	45,000
Complete Office Supplies	Canning Vale	WA	6155	(130) 088-2244	7	8	SBE	45,000
Economy Office Supply Company	Glendale	CA	91204	(818) 548-1525	3	6	WBE	15,000
Egyptian Workspace Partners	Belleville	IL	62226	(618) 234-2323	2	8	SBE	14,000
El Paso Office Products	El Paso	TX	79936	(915) 593-9000	2	6	MBE & HUB	8,000
EON Office	Denver	CO	80223	(866) 570-5400	5	21	WBE, WOSB	65,000
FriendsOffice	Findlay	OH	45840	(419) 427-1704	5	15	SBE	21,000
FriendsOffice	Avon	OH	44011	(419) 427-1704	0	3	SBE	5,000
FriendsOffice	Columbus	OH	43229	(419) 427-1704	0	4	SBE	75,000
FriendsOffice	Brooklyn	MI	49230	(419) 427-1704	0	1	SBE	21,000
FriendsOffice	Youngstown	OH	44514	(419) 427-1704	1	1	SBE	5,000
FriendsOffice	Miamisburg	OH	45342	(419) 427-1704	1	4	SBE	9,000
FriendsOffice	Defiance	OH	43512	(419) 427-1704	1	2	SBE	21,000
FriendsOffice	Lexington	KY	40511	(419) 427-1704	0	4	SBE	21,000
FSIoffice	Greenville	SC	29607	(800) 532-0335	3	7	WBE	5,000
FSIoffice	Charlotte	NC	28213	(800) 532-0335	9	16	WBE	103,000
FSIoffice	Raleigh	NC	27615	(800) 532-0335	0	5	WBE	3,000
FSIoffice	Greensboro	NC	27406	(800) 532-0335	2	2	WBE	3,000
FSIoffice	W. Columbia	SC	29172	(800) 532-0335	4	6	WBE	5,000
FSIoffice	Wilmington	NC	28405	(800) 532-0335	0	3	WBE	0
FSIoffice	Ladson	SC	29456	(800) 532-0335	0	4	WBE	5,000
FSIoffice	Lumberton	NC	28358	(800) 532-0335	1	3	WBE	0
GBP Direct, Inc.	Kenner	LA	70062-	(504) 464-0000	5	17	WBE	5,500
GBP Direct, Inc.	Baton Rouge	LA	70814	(866) 393-3966	3	4	WBE	1,100
Gibson's Office Solutions	Mesa	AZ	85204	(602) 888-7850	0	1	SBE	2,000
Gibson's Office Solutions	Tucson	AZ	85711	(520) 622-6738	2	3	SBE	4,500
Guernsey, Inc.	Dulles	VA	20166	(703) 968-8200	6	40	SWaM	75,000
Guernsey, Inc.	Richmond	VA	23231	(804) 222-1281	1	1	SWaM	10,000
Guernsey, Inc.	Virginia Beach	VA	23462	(757) 499-9112	2	3	SWaM	5,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Guernsey, Inc.	Beltsville	MD	20705	(301) 598-7599	5	12	SBE	10,000
Guernsey, Inc.	Mechanicsburg	PA	17055	(717) 948-5238	5	20	SBE	15,000
ImpactOffice	Elkridge	MD	21075	(240) 542-1300	10	35	SBE	90,000
Independence Business Supply	Youngstown	OH	44512	(330) 726-7633	0	2	SBE	0
Independence Business Supply	Cleveland	OH	44109-6010	(216) 398-8880	5	23	SBE	33,565
Innovative Office Solutions	Sioux Falls	SD	57104	(952) 808-9900	0	6	WBENC	50,000
Innovative Office Solutions	Alexandria	MN	56308	(952) 808-9900	0	3	WBENC	50,000
Innovative Office Solutions	Burnsville	MN	55337	(952) 808-9900	15	25	WBENC	50,000
Innovative Office Solutions	Mandan	ND	58554	(952) 808-9900	2	0	WBENC	50,000
Innovative Office Solutions	Jamestown	ND	58401	(952) 808-9900	3	0	WBENC	50,000
Innovative Office Solutions	Fargo	ND	58104	(952) 808-9900	1	1	WBENC	50,000
Innovative Office Solutions	St. Paul	MN	55110	(952) 808-9900	0	0	WBE	100,000
Innovative Office Solutions	Bemidji	MN	56601	(952) 808-9900	0	3	WBENC	0
Integrity Business Solutions	Grand Rapids	MI	49512	(616) 656-6010	10	15	SBE	12,000
Intivity	East Rochester	NY	14445	(888) 363-9777	3	8	MBE	6,100
Intivity	Albany	NY	12204	(518) 273-9359	0	3	MBE	0
Intivity	East Syracuse	NY	13057	(315) 479-5595	0	3	MBE	0
J. Thayer Company	Wilsonville	OR	97070	(503) 684-7874	6	6	SBE	5,000
J. Thayer Company	Calabasas	CA	91302	(503) 684-7874	0	4	SBE	1,500
J. Thayer Company	Anaheim	CA	92806	(503) 684-7874	1	3	SBE	1,500
Keeney's Office Supply, Inc.	Redmond	WA	98052	(425) 869-7555	2	6	SBE	12,100
Kennedy Office Supply Company	Wilmington	NC	28405	(704) 786-4677	2	2	WBE	13,000
Kennedy Office Supply Company	Charlotte	NC	28208	(704) 786-4677	2	6	WBE	13,000
Kennedy Office Supply Company	Raleigh	NC	27604	(919) 878-5400	4	6	WBE	13,000
Layton Office Supply (strive)	Layton	UT	84040	(801) 773-2512	3	3	SBE	2,500

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Marco Office Supply, Furniture & Printing, Inc.	Naples	FL	34104	(239) 775-7513	3	4	SBE	15,000
McKinney Office Supply	Dallas	TX	75225	(972) 562-5020	0	2	SBE	0
Miller's Supplies at Work	Lorton	VA	22079	(703) 644-2200	8	16	WBE	26,420
Miller's Supplies at Work	Waynesboro	VA	22980	(540) 949-5857	1	2	WBE	0
Miller's Supplies at Work	Winchester	VA	22602	(540) 662-1824	2	4	WBE	15,000
Minton Jones Company	Norcross	GA	30093	(770) 449-4787	5	10	SBE	21,000
Navajo Office Products, LLC.	Amarillo	TX	79101	(806) 331-1658	2	3	Hub Zone	0
OEC Workplace Solutions	Mobile	AL	36607	(251) 471-3368	3	7	SBE	15,000
OEC Workplace Solutions	Mobile	AL	36607	(251) 471-3368	3	7	SBE	15,000
Office Basics, Inc.	Lancaster	PA	17603	(717) 394-2672	3	3	SBE	7,500
Office Basics, Inc.	Moorestown	NJ	08057	(856) 797-5700	2	6	SBE	6,000
Office Basics, Inc.	Boothwyn	PA	19061	(610) 471-1000	12	18	SBE	100,000
Office Express	Troy	MI	48083	(877) 795-2600	2	9	SBE	15,000
Office Express Supplies Inc.	Hialeah	FL	33014	(305) 557-1667	4	7	SBE	30,000
Office Plus of Nevada	Reno	NV	89521	(702) 457-3636	3	5	SBE	51,000
Office Plus of Nevada	Las Vegas	NV	89101	(702) 457-3636	3	5	SBE	51,000
Office Products Plus	Ridgeland	MS	39157	(888) 896-1384	3	5	SBE	6,500
Office Solutions Business Products & Services	Yorba Linda	CA	92887	(714) 692-7412	6	33	MBE	9,800
Office Solutions Business Products & Services	Las Vegas	NV	89102	(800) 859-0128	0	1	MBE	20,000
Office Solutions Business Products & Services	Montebello	CA	90640	(800) 859-0128	2	13	MBE	20,000
Office Universe	Westbury	NY	11590	(516) 371-4800	10	15	SBE	40,000
Office360	Indianapolis	IN	46278	(317) 632-1360	9	28	SBE	80,000
Office360	Ft. Wayne	IN	46825	(317) 632-1360	0	2	SBE	5,000
Office360	Richmond	IN	47374	(765) 962-5543	0	3	SBE	10,000
Office360	Lawrenceburg	IN	47025	(317) 632-1360	0	0	SBE	4,000
Office360	Mishawaka	IN	46544	(800) 824-5891	3	5	SBE	80,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Office360	Frankfort	KY	40601	(317) 632-1360	5	5	SBE	12,000
Officewise Furniture & Supply	Midland	TX	79701	(432) 617-0095	2	2	Veteran Owned, Hub Zone	0
Officewise Furniture & Supply	Amarillo	TX	79101	(806) 372-2236	2	2	Veteran Owned, Hub Zone	8,000
Officewise Furniture & Supply	Lubbock	TX	79401	(806) 763-2500	4	3	Veteran Owned, Hub Zone	8,000
OPACS, Inc.	Mesa	AZ	85202	(602) 840-6678	4	5		10,000
Pacific Office Solutions	Yakima	WA	98903	(509) 452-1993	2	4	WOSDB, WBENC, Hub	0
Pacific Office Solutions	Richland	WA	99354	(509) 452-1993	1	2	WOSDB, WBENC, Hub	0
Perry Office Plus	Temple	TX	76501	(254) 778-4755	3	6	WBE, HUB	45,000
Petter Business Systems	Benton	KY		(270) 527-5536	1	2	SBE	0
Petter Business Systems	Mt. Vernon	IL	62864	(618) 242-8987	1	2	SBE	10,000
Petter Business Systems	Owensboro	KY	42301	(270) 684-1322	1	2	SBE	10,000
Petter Business Systems	Hopkinsville	KY	42241	(270) 886-8332	1	2	SBE	10,000
Petter Business Systems	Paducah	KY	42001	(270) 443-8461	3	7	SBE	40,000
Pettus Office Products	Little Rock	AR	72204	(501) 666-7226	4	12	SBE	30,000
Pettus Office Products	Nashville	TN	37210	(501) 666-7226	0	4	SBE	0
Pettus Office Products	Monroe	LA	71201	(318) 361-9986	1	3	SBE	0
Pettus Office Products	Bossier City	LA	71111	(318) 221-7141	1	3	SBE	0
Plano Office Supply	Plano	TX	75074	(972) 424-8561	1	4	SBE	6,500
Porter's Office Products	Rexburg	ID	83440	(208) 356-4616	2	4	SBE	5,000
Porter's Office Products	Logan	UT	84321	(435) 374-0210	0	1	SBE	2,500
Preferred Business Solutions	Irving	TX	75038	(214) 358-1200	5	18	SBE	40,000
Rangel Distributing	Kansas City	KS	66063	(816) 842-7933	2	2	SBE	20,000

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Reach Technologies	Buford	GA	30518	(770) 535-2109	4	10	SBE	10,000
Reach Technologies	Jacksonville	FL	32246	(904) 221-6201	2	3	SBE	1,500
Ritter's Office Outfitters	Mansfield	OH	44902	(419) 522-1911	6	10	SBE	25,000
Rudolph Supply	Elkridge	MD	21075	(410) 931-4150	6	12	MBE/WBE	15,000
Smith & Butterfield	Evansville	IN	47733-	(812) 422-3261	2	2	SBE	18,000
Source Office & Technology	Denver	CO	80216	(303) 665-7676	0	0	SBE	0
Source Office & Technology	Golden	CO	80403	(303) 964-8100	7	13	SBE	12,500
Source Office & Technology	Laramie	WY	82072	(307) 745-8483	0	1	SBE	0
Source Office & Technology	Gillette	WY	82716	(307) 682-8581	0	1	SBE	0
Standard Office Supply, Powered by OEC	Hattiesburg	MS	39402	(601) 544-5361	0	4	SBE	2,000
Stationers, Inc.	Huntington	WV	25702	(304) 528-2780	4	8	SBE	45,000
Stinson's, Inc.	Bakersfield	CA	93305	(661) 323-7611	6	6	SBE	50,000
Storey Kenworthy	Ames	IA	50010	(515) 232-4161	0	2	SBE	0
Storey Kenworthy	Des Moines	IA	50314	(515) 288-3243	6	7	SBE	100,000
Storey Kenworthy	Davenport	IA	52802	(515) 232-4161	0	5	SBE	0
Storey Kenworthy	Coralville	IA	52241	(515) 232-4161	0	0	SBE	0
Storey Kenworthy	Waterloo	IA	50703	(319) 234-4621	5	2	SBE	0
Storey Kenworthy	Hiawatha	IA	52233	(319) 364-4191	1	1	SBE	0
Strickland Companies	Huntsville	AL	35801	(256) 533-6977	3	7	WBE	7,000
Strickland Companies	Mobile	AL	36605	(800) 388-4761	3	3	WBE	10,000
Strickland Companies	Columbus	MS	39702	(662) 327-0479	2	2	WBE	5,000
Strickland Companies	Montgomery	AL	36108	(334) 613-9040	3	3	WBE	15,000
Strickland Companies	Birmingham	AL	35214	(205) 798-3000	3	12	WBE	65
Strickland Companies	Pensacola	FL	32501	(850) 262-0218	3	2	WBE	0
strive workplace solutions	Portland	OR	97210	(503) 241-1921	4	6	SBE	8,000
strive workplace solutions	Meridian	ID	83642	(208) 342-1025	3	5	SBE	4,000
strive workplace solutions	Bend	OR	97701	(541) 382-6688	2	2	SBE	3,000
strive workplace solutions	Salt Lake City	UT	84104	(801) 486-7711	2	2	SBE	5,000
strive workplace solutions	Twin Falls	ID	83301	(208) 735-8132	0	1	SBE	1,000

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Suburban	Middletown	CT	06457	(860) 347-0299	4	15	SBE	27,000
Tejas Office Products, Inc.	Houston	TX	77008	(713) 864-6004	3	9	MBE & HUB,	36,000
The Supply Room	Lynchburg	VA	24502	(800) 849-7239	0	2	WBE	500
The Supply Room	Elkridge	MD	21075	(410) 737-7500	4	19	WBE	30,000
The Supply Room	Roanoke	VA	24018	(800) 849-7239	1	4	WBE	0
The Supply Room	Sterling	VA	20166	(800) 849-7239	0	1	WBE	600
The Supply Room	Bridgewater	VA	22812	(800) 849-7239	1	1	WBE	1,000
The Supply Room	Ashland	VA	23005	(804) 412-1200	10	11	WBE	280,000
The Supply Room	Viginia Beach	VA	23462	(757) 855-6655	1	6	WBE	20,000
The Supply Room	Charlottesville	VA	22901	(434) 979-3392	2	1	WBE	1,200
The Supply Room	Ashland	VA	23005	(804) 412-1200	10	11	WBE	280,000
The Supply Room	Fredericksburg	VA	22405	(800) 849-7239	0	2	WBE	700
The Weeks Lerman Co., LLC.	Maspeth	NY	11378	(718) 803-5000	13	40	SBE	100,000
Walker's	Rocklin	CA	95677	(530) 823-8737	1	7	SBE	2,100
Warehouse Direct	Des Plaines	IL	60018	(847) 952-1925	50	150	SBE	67,000
Wist Business Supplies & Equipment	Tempe	AZ	85283	(480) 921-2900	8	18	SBE	32,500
Yuletide Office Solutions	Memphis	TN	38134	(901) 372-8588	2	5	SBE	8,000

To become an AOPD Member, an applying dealer must provide 2 years' worth of financials to the AOPD Board of Directors. These reports are used to determine the acceptance of a dealer. This ensures that only the most financially stable Dealers become members of AOPD.

7. Describe any special offers, promotions, additional discounts or rebates offered. Additional discount or rebates may be offered for large quantity purchases, single ship to location programs, growth, annual spend, guaranteed quantity, etc.

One of the most significant value adds, is the fact that AOPD and NCPA, and now OMNIA, have built a strong, solid, and mutually beneficial relationship since 2011.

From the initial award, AOPD has proven success on a continued basis. The contract has grown to a significant level and OMNIA member satisfaction is very high. There is great value in extending a relationship that has and continues to be proven successful.

One key factor in the overall analysis of the agreement is to consider the cost of conversion. In some cases, vendor conversion can reach as high as 15%.

The value adds of continuing this relationship with AOPD, is that everything is currently in place to assure future success. Through a future award of the agreement, AOPD will continue to service the OMNIA membership (along with new opportunities) in a prompt, efficient, effective and cost savings manner, with no vendor change or service disruption.

- Dock vs. Desktop/Department Delivery – Our dealer will offer additional discounts moving from Desktop/Departmental delivery to single-point Dock delivery. For example, an AOPD dealer would negotiate an additional discount from 1% up to 3% depending on volume.
- Optimized Delivery Program - OMNIA Members will be offered an additional discount if an optimized delivery program is utilized with deliveries occurring less than 5 days per week. Additional discounts will be offered in accordance with the following table. Delivery  
Days/Week Discount  
4 Days/Week 0.50%  
3 Days/Week 0.75%  
2 Days/Week 1.00%  
1 Day/Week 1.25%
- Copy Paper Pallet Price Offering - Contractor will offer special pricing for pallets of office copy paper to OMNIA Members. Special pricing will be offered at a cost plus 12% margin, which will include delivery. Delivery for this offer will be dock delivery only.
- Recycling Programs - Paper recycling programs offered at no additional cost would be available to OMNIA Members. Contact Contractor for additional details
- Lunch and Learns - A Lunch and Learn is a Contractor-conducted luncheon for OMNIA Members usually conducted at the OMNIA Member's site. During the luncheon new products and services are demonstrated and product samples offered. A Lunch and Learn is offered at no additional cost to the OMNIA Member.
- Productivity Workshops - Productivity workshops offer OMNIA Members a chance to see new products and methods of improving time management in daily job functions. Products

and presentations are designed to provide solutions that fit the job descriptions of those OMNIA Members that will attend. This value-added service is offered at no additional charge to OMNIA Members.

- Custom Core List Discount Program - Items Added to the Agreement - OMNIA Members may receive additional discounts beyond pricing set forth on the “Core Contract” on a designated number of high usage items as a "Local Core" list. These items and discounts are negotiated directly with the OMNIA Member. The Dealer will work with the OMNIA Members to determine the designated items for these "Local Core" lists, based on usage and need.
  - Green Product Initiatives - Dealer offers a value-added program for OMNIA Members looking to increase green or environmentally preferred office products spend. Our dealers will offer tools to provide OMNIA Members with recommended green product alternates for items regularly purchased. We recognize that environmentally preferable products are becoming more important to OMNIA Members and our dealers will assist in providing analysis for cost savings or cost neutrality for purchasing green office products items.
8. Describe any Leasing/Financing programs.  
AOPD doesn't offer any leasing/financing programs.
9. Describe how customers verify they are receiving the correct contract pricing.  
AOPD provides pricing files to our dealers on a regular basis and trains them on how to use the OMNIA contract. We also collect sales data from each dealer on a monthly basis and examine the files to ensure that the prices charged are at or below the “ceiling price” that has been established in our agreement. We use a data management system from one of our ERP suppliers to configure and report the data to OMNIA and have not had any problems with dealers going above the contracted price during our contract with OMNIA or in our prior relationship with NCPA.
10. Describe supplier's invoicing process. Include payment terms and acceptable methods of payments. Suppliers shall describe any associated fees pertaining to credit cards/p-cards. AOPD dealers can accommodate your invoicing requirements regardless of timing, medium, or format. OMNIA members decide if they want invoicing to be consolidated by location, sent hard copy, electronic transmission and/or standard or custom format. Whatever the OMNIA customer wants, we can meet their needs.

No matter what invoicing option the OMNIA member prefers, AOPD's Dealers provide consistent, accurate invoicing every time. All sales data is maintained on a single computer system and continually updated for changes in products, item numbers, unit-of-measure, pricing, etc.

AOPD does not have any additional fees associated with purchasing via credit card/p-card.

11. Describe how future product introductions will be priced and align with contracting pricing proposed.  
Independent Office Solutions dealers do a great job of introducing new and revolutionary products that help their customers become more efficient and effective. AOPD works with the largest and most creative vendors (who we call and treat as “Business Partners”) to introduce new products to our dealers very quickly. Our Business Partners include product companies like 3M, Avery, Fellowes, HP, and Smead, along with furniture partners like Fellowes, Ghent, Iceberg, Lesro, Moore Co. and Newell, and janitorial partners like AFFLINK, Essity, and Lysol.

Every month AOPD sponsors “AOPD University” where our business partners share their new and most popular products with our dealer members. This enables the dealers to be on the cutting edge of new ideas and products that will be or have been introduced into the marketplace. Pricing for these products can vary if they are brand new, but the business partner will often provide introductory pricing either on a direct basis or through a wholesaler. We will add new products and more popular items/services to our contract as they gain prominence. The result of all of this collaboration between AOPD, its business partners, and the 70+ best independent dealers in the United States is unparalleled consultation and service for your customers.

12. Provide any additional information relevant to this section.

## VI. SIGNATURE FORM

A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective supplier must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. A contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless conspicuously noted by the supplier following the requirements of Deviations and Exceptions section in the Instructions to Suppliers. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this response in collusion with any other supplier and that the contents of this proposal as to prices, terms or conditions of this response have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed for **120 days**.

\_\_American Office Products Distributors, Inc.\_\_\_\_ Company Name

\_\_PO Box 639\_\_\_\_ Address

\_\_South Elgin\_\_\_\_ IL\_\_\_\_ 60177\_\_\_\_  
City State Zip

\_\_630-761-0600 ext. 106\_\_\_\_ 630-761-0691\_\_\_\_  
Telephone Number Fax Number

\_\_angela@aopd.com\_\_\_\_  
Email Address

\_\_Angela Price\_\_\_\_ \_GM/Director of National Operations\_\_\_\_  
Printed Name Position

*Angela Price*  
\_\_\_\_\_  
Authorized Signature

**B. Ability to Perform (30 points)**

1. Include a detailed response to Appendix B, Exhibit A, OMNIA Partners Response for National Cooperative Contract. Responses should highlight experience, demonstrate a strong national presence, describe how supplier will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to OMNIA Partners.

Since AOPD was awarded our contract through Region 14, in 2011, AOPD has had the distinct pleasure of being an NCPA/OMNIA contract holder. Through that time, we have developed a very effective go to market strategy that supports all the inherent goals and objectives of the OMNIA program.

The overall value of a continued relationship with AOPD is simply that all the “heavy lifting” is done. Through our association with OMNIA over the past thirteen years, we have developed highly effective and comprehensive go to market strategies that have resulted in great success through our combined efforts.

Based on our gained experience, we have developed the best strategies for addressing existing and potential business partners. Our current and go forward implementation objectives are as follows:

- All AOPD dealer members are provided with the appropriate contract information, price schedules and tools necessary to market and engage
- All AOPD dealer members have been trained to assure full understanding of the contract, its value adds and implementation strategies/requirements
- All AOPD dealers are linked to AOPD HQ via Acsellerate to support the necessary sales management and sales data reports required to support the contract
- All AOPD dealers have direct relationships with many manufacturers and the two major wholesalers, allowing them to get products to customers nationwide easily and on time
- AOPD has provided all dealer members the appropriate marketing collateral, approved by OMNIA, to engage in customer awareness and presentation campaigns
- AOPD will continue working with Mia and the marketing team on additional promotional opportunities for OMNIA’s website and social media channels
- AOPD dealer sales reps and managers all have access to OMNIA Connect
- All AOPD dealer members can provide an extensive online reporting tool to OMNIA members (CXI Intelligence) enabling them to view their total and overall purchasing activities online
- All AOPD dealer members understand the value of business reviews and the ‘re-selling” of the OMNIA agreement to their customers
- All dealers understand the value in providing custom program offerings to OMNIA members to meet their individual business requirements
- AOPD will continue to consult with Matt about leads and additional training opportunities for our dealers
- Our team will continue to meet with Lisa M. on a regular basis to expand the scale of our furniture program. (We currently have a \$1.5M P.O. from one of our dealers in California for just furniture and it will bill before the end of August.)

2. The successful supplier will be required to sign Appendix B, Exhibit B, OMNIA Partners Administration Agreement prior to contract award. Suppliers should have any reviews required to sign the document prior to submitting a response. Supplier's response should include any proposed exceptions to OMNIA Partners Administration Agreement.  
[Agreed and done.](#)
3. Include completed Appendix B, Exhibits F. Federal Funds Certifications and G. New Jersey Business Compliance. [Agreed and done.](#)
4. Provide available ordering methods (online ordering, order tracking, search options, order history, etc.).

Every AOPD dealer website has on-line purchasing as a standard offering for their customers to utilize an easy ordering process. The AOPD dealers' on-line purchasing programs offer a fully functional website complete with a customized and net-priced Internet catalog. AOPD customers can manage their supply purchases using various approval levels and notifications that show complete pricing and product information, and the order history for their account(s).

Flexibility is vital to our success. As our customer's requirements and order entry programs and technology changes, the AOPD dealers upgrade programs to match these changes. What won't change is the level of local service provided.

Customers are offered a variety of functionality settings in their set up as an AOPD customer. These include custom product lists for easy ordering, product(s) blocking, approval levels, order tracking capabilities, easy returns, invoicing/payment methods, and reporting.

Some of the additional features of the AOPD dealers' order entry programs are:

- Ability to order for multiple cost centers and/or departments and ship to addresses
- Quick order items from favorites list
- Contract items can be set up as first source or to come up first in search
- Save shopping carts to add more products or submit later
- View cart, to see or print what is in the cart...add or delete, save again or submit

All orders are entered into, tracked through, invoiced, and reported from our dealers' computer systems. This gives you a completely auditable ordering program. Every OMNIA customer will receive their own login(s) and specific ordering instructions from their local AOPD member. Personal training is also available if needed.

5. What is supplier's average on time delivery rate? Describe Supplier's history of meeting the shipping and delivery timelines.

AOPD maintains an average on-time delivery rate of 95%. In most metropolitan markets, AOPD dealers can provide free, next day delivery. In some rural areas, delivery may take 2-3 days. AOPD's reliability in meeting these delivery rates contributes to the extremely positive customer satisfaction ratings our dealers have received from your members.

6. Describe how supplier responds to emergency orders.

AOPD dealers offer customer service from 8AM – 5PM standard local time. When an OMNIA

customer calls their AOPD dealer they will not be connected to a call center, instead they will be talking to a local customer service representative that can take immediate action.

Since the AOPD Dealers are local, they are agile and able to handle unique or emergency orders that may come up. Principals of AOPD Dealers have even driven an emergency order directly to the customer themselves.

7. What is supplier's average Fill Rate?

AOPD orders are filled quickly and completely by AOPD member dealers, some of the largest independent dealers across the country. AOPD dealers maintain inventory levels sufficient to provide next day fill rates of 98+% for copier paper, toner and general office supplies.

AOPD members provide exceptional local service and distribution anywhere OMNIA members need it. AOPD dealers are backed by the support of the two major national wholesalers. Their 65 locations nationwide provide dealers thousands of skus daily. This means OMNIA members are assured to receive their orders accurately and on time.

All OMNIA members will securely receive their deliveries by a badged and uniformed delivery driver employed by the local AOPD dealer.

8. Describe supplier's return and restocking policy.

AOPD and our dealers strive to provide each customer with complete satisfaction on all orders. If you member is unsatisfied with a purchase, most items can be returned within 30 days of the date of purchase at no cost to the member.

1. All merchandise returned must be in the original carton with all packaging intact, unmarked and in new and resalable condition.
2. No merchandise is returnable past 30 days.
3. Shortages, incorrect shipments or damaged and defective products need to be reported within 10 days of the invoice date.
4. Damaged merchandise should be refused.
5. Warranty claims on defective merchandise outside of our return parameters should be handled directly with the manufacturer.
6. Due to the seasonal nature of dated goods, all calendars are subject to a 21-day return limit.
7. All equipment warranty claims should be handled directly with the manufacturer.
8. All food, beverages, medical supplies and special-order products are non-returnable. No exceptions.

9. Describe supplier's ability to meet service and warranty needs. Proposal should address life expectancy of equipment under normal use; applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period; availability of replacement parts; and detailed information as to proposed return policy on all equipment.

As a general rule, our dealers don't directly warranty the products that they sell, but they guarantee the proper delivery, set up and functioning of products like furniture. If there are problems after installation with any products, the dealer's representatives help to fix them by making joint calls to the manufacturer. On an overall basis, AOPD dealers pride themselves on quick response times, usually within 3-6 hours when issues need to be addressed. They provide this kind of service for at least two reasons:

1. Independent solutions providers are committed to providing great service as a differentiator from their large competitors.
  2. Our dealers generally sell multiple lines of products to the customers they serve, so they are personally acquainted with the employees and know how important the proper functioning of an office or entity is to their future sales efforts.
10. Describe any extended warranty programs or service maintenance programs. As a rule, extended warranty programs and service maintenance agreements are agreed to separately from the sale of the product when needed. Most of our dealers' customers don't need to request this type of support, due to the type of product they are purchasing.
11. The supplier shall provide timely and accurate technical advice and sales support. The supplier shall respond to such requests within one (1) working day after receipt of the request. Describe supplier's customer service/problem resolution process and ability to meet the one working day response time. Include hours of operation, number of services, etc.
- By offering customer service from 8 AM to 5 PM with direct access to knowledgeable local customer service representatives, AOPD dealers ensure timely and accurate technical advice and sales support. Local sales and customer service representatives are trained and authorized to handle a variety of customer needs promptly, enhancing responsiveness.
- If a problem is outside of the capabilities of that local customer service representative, they will engage relevant sales team members for complex inquiries. Throughout the process, OMNIA customers will be informed of the progress and the anticipated resolution timeline.
- Our dealer's commitment to responding within one working day demonstrates the importance of resolving customer inquiries efficiently and maintaining high standards of service.
12. Describe supplier's contract implementation/customer transition plan.
- Since AOPD was awarded our contract through Region 14, in 2011, AOPD has had the distinct pleasure of being an NCPA/OMNIA contract holder. Through that time, we have developed a very effective go to market strategy that supports all the inherent goals and objectives of the OMNIA program.
- The overall value of a continued relationship with AOPD is simply that all the "heavy lifting" is done. Through our association with OMNIA over the past thirteen years, we have developed highly effective and comprehensive go to market strategies that have resulted in great success through our combined efforts.
- Based on our gained experience, we have developed the best strategies for addressing existing and potential business partners. Our current and go forward implementation objectives are as follows:
- All AOPD dealer members are provided with the appropriate contract information, price schedules and tools necessary to market and engage
  - All AOPD dealer members have been trained to assure full understanding of the contract, its value adds and implementation strategies/requirements

- All AOPD dealers are linked to AOPD HQ via Acsellerate to support the necessary sales management and sales data reports required to support the contract
- All AOPD dealers have direct relationships with many manufacturers and the two major wholesalers, allowing them to get products to customers nationwide easily and on time
- AOPD has provided all dealer members the appropriate marketing collateral, approved by OMNIA, to engage in customer awareness and presentation campaigns
- AOPD will continue working with Mia and the marketing team on additional promotional opportunities for OMNIA's website and social media channels
- AOPD dealer sales reps and managers all have access to OMNIA Connect
- All AOPD dealer members can provide an extensive online reporting tool to OMNIA members (CXI Intelligence) enabling them to view their total and overall purchasing activities online
- All AOPD dealer members understand the value of business reviews and the 're-selling' of the OMNIA agreement to their customers
- All dealers understand the value in providing custom program offerings to OMNIA members to meet their individual business requirements
- AOPD will continue to consult with Matt about leads and additional training opportunities for our dealers
- Our team will continue to meet with Lisa M. on a regular basis to expand the scale of our furniture program. (We currently have a \$1.5M P.O. from one of our dealers in California for just furniture and it will bill before the end of August.)

13. Describe the financial condition of supplier.

AOPD is a not-for-profit and financially stable. To become an AOPD Member, an applying dealer must provide 2 years' worth of financials to the AOPD Board of Directors. These reports are used to determine the acceptance of a dealer. This ensures that only the most financially stable dealers become members of AOPD.

14. Provide a website link to review website ease of use, availability, and capabilities related to ordering, returns and reporting. Describe the website's capabilities and functionality.

One of the benefits of the AOPD program is that customers use a single computer system to place orders. All orders are entered into, tracked through, invoiced from and reported from our computer system. This gives you a completely auditable ordering program. Below is a description of one of our dealers ordering website. The other AOPD dealers offer similar, robust ordering platforms.

FSloffice has a fully functional website, complete with a custom-priced Internet catalog; please visit [www.fsloffice.com](http://www.fsloffice.com) to see all specials, rebates and functionality. Our system enables our customers to manage their supply purchases using various approval levels and notifications, shows complete pricing and product information, and provides order history for their account. Access through our website provides customers with the FSloffice catalog (10,000 items) as well as both national wholesaler's catalog (an additional 65,000 items).

*FSloffice offers a single ordering system with 75,000 viewable items for all of your locations. In-house support is available from 8:00-5:00 EST.*

The FSloffice E-commerce department is responsible for ensuring end-users are set up with appropriate passwords and designations and approval circumstances within the FSloffice SmartNet Internet ordering system. This team provides daily technical support (800-532-0335), conducts all initial webinar training sessions for end-users and is available for refresher sessions throughout the term of contract. Updates to user profiles usually occur within a single business day depending on how extensive the list of changes.

### Features of SmartNet include

- Quick Order – create an order or add to your favorites list, no shopping just enter the item number, quantity and any comment
- My Favorites – create your own list of favored items for yourself or to share
- Quick Search – compare items, add to your favorites, order, view special denotations for the product. All of the product information is at your fingertips
- Browse Catalog – another way to access the AOPD/FSloffice catalog offering so you can compare items, add to your favorites, order and view special information
- Order from Contract – allows end-users to order items on their contract without filtering through non contract items
- Shopping **List – a list compiled by AOPD/FSloffice at your direction. This feature greatly aids in standardization programs when management encourages end-users to order from the list.** This feature assists in the encouragement of purchases based on product preference without absolutely removing other options
- **Order History - shows complete order history along with proof of delivery information**
- **Contract Item Designation – contract items are designated throughout the search with a yellow starburst with a “C”**
- **Online Returns – Users can request through Order History or on a simple online form that goes directly to customer service for processing**
- **Saved Orders – orders can be saved for less frequent processing (reducing your soft costs); there is no time limit on held orders**
- **Inventory & Pricing – product is always listed with real time pricing; inventory is allocated upon order submittal**
- **Product information including images and video is provided by national wholesalers ensuring a compliance to industry standards in description, illustration and list pricing**
- End-users can be assigned to multiple accounts, cost centers and ship to locations depending upon the structure of your account set up within the FSloffice computer system which is dictated by customer requirements.
- Items can be blocked from purchase based on price or product category – See Restrictions below
- Up to four items can be compared at a time simply by clicking on the radio button to the left of the desired items and choosing to “compare items”
- Alternate Item Suggestions – available alternate items will show as long as the purchase price is less than the price of the initially requested item. End-users may accept or deny these suggestions depending on customer dictated rules concerning product preferences and restrictions.
- Items Recently Purchased – view purchases from the last 180 days by clicking on My Account or Featured Items.

*SmartNet is structured to meet YOUR needs*

- *Search Options*
- *Pricing & Inventory*
- *Saved Orders*
- *End-User Capabilities*

- **Recurring Orders** – This feature allows our customers to schedule their orders to automatically submit based on their needs - from every 1 Week to every 16 weeks. The system will send an email reminder 5 days before the order is automatically submitted so they can make any changes to items or to when they want the order to process

### **Budgets**

There are three types of budgets that we can set up for our customers. You can have a fixed monthly budget, floating monthly budget, or a P/O budget. You can use P/O budgets to manage a standing budget, such as that of a school district.

#### **Customer History Fixed Monthly Budget**

With a fixed monthly budget, any unused money from the previous month does not roll over. The budget is fixed.

#### **Customer History Floating Monthly Budget**

With a floating monthly budget, we can allow you to carry forward or roll over any unused money from the previous month. Suppose that your department has a budget of \$2000 a month. If the department only spends \$1000 of this money in February, the remaining \$1000 carries over and is added to March's budget. When a credit is issued the credited amount is automatically added to the budget for the current month regardless of date of order or credit.

#### **Customer History P/O Budget**

With a P/O budget, you give us a P/O number for a certain dollar amount for a department or your entire account. The amount on this P/O is tracked until the dollar amount is reached. With a P/O budget, any returns are automatically credited back into the P/O. If you are going to do a P/O budget, you must set up only one P/O per department. If you have multiple P/Os, you must set up multiple departments.

The end user's available budget can be displayed on the website when they log in. Additionally, an administrative user can be set up to edit budgets and approvers set up to approve orders if the end user goes over budget on their order.

### **Approval Limits**

#### **Authorized Order Dollar Limit: Approval Groups**

You can set up a maximum dollar order limit. The system views the end user's order total when checking out. If the order total exceeds the amount entered in this box, must be approved.

#### **Authorized Line Item Limit Ext Dollar Limit: Approval Groups**

You can set up a maximum line item extended dollar amount that the user can order. The system calculates the extended dollar amount by multiplying the items sell price by the quantity entered. If the line item exceeds the amount you specify, the order must be approved.

#### **Maximum Line Item Unit Price: Approval Groups**

You can set up a maximum line item price for items placed on the order. If a line item's selling price exceeds the amount you specify, the order must be approved.

**Three Budget Options**

- **Fixed**
- **Floating**
- **Purchase Order**

**Multiple approval and restriction options dictated by customers**

***Authorized Max Dollars Per Month: Approval Groups***

You can set up a maximum total amount for all orders that **the user** can place within a given month. If the user exceeds this amount, the order exceeding the amount must be approved.

***Non-Contract Items Require Approval: Approval Groups***

You can set whether orders containing non-contract items need approval. Any order with a non-contract item must be approved. The entire order is sent for approval.

***Over Monthly Budget Requires Approval: Approval Groups***

You can indicate whether orders that exceed the monthly departmental budget need approval. If you check this box and the order exceeds the monthly budget amount, the order must be approved. This budget is set up on the department level only.

***Restrictions***

The FSloffice SmartNet system can be customized to display available products using several methods.

1 – The system currently enables users to access approximately 75,000 office products. Upon request, we can the order limit that display to be only the AOPD/FSloffice catalog, or a subset of the 75,000 products. In this method, the end-user does not see any item that is not included in the group of items included in the custom catalog.

2 – Another method that can be used gives the end user access to view all products on the website, but based on the items you have asked us to block, users cannot view pricing or add them to their shopping cart. We can block items from purchase on several different levels, such as by product manufacturer, product category, and even by specific product sku, which could take into account the price of the item. We will work with your purchasing department to determine exactly what you want your catalog offering to be for your end-users.

*Flexibility is vital to our success. As your needs and technology change, we change with you. What won't change is the level of service we provide.*

***Training***

Training is conducted (free of charge) by FSloffice specialists via webinars scheduled at the days and times determined during implementation/transition.

***The Flip Catalog***

Visit our flip catalog at [https://www.activepoint.com/FSI\\_1stSource2024/slider.html](https://www.activepoint.com/FSI_1stSource2024/slider.html) or from the FSloffice homepage see all of our Catalog and Promotions - <https://fsloffice.com/catalogs/>. Items can be dropped directly from the flip catalog into your SmartNet shopping cart. Simply click on the item you want in the flip catalog and your computer will take you to the FSloffice Internet ordering site giving you product detail and your price for the item and allowing you to add the item to your cart.

***Viewing SmartNet***

Log in to [www.fsloffice.com](http://www.fsloffice.com) UserName: OMNIA, Password: fsloffice  
Pricing found here is for demonstration purposes.

### ***Punchout Catalog Solutions***

For those customers who already utilize a procurement platform with XML or OCI punchout capabilities, the FSI website solution is fully capable of meeting your needs. We have extensive experience in working with many of the most popular 3<sup>rd</sup> party systems, including SAP, Ariba, PeopleSoft, Jagger (Sci-Quest), Basware, and other proprietary systems.

15. Describe the supplier's safety record.

We have no record of any of our dealers or OMNIA customers reporting a safety issue since 2011, since we first started working with NCPA.

16. Describe technology used to support the contract.

AOPD's website([www.aopd.com](http://www.aopd.com)) lists our dealers by zip code so that your members can find one of them very quickly. We also provide our dealers with online flyers, access to OMNIA Connect, and electronic updates on what is happening in the SLED space when appropriate. AOPD manages and measures sales, sale prices, and product usage online monthly for reports to OMNIA. We also use that data to inform our business partners (vendors) about "rogue spend" so that they can introduce their contracted products (often at a lower cost to the customer) to our dealers and ultimately OMNIA customers.

17. Provide any additional information relevant to this section.

OMNIA is AOPD's largest contract in terms of sales, and it is our most dealer-promoted agreement as well. Through our contract with Region 14, we have loved the relationship we formed with NCPA and that energy has continued to grow with OMNIA through the assistance of Sonda, Matt, Lisa, and so many others. AOPD is the largest organization of its kind, and its only mission is to help dealers service regional and national contracts nationwide. Our motto, "Local Service, Nationwide" along with the fact that we are a not-for-profit organization focused only on selling, not buying, has enabled us to thrive for the last 46 years. Our 70+ dealers love us, because we can be trusted to always focus on their growth. Our business partners love working with us, because we are always interested in promoting the newest, most creative products that increase customer efficiency. Our customers love working with AOPD, because our dealers live out our motto every day. To compete and win in a space as competitive as providing various types of office products, furniture, and expertise, the "local engagement" of our dealers is our "secret sauce."



## NOTICE TO OFFEROR ADDENDUM NO. 1

RFP 24-S844

Competitive Solicitation by Region 14 Education Service Center

for

OFFICE SUPPLIES AND SERVICES

This Addendum No. 1 amends the Request for Proposals (RFP) for Office Supplies and Services ("Addendum"). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 14 ESC 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 non-profit organizations (herein "Public Agency" or collectively "Public Agencies") is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Office Supplies and Services

*See Addendum No. 1 Acknowledgement included on the last page.*

Addendum No. 1 is hereby issued as follows:

Additional documents have been added to the solicitation:

- Appendix B

## APPENDIX B



### **Requirements for National Cooperative Contract To Be Administered by OMNIA Partners**

The following documents are used in evaluating and administering national cooperative contracts and are included for Supplier's review and response.

Exhibit A – Response for National Cooperative Contract

Exhibit B – Administration Agreement, Example

Exhibit C – Master Intergovernmental Cooperative Purchasing Agreement, Example

Exhibit D – Principal Procurement Agency Certificate, Example

Exhibit E – Contract Sales Reporting Template

Exhibit F – Federal Funds Certifications

Exhibit G – New Jersey Business Compliance

Exhibit H – Advertising Compliance Requirement

**Exhibit A**  
**Response for National Cooperative Contract**

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**1.0 Scope of National Cooperative Contract**

Capitalized terms not otherwise defined herein shall have the meanings given to them in the Master Agreement or in the Administration Agreement between Supplier and OMNIA Partners.

**1.1 Requirement**

The Region 14 ESC (hereinafter defined and referred to as “**Principal Procurement Agency**”), on behalf of itself and OMNIA Partners, Public Sector, Inc., a Delaware corporation (“**OMNIA Partners**”), is requesting proposals for Office Supplies and Services. The intent of this Request for Proposal is any contract between Principal Procurement Agency and Supplier resulting from this Request for Proposal (“**Master Agreement**”) be made available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“**Public Agencies**”), through OMNIA Partners’ cooperative purchasing program. The Principal Procurement Agency has executed a Principal Procurement Agency Certificate with OMNIA Partners, an example of which is included as Exhibit D, and has agreed to pursue the Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners as a Participating Public Agency in OMNIA Partners’ cooperative purchasing program. Registration with OMNIA Partners as a Participating Public Agency is accomplished by Public Agencies entering into a Master Intergovernmental Cooperative Purchasing Agreement, an example of which is attached as Exhibit C, and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of the Master Intergovernmental Purchasing Cooperative Agreement or as otherwise agreed to. The terms and pricing established in the resulting Master Agreement between the Supplier and the Principal Procurement Agency will be the same as that available to Participating Public Agencies through OMNIA Partners.

All transactions, purchase orders, invoices, payments etc., will occur directly between the Supplier and each Participating Public Agency individually, and neither OMNIA Partners, any Principal Procurement Agency nor any Participating Public Agency, including their respective agents, directors, employees or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., incurred by any other Participating Public Agency. Supplier is responsible for knowing the tax laws in each state.

This Exhibit A defines the expectations for qualifying Suppliers based on OMNIA Partners’ requirements to market the resulting Master Agreement nationally to Public Agencies. Each section in this Exhibit A refers to the capabilities, requirements, obligations, and prohibitions of competing Suppliers on a national level in order to serve Participating Public Agencies through OMNIA Partners.

These requirements are incorporated into and are considered an integral part of this RFP. OMNIA Partners reserves the right to determine whether to make the Master Agreement awarded by the Principal Procurement Agency available to Participating Public Agencies, in its sole and absolute discretion, and any party submitting a response to this RFP acknowledges that any award by the Principal Procurement Agency does not obligate OMNIA Partners to make the Master Agreement available to Participating Procurement Agencies.

## **1.2 Marketing, Sales and Administrative Support**

During the term of the Master Agreement OMNIA Partners intends to provide marketing, sales, partnership development and administrative support for Supplier pursuant to this section that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis.

OMNIA Partners will assign the Supplier a Director of Partner Development who will serve as the main point of contact for the Supplier and will be responsible for managing the overall relationship between the Supplier and OMNIA Partners. The Director of Partner Development will work with the Supplier to develop a comprehensive strategy to promote the Master Agreement and will connect the Supplier with appropriate stakeholders within OMNIA Partners including, Sales, Marketing, Contracting, Training, and Operations & Support.

The OMNIA Partners marketing team will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through channels that may include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media

The OMNIA Partners sales teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Communications/customer service
- D. Training sessions for Public Agency teams
- E. Training sessions for Supplier teams

The OMNIA Partners contracting teams will work in conjunction with Supplier to promote the Master Agreement to both existing Participating Public Agencies and prospective Public Agencies through:

- A. Serving as the subject matter expert for questions regarding joint powers authority and state statutes and regulations for cooperative purchasing
- B. Training sessions for Public Agency teams
- C. Training sessions for Supplier teams
- D. Regular business reviews to monitor program success
- E. General contract administration

Suppliers are required to pay an Administrative Fee of 3% of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. Supplier will be required to execute the OMNIA Partners Administration Agreement (Exhibit B). At Supplier's option, Suppliers may pay additional fees beyond administrative fees, such as technology fees, to OMNIA Partners and/or a third party for additional support and/or access to OMNIA Partners' technology platform.

### **1.3 Estimated Volume**

The dollar volume purchased under the Master Agreement is estimated to be approximately \$25M annually. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among the Principal Procurement Agency, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between Supplier and OMNIA Partners.

### **1.4 Award Basis**

The basis of any contract award resulting from this RFP made by Principal Procurement Agency will, at OMNIA Partners' option, be the basis of award on a national level through OMNIA Partners. If multiple Suppliers are awarded by Principal Procurement Agency under the Master Agreement, those same Suppliers will be required to extend the Master Agreement to Participating Public Agencies through OMNIA Partners. Utilization of the Master Agreement by Participating Public Agencies will be at the discretion of the individual Participating Public Agency. Certain terms of the Master Agreement specifically applicable to the Principal Procurement Agency (e.g., governing law) are subject to modification for each Participating Public Agency as Supplier and such Participating Public Agency may agree without being in conflict with the Master Agreement as a condition of the Participating Agency's purchase and not a modification of the Master Agreement applicable to all Participating Agencies. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (e.g., governing law, invoice requirements, order requirements, specialized delivery,

diversity requirements such as minority and woman owned businesses, historically underutilized business, etc.) (“Supplemental Agreement”). It shall be the responsibility of the Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of the Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of the Master Agreement and adjust wage rates accordingly. In instances where supplemental terms and conditions create additional risk and cost for Supplier, Supplier and Participating Public Agency may negotiate additional pricing above and beyond the stated contract not-to-exceed pricing so long as the added price is commensurate with the additional cost incurred by the Supplier. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and the Supplier (Contract Sales are reported to OMNIA Partners).

All signed Supplemental Agreements and purchase orders issued and accepted by the Supplier may survive expiration or termination of the Master Agreement. Participating Agencies’ purchase orders may exceed the term of the Master Agreement if the purchase order is issued prior to the expiration of the Master Agreement. Supplier is responsible for reporting all sales and paying the applicable Administrative Fee for sales that use the Master Agreement as the basis for the purchase order, even though Master Agreement may have expired.

## **1.5 Objectives of Cooperative Program**

This RFP is intended to achieve the following objectives regarding availability through OMNIA Partners’ cooperative program:

- A. Provide a comprehensive competitively solicited and awarded national agreement offering the Products covered by this solicitation to Participating Public Agencies;
- B. Establish the Master Agreement as the Supplier’s primary go to market strategy to Public Agencies nationwide;
- C. Achieve cost savings for Supplier and Public Agencies through a single solicitation process that will reduce the Supplier’s need to respond to multiple solicitations and Public Agencies need to conduct their own solicitation process;
- D. Combine the aggregate purchasing volumes of Participating Public Agencies to achieve cost effective pricing.

## **2.0 REPRESENTATIONS AND COVENANTS**

As a condition to Supplier entering into the Master Agreement, which would be available to all Public Agencies, Supplier must make certain representations, warranties and covenants to both the Principal Procurement Agency and OMNIA Partners designed to ensure the success of the Master Agreement for all Participating Public Agencies as well as the Supplier.

### **2.1 Corporate Commitment**

Supplier commits that (1) the Master Agreement has received all necessary corporate authorizations and support of the Supplier's executive management, (2) the Master Agreement is Supplier's primary "go to market" strategy for Public Agencies, (3) the Master Agreement will be promoted to all Public Agencies, including any existing customers, and Supplier will transition existing customers, upon their request, to the Master Agreement, and (4) that the Supplier has read and agrees to the terms and conditions of the Administration Agreement with OMNIA Partners and will execute such agreement concurrent with and as a condition of its execution of the Master Agreement with the Principal Procurement Agency. Supplier will identify an executive corporate sponsor and a separate national account manager within the RFP response that will be responsible for the overall management of the Master Agreement. [Agreed](#)

## **2.2 Pricing Commitment**

Supplier commits the not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to Public Agencies nationwide and further commits that if a Participating Public Agency is eligible for lower pricing through a national, state, regional or local or cooperative contract, the Supplier will match such lower pricing to that Participating Public Agency under the Master Agreement. [Agreed](#)

## **2.3 Sales Commitment**

Supplier commits to aggressively market the Master Agreement as its go to market strategy in this defined sector and that its sales force will be trained, engaged and committed to offering the Master Agreement to Public Agencies through OMNIA Partners nationwide. Supplier commits that all Master Agreement sales will be accurately and timely reported to OMNIA Partners in accordance with the OMNIA Partners Administration Agreement. Supplier also commits its sales force will be compensated, including sales incentives, for sales to Public Agencies under the Master Agreement in a consistent or better manner compared to sales to Public Agencies if the Supplier were not awarded the Master Agreement. [Agreed](#)

## **3.0 SUPPLIER RESPONSE**

Supplier must supply the following information for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

### **3.1 Company**

- A. Brief history and description of Supplier to include experience providing similar products and services.

In 1978, American Office Products Distributors, Inc. (AOPD) was formed to offer regional and national purchase agreements and nationwide distribution for office supplies. Over the years the network has grown to include some of the most progressive, proficient, and reliable independent office and facility supply distributors across the United States. Only distributors with substantial experience, financial and physical resources, and commitment qualify for review by AOPD's Board of Directors for membership. OMNIA members can be assured that they will receive the highest quality of service from all the AOPD members, regardless of their location.

Working with AOPD, OMNIA members receive the benefits of a consistent, national program while working with a reliable, accountable, and local supplier committed to providing a higher level of service. Along with AOPD Headquarters, each distributor has a dedicated AOPD National Accounts Team consisting of a National Accounts Administrator and National Accounts Sales Manager that ensure efficient implementation and operation of each AOPD agreement. OMNIA facilities will have a local sales representative calling on them and a local customer service representative dedicated to their account. The average AOPD sales and customer service rep has over 20+ years of industry experience, guaranteeing OMNIA Members will receive a high level of service, regardless of their location.

**B. Total number and location of salespersons employed by Supplier.**

Please see the attached list of AOPD Dealers. Included in this listing is their location, number of customer service and sales reps per location, warehouse square footage and diversity status.

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
A to Z Office Resource	Cookeville	TN	38501	(931) 372-8758	0	4	SBE	500
A to Z Office Resource	Morristown	TN	37814	(423) 586-7981	2	9	SBE	0
A to Z Office Resource	Abingdon	VA	24210	(931) 388-1536	0	5	SBE	40,000
A to Z Office Resource	Knoxville	TN	37921	(423) 588-6484	0	11	SBE	3,500
A to Z Office Resource	Hopkinsville	KY	42240	(270) 886-9315	0	1	SBE	0
A to Z Office Resource	Jackson	TN	38305	(731) 668-1722	0	5	HUB	40,000
A to Z Office Resource	Columbia	TN	38402	(931) 388-1536	0	5	SBE	30,000
A to Z Office Resource	Antioch	TN	37013	(615) 831-0600	6	40	SBE	40,000
A to Z Office Resource	Madison	AL	35758	(256) 461-8888	0	5	SBE	2,000
A to Z Office Resource	Gray	TN	37615	(423) 262-0308	0	5	HUB	0
A&W Supply	Knoxville	TN	37932	(865) 966-1133	3	13	SDVOSB	35,000
AAA Business Supplies & Interiors	Stockton	CA	95215	(209) 444-5400	5	2	SBE	20,000
AAA Business Supplies & Interiors	Fresno	CA	93725	(559) 252-4695	1	5	SBE	20,000
AAA Business Supplies & Interiors	Merced	CA	95344	(877) 484-3633	0	1	SBE	20,000
AAA Business Supplies & Interiors	San Francisco	CA	94124	(650) 364-4311	0	4	SBE	52,000
AAA Business Supplies & Interiors	Richmond	CA	94806	(877) 484-3633	0	1	SBE	20,000
Apex Office Products	Ocala	FL	34475	(352) 622-3221	3	2	MBE	0
Apex Office Products	Inverness	FL	34450	(352) 726-4400	4	1	MBE	0
Apex Office Products	Tampa	FL	33603	(813) 871-2010	6	10	MBE	25,000
Business Essentials	Grapevine	TX	76051	(817) 328-1617	2	5	WBE, Hub	5,000
Business Essentials	Texarkana	TX	75501	(903) 793-5566	2	3	WBE	10,000
Business Essentials	Longview	TX	76051	(903) 212-6144	2	3	WBE	5,000
Chuckals Office Products	Tacoma	WA	98402	(253) 620-2350	5	10	SBE	6,000
Coastal Office Solutions, Inc.	Victoria	TX	77901	(361) 578-5392	6	4	Hub, DBE	5,000
Complete Office Supplies	Winnellie	NT	0820	(130) 088-2244	0	1	SBE	45,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Complete Office Supplies	Regency Park	SA	5010	(130) 088-2244	2	3	SBE	45,000
Complete Office Supplies	Canning Vale	WA	6155	(130) 088-2244	7	8	SBE	45,000
Economy Office Supply Company	Glendale	CA	91204	(818) 548-1525	3	6	WBE	15,000
Egyptian Workspace Partners	Belleville	IL	62226	(618) 234-2323	2	8	SBE	14,000
El Paso Office Products	El Paso	TX	79936	(915) 593-9000	2	6	MBE & HUB	8,000
EON Office	Denver	CO	80223	(866) 570-5400	5	21	WBE, WOSB	65,000
FriendsOffice	Findlay	OH	45840	(419) 427-1704	5	15	SBE	21,000
FriendsOffice	Avon	OH	44011	(419) 427-1704	0	3	SBE	5,000
FriendsOffice	Columbus	OH	43229	(419) 427-1704	0	4	SBE	75,000
FriendsOffice	Brooklyn	MI	49230	(419) 427-1704	0	1	SBE	21,000
FriendsOffice	Youngstown	OH	44514	(419) 427-1704	1	1	SBE	5,000
FriendsOffice	Miamisburg	OH	45342	(419) 427-1704	1	4	SBE	9,000
FriendsOffice	Defiance	OH	43512	(419) 427-1704	1	2	SBE	21,000
FriendsOffice	Lexington	KY	40511	(419) 427-1704	0	4	SBE	21,000
FSIoffice	Greenville	SC	29607	(800) 532-0335	3	7	WBE	5,000
FSIoffice	Charlotte	NC	28213	(800) 532-0335	9	16	WBE	103,000
FSIoffice	Raleigh	NC	27615	(800) 532-0335	0	5	WBE	3,000
FSIoffice	Greensboro	NC	27406	(800) 532-0335	2	2	WBE	3,000
FSIoffice	W. Columbia	SC	29172	(800) 532-0335	4	6	WBE	5,000
FSIoffice	Wilmington	NC	28405	(800) 532-0335	0	3	WBE	0
FSIoffice	Ladson	SC	29456	(800) 532-0335	0	4	WBE	5,000
FSIoffice	Lumberton	NC	28358	(800) 532-0335	1	3	WBE	0
GBP Direct, Inc.	Kenner	LA	70062-	(504) 464-0000	5	17	WBE	5,500
GBP Direct, Inc.	Baton Rouge	LA	70814	(866) 393-3966	3	4	WBE	1,100
Gibson's Office Solutions	Mesa	AZ	85204	(602) 888-7850	0	1	SBE	2,000
Gibson's Office Solutions	Tucson	AZ	85711	(520) 622-6738	2	3	SBE	4,500
Guernsey, Inc.	Dulles	VA	20166	(703) 968-8200	6	40	SWaM	75,000
Guernsey, Inc.	Richmond	VA	23231	(804) 222-1281	1	1	SWaM	10,000
Guernsey, Inc.	Virginia Beach	VA	23462	(757) 499-9112	2	3	SWaM	5,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Guernsey, Inc.	Beltsville	MD	20705	(301) 598-7599	5	12	SBE	10,000
Guernsey, Inc.	Mechanicsburg	PA	17055	(717) 948-5238	5	20	SBE	15,000
ImpactOffice	Elkridge	MD	21075	(240) 542-1300	10	35	SBE	90,000
Independence Business Supply	Youngstown	OH	44512	(330) 726-7633	0	2	SBE	0
Independence Business Supply	Cleveland	OH	44109-6010	(216) 398-8880	5	23	SBE	33,565
Innovative Office Solutions	Sioux Falls	SD	57104	(952) 808-9900	0	6	WBENC	50,000
Innovative Office Solutions	Alexandria	MN	56308	(952) 808-9900	0	3	WBENC	50,000
Innovative Office Solutions	Burnsville	MN	55337	(952) 808-9900	15	25	WBENC	50,000
Innovative Office Solutions	Mandan	ND	58554	(952) 808-9900	2	0	WBENC	50,000
Innovative Office Solutions	Jamestown	ND	58401	(952) 808-9900	3	0	WBENC	50,000
Innovative Office Solutions	Fargo	ND	58104	(952) 808-9900	1	1	WBENC	50,000
Innovative Office Solutions	St. Paul	MN	55110	(952) 808-9900	0	0	WBE	100,000
Innovative Office Solutions	Bemidji	MN	56601	(952) 808-9900	0	3	WBENC	0
Integrity Business Solutions	Grand Rapids	MI	49512	(616) 656-6010	10	15	SBE	12,000
Intivity	East Rochester	NY	14445	(888) 363-9777	3	8	MBE	6,100
Intivity	Albany	NY	12204	(518) 273-9359	0	3	MBE	0
Intivity	East Syracuse	NY	13057	(315) 479-5595	0	3	MBE	0
J. Thayer Company	Wilsonville	OR	97070	(503) 684-7874	6	6	SBE	5,000
J. Thayer Company	Calabasas	CA	91302	(503) 684-7874	0	4	SBE	1,500
J. Thayer Company	Anaheim	CA	92806	(503) 684-7874	1	3	SBE	1,500
Keeney's Office Supply, Inc.	Redmond	WA	98052	(425) 869-7555	2	6	SBE	12,100
Kennedy Office Supply Company	Wilmington	NC	28405	(704) 786-4677	2	2	WBE	13,000
Kennedy Office Supply Company	Charlotte	NC	28208	(704) 786-4677	2	6	WBE	13,000
Kennedy Office Supply Company	Raleigh	NC	27604	(919) 878-5400	4	6	WBE	13,000
Layton Office Supply (strive)	Layton	UT	84040	(801) 773-2512	3	3	SBE	2,500

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Marco Office Supply, Furniture & Printing, Inc.	Naples	FL	34104	(239) 775-7513	3	4	SBE	15,000
McKinney Office Supply	Dallas	TX	75225	(972) 562-5020	0	2	SBE	0
Miller's Supplies at Work	Lorton	VA	22079	(703) 644-2200	8	16	WBE	26,420
Miller's Supplies at Work	Waynesboro	VA	22980	(540) 949-5857	1	2	WBE	0
Miller's Supplies at Work	Winchester	VA	22602	(540) 662-1824	2	4	WBE	15,000
Minton Jones Company	Norcross	GA	30093	(770) 449-4787	5	10	SBE	21,000
Navajo Office Products, LLC.	Amarillo	TX	79101	(806) 331-1658	2	3	Hub Zone	0
OEC Workplace Solutions	Mobile	AL	36607	(251) 471-3368	3	7	SBE	15,000
OEC Workplace Solutions	Mobile	AL	36607	(251) 471-3368	3	7	SBE	15,000
Office Basics, Inc.	Lancaster	PA	17603	(717) 394-2672	3	3	SBE	7,500
Office Basics, Inc.	Moorestown	NJ	08057	(856) 797-5700	2	6	SBE	6,000
Office Basics, Inc.	Boothwyn	PA	19061	(610) 471-1000	12	18	SBE	100,000
Office Express	Troy	MI	48083	(877) 795-2600	2	9	SBE	15,000
Office Express Supplies Inc.	Hialeah	FL	33014	(305) 557-1667	4	7	SBE	30,000
Office Plus of Nevada	Reno	NV	89521	(702) 457-3636	3	5	SBE	51,000
Office Plus of Nevada	Las Vegas	NV	89101	(702) 457-3636	3	5	SBE	51,000
Office Products Plus	Ridgeland	MS	39157	(888) 896-1384	3	5	SBE	6,500
Office Solutions Business Products & Services	Yorba Linda	CA	92887	(714) 692-7412	6	33	MBE	9,800
Office Solutions Business Products & Services	Las Vegas	NV	89102	(800) 859-0128	0	1	MBE	20,000
Office Solutions Business Products & Services	Montebello	CA	90640	(800) 859-0128	2	13	MBE	20,000
Office Universe	Westbury	NY	11590	(516) 371-4800	10	15	SBE	40,000
Office360	Indianapolis	IN	46278	(317) 632-1360	9	28	SBE	80,000
Office360	Ft. Wayne	IN	46825	(317) 632-1360	0	2	SBE	5,000
Office360	Richmond	IN	47374	(765) 962-5543	0	3	SBE	10,000
Office360	Lawrenceburg	IN	47025	(317) 632-1360	0	0	SBE	4,000
Office360	Mishawaka	IN	46544	(800) 824-5891	3	5	SBE	80,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Office360	Frankfort	KY	40601	(317) 632-1360	5	5	SBE	12,000
Officewise Furniture & Supply	Midland	TX	79701	(432) 617-0095	2	2	Veteran Owned, Hub Zone	0
Officewise Furniture & Supply	Amarillo	TX	79101	(806) 372-2236	2	2	Veteran Owned, Hub Zone	8,000
Officewise Furniture & Supply	Lubbock	TX	79401	(806) 763-2500	4	3	Veteran Owned, Hub Zone	8,000
OPACS, Inc.	Mesa	AZ	85202	(602) 840-6678	4	5		10,000
Pacific Office Solutions	Yakima	WA	98903	(509) 452-1993	2	4	WOSDB, WBENC, Hub	0
Pacific Office Solutions	Richland	WA	99354	(509) 452-1993	1	2	WOSDB, WBENC, Hub	0
Perry Office Plus	Temple	TX	76501	(254) 778-4755	3	6	WBE, HUB	45,000
Petter Business Systems	Benton	KY		(270) 527-5536	1	2	SBE	0
Petter Business Systems	Mt. Vernon	IL	62864	(618) 242-8987	1	2	SBE	10,000
Petter Business Systems	Owensboro	KY	42301	(270) 684-1322	1	2	SBE	10,000
Petter Business Systems	Hopkinsville	KY	42241	(270) 886-8332	1	2	SBE	10,000
Petter Business Systems	Paducah	KY	42001	(270) 443-8461	3	7	SBE	40,000
Pettus Office Products	Little Rock	AR	72204	(501) 666-7226	4	12	SBE	30,000
Pettus Office Products	Nashville	TN	37210	(501) 666-7226	0	4	SBE	0
Pettus Office Products	Monroe	LA	71201	(318) 361-9986	1	3	SBE	0
Pettus Office Products	Bossier City	LA	71111	(318) 221-7141	1	3	SBE	0
Plano Office Supply	Plano	TX	75074	(972) 424-8561	1	4	SBE	6,500
Porter's Office Products	Rexburg	ID	83440	(208) 356-4616	2	4	SBE	5,000
Porter's Office Products	Logan	UT	84321	(435) 374-0210	0	1	SBE	2,500
Preferred Business Solutions	Irving	TX	75038	(214) 358-1200	5	18	SBE	40,000
Rangel Distributing	Kansas City	KS	66063	(816) 842-7933	2	2	SBE	20,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Reach Technologies	Buford	GA	30518	(770) 535-2109	4	10	SBE	10,000
Reach Technologies	Jacksonville	FL	32246	(904) 221-6201	2	3	SBE	1,500
Ritter's Office Outfitters	Mansfield	OH	44902	(419) 522-1911	6	10	SBE	25,000
Rudolph Supply	Elkridge	MD	21075	(410) 931-4150	6	12	MBE/WBE	15,000
Smith & Butterfield	Evansville	IN	47733-	(812) 422-3261	2	2	SBE	18,000
Source Office & Technology	Denver	CO	80216	(303) 665-7676	0	0	SBE	0
Source Office & Technology	Golden	CO	80403	(303) 964-8100	7	13	SBE	12,500
Source Office & Technology	Laramie	WY	82072	(307) 745-8483	0	1	SBE	0
Source Office & Technology	Gillette	WY	82716	(307) 682-8581	0	1	SBE	0
Standard Office Supply, Powered by OEC	Hattiesburg	MS	39402	(601) 544-5361	0	4	SBE	2,000
Stationers, Inc.	Huntington	WV	25702	(304) 528-2780	4	8	SBE	45,000
Stinson's, Inc.	Bakersfield	CA	93305	(661) 323-7611	6	6	SBE	50,000
Storey Kenworthy	Ames	IA	50010	(515) 232-4161	0	2	SBE	0
Storey Kenworthy	Des Moines	IA	50314	(515) 288-3243	6	7	SBE	100,000
Storey Kenworthy	Davenport	IA	52802	(515) 232-4161	0	5	SBE	0
Storey Kenworthy	Coralville	IA	52241	(515) 232-4161	0	0	SBE	0
Storey Kenworthy	Waterloo	IA	50703	(319) 234-4621	5	2	SBE	0
Storey Kenworthy	Hiawatha	IA	52233	(319) 364-4191	1	1	SBE	0
Strickland Companies	Huntsville	AL	35801	(256) 533-6977	3	7	WBE	7,000
Strickland Companies	Mobile	AL	36605	(800) 388-4761	3	3	WBE	10,000
Strickland Companies	Columbus	MS	39702	(662) 327-0479	2	2	WBE	5,000
Strickland Companies	Montgomery	AL	36108	(334) 613-9040	3	3	WBE	15,000
Strickland Companies	Birmingham	AL	35214	(205) 798-3000	3	12	WBE	65
Strickland Companies	Pensacola	FL	32501	(850) 262-0218	3	2	WBE	0
strive workplace solutions	Portland	OR	97210	(503) 241-1921	4	6	SBE	8,000
strive workplace solutions	Meridian	ID	83642	(208) 342-1025	3	5	SBE	4,000
strive workplace solutions	Bend	OR	97701	(541) 382-6688	2	2	SBE	3,000
strive workplace solutions	Salt Lake City	UT	84104	(801) 486-7711	2	2	SBE	5,000
strive workplace solutions	Twin Falls	ID	83301	(208) 735-8132	0	1	SBE	1,000

Dealer	City	State	Zip	Dealer Phone	Total Customer Service Reps	Total Sales Reps	Diversity Certifications	Warehouse sq footage
Suburban	Middletown	CT	06457	(860) 347-0299	4	15	SBE	27,000
Tejas Office Products, Inc.	Houston	TX	77008	(713) 864-6004	3	9	MBE & HUB,	36,000
The Supply Room	Lynchburg	VA	24502	(800) 849-7239	0	2	WBE	500
The Supply Room	Elkridge	MD	21075	(410) 737-7500	4	19	WBE	30,000
The Supply Room	Roanoke	VA	24018	(800) 849-7239	1	4	WBE	0
The Supply Room	Sterling	VA	20166	(800) 849-7239	0	1	WBE	600
The Supply Room	Bridgewater	VA	22812	(800) 849-7239	1	1	WBE	1,000
The Supply Room	Ashland	VA	23005	(804) 412-1200	10	11	WBE	280,000
The Supply Room	Viginia Beach	VA	23462	(757) 855-6655	1	6	WBE	20,000
The Supply Room	Charlottesville	VA	22901	(434) 979-3392	2	1	WBE	1,200
The Supply Room	Ashland	VA	23005	(804) 412-1200	10	11	WBE	280,000
The Supply Room	Fredericksburg	VA	22405	(800) 849-7239	0	2	WBE	700
The Weeks Lerman Co., LLC.	Maspeth	NY	11378	(718) 803-5000	13	40	SBE	100,000
Walker's	Rocklin	CA	95677	(530) 823-8737	1	7	SBE	2,100
Warehouse Direct	Des Plaines	IL	60018	(847) 952-1925	50	150	SBE	67,000
Wist Business Supplies & Equipment	Tempe	AZ	85283	(480) 921-2900	8	18	SBE	32,500
Yuletide Office Solutions	Memphis	TN	38134	(901) 372-8588	2	5	SBE	8,000

- C. Number and location of support centers (if applicable) and location of corporate office. AOPD Headquarters address is:  
PO Box 639  
South Elgin, IL 60177

However, AOPD dealers have over 170 distribution and sales locations throughout the country.

- D. Annual sales for the three previous fiscal years. –

As a not-for-profit, AOPD doesn't disclose its annual sales publicly. However, we would like to highlight that we have averaged \$28M worth of sales through OMNIA, the past three years.

- a. Submit FEIN and Dunn & Bradstreet report.

See Attached FEIN and our DUNS number is 039636337.

- E. Describe any green or environmental initiatives or policies.

AOPD dealers have made a significant effort and commitment to providing environmentally friendly office supplies. Our manufacturer suppliers offer many globally friendly, and EPA approved product choices to minimize the impact on our planet. Here are some of the categories of green products offered to consumers who are looking to choose sustainable supplies.

### **Paper**

Paper is the most common product and commodity that can be, in many cases, made from recycled materials. Paper is used in all offices for everything from printing and filing, to products used in break rooms and restrooms. Every year even a small office uses hundreds of pounds of paper. The manufacturers of copier and printer papers offer numerous green and recycled content paper products for specific purposes.

### **Remanufactured Toner and Printer Cartridges**

- An estimated 500 million laser and printer cartridges are produced each year. Tens of millions of these cartridges are recycled and are getting multiple service lives out each cartridge. The use of remanufactured toner cartridges helps the environment by removing up to 3 lbs. of waste, per cartridge, waste that would otherwise go to a landfill.
- Recycling programs are offered free by several manufacturers, including Hewlett Packard. Many of the AOPD Dealers use their drivers to pick up toner cartridges and send them back to HP to be recycled.

### **Plastics**

- Long term use products such as vinyl binders, letter trays and organizers, clip boards, and even staplers are available made with 20% to 100% recycled content. Pens and

writing instruments, highlighters and markers, are available in a variety of types made with up to 82% recycled plastic content. These products write with acid-free nontoxic ink.

- For the break room, drink cups and lids made from recycled plastic or compostable corn-based plastic and trash bags made of biodegradable plastic are available from the AOPD dealers.

### **Rechargeable Batteries**

Batteries are used in many offices for everything from adding machines and wall clocks to cameras, tape recorders, and smoke detectors. These batteries, if discarded, just add more toxic waste to our landfills. Rechargeable batteries are a smart and easily available alternative. Energizer batteries with wall plug-in chargers can charge 4 AA or AAA batteries in just 15 minutes.

### **Metal Products**

Manufacturers are offering desktop accessories such as slant racks, lock boxes, vertical organizers and sorting racks, made from an average of 30% recycled content. Consider the common used paper clip... you can now buy paper clips made from scrap metal, many are made using up to 100% recycled metal.

- F. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

All AOPD dealers are designated small businesses, helping OMNIA members reach their small business initiatives. AOPD can also connect you with our members possessing a variety of specific diversity designations.

Our diverse membership also includes dealers holding business designations that include:

- Woman-owned (WOSB)
- Woman's Business Enterprise National Council (WBENC)
- Minority-owned (MBE)
- Historically Underutilized Businesses (HUB)
- Veteran-owned (VOSB)
- Service-disabled veteran-owned (SDVOSB)

These designations allow OMNIA members to receive legitimate Tier 1 purchasing credit.

In addition, all our dealers sell products manufactured by companies that hold these designations, providing Tier 2 purchasing credit.

G. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response:

a. Minority Women Business

Enterprise  Yes  No

If yes, list certifying agency:

Please see our authorized dealer listing for AOPD members that hold this certification.

b. Small Business Enterprise (SBE) or Disadvantaged Business

Enterprise (DBE)

Yes  No

If yes, list certifying agency: All AOPD Authorized Dealers are SBE and some also hold DBE certifications

c. Historically Underutilized Business

(HUB)  Yes  No

If yes, list certifying agency:

Please see our authorized dealer listing for AOPD members that hold this certification.

d. Historically Underutilized Business Zone Enterprise (HUBZone)

Yes  No

If yes, list certifying agency:

Please see our authorized dealer listing for AOPD members that hold this certification.

- e. Other recognized diversity certificate holder  Yes  No

If yes, list certifying agency:

Please see our authorized dealer listing for AOPD members that hold this certification.

- H. List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.

Please see the list above.

- I. Describe how supplier differentiates itself from its competitors.

AOPD differentiates itself from other vendors in numerous ways. We are the only supplier that is “not-for-profit.” Since our founding in 1978 the association’s goal has been to provide “Local Service, Nationwide” to local, regional and national customers through our independent dealer network. Our dealers pay us a small fee to be part of AOPD. Only dealers with substantial experience, financial and physical resources, and commitment qualify for review by AOPD’s Board of Directors for membership. This means that OMNIA members can be assured that they will receive only the highest quality service from the AOPD’s distributors. This means that we don’t allow just any dealer to join AOPD. We currently have 70+ members throughout the United States and there are only a few other dealers that we will consider for membership this year.

Once a dealer is accepted by the AOPD Board of Directors they must go through an OMNIA training program. The training program gives a dealer the basics of the AOPD OMNIA contract, but they are also trained on going to market and selling to SLED customers. Once they are trained the dealers sign a contract to abide by the rules and regulations of the AOPD OMNIA contract.

We are only focused on winning and servicing national agreements like OMNIA. Our team and our dealers strive to be the best and most helpful sales group in our country, which is why we compete so well against entities we call “The Big Boxes” like Staples and Office Depot. There are many other differentiators, but the fact that our dealers provide local customer service, local sales support, and local uniformed delivery personnel has made our model preferred by more and more SLED and other large companies than ever before.

- J. Describe any present or past litigation, bankruptcy or reorganization involving supplier. [AOPD has none to report.](#)

- K. Felony Conviction Notice: Indicate if the supplier [AOPD has none to report.](#)

- a. is a publicly held corporation and this reporting requirement is not applicable;
- b. is not owned or operated by anyone who has been convicted of a felony; or
- c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

- L. Describe any debarment or suspension actions taken against supplier [AOPD has none to report.](#)

## 3.2 Distribution, Logistics

- A. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.

AOPD's contract with NCPA and now OMNIA has enabled us to provide a myriad of services and supplies to our customers. The list includes: Office Supplies, Office Furniture, Janitorial Supplies, Laundry & Warewash, MPS Services, Promotional Products, Printing, MRO Products, Machines including Printers, Computers, Televisions, and Cleaning Buffers/Polishers for Schools and other entities. If a customer or prospect asks one of our dealers to find something, anything, they will find a solution they can sell or provide the customer with the information it will take to purchase it elsewhere.

- B. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

AOPD has been accomplishing this task through our Region 14 contract managed by NCPA and now OMNIA contract for the past 13+ years. We sold 28M last year through this contract and sold throughout most of the United States. Currently, we do not sell in Alaska or Hawaii due to their adoption of the NASPO contract. However, our current contract with OMNIA allows us to increase prices for those areas and we are looking to start prospecting in Juneau due to that clause. However, if we aren't allowed to charge 30% more than our regular prices in the new contract, we won't be able to continue our efforts to gain business in those two States.

At the present time, we do not sell any products or services to US Territories, and we do not currently or plan to sell in the State of New Jersey due to the all-encompassing coverage of their State Contract. No sales have been made through our NCPA or OMNIA contract up to the present day in New Jersey.

- C. Describe how Participating Agencies are ensured they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retail or in-store locations, through distributors, etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.

All OMNIA customers will order directly from their local AOPD dealer. AOPD provides pricing files to our dealers on a regular basis and trains them on how to use the OMNIA contract. We also collect sales data from each dealer on a monthly basis and examine the files to ensure that the prices charged are at or below the "ceiling price" that has been established in our agreement. We use a data management system from one of our ERP suppliers to configure and report the data to OMNIA and have not had any problems with dealers going above the contracted price during our contract with OMNIA or in our prior relationship with NCPA.

- D. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.  
Please see the attached listing of dealers above.
- E. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.  
Please see the attached listing of dealers above.

### 3.3 Marketing and Sales

- A. Given the public nature of the solicitation and contract, OMNIA Partners makes solicitation and contract documentation, including pricing documents, available on its website so Participating Public Agencies may easily conduct their due diligence. Describe any portions of the response that should not be available on the website and why those portions should not be available.  
We have never had our pricing listed because it is a ceiling price that is customized for each customer. Due to that fact, a prospect might review our pricing and stop considering AOPD/OMNIA without realizing that we can adjust our pricing to be lower than even State offerings in some cases, and we can adjust to the prospects needs and wants where most State Contracts are not negotiable. Also, because we have a "services" contract, not all of our pricing is readily available until a customer requests it. We wouldn't want an OMNIA member to go elsewhere for a product, because they didn't see it in our price list. Lastly, our largest competitor, Staples, doesn't list its ceiling prices for its Sourcewell Contract on their site, so AOPD might lose business on our OMNIA contract if our ceiling prices are listed on your website.
- B. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:  
This is a simple question for us to answer, because we already support and promote your contract daily. We made the decision long ago to support this contract and not bid for any other similar "piggyback agreement", because of our history with NCPA and our great relationship with OMNIA. Consequently, the only thing we will do immediately if we win this bid is to notify our members that we have completed that task and encourage them to send even more sales through this agreement.
  - i. Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days  
This will be done the day after we receive the notice from OMNIA.
  - ii. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days.  
Our dealer salespeople have been trained on OMNIA multiple times, but we will schedule a refresher within 30 days both virtually and through in person meetings to share our excitement for the future with OMNIA.

C. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as

well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:

- i. Creation and distribution of a co-branded press release to trade publications  
*This will be done as soon as we receive permission and approval from OMNIA.*
- ii. Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days  
*This will be done within the first week after our bid is accepted.*
- iii. Design, publication and distribution of co-branded marketing materials within first 90 days  
*Angela and her team already work with your team to promote marketing materials, and we will review them with your folks at their earliest convenience after the award.*
- iv. Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement  
*Whenever requested we have attended your meetings and will do so for the next agreement.*
- v. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.  
*AOPD has been participating in NIGP for years. Just guide us as to where and when you need us, and we will be there to promote AOPD and OMNIA.*
- vi. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement  
*We already advertise in industry e-zines and will continue to promote OMNIA in whatever way we can.*
- vii. Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)  
*Absolutely. We are already in compliance and will continue to expand these efforts with your assistance.*
- viii. Dedicated OMNIA Partners internet web-based homepage on

Supplier's website with:

- OMNIA Partners standard logo;
- Copy of original Request for Proposal;
- Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;
- Summary of Products and pricing;
- Marketing Materials
- Electronic link to OMNIA Partners' website including the online registration page;
- A dedicated toll-free number and email address for OMNIA Partners

AOPD currently has a web page on our website completely dedicated to OMNIA. We can add any additional items you would like to see on that page. Please visit our website at: <https://aopd.com/contracts/corporate-contracts/omnia-contract/>

D. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.

As we stated above, if Region 14 and OMNIA provides us a new contract we will continue to promote only your contract to our members.

Therefore, there will be no need to ask our dealers to move their agreements unless they are on a competing OMNIA contract. We have added three new dealers to our agreement with OMNIA during the past year, because they determined that our team does a better job of helping them support the contract than their existing OMNIA provider.

E. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well. **Agreed**

F. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:

- i. Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency
- ii. Best government pricing
- iii. No cost to participate
- iv. Non-exclusive

**Agreed!** Since OMNIA is our only partner in the SLED space and we already have \$25M+ in sales through the contract per year, we are already

being proactive. However, any additional leads OMNIA can provide will be followed up in a timely manner. We want to continue to grow our sales!

We have worked with the OMNIA marketing team to make sure our current marketing pieces include the information above and other details desired by OMNIA.

- G. Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:  
Agreed! Please see above for the reasons why this objective can be accomplished so quickly if AOPD is chosen again.
- i. Key features of Master Agreement
  - ii. Working knowledge of the solicitation process
  - iii. Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners
  - iv. Knowledge of benefits of the use of cooperative contracts
- H. Provide the name, title, email and phone number for the person(s), who will be responsible for:
- i. Executive Support  
Angela Price – GM/Director of National Operations & Marketing  
[angela@aopd.com](mailto:angela@aopd.com)  
630-761-0600 ext. 106
  - ii. Marketing  
Angela Price – GM/Director of National Operations & Marketing  
[angela@aopd.com](mailto:angela@aopd.com)  
630-761-0600 ext. 106
  - iii. Sales  
Tom Buxton – National Sales Manager  
[tom@aopd.com](mailto:tom@aopd.com)  
720-289-8930
  - iv. Sales Support  
Tom Buxton – National Sales Manager  
[tom@aopd.com](mailto:tom@aopd.com)  
720-289-8930
  - v. Financial Reporting  
Meghan Smith – Contract Sales Administrator  
[meghan@aopd.com](mailto:meghan@aopd.com)  
630-761-0600 ext. 102
  - vi. Accounts Payable  
Shelley Tousignant – Finance and Contracts Manager  
[shelley@aopd.com](mailto:shelley@aopd.com)  
630-761-0600 ext. 108
  - vii. Contracts  
Angela Price – GM/Director of National Operations & Marketing  
[angela@aopd.com](mailto:angela@aopd.com)  
630-761-0600 ext. 106

- I. Describe in detail how Supplier’s national sales force is structured, including contact information for the highest-level executive in charge of the sales team.

Tom Buxton is our National Sales Manager and has been in charge of this relationship since 2011. He works with Sales Managers and Salespeople in our 70+ dealers to ensure that the OMNIA contract is always foremost in their minds when approaching or trying to retain SLED accounts. He makes high level sales calls when needed and is well-acquainted with every AOPD member. Also, he made a commitment long ago to return emails and phone calls (when not on a flight) within three business hours. OMNIA representatives can attest to his attentiveness to their requests. This attention to detail has made the sales teams at our dealers very open to pursuing more business through the OMNIA contract.

- I. Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.

Tom and Matt Skripsky have discussions, almost weekly, and Angela Price joins for a summary call once per month. Together, we are working on more training, expanding promotions in the furniture arena, and discussions with purely janitorial suppliers to add their volume and grow their office products sales.

- J. Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set- up, timely contract administration, etc.

Through our contract with Region 14, AOPD has had the distinct pleasure of being an NCPA/OMNIA contract holder since 2011. Through that time, we have developed a very effective go to market strategy that supports all the inherent goals and objectives of the OMNIA program.

The overall value of a continued relationship with AOPD is simply that all the “heavy lifting” is done. Through our association with OMNIA over the past thirteen years, we have developed highly effective and comprehensive go to market strategies that have resulted in great success through our combined efforts.

Based on our gained experience, we have developed the best strategies for addressing existing and potential business partners. Our current and go forward implementation objectives are as follows:

- All AOPD dealer members are provided with the appropriate contract information, price schedules and tools necessary to market and engage
- All AOPD dealer members have been trained to assure full understanding of the contract, its value adds and implementation strategies/requirements
- All AOPD dealers are linked to AOPD HQ via Acsellerate to support the necessary sales management and sales data reports required to support the contract
- All AOPD dealers have direct relationships with many manufacturers and the two major wholesalers, allowing them to get products to customers nationwide easily and on time
- AOPD has provided all dealer members the appropriate marketing collateral, approved by

- OMNIA, to engage in customer awareness and presentation campaigns
- AOPD will continue working with Mia and the marketing team on additional promotional opportunities for OMNIA’s website and social media channels
- AOPD dealer sales reps and managers all have access to OMNIA Connect
- All AOPD dealer members can provide an extensive online reporting tool to OMNIA members (CXI Intelligence) enabling them to view their total and overall purchasing activities online
- All AOPD dealer members understand the value of business reviews and the ‘re-selling’ of the OMNIA agreement to their customers
- All dealers understand the value in providing custom program offerings to OMNIA members to meet their individual business requirements
- AOPD will continue to consult with Matt about leads and additional training opportunities for our dealers
- Our team will continue to meet with Lisa M. on a regular basis to expand the scale of our furniture program. (We currently have a \$1.5M P.O. from one of our dealers in California for just furniture and it will bill before the end of August.)

K. State the amount of Supplier’s Public Agency sales for the previous fiscal year. Provide a list of Supplier’s top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.

1. Metro Nashville Schools - \$3.7 million – Chris Giles
2. Huntsville City Schools - \$ 1 million – Chris Giles
3. Bakersfield City Schools - \$746K – Debbie Stinson
4. UTPB - \$681K – Tommy Sansom
5. City of Charlotte – 557K – Janet Blanford
6. St Petersburg College – 550K – Shannon Evans
7. Johnston County Schools – 438K – Janet Blanford
8. Hillsborough Community College – 418K – Shannon Evans
9. Usace Huntsville – 405K – Janet Blanford
10. Plano ISD - \$360K – Kimberly Cleland

L. Describe Supplier’s information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions. **Technology**

All our Authorized Dealers have fully functional websites, complete with custom-priced Internet catalogs. Our systems enable our customers to manage their supply purchases using various approval levels and notifications, showing complete pricing and product information, and provides order history for their account. Access through their websites provides customers with a full-line catalog (10,000 items) as well as both national wholesaler’s catalog. Updates to user profiles usually occur within a single business day depending on how extensive the list of changes is.

## **Features of our online ordering include:**

- Quick Order – create an order or add to your favorites list, no shopping just enter the item number, quantity, and any comment.
- My Favorites – create your own list of favored items for yourself or to share
- Quick Search – compare items, add to your favorites, order, view special denotations for the product. All the product information is at your fingertips.
- Browse Catalog – another way to access the catalog offering so you can compare items, is to add to your favorites, order and view special information.
- Order from Contract – allows end-users to order items on their contract without filtering through non- contract items.
- Shopping List – a list compiled by your members Dealer at your direction. This feature greatly aids in standardization programs when management encourages end-users to order from the list. This feature assists in the encouragement of purchases based on product preference without absolutely removing other options.
- Order History - shows complete order history along with proof of delivery information
- Contract Item Designation – contract items are designated throughout the search with a yellow starburst with a “c”
- Online Returns – Users can request through Order History or on a simple online form that goes directly to customer service for processing.
- Saved Orders – orders can be saved for less frequent processing (reducing your soft costs); there is no time limit on held orders.
- Inventory & Pricing – product is always listed with real time pricing; inventory is allocated upon order submittal.
- Product information, including images and video is provided by national wholesalers ensuring compliance to industry standards in description, illustration, and list pricing.
- End-users can be assigned to multiple accounts, cost centers and ship to locations depending upon the structure of your account set up within the Richter Total Office computer system which is dictated by customer requirements.
- Items can be blocked from purchase based on price or product category – See Restrictions below.
- Up to four items can be compared at a time simply by clicking on the radio button to the left of the desired items and choosing “compare items”.
- Alternate Item Suggestions – available alternate items will show if the purchase price is less than the price of the initially requested item. End-users may accept or deny these suggestions depending on customer dictated rules concerning product preferences and restrictions.
- Items Recently Purchased – view purchases from the last 180 days by clicking on My Account or Featured Items.
- Recurring Orders – This feature allows our customers to schedule their orders to automatically submit based on their needs - from every 1 Week to every 16 weeks. The system will send an email reminder 5 days before the order is automatically submitted so they can make any changes to items or to when they want the order to process.

## **Budgets**

There are three types of budgets that we can set up for our customers. You can have a fixed monthly budget, floating monthly budget, or a P/O budget. You can use P/O budgets to manage a standing budget, such as that of a school district.

### **1-Customer History Fixed Monthly Budget**

With a fixed monthly budget, any unused money from the previous month does not roll over. The budget is fixed.

### **2-Customer History Floating Monthly Budget**

With a floating monthly budget, we can allow you to carry forward or roll over any unused money from the previous month. Suppose that your department has a budget of \$2000 a month. If the department only spends \$1000 of this money in February, the remaining \$1000 carries over and is added to March's budget. When a credit is issued, the credited amount is automatically added to the budget for the current month regardless of date of order or credit.

### **3-Customer History P/O Budget**

With a P/O budget, you give us a P/O number for a certain dollar amount for a department or your entire account. The amount on this P/O is tracked until the dollar amount is reached. With a P/O budget, any returns are automatically credited back into the P/O. If you are going to do a P/O budget, you must set up only one P/O per department. If you have multiple P/Os, you must set up multiple departments. The end user's available budget can be displayed on the website when they log in. Additionally, an administrative user can be set up to edit budgets and approvers set up to approve orders if the end user goes over budget on their order.

### **Approval Limits**

#### **Authorized Order Dollar Limit: Approval Groups**

You can set up a maximum dollar order limit. The system views the end user's order total when checking out. If the order total exceeds the amount entered in this box, must be approved.

#### **Authorized Line-Item Limit Ext Dollar Limit: Approval Groups**

You can set up a maximum line-item extended dollar amount that the user can order. The system calculates the extended dollar amount by multiplying the items sell price by the quantity entered. If the line item exceeds the amount you specify, the order must be approved.

#### **Maximum Line-Item Unit Price: Approval Groups**

You can set up a maximum line-item price for items placed on the order. If a line item's selling price exceeds the amount you specify, the order must be approved. Authorized Max Dollars Per Month: Approval Groups You can set up a maximum total amount for all orders that the user can place within a given month. If the user exceeds this amount, the order exceeding the amount must be approved.

#### **Non-Contract Items Require Approval: Approval Groups**

You can set whether orders containing non-contract items need approval. Any order with a noncontract item must be approved. The entire order is sent for approval.

#### **Over Monthly Budget Requires Approval: Approval Groups**

You can indicate whether orders that exceed the monthly departmental budget need approval. If you check this box and the order exceeds the monthly budget amount, the order must be approved. This budget is set up on the department level only.

## Training

Training is conducted by each Authorized Dealer specialist via webinars scheduled at the days and times determined during implementation/transition.

## Punchout Catalog Solutions

For those customers who already utilize a procurement platform with XML or OCI punchout capabilities, our Authorized Dealers provide website solutions that are fully capable of meeting your needs. We have extensive experience in working with many of the most popular 3rd party systems, including SAP, Ariba, PeopleSoft, Jagger (Sci-Quest), Basware, GHX, Envi and other proprietary systems.

- M. Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”).

\$29,960,000.00 in year one

\$32,057,200.00 in year two

\$34,301,204.00 in year three

To the extent Supplier guarantees minimum Contract Sales, the Administrative Fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.

- N. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.

- i. Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).
- ii. If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.
- iii. Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).
- iv. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

Detail Supplier’s strategies under these options when responding to a solicitation.

**AOPD will not respond to bids in the SLED space without consulting with OMNIA prior to**

even agreeing to bid. We have not participated in any direct bids in the SLED space since we won this bid in 2011.

**Exhibit B**  
**Administration Agreement, Example**

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**ADMINISTRATION AGREEMENT**

THIS ADMINISTRATION AGREEMENT (this “**Agreement**”) is made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, between OMNIA Partners, Public Sector, Inc., a Delaware corporation (“**OMNIA Partners**”), and \_\_\_\_\_ (“**Supplier**”).

**RECITALS**

**WHEREAS**, the \_\_\_\_\_ (the “**Principal Procurement Agency**”) has entered into a Master Agreement effective \_\_\_\_\_, Agreement No \_\_\_\_\_, by and between the Principal Procurement Agency and Supplier, (as may be amended from time to time in accordance with the terms thereof, the “**Master Agreement**”), as attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, for the purchase of \_\_\_\_\_ (the “**Product**”);

**WHEREAS**, said Master Agreement provides that any or all public agencies, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (collectively, “**Public Agencies**”), that register (either via registration on the OMNIA Partners website or execution of a Master Intergovernmental Cooperative Purchasing Agreement, attached hereto as Exhibit B) (each, hereinafter referred to as a “**Participating Public Agency**”) may purchase Product at prices stated in the Master Agreement;

**WHEREAS**, Participating Public Agencies may access the Master Agreement which is offered through OMNIA Partners to Public Agencies;

**WHEREAS**, OMNIA Partners serves as the cooperative contract administrator of the Master Agreement on behalf of Principal Procurement Agency;

**WHEREAS**, Principal Procurement Agency desires OMNIA Partners to proceed with administration of the Master Agreement; and

**WHEREAS**, OMNIA Partners and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies and to set forth certain terms and conditions governing the relationship between OMNIA Partners and Supplier.

**NOW, THEREFORE**, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, OMNIA Partners and Supplier hereby agree as follows:

**DEFINITIONS**

1. Capitalized terms used in this Agreement and not otherwise defined herein shall have the meanings given to them in the Master Agreement.

## TERMS AND CONDITIONS

2. The Master Agreement and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement. Supplier acknowledges and agrees that the covenants and agreements of Supplier set forth in the solicitation and Supplier's response thereto resulting in the Master Agreement are incorporated herein and are an integral part hereof.

3. OMNIA Partners shall be afforded all of the rights, privileges and indemnifications afforded to Principal Procurement Agency by or from Supplier under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to OMNIA Partners, its agents, employees, directors, and representatives under this Agreement including, but not limited to, Supplier's obligation to obtain appropriate insurance.

4. OMNIA Partners shall perform all of its duties, responsibilities and obligations as the cooperative contract administrator of the Master Agreement on behalf of Principal Procurement Agency as set forth herein, and Supplier hereby acknowledges and agrees that all duties, responsibilities and obligations will be undertaken by OMNIA Partners solely in its capacity as the cooperative contract administrator under the Master Agreement.

5. With respect to any purchases by Principal Procurement Agency or any Participating Public Agency pursuant to the Master Agreement, OMNIA Partners shall not be: (i) construed as a dealer, re-marketer, representative, partner or agent of any type of the Supplier, Principal Procurement Agency or any Participating Public Agency; (ii) obligated, liable or responsible for any order for Product made by Principal Procurement Agency or any Participating Public Agency or any employee thereof under the Master Agreement or for any payment required to be made with respect to such order for Product; and (iii) obligated, liable or responsible for any failure by Principal Procurement Agency or any Participating Public Agency to comply with procedures or requirements of applicable law or the Master Agreement or to obtain the due authorization and approval necessary to purchase under the Master Agreement. OMNIA Partners makes no representation or guaranty with respect to any minimum purchases by Principal Procurement Agency or any Participating Public Agency or any employee thereof under this Agreement or the Master Agreement.

6. OMNIA Partners shall not be responsible for Supplier's performance under the Master Agreement, and Supplier shall hold OMNIA Partners harmless from any liability that may arise from the acts or omissions of Supplier in connection with the Master Agreement.

7. Supplier acknowledges that, in connection with its access to OMNIA Partners confidential information and/or supply of data to OMNIA Partners, when applicable, it has complied with and shall continue to comply with all laws, regulations and standards that may apply to Supplier, including, without limitation: (a) United States federal and state information security and privacy statutes, regulations and/or best practices, including, without limitation, the Gramm-Leach-Bliley Act, the Massachusetts Data Security Regulations (201 C.M.R. 17.00 et. seq.), the Nevada encryption statute (N.R.S. § 603A), the California data security law (Cal. Civil Code § 1798.80 et. seq.) and California Consumer Privacy Act (Cal. Civil Code § 1798.100 et. seq.); and (b) applicable industry and regulatory standards and best practices (collectively, "**Data Regulations**").

With regard to Personal Information that Supplier collects, receives, or otherwise processes under the Agreement or otherwise in connection with performance of the Agreement, Supplier agrees that it will not: (i) sell, rent, release, disclose, disseminate, make available, transfer, or otherwise

communicate orally, in writing, or by electronic or other means, such Personal Information to another business or third party for monetary or other valuable consideration; or (ii) retain, use, or disclose such Personal Information outside of the direct business relationship between Supplier and OMNIA Partners or for any purpose other than for the specific purpose of performance of the Agreement, including retaining, using, or disclosing such Personal Information for a commercial purpose other than for performance of the Agreement. By entering into the Agreement, Supplier certifies that it understands the specific restrictions contained in this Section 7 and will comply with them. For purposes hereof, “**Personal Information**” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household, and includes the specific elements of “personal information” as defined under Data Regulations, as defined herein. Supplier will reasonably assist OMNIA Partners in timely responding to any third party “request to know” or “request to delete” (as defined pursuant to Data Regulations) and will promptly provide OMNIA Partners with information reasonably necessary for OMNIA Partners to respond to such requests. Where Supplier collects Personal Information directly from Public Agencies or others on OMNIA Partners’ behalf, Supplier will maintain records and the means necessary to enable OMNIA Partners to respond to such requests to know and requests to delete.

8. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OMNIA PARTNERS EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING OMNIA PARTNERS’ PERFORMANCE AS A COOPERATIVE CONTRACT ADMINISTRATOR OF THE MASTER AGREEMENT. OMNIA PARTNERS SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF OMNIA PARTNERS IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

#### **TERM OF AGREEMENT; TERMINATION**

9. This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the provisions of Sections 3 – 8 and 11 – 22, hereof and the indemnifications afforded by the Supplier to OMNIA Partners in the Master Agreement, to the extent such provisions survive any expiration or termination of the Master Agreement, shall survive the expiration or termination of this Agreement.

#### **NATIONAL PROMOTION**

10. OMNIA Partners and Supplier shall publicize and promote the availability of the Master Agreement’s products and services to Public Agencies and such agencies’ employees. Supplier shall require each Public Agency to register its participation in the OMNIA Partners program by either registering on the OMNIA Partners website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector)) or executing a Master Intergovernmental Cooperative Purchasing Agreement prior to processing the Participating Public Agency’s first sales order. Upon request, Supplier shall make available to interested Public Agencies a copy of the Master Agreement and such price lists or quotes as may be necessary for such Public Agencies to evaluate potential purchases.

11. Supplier shall provide such marketing and administrative support as set forth in the solicitation resulting in the Master Agreement, including assisting in development of marketing materials as reasonably requested by Principal Procurement Agency and OMNIA Partners. Supplier shall be responsible for obtaining permission or license of use and payment of any license fees for all content and images Supplier provides to OMNIA Partners or posts on the OMNIA Partners website.

Supplier shall indemnify, defend and hold harmless OMNIA Partners for use of all such content and images including copyright infringement claims. Supplier and OMNIA Partners each hereby grant to the other party a limited, revocable, non-transferable, non-sublicensable right to use such party's logo (each, the "**Logo**") solely for use in marketing the Master Agreement. Each party shall provide the other party with the standard terms of use of such party's Logo, and such party shall comply with such terms in all material respects. Both parties shall obtain approval from the other party prior to use of such party's Logo. Notwithstanding the foregoing, the parties understand and agree that except as provided herein neither party shall have any right, title or interest in the other party's Logo. Upon termination of this Agreement, each party shall immediately cease use of the other party's Logo.

## **ADMINISTRATIVE FEE, REPORTING & PAYMENT**

12. An "Administrative Fee" shall be defined and due to OMNIA Partners from Supplier in the amount of three percent (3%) ("**Administrative Fee Percentage**") multiplied by the total purchase amount paid to Supplier, less refunds and credits on returns, for the sale of products and/or services to Principal Procurement Agency and Participating Public Agencies pursuant to the Master Agreement (as amended from time to time and including any renewal thereof) ("**Contract Sales**"). From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales.

13. Supplier shall provide OMNIA Partners with an electronic accounting report monthly, in the format prescribed by OMNIA Partners, summarizing all Contract Sales for each calendar month. The Contract Sales reporting format is provided as Exhibit C ("**Contract Sales Report**"), attached hereto and incorporated herein by reference. Contract Sales Reports for each calendar month shall be provided by Supplier to OMNIA Partners by the 10<sup>th</sup> day of the following month. Failure to provide a Contract Sales Report within the time and manner specified herein shall constitute a material breach of 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 Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion.

14. Administrative Fee payments are to be paid by Supplier to OMNIA Partners at the frequency and on the due date stated in Section 13, above, for Supplier's submission of corresponding Contract Sales Reports. Administrative Fee payments are to be made via Automated Clearing House (ACH) to the OMNIA Partners designated financial institution identified in Exhibit D. Failure to provide a payment of the Administrative Fee within the time and manner specified herein shall constitute a material breach of 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 Principal Procurement Agency's sole discretion, and/or this Agreement, at OMNIA Partners' sole discretion. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one and one-half percent (1 1/2%) per month or the maximum rate permitted by law until paid in full.

15. Supplier shall maintain an accounting of all purchases made by Participating Public Agencies under the Master Agreement. OMNIA Partners, or its designee, in OMNIA Partners' sole discretion, reserves the right to compare Participating Public Agency records with Contract Sales Reports submitted by Supplier for a period of four (4) years from the date OMNIA Partners receives such report. In addition, OMNIA Partners may engage a third party to conduct an independent audit of Supplier's monthly reports. In the event of such an audit, Supplier shall provide all materials reasonably requested relating to such audit by OMNIA Partners at the location designated by OMNIA Partners. In the event an underreporting of Contract Sales and a resulting material underpayment of Administrative Fees is revealed, OMNIA Partners will notify the Supplier in writing. Supplier will

have thirty (30) days from the date of such notice to resolve the discrepancy to OMNIA Partners' reasonable satisfaction, including payment of any Administrative Fees due and owing, together with interest thereon in accordance with Section 13, and reimbursement of OMNIA Partners' costs and expenses related to such audit.

## GENERAL PROVISIONS

16. This Agreement, the Master Agreement and the exhibits referenced herein supersede any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereto and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained or incorporated herein shall be valid or binding. In the event of any conflict between the provisions of this Agreement and the Master Agreement, as between OMNIA Partners and Supplier, the provisions of this Agreement shall prevail.

17. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any Administrative Fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

18. This Agreement and OMNIA Partners' rights and obligations hereunder may be assigned at OMNIA Partners' sole discretion to an affiliate of OMNIA Partners, any purchaser of any or all or substantially all of the assets of OMNIA Partners, or the successor entity as a result of a merger, reorganization, consolidation, conversion or change of control, whether by operation of law or otherwise. Supplier may not assign its obligations hereunder without the prior written consent of OMNIA Partners.

19. All written communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery on receipt to the addresses as set forth below.

A. OMNIA Partners:

OMNIA Partners  
5001 Aspen Grove  
Franklin, TN 37067  
Attention: Legal Department - Public Sector Contracting

B. Supplier:

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

20. 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, and this Agreement will be construed by limiting or invalidating such provision to the minimum extent necessary to make such provision valid, legal and enforceable.

21. This Agreement may not be amended, changed, modified, or altered without the prior written consent of the parties hereto, and no provision of this Agreement may be discharged or

waived, except by a writing signed by the parties. A waiver of any particular provision will not be deemed a waiver of any other provision, nor will a waiver given on one occasion be deemed to apply to any other occasion.

22. This Agreement shall inure to the benefit of and shall be binding upon OMNIA Partners, the Supplier and any respective successor and assign thereto; subject, however, to the limitations contained herein.

23. This Agreement will be construed under and governed by the laws of the State of Delaware, excluding its conflicts of law provisions and any action arising out of or related to this Agreement shall be commenced solely and exclusively in the state or federal courts in Williamson County Tennessee.

24. This Agreement may be executed in counterparts, each of which is an original but all of which, together, shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

**[INSERT SUPPLIER ENTITY NAME]**

**OMNIA PARTNERS, PUBLIC  
SECTOR, INC.**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Sarah Vavra  
\_\_\_\_\_  
Name  
Sr. Vice President, Public Sector  
Contracting  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Exhibit C**  
**Master Intergovernmental Cooperative Purchasing Agreement, Example**

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**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (this “**Agreement**”) is entered into by and between those certain government agencies that execute a Principal Procurement Agency Certificate (“**Principal Procurement Agencies**”) with OMNIA Partners, Public Sector, Inc., a Delaware corporation f/k/a National Intergovernmental Purchasing Alliance Company; Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities, and/or NCPA LLC, a Texas limited liability company d/b/a National Cooperative Purchasing Alliance (collectively, “**OMNIA Partners**”), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other agencies (“**Participating Public Agencies**”), as defined in each Master Agreement (as defined below), who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the “**OMNIA Partners Parties**”) by either registering on the OMNIA Partners website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector) or any successor website), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Principal Procurement Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into “**Master Agreements**” (herein so called) to provide a variety of goods, products and services (“**Products**”) to the applicable Principal Procurement Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Principal Procurement Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Principal Procurement Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

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

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency’s procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Principal Procurement Agencies’ participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable “safe harbor” regulations,

including but not limited to any and all obligations to fully and accurately report discounts and incentives.

3. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of health care services is not in furtherance of a primary purpose of the Participating Public Agency.

4. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.

5. The Principal Procurement Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

6. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization (“**GPO**”) agreements directly or indirectly by enrolling the Participating Public Agency in another GPO’s purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency’s sole discretion.

7. The Participating Public Agencies (each a “**Procuring Party**”) that procure Products through any Master Agreement or GPO Product supply agreement (each a “**GPO Contract**”) will make timely payments to the distributor, manufacturer or other vendor (collectively, “**Supplier**”) for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier.

8. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

9. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

10. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE

PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

11. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

12. This Agreement shall take effect upon (i) execution of the Principal Procurement Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

**Participating Public Agency:**

**OMNIA Partners, as the cooperative administrator on behalf of Principal Procurement Agencies:**  
**OMNIA PARTNERS, PUBLIC SECTOR, INC.**

\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title and Agency Name  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
Sarah E. Vavra  
\_\_\_\_\_  
Name  
Sr. Vice President, Public Sector Contracting  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Exhibit D**  
**Principal Procurement Agency Certificate, Example**

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**PRINCIPAL PROCUREMENT AGENCY CERTIFICATE**

In its capacity as a Principal Procurement Agency (as defined below) for OMNIA Partners, Public Sector, Inc., a Delaware corporation (“**OMNIA Partners**”), [PPA Name] agrees to pursue Master Agreements for Products as specified in the attached Exhibits to this Principal Procurement Agency Certificate.

I hereby acknowledge, in my capacity as \_\_\_\_\_ of and on behalf of [PPA Name] (“**Principal Procurement Agency**”), that I have read and hereby agree to the general terms and conditions set forth in the attached Master Intergovernmental Cooperative Purchasing Agreement regulating the use of the Master Agreements and purchase of Products that from time to time are made available by Principal Procurement Agencies to Participating Public Agencies nationwide through OMNIA Partners.

I understand that the purchase of one or more Products under the provisions of the Master Intergovernmental Cooperative Purchasing Agreement is at the sole and complete discretion of the Participating Public Agency.

Authorized Signature, [PPA Name]\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Exhibit F**  
**Federal Funds Certifications**

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**FEDERAL CERTIFICATIONS**  
**ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT**

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**TO WHOM IT MAY CONCERN:**

**Participating Agencies may elect to use federal funds to purchase under the Master Agreement. This form should be completed and returned.**

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**DEFINITIONS**

**Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward

**Contractor** means an entity that receives a contract as defined in Contract.

**Cooperative agreement** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302–6305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.
- (c) The term does not include:
  - (1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
  - (2) An agreement that provides only:
    - (i) Direct United States Government cash assistance to an individual;
    - (ii) A subsidy;
    - (iii) A loan;
    - (iv) A loan guarantee; or
    - (v) Insurance.

**Federal awarding agency** means the Federal agency that provides a Federal award directly to a non-Federal entity

**Federal award** has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability; or
- (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in § 200.101 Applicability.
- (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of § 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

**Non-Federal entity** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonprofit organization** means any corporation, trust, association, cooperative, or other organization, not including IHEs, that:

- (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- (b) Is not organized primarily for profit; and
- (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

**Obligations** means, when used in connection with a non-Federal entity's utilization of funds under a Federal award, orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

**Pass-through entity** means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

**Recipient** means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients.

**Simplified acquisition threshold** means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation. (Also see definition of § 200.67 Micro-purchase.)

**Subaward** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**Subrecipient** means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**Termination** means the ending of a Federal award, in whole or in part at any time prior to the planned end of period of performance.

The following provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Per FAR 52.204-24 and FAR 52.204-25, solicitations and resultant contracts shall contain the following provisions.

#### **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Oct 2020)**

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in paragraph (c)(1) in the provision at [52.204-26](#), Covered Telecommunications Equipment or Services—Representation, or in paragraph (v)(2)(i) of the provision at [52.212-3](#), Offeror Representations and Certifications-Commercial Items. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at [52.204-26](#), or in paragraph (v)(2)(ii) of the provision at [52.212-3](#).

(a) *Definitions.* As used in this provision—

*Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component* have the meanings provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

*(b) Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(d) *Representation.* The Offeror represents that—

(1) It  will,  will not provide covered telecommunications equipment or services to the Government in the of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) *Disclosures.*

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer.

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

## **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020).**

(a) *Definitions.* As used in this clause—

*Backhaul* means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

*Critical technology* means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Interconnection arrangements* means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Roaming* means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#). This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements;
- or
- (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) *Reporting requirement.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

The following certifications and provisions may be required and apply when Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

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**APPENDIX II TO 2 CFR PART 200**

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**(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

**(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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

Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does offeror agree to abide by the above? YES AP Initials of Authorized Representative of offeror

**(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work**

Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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

In the event Federal Transit Administration (FTA) or Department of Transportation (DOT) funding is used by Participating Public Agency, Offeror also agrees to include Clean Air and Clean Water requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the Executive Office of the President Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(3) The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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**RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS**

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

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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

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When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

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To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition. Additionally:

- (1) The Contractor agrees to comply with 49 USC 5323(j) and 49 CFR Part 661, which provide that federal funds may not be obligated unless steel, iron and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7. A general public interest waiver from the Buy America requirements applies to microprocessors, computers, microcomputers, software or other such devices, which are used solely for the purpose of processing or storing data. This general waiver does not extend to a product or device that merely contains a microprocessor or microcomputer and is not used solely for the purpose of processing or storing data. Separate requirements for rolling stock are set out at 5323(j)(2)(C) and 49 CFR 661.11.
- (2) A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. This requirement does not apply to lower tier subcontractors.

The following certificates titled FTA and DOT Buy America Certification should be completed and returned with the response as part of FTA and DOT requirements.

**FEDERAL TRASIT ADMINISTRATION (FTA) AND DEPARTMENT OF TRANSPORTATION (DOT) -  
BUY AMERICA: CERTIFICATION REQUIREMENT FOR PROCUREMENTOF ROLLING STOCK**

**CERTIFICATE OF COMPLIANCE**

(select one of the two options, NOT BOTH)

**Certificate of Compliance with 49 USC §5323(j)**

The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j), and the applicable regulations of 49 CFR 661.11.

Check for YES:  X

**OR**

**Certificate of Non-Compliance with 49 USC §5323(j)**

Version March 19, 2024

The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but may qualify for an exception to the requirement consistent with 49 U.S.C. 5323(j)(2)(C), and the applicable regulations in 49 CFR 661.7.  
Check for YES:

**FEDERAL TRASIT ADMINISTRATION (FTA) AND DEPARTMENT OF TRANSPORTATION (DOT) -  
BUY AMERICA: CERTIFICATION REQUIREMENT FOR PROCUREMENT OF STEEL OR MANUFACTURED PRODUCTS**

**CERTIFICATE OF COMPLIANCE** (select one of the two options, NOT BOTH)

**Certificate of Compliance with 49 USC §5323(j)(1)**

The proposer hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.

Check for YES:  X

**OR**

**Certificate of Non-Compliance with 49 USC §5323(j)(1)**

The proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 CFR 661.7.

Check for YES:

Does offeror agree? YES AP Initials of Authorized Representative of offeror

Offeror's Name: American Office Products Distributors, Inc.

Address, City, State, and Zip Code: PO Box 639, South Elgin, IL 60177

Phone Number: 630-761-0600

Fax Number: 630-761-0691

Printed Name and Title of Authorized Representative: Angela Price - GM/Director of National Operations and Marketing

Email Address: angela@aopd.com

Signature of Authorized Representative: Angela Price

Date: 06/25/2024

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**CERTIFICATION OF COMPLIANCE WITH BUY AMERICAN PROVISIONS**

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Unless Supplier is exempt (*See FAR 25.103*), when authorized by statute or explicitly indicated by Participating Public Agency, Buy American requirements will apply where only unmanufactured construction material mined or produced in the United States shall be used (*see Subpart 25.6 – American Recovery and Reinvestment Act-Buy American statute for additional details*).

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**CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336**

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Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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**CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS**

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Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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**COMMUNITY DEVELOPMENT BLOCK GRANTS**

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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, Offeror 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, Offeror shall comply with all wage and latest reporting provisions of the Federal Davis-Bacon Act. HUD-4010 Labor Provisions also applies to this contract.

Does offeror agree? YES AP Initials of Authorized Representative of offeror

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**Offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.**

Offeror's Name:

American Office Products Distributors, Inc.

Address, City, State, and Zip Code:

PO Box 639, South Elgin, IL 60177

Phone Number: 630-761-0600

Fax Number: 630-761-0691

Printed Name and Title of Authorized Representative:

Angela Price - GM/Director of National Operations and Marketing

Email Address:

angela@aopd.com

Signature of Authorized Representative:

Angela Price

Date: 06/25/2024

## FEMA AND ADDITIONAL FEDERAL FUNDING SPECIAL CONDITIONS

Awarded Supplier(s) (also referred to as Contractors) may need to respond to events and losses where products and services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, and/or wind damage during a disaster or emergency situation. By submitting a proposal, the Supplier is accepted these FEMA and Additional Federal Funding Special Conditions required by the Federal Emergency Management Agency (FEMA) and other federal entities.

“Contract” in the below pages under FEMA AND ADDITIONAL FEDERAL FUNDING SPECIAL CONDITIONS is also referred to and defined as the “Master Agreement”.

“Contractor” in the below pages under FEMA AND ADDITIONAL FEDERAL FUNDING SPECIAL CONDITIONS is also referred to and defined as “Supplier” or “Awarded Supplier”.

### **Conflicts of Interest**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a FEMA award if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 2 C.F.R. § 200.318(c)(1); See also Standard Form 424D, ¶ 7; Standard Form 424B, ¶ 3. i. FEMA considers a “financial interest” to be the potential for gain or loss to the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties as a result of the particular procurement. The prohibited financial interest may arise from ownership of certain financial instruments or investments such as stock, bonds, or real estate, or from a salary, indebtedness, job offer, or similar interest that might be affected by the particular procurement. ii. FEMA considers an “apparent” conflict of interest to exist where an actual conflict does not exist, but where a reasonable person with knowledge of the relevant facts would question the impartiality of the employee, officer, or agent participating in the procurement. c. Gifts. The officers, employees, and agents of the Participating Public Agency nor the Participating Public Agency (“NFE”) must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, NFE’s may set standards for situations in which the financial interest is de minimus, not substantial, or the gift is an unsolicited item of nominal value. 2 C.F.R. § 200.318(c)(1). d. Violations. The NFE’s written standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the NFE. 2 C.F.R. § 200.318(c)(1). For example, the penalty for a NFE’s employee may be dismissal, and the penalty for a contractor might be the termination of the contract.

### **Contractor Integrity**

A contractor must have a satisfactory record of integrity and business ethics. Contractors that are debarred or suspended, as described in and subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension), must be rejected and cannot receive contract awards at any level.

### **Notice of Legal Matters Affecting the Federal Government**

In the event FTA or DOT funding is used by Participating Public Agency, Contractor agrees to:

- 1) The Contractor agrees that if a current or prospective legal matter that may affect the Federal Government emerges, the Contractor shall promptly notify the Participating Public Agency of the legal matter in accordance with 2 C.F.R. §§ 180.220 and 1200.220.

- 2) The types of legal matters that require notification include, but are not limited to, a major dispute, breach, default, litigation, or naming the Federal Government as a party to litigation or a legal disagreement in any forum for any reason.
- 3) The Contractor further agrees to include the above clause in each subcontract, at every tier, financed in whole or in part with Federal assistance provided by the FTA.

### **Public Policy**

A contractor must comply with the public policies of the Federal Government and state, local government, or tribal government. This includes, among other things, past and current compliance with the:

- a. Equal opportunity and nondiscrimination laws
- b. Five affirmative steps described at 2 C.F.R. § 200.321(b) for all subcontracting under contracts supported by FEMA financial assistance; and FEMA Procurement Guidance June 21, 2016 Page IV- 7
- c. Applicable prevailing wage laws, regulations, and executive orders

### **Affirmative Steps**

For any subcontracting opportunities, Contractor must take the following Affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### **Bid Guarantee**

For proposals that are to include construction/reconstruction/renovation and related services, bids must be accompanied by Certified or Cashier's Check or an approved Bid Bond in the amount of not less than five percent (5%) of the total bid. Surety shall provide a copy of the Power of Attorney authorizing the Executing Agent the authority to execute the bid bond documents and bind the surety to the bid bond conditions. The bid bond shall have a corporate Surety that is licensed to conduct business in the state of the lead agency and authorized to underwrite bonds in the amount of the bid bond.

### **Prevailing Wage Requirements**

When applicable, the awarded Contractor (s) and any and all subcontractor(s) agree to comply with all laws regarding prevailing wage rates including the Davis-Bacon Act, applicable to this solicitation and/or Participating Public Agencies. The Participating Public Agency shall notify the Contractor of the applicable pricing/prevailing wage rates and must apply any local wage rates requested. The Contractor and any subcontractor(s) shall comply with the prevailing wage rates set by the Participating Public Agency.

### **Federal Requirements**

If products and services are issued in response to an emergency or disaster recovery the items below, located in this FEMA Special Conditions section of the Federal Funds Certifications, are activated and required when federal funding may be utilized.

### **2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II, Required Contract Clauses**

## 1. CONTRACT REMEDIES

Contracts for more than the federal simplified acquisition threshold (SAT), the dollar amount below which an NFE may purchase property or services using small purchase methods, currently set at \$250,000 for procurements made on or after June 20, 2018, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and must provide for sanctions and penalties as appropriate.

### 1.1 Applicability

This contract provision is required for contracts over the SAT, currently set at \$250,000 for procurements made on or after June 20, 2018. Although not required for contracts at or below the SAT, FEMA suggests including a remedies provision.

### 1.2 Additional Considerations

For FEMA's Assistance to Firefighters Grant (AFG) Program, recipients must include a penalty clause in all contracts for any AFG-funded vehicle, regardless of dollar amount. In that situation, the contract must include a clause addressing that non-delivery by the contract's specified date or other vendor nonperformance will require a penalty of no less than \$100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient. This penalty clause should, however, account for force majeure or acts of God. AFG recipients should refer to the applicable year's Notice of Funding Opportunity (NOFO) for additional information, which can be accessed at FEMA.gov.

## 2. TERMINATION FOR CAUSE AND CONVENIENCE

- a. Standard. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

## 3. EQUAL EMPLOYMENT OPPORTUNITY

When applicable:

- a. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).
- b. Key Definitions.
  - i. Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-

1.3 defines a “federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

- ii. Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines “construction work” as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
- c. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- d. Required Language. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

During the performance of this contract, the contractor agrees as follows:

**(1)** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

**(2)** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

**(3)** The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

**(4)** The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**(5)** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

**(6)** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

**(7)** In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**(8)** The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor

debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### **4. DAVIS-BACON ACT**

- a. Standard.** All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- b. Applicability.** The Davis-Bacon Act applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program.
- c. Requirements.** If applicable, the non-federal entity must do the following:
  - i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
  - ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti- Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.
  - iii. Include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”).

Suggested Language. The following provides a sample contract clause:

Compliance with the Davis-Bacon Act.

- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, contractors are required to pay wages not less than once a week.

**5. COPELAND ANTI-KICKBACK ACT**

- a. Standard. Recipient and subrecipient contracts must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
- b. Applicability. This requirement applies to all contracts for construction or repair work above \$2,000 in situations where the Davis-Bacon Act also applies. It DOES NOT apply to the FEMA Public Assistance Program.
- c. Requirements. If applicable, the non-federal entity must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation, each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

Sample Language. The following provides a sample contract clause:

Compliance with the Copeland “Anti-Kickback” Act.

- a. Contractor. The contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. §5.12.”

## 6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
- b. Applicability. This requirement applies to all FEMA contracts awarded by the non-federal entity in excess of \$100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

### Compliance with the Contract Work Hours and Safety Standards Act.

(1) *Overtime requirements*. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages*. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with

respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of

\$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The Federal agency or loan/grant recipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

## **7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

- a.** Standard. If the FEMA award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).
- b.** Applicability. This requirement applies to “*funding agreements*,” but it DOES NOT apply to the Public Assistance, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of “funding agreement.”
- c.** Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

## 8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

- a. Standard. If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).
- b. Applicability. This requirement applies to contracts awarded by a non-federal entity of amounts in excess of \$150,000 under a federal grant.
- c. Suggested Language. The following provides a sample contract clause.

### Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

### Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

## 9. DEBARMENT AND SUSPENSION

- a. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and*

*Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension).

- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- c. Requirements.
  - i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov). See 2 C.F.R. § 180.530.
  - ii. In general, an "excluded" party cannot receive a Federal grant award or a contract within the meaning of a "covered transaction," to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a "covered transaction," which is any non-procurement transaction (unless excepted) at either a "primary" or "secondary" tier. Although "covered transactions" do not include contracts awarded by the Federal Government for purposes of the non-procurement common rule and DHS's implementing regulations, it does include some contracts awarded by recipients and subrecipients.
  - iii. Specifically, a covered transaction includes the following contracts for goods or services:
    - 1. The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
    - 2. The contract requires the approval of FEMA, regardless of amount.
    - 3. The contract is for federally-required audit services.
    - 4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- d. Suggested Language. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

#### Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. §

180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by the Participating Public Agency. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Participating Public Agency, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

## 10. BYRD ANTI-LOBBYING AMENDMENT

- a. Standard. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA's regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of \$100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.
- c. Suggested Language.

### Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier

to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

- d. Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, American Office Products Distributors, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Angelo Price

Signature of Contractor's Authorized Official

GM/Director of Operations & Marketing

Name and Title of Contractor's Authorized Official

06/25/2024

Date

## 11. PROCUREMENT OF RECOVERED MATERIALS

- a. Standard. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. §200.322.
- b. Applicability. This requirement applies to all contracts awarded by a non- federal entity under FEMA grant and cooperative agreement programs.
- c. Requirements. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. Suggested Language.
  - i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
    1. Competitively within a timeframe providing for compliance with the contract performance schedule;
    2. Meeting contract performance requirements; or
    3. At a reasonable price.
  - ii. Information about this requirement, along with the list of EPA- designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
  - iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

## 12. DOMESTIC PREFERENCES FOR PROCUREMENTS

As appropriate, and to the extent consistent with law, CONTRACTOR should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States. This includes, but is not limited to, iron, aluminum, steel, cement, and other manufactured products.

Applicability For purchases in support of FEMA declarations and awards issued on or after November 12, 2020, all FEMA recipients and subrecipients are required to include in all contracts and purchase orders for work or products a contract provision encouraging domestic preference for procurements.

Domestic Preference for Procurements As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.”

## 13. ACCESS TO RECORDS

- a. Standard. All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. Recipients must give DHS/FEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations *and* other applicable laws or program guidance. See DHS Standard Terms and Conditions: Version 8.1 (2018). Additionally, Section 1225 of the Disaster Recovery Reform Act of 2018 prohibits FEMA from providing reimbursement to any state, local, tribal, or territorial government, or private non-profit for activities made pursuant to a contract that purports to prohibit audits or internal reviews by the FEMA administrator or Comptroller General.

Access to Records. The following access to records requirements apply to this contract:

- i. The Contractor agrees to provide Participating Public Agency, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- ii. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- iii. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- iv. In compliance with the Disaster Recovery Act of 2018, the Participating Public Agency and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

#### **14. CHANGES**

- a. Standard. To be eligible for FEMA assistance under the non-Federal entity's FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.
- b. Applicability. FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

#### **15. DHS SEAL, LOGO, AND FLAGS**

- a. Standard. Recipients must obtain permission prior to using the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials. See DHS Standard Terms and Conditions: Version 8.1 (2018).
- b. Applicability. FEMA recommends that all non-Federal entities place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- c. "The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval."

#### **16. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS**

- a. Standard. The recipient and its contractors are required to comply with all Federal laws, regulations, and executive orders.
- b. Applicability. FEMA recommends that all non-Federal entities place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA policies, procedures, and directives.
- c. "This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives."

## 17. NO OBLIGATION BY FEDERAL GOVERNMENT

- a. Standard. FEMA is not a party to any transaction between the recipient and its contractor. FEMA is not subject to any obligations or liable to any party for any matter relating to the contract.
- b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.
- c. "The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract."

## 18. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

- a. Standard. Recipients must comply with the requirements of The False Claims Act (31 U.S.C. §§ 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. See DHS Standard Terms and Conditions: Version 8.1 (2018); and 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- b. Applicability. FEMA recommends that the non-Federal entity include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.
- c. "The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract."
- d. In the event FTA or DOT funding is used by a Participating Public Agency, Contractor further acknowledges U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, and apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA

under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

*Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.*

**Offeror agrees to comply with all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.**

Offeror's Name: American Office Products Distributors, Inc.

Address, City, State, and Zip Code:  
PO Box 639, South Elgin, IL 60177

Phone Number: 630-761-0600 Fax Number: 630-761-0691

Printed Name and Title of Authorized Representative:  
Angela Price - GM/Director of National Operations and Marketing

Email Address: angela@aopd.com

Signature of Authorized Representative: Angela Price

Date: 06/25/2024

**Exhibit G**  
**New Jersey Business Compliance**

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**NEW JERSEY BUSINESS COMPLIANCE**

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required under New Jersey statutes. All offerors submitting proposals must complete the following forms specific to the State of New Jersey. Completed forms should be submitted with the offeror's response to the RFP. Failure to complete the New Jersey packet will impact OMNIA Partners' ability to promote the Master Agreement in the State of New Jersey.

DOC #1	Ownership Disclosure Form
DOC #2	Non-Collusion Affidavit
DOC #3	Affirmative Action Affidavit
DOC #4	Political Contribution Disclosure Form
DOC #5	Stockholder Disclosure Certification
DOC #6	Disclosure of Investment Activities in Iran
DOC #7	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
DOC #8	New Jersey Business Registration Certificate
DOC #9	EEOAA Evidence
DOC #10	MacBride Principals Form

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- all anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- Bid and Performance Security, as required by the applicable municipal or state statutes.

Angela Price - GM/Director of National Operations and Marketing

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** American Office Products Distributors, Inc.

**Organization Address:** PO Box 639, South Elgin, IL 60177

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)     Limited Liability Company (LLC)
- Partnership         Limited Partnership         Limited Liability Partnership (LLP)
- Other (be specific): Not for Profit

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Angela Price	Title:	GM/Director of Operations & Marke
Signature:	<i>Angela Price</i>	Date:	06/25/2024

## NON-COLLUSION AFFIDAVIT

<b>STANDARD BID DOCUMENT REFERENCE</b>	
	<b>Reference: VII-H</b>
Name of Form:	<b>NON-COLLUSION AFFIDAVIT</b>
Statutory Reference:	No specific statutory reference State Statutory Reference N.J.S.A. 52:34-15
Instructions Reference:	Statutory and Other Requirements VII-H
Description:	The Owner's use of this form is optional. It is used to ensure that the bidder has not participated in any collusion with any other bidder or Owner representative or otherwise taken any action in restraint of free and competitive bidding.

NON-COLLUSION AFFIDAVIT

State of New Jersey  
County of \_\_\_\_\_

ss:

I, Angela Price residing in North Aurora  
(name of affiant) (name of municipality)  
in the County of Kane and State of Illinois of full age,  
being duly sworn according to law on my oath depose and say that:

I am GM/Director of National Operations of the firm of American Office Products Distributors,  
(title or position) (name of firm)  
Inc. \_\_\_\_\_ the bidder making this Proposal for the bid entitled RFP

for Office Supplies and Services RFP 24-S844 \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the RFP for Office Supplies and Services \_\_\_\_\_ relies upon the truth of the statements contained in said Proposal  
(name of contracting unit)  
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

before me this day

Hannah Anliker  
Signature

July 15th, 2024

Hannah Anliker

DuPage County, Illinois

(Type or print name of affiant under signature)

Notary public of

My Commission expires 10/14/2025

(Seal)



**AFFIRMATIVE ACTION AFFIDAVIT  
(P.L. 1975, C.127)**

**Company Name:** American Office Products Distributors, Inc.

**Street:** PO Box 639

**City, State, Zip Code:** South Elgin, IL 60177

**Proposal Certification:**

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

1. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

**Public Work – Over \$50,000 Total Project Cost:**

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201. A project contract ID number will be assigned to your firm upon receipt of the completed Initial Project Workforce Report (AA201) for this contract.

B. Approved Federal or New Jersey Plan – certificate enclosed

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*

06/25/2024  
**Date**

Angela Price  
**Authorized Signature and Title**

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE**  
**CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

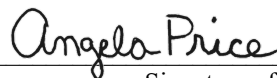
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of it testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



Signature of Procurement Agent

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 ([http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
  - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d. The form may be used “as-is”, subject to edits as described herein.
  - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract (See Local Finance Notice 2006-7 for additional information on this obligation at [http://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)). A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee\*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

**County:**

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD  
FROM THE PAY TO PLAY SECTION OF THE DLGS WEBSITE A  
COUNTY-BASED, CUSTOMIZABLE FORM.**

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership                       Corporation                       Sole Proprietorship

Limited Partnership               Limited Liability Corporation               Limited Liability Partnership

Subchapter S Corporation              X - Not-for-Profit

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

**Stockholders:**

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this <u>15</u> day of <u>July</u> , 2024	<u>Hannah Anliker</u> (Affiant)
(Notary Public)	<u>Hannah Anliker</u> (Print name & title of affiant)
My Commission expires: <u>10/14/2025</u>	(Corporate Seal)





DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: RFP-24-S844 Office Supplies and Services

VENDOR NAME: American Office Products Distributors, Inc.

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran.

CHECK THE APPROPRIATE BOX

[X] I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

[ ] I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Blank lines for providing details on entity engagement.

Duration of Engagement
Anticipated Cessation Date

\*Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Angela Price
Signature

06/25/2024
Date

Angela Price - GM/Director of National Operations and Marketing
Print Name and Title



CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor<sup>i</sup>") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

[X] A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

[ ] B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

[ ] C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Five horizontal lines for providing a detailed description of the Vendor's activity.

(Attach Additional Sheets If Necessary.)

Signature and contact information section for Angela Price, including fields for Name, Title, Address, Date, FEIN, Phone Number, Fax Number, and Email Address.

i Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2). NJ Rev. 1.22.2024 Version March 19, 2024

DOC #8

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE  
(N.J.S.A. 52:32-44)**

Offerors wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate with their proposal here. Failure to do so will disqualify the Offeror from offering products or services in New Jersey through any resulting contract.

<https://www.njportal.com/DOR/BusinessRegistration/>

**EEOAA EVIDENCE**

Equal Employment Opportunity/Affirmative Action  
Goods, Professional Services & General Service Projects

**EEO/AA Evidence**

Vendors are required to submit evidence of compliance with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in order to be considered a responsible vendor.

**One** of the following must be included with submission:

- Copy of Letter of Federal Approval
- Certificate of Employee Information Report
- Fully Executed Form AA302
- Fully Executed EEO-1 Report

See the guidelines at:

[https://www.state.nj.us/treasury/contract\\_compliance/documents/pdf/guidelines/pa.pdf](https://www.state.nj.us/treasury/contract_compliance/documents/pdf/guidelines/pa.pdf)

for further information.

I certify that my bid package includes the required evidence per the above list and State website.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



DOC #10  
MACBRIDE-PRINCIPLES

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE  
AND PROPERTY 33 WEST STATE STREET, P.O. BOX 230 TRENTON,  
NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: RFP-24-S844 Office Supplies and Services

VENDOR NAME: American Office Products Distributors, Inc.

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder is required to provide a certification in compliance with the MacBride Principles and Northern Ireland Act of 1989. Pursuant to N.J.S.A. 52:34-12.2, Vendor/Bidder must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/ Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principles that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

**CHECK THE APPROPRIATE BOX**

The Vendor/Bidder has no business operations in Northern Ireland; or

**OR**

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principles of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principles.

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Angela Price

Signature

06/25/2024

Date

Angela Price - GM/Director of National Operations and Marketing

Print Name and Title

## Exhibit H Advertising Compliance Requirement

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.210, Chapter 279A.220, and other related provisions, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with OMNIA Partners and access the Master Agreement contract award made pursuant to this solicitation, and are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

State of Alabama	State of Hawaii	Commonwealth of Massachusetts	State of New Mexico	State of South Dakota
State of Alaska	State of Idaho	State of Michigan	State of New York	State of Tennessee
State of Arizona	State of Illinois	State of Minnesota	State of North Carolina	State of Texas
State of Arkansas	State of Indiana	State of Mississippi	State of North Dakota	State of Utah
State of California	State of Iowa	State of Missouri	State of Ohio	State of Vermont
State of Colorado	State of Kansas	State of Montana	State of Oklahoma	Commonwealth of Virginia
State of Connecticut	Commonwealth of Kentucky	State of Nebraska	State of Oregon	State of Washington
State of Delaware	State of Louisiana	State of Nevada	Commonwealth of Pennsylvania	State of West Virginia
State of Florida	State of Maine	State of New Hampshire	State of Rhode Island	State of Wisconsin
State of Georgia	State of Maryland	State of New Jersey	State of South Carolina	State of Wyoming
District of Columbia	U.S. Territories			

Lists of political subdivisions and local governments in the above referenced states, districts, and territories may be found at <http://www.usa.gov/state-governments> and <https://www.usa.gov/local-governments>.

Certain Public Agencies and Political Subdivisions:

**CITIES, TOWNS, VILLAGES AND BOROUGHES INCLUDING BUT NOT LIMITED TO:**

BAKER CITY GOLF COURSE, OR	CITY OF INDEPENDENCE, OR
CITY OF ADAIR VILLAGE, OR	CITY AND COUNTY OF HONOLULU, HI
CITY OF ASHLAND, OR	CITY OF KENNER, LA
CITY OF AUMSVILLE, OR	CITY OF LA GRANDE, OR
CITY OF AURORA, OR	CITY OF LAFAYETTE, LA
CITY OF BAKER, OR	CITY OF LAKE CHARLES, OR
CITY OF BATON ROUGE, LA	CITY OF LEBANON, OR
CITY OF BEAVERTON, OR	CITY OF MCMINNVILLE, OR
CITY OF BEND, OR	CITY OF MEDFORD, OR
CITY OF BOARDMAN, OR	CITY OF METAIRIE, LA
CITY OF BONANAZA, OR	CITY OF MILL CITY, OR
CITY OF BOSSIER CITY, LA	CITY OF MILWAUKIE, OR
CITY OF BROOKINGS, OR	CITY OF MONROE, LA
CITY OF BURNS, OR	CITY OF MOSIER, OR
CITY OF CANBY, OR	CITY OF NEW ORLEANS, LA
CITY OF CANYONVILLE, OR	CITY OF NORTH PLAINS, OR
CITY OF CLATSKANIE, OR	CITY OF OREGON CITY, OR
CITY OF COBURG, OR	CITY OF PILOT ROCK, OR
CITY OF CONDON, OR	CITY OF PORTLAND, OR
CITY OF COQUILLE, OR	CITY OF POWERS, OR
CITY OF CORVALLI, OR	CITY OF PRINEVILLE, OR
CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR	CITY OF REDMOND, OR
CITY OF COTTAGE GROVE, OR	CITY OF REEDSPORT, OR
CITY OF DONALD, OR	CITY OF RIDDLE, OR
CITY OF EUGENE, OR	CITY OF ROGUE RIVER, OR
CITY OF FOREST GROVE, OR	CITY OF ROSEBURG, OR
CITY OF GOLD HILL, OR	CITY OF SALEM, OR
CITY OF GRANTS PASS, OR	CITY OF SANDY, OR
CITY OF GRESHAM, OR	CITY OF SCAPPOOSE, OR
CITY OF HILLSBORO, OR	CITY OF SHADY COVE, OR
	CITY OF SHERWOOD, OR

CITY OF SHREVEPORT, LA  
CITY OF SILVERTON, OR  
CITY OF SPRINGFIELD, OR  
CITY OF ST. HELENS, OR  
CITY OF ST. PAUL, OR  
CITY OF SULPHUR, LA  
CITY OF TIGARD, OR  
CITY OF TROUTDALE, OR  
CITY OF TUALATIN, OR  
CITY OF WALKER, LA  
CITY OF WARRENTON, OR  
CITY OF WEST LINN, OR  
CITY OF WILSONVILLE, OR  
CITY OF WINSTON, OR  
CITY OF WOODBURN, OR  
LEAGUE OF OREGON CITIES  
THE CITY OF HAPPY VALLEY OREGON  
ALPINE, UT  
ALTA, UT  
ALTAMONT, UT  
ALTON, UT  
AMALGA, UT  
AMERICAN FORK CITY, UT  
ANNABELLA, UT  
ANTIMONY, UT  
APPLE VALLEY, UT  
AURORA, UT  
BALLARD, UT  
BEAR RIVER CITY, UT  
BEAVER, UT  
BICKNELL, UT  
BIG WATER, UT  
BLANDING, UT  
BLUFFDALE, UT  
BOULDER, UT  
CITY OF BOUNTIFUL, UT  
BRIAN HEAD, UT  
BRIGHAM CITY CORPORATION, UT  
BRYCE CANYON CITY, UT  
CANNONVILLE, UT  
CASTLE DALE, UT  
CASTLE VALLEY, UT  
CITY OF CEDAR CITY, UT  
CEDAR FORT, UT  
CITY OF CEDAR HILLS, UT  
CENTERFIELD, UT  
CENTERVILLE CITY CORPORATION, UT  
CENTRAL VALLEY, UT  
CHARLESTON, UT  
CIRCLEVILLE, UT  
CLARKSTON, UT  
CLAWSON, UT  
CLEARFIELD, UT  
CLEVELAND, UT  
CLINTON CITY CORPORATION, UT  
COALVILLE, UT  
CORINNE, UT  
CORNISH, UT  
COTTONWOOD HEIGHTS, UT  
DANIEL, UT  
DELTA, UT  
DEWEYVILLE, UT  
DRAPER CITY, UT  
DUCHESNE, UT  
EAGLE MOUNTAIN, UT

EAST CARBON, UT  
ELK RIDGE, UT  
ELMO, UT  
ELSINORE, UT  
ELWOOD, UT  
EMERY, UT  
ENOCH, UT  
ENTERPRISE, UT  
EPHRAIM, UT  
ESCALANTE, UT  
EUREKA, UT  
FAIRFIELD, UT  
FAIRVIEW, UT  
FARMINGTON, UT  
FARR WEST, UT  
FAYETTE, UT  
FERRON, UT  
FIELDING, UT  
FILLMORE, UT  
FOUNTAIN GREEN, UT  
FRANCIS, UT  
FRUIT HEIGHTS, UT  
GARDEN CITY, UT  
GARLAND, UT  
GENOLA, UT  
GLENDALE, UT  
GLENWOOD, UT  
GOSHEN, UT  
GRANTSVILLE, UT  
GREEN RIVER, UT  
GUNNISON, UT  
HANKSVILLE, UT  
HARRISVILLE, UT  
HATCH, UT  
HEBER CITY CORPORATION, UT  
HELPER, UT  
HENEFER, UT  
HENRIEVILLE, UT  
HERRIMAN, UT  
HIDEOUT, UT  
HIGHLAND, UT  
HILDALE, UT  
HINCKLEY, UT  
HOLDEN, UT  
HOLLADAY, UT  
HONEYVILLE, UT  
HOOPER, UT  
HOWELL, UT  
HUNTINGTON, UT  
HUNTSVILLE, UT  
CITY OF HURRICANE, UT  
HYDE PARK, UT  
HYRUM, UT  
INDEPENDENCE, UT  
IVINS, UT  
JOSEPH, UT  
JUNCTION, UT  
KAMAS, UT  
KANAB, UT  
KANARRAVILLE, UT  
KANOSH, UT  
KAYSVILLE, UT  
KINGSTON, UT  
KOOSHAREM, UT  
LAKETOWN, UT

LA VERKIN, UT  
LAYTON, UT  
LEAMINGTON, UT  
LEEDS, UT  
LEHI CITY CORPORATION, UT  
LEVAN, UT  
LEWISTON, UT  
LINDON, UT  
LOA, UT  
LOGAN CITY, UT  
LYMAN, UT  
LYNN DYLAN, UT  
MANILA, UT  
MANTI, UT  
MANTUA, UT  
MAPLETON, UT  
MARRIOTT-SLATERVILLE, UT  
MARYSVALE, UT  
MAYFIELD, UT  
MEADOW, UT  
MENDON, UT  
MIDVALE CITY INC., UT  
MIDWAY, UT  
MILFORD, UT  
MILLVILLE, UT  
MINERSVILLE, UT  
MOAB, UT  
MONA, UT  
MONROE, UT  
CITY OF MONTICELLO, UT  
MORGAN, UT  
MORONI, UT  
MOUNT PLEASANT, UT  
MURRAY CITY CORPORATION, UT  
MYTON, UT  
NAPLES, UT  
NEPHI, UT  
NEW HARMONY, UT  
NEWTON, UT  
NIBLEY, UT  
NORTH LOGAN, UT  
NORTH OGDEN, UT  
NORTH SALT LAKE CITY, UT  
OAK CITY, UT  
OAKLEY, UT  
OGDEN CITY CORPORATION, UT  
OPHIR, UT  
ORANGEVILLE, UT  
ORDERVILLE, UT  
OREM, UT  
PANGUITCH, UT  
PARADISE, UT  
PARAGONAH, UT  
PARK CITY, UT  
PAROWAN, UT  
PAYSON, UT  
PERRY, UT  
PLAIN CITY, UT  
PLEASANT GROVE CITY, UT  
PLEASANT VIEW, UT  
PLYMOUTH, UT  
PORTAGE, UT  
PRICE, UT  
PROVIDENCE, UT  
PROVO, UT

RANDOLPH, UT  
REDMOND, UT  
RICHFIELD, UT  
RICHMOND, UT  
RIVERDALE, UT  
RIVER HEIGHTS, UT  
RIVERTON CITY, UT  
ROCKVILLE, UT  
ROCKY RIDGE, UT  
ROOSEVELT CITY CORPORATION, UT  
ROY, UT  
RUSH VALLEY, UT  
CITY OF ST. GEORGE, UT  
SALEM, UT  
SALINA, UT  
SALT LAKE CITY CORPORATION, UT  
SANDY, UT  
SANTA CLARA, UT  
SANTAQUIN, UT  
SARATOGA SPRINGS, UT  
SCIPPIO, UT  
SCOFIELD, UT  
SIGURD, UT  
SMITHFIELD, UT  
SNOWVILLE, UT  
CITY OF SOUTH JORDAN, UT  
SOUTH OGDEN, UT  
CITY OF SOUTH SALT LAKE, UT  
SOUTH WEBER, UT  
SPANISH FORK, UT  
SPRING CITY, UT  
SPRINGDALE, UT  
SPRINGVILLE, UT  
STERLING, UT  
STOCKTON, UT  
SUNNYSIDE, UT  
SUNSET CITY CORP, UT  
SYRACUSE, UT  
TABIONA, UT  
CITY OF TAYLORSVILLE, UT  
TOOELE CITY CORPORATION, UT  
TOQUERVILLE, UT  
TORREY, UT  
TREMONTON CITY, UT  
TRENTON, UT  
TROPIC, UT  
UINTAH, UT  
VERNAL CITY, UT  
VERNON, UT  
VINEYARD, UT  
VIRGIN, UT  
WALES, UT  
WALLSBURG, UT  
WASHINGTON CITY, UT  
WASHINGTON TERRACE, UT  
WELLINGTON, UT  
WELLSVILLE, UT  
WENDOVER, UT  
WEST BOUNTIFUL, UT  
WEST HAVEN, UT  
WEST JORDAN, UT  
WEST POINT, UT  
WEST VALLEY CITY, UT  
WILLARD, UT  
WOODLAND HILLS, UT

WOODRUFF, UT  
WOODS CROSS, UT

**COUNTIES AND PARISHES INCLUDING BUT NOT LIMITED TO:**

ASCENSION PARISH, LA  
ASCENSION PARISH, LA, CLEAR OF COURT  
CADDO PARISH, LA  
CALCASIEU PARISH, LA  
CALCASIEU PARISH SHERIFF'S OFFICE, LA  
CITY AND COUNTY OF HONOLULU, HI  
CLACKAMAS COUNTY, OR  
CLACKAMAS COUNTY DEPT OF TRANSPORTATION,  
OR  
CLATSOP COUNTY, OR  
COLUMBIA COUNTY, OR  
COOS COUNTY, OR  
COOS COUNTY HIGHWAY DEPARTMENT, OR  
COUNTY OF HAWAII, OR  
CROOK COUNTY, OR  
CROOK COUNTY ROAD DEPARTMENT, OR  
CURRY COUNTY, OR  
DESCHUTES COUNTY, OR  
DOUGLAS COUNTY, OR  
EAST BATON ROUGE PARISH, LA  
GILLIAM COUNTY, OR  
GRANT COUNTY, OR  
HARNEY COUNTY, OR  
HARNEY COUNTY SHERIFFS OFFICE, OR  
HAWAII COUNTY, HI  
HOOD RIVER COUNTY, OR  
JACKSON COUNTY, OR  
JEFFERSON COUNTY, OR  
JEFFERSON PARISH, LA  
JOSEPHINE COUNTY GOVERNMENT, OR  
LAFAYETTE CONSOLIDATED GOVERNMENT, LA  
LAFAYETTE PARISH, LA  
LAFAYETTE PARISH CONVENTION & VISITORS  
COMMISSION  
LAFOURCHE PARISH, LA  
KAUAI COUNTY, HI  
KLAMATH COUNTY, OR  
LAKE COUNTY, OR  
LANE COUNTY, OR  
LINCOLN COUNTY, OR  
LINN COUNTY, OR  
LIVINGSTON PARISH, LA  
MALHEUR COUNTY, OR  
MAUI COUNTY, HI  
MARION COUNTY, SALEM, OR  
MORROW COUNTY, OR  
MULTNOMAH COUNTY, OR  
MULTNOMAH COUNTY BUSINESS AND  
COMMUNITY SERVICES, OR  
MULTNOMAH COUNTY SHERIFFS OFFICE, OR  
MULTNOMAH LAW LIBRARY, OR  
ORLEANS PARISH, LA  
PLAQUEMINES PARISH, LA  
POLK COUNTY, OR  
RAPIDES PARISH, LA  
SAINT CHARLES PARISH, LA  
SAINT CHARLES PARISH PUBLIC SCHOOLS, LA  
SAINT LANDRY PARISH, LA  
SAINT TAMMANY PARISH, LA  
SHERMAN COUNTY, OR

TERREBONNE PARISH, LA  
TILLAMOOK COUNTY, OR  
TILLAMOOK COUNTY SHERIFF'S OFFICE, OR  
TILLAMOOK COUNTY GENERAL HOSPITAL, OR  
UMATILLA COUNTY, OR  
UNION COUNTY, OR  
WALLOWA COUNTY, OR  
WASCO COUNTY, OR  
WASHINGTON COUNTY, OR  
WEST BATON ROUGE PARISH, LA  
WHEELER COUNTY, OR  
YAMHILL COUNTY, OR  
COUNTY OF BOX ELDER, UT  
COUNTY OF CACHE, UT  
COUNTY OF RICH, UT  
COUNTY OF WEBER, UT  
COUNTY OF MORGAN, UT  
COUNTY OF DAVIS, UT  
COUNTY OF SUMMIT, UT  
COUNTY OF DAGGETT, UT  
COUNTY OF SALT LAKE, UT  
COUNTY OF TOOELE, UT  
COUNTY OF UTAH, UT  
COUNTY OF WASATCH, UT  
COUNTY OF DUCHESNE, UT  
COUNTY OF UINTAH, UT  
COUNTY OF CARBON, UT  
COUNTY OF SANPETE, UT  
COUNTY OF JUAB, UT  
COUNTY OF MILLARD, UT  
COUNTY OF SEVIER, UT  
COUNTY OF EMERY, UT  
COUNTY OF GRAND, UT  
COUNTY OF BEVER, UT  
COUNTY OF PIUTE, UT  
COUNTY OF WAYNE, UT  
COUNTY OF SAN JUAN, UT  
COUNTY OF GARFIELD, UT  
COUNTY OF KANE, UT  
COUNTY OF IRON, UT  
COUNTY OF WASHINGTON, UT

**OTHER AGENCIES INCLUDING ASSOCIATIONS,  
BOARDS, DISTRICTS, COMMISSIONS, COUNCILS,  
PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT  
AUTHORITIES, RESERVATIONS AND UTILITIES  
INCLUDING BUT NOT LIMITED TO:**

ADAIR R.F.P.D., OR  
ADEL WATER IMPROVEMENT DISTRICT, OR  
ADRIAN R.F.P.D., OR  
AGNESS COMMUNITY LIBRARY, OR  
AGNESS-ILLAHE R.F.P.D., OR  
AGRICULTURE EDUCATION SERVICE EXTENSION  
DISTRICT, OR  
ALDER CREEK-BARLOW WATER DISTRICT NO. 29,  
OR  
ALFALFA FIRE DISTRICT, OR  
ALSEA R.F.P.D., OR  
ALSEA RIVIERA WATER IMPROVEMENT DISTRICT,  
OR  
AMITY FIRE DISTRICT, OR  
ANTELOPE MEADOWS SPECIAL ROAD DISTRICT, OR  
APPLE ROGUE DISTRICT IMPROVEMENT COMPANY,  
OR  
APPLEGATE VALLEY R.F.P.D. #9, OR

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT,  
OR  
ARCH CAPE SANITARY DISTRICT, OR  
ARNOLD IRRIGATION DISTRICT, OR  
ASH CREEK WATER CONTROL DISTRICT, OR  
ATHENA CEMETERY MAINTENANCE DISTRICT, OR  
AUMSVILLE R.F.P.D., OR  
AURORA R.F.P.D., OR  
AZALEA R.F.P.D., OR  
BADGER IMPROVEMENT DISTRICT, OR  
BAILEY-SPENCER R.F.P.D., OR  
BAKER COUNTY LIBRARY DISTRICT, OR  
BAKER R.F.P.D., OR  
BAKER RIVERTON ROAD DISTRICT, OR  
BAKER VALLEY IRRIGATION DISTRICT, OR  
BAKER VALLEY S.W.C.D., OR  
BAKER VALLEY VECTOR CONTROL DISTRICT, OR  
BANDON CRANBERRY WATER CONTROL DISTRICT,  
OR  
BANDON R.F.P.D., OR  
BANKS FIRE DISTRICT, OR  
BANKS FIRE DISTRICT #13, OR  
BAR L RANCH ROAD DISTRICT, OR  
BARLOW WATER IMPROVEMENT DISTRICT, OR  
BASIN AMBULANCE SERVICE DISTRICT, OR  
BASIN TRANSIT SERVICE TRANSPORTATION  
DISTRICT, OR  
BATON ROUGE WATER COMPANY  
BAY AREA HEALTH DISTRICT, OR  
BAYSHORE SPECIAL ROAD DISTRICT, OR  
BEAR VALLEY SPECIAL ROAD DISTRICT, OR  
BEAVER CREEK WATER CONTROL DISTRICT, OR  
BEAVER DRAINAGE IMPROVEMENT COMPANY,  
INC., OR  
BEAVER SLOUGH DRAINAGE DISTRICT, OR  
BEAVER SPECIAL ROAD DISTRICT, OR  
BEAVER WATER DISTRICT, OR  
BELLE MER S.I.G.L. TRACTS SPECIAL ROAD  
DISTRICT, OR  
BEND METRO PARK AND RECREATION DISTRICT  
BENTON S.W.C.D., OR  
BERNDT SUBDIVISION WATER IMPROVEMENT  
DISTRICT, OR  
BEVERLY BEACH WATER DISTRICT, OR  
BIENVILLE PARISH FIRE PROTECTION DISTRICT 6,  
LA  
BIG BEND IRRIGATION DISTRICT, OR  
BIGGS SERVICE DISTRICT, OR  
BLACK BUTTE RANCH DEPARTMENT OF POLICE  
SERVICES, OR  
BLACK BUTTE RANCH R.F.P.D., OR  
BLACK MOUNTAIN WATER DISTRICT, OR  
BLODGETT-SUMMIT R.F.P.D., OR  
BLUE MOUNTAIN HOSPITAL DISTRICT, OR  
BLUE MOUNTAIN TRANSLATOR DISTRICT, OR  
BLUE RIVER PARK & RECREATION DISTRICT, OR  
BLUE RIVER WATER DISTRICT, OR  
BLY R.F.P.D., OR  
BLY VECTOR CONTROL DISTRICT, OR  
BLY WATER AND SANITARY DISTRICT, OR  
BOARDMAN CEMETERY MAINTENANCE DISTRICT,  
OR  
BOARDMAN PARK AND RECREATION DISTRICT  
BOARDMAN R.F.P.D., OR

BONANZA BIG SPRINGS PARK & RECREATION  
DISTRICT, OR  
BONANZA MEMORIAL PARK CEMETERY DISTRICT,  
OR  
BONANZA R.F.P.D., OR  
BONANZA-LANGELL VALLEY VECTOR CONTROL  
DISTRICT, OR  
BORING WATER DISTRICT #24, OR  
BOULDER CREEK RETREAT SPECIAL ROAD  
DISTRICT, OR  
BRIDGE R.F.P.D., OR  
BROOKS COMMUNITY SERVICE DISTRICT, OR  
BROWNSVILLE R.F.P.D., OR  
BUELL-RED PRAIRIE WATER DISTRICT, OR  
BUNKER HILL R.F.P.D. #1, OR  
BUNKER HILL SANITARY DISTRICT, OR  
BURLINGTON WATER DISTRICT, OR  
BURNT RIVER IRRIGATION DISTRICT, OR  
BURNT RIVER S.W.C.D., OR  
CALAPOOIA R.F.P.D., OR  
CAMAS VALLEY R.F.P.D., OR  
CAMELLIA PARK SANITARY DISTRICT, OR  
CAMMANN ROAD DISTRICT, OR  
CAMP SHERMAN ROAD DISTRICT, OR  
CANBY AREA TRANSIT, OR  
CANBY R.F.P.D. #62, OR  
CANBY UTILITY BOARD, OR  
CANNON BEACH R.F.P.D., OR  
CANYONVILLE SOUTH UMPQUA FIRE DISTRICT, OR  
CAPE FERRELO R.F.P.D., OR  
CAPE FOULWEATHER SANITARY DISTRICT, OR  
CARLSON PRIMROSE SPECIAL ROAD DISTRICT, OR  
CARMEL BEACH WATER DISTRICT, OR  
CASCADE VIEW ESTATES TRACT 2, OR  
CEDAR CREST SPECIAL ROAD DISTRICT, OR  
CEDAR TRAILS SPECIAL ROAD DISTRICT, OR  
CEDAR VALLEY - NORTH BANK R.F.P.D., OR  
CENTRAL CASCADES FIRE AND EMS, OR  
CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA  
CENTRAL LINCOLN P.U.D., OR  
CENTRAL OREGON COAST FIRE & RESCUE  
DISTRICT, OR  
CENTRAL OREGON INTERGOVERNMENTAL  
COUNCIL  
CENTRAL OREGON IRRIGATION DISTRICT, OR  
CHAPARRAL WATER CONTROL DISTRICT, OR  
CHARLESTON FIRE DISTRICT, OR  
CHARLESTON SANITARY DISTRICT, OR  
CHARLOTTE ANN WATER DISTRICT, OR  
CHEHALEM PARK & RECREATION DISTRICT, OR  
CHEHALEM PARK AND RECREATION DISTRICT  
CHEMULT R.F.P.D., OR  
CHENOWITH WATER P.U.D., OR  
CHERRIOTS, OR  
CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT,  
OR  
CHILOQUIN VECTOR CONTROL DISTRICT, OR  
CHILOQUIN-AGENCY LAKE R.F.P.D., OR  
CHINOOK DRIVE SPECIAL ROAD DISTRICT, OR  
CHR DISTRICT IMPROVEMENT COMPANY, OR  
CHRISTMAS VALLEY DOMESTIC WATER DISTRICT,  
OR  
CHRISTMAS VALLEY PARK & RECREATION  
DISTRICT, OR  
CHRISTMAS VALLEY R.F.P.D., OR

CITY OF BOGALUSA SCHOOL BOARD, LA  
CLACKAMAS COUNTY FIRE DISTRICT #1, OR  
CLACKAMAS COUNTY SERVICE DISTRICT #1, OR  
CLACKAMAS COUNTY VECTOR CONTROL  
DISTRICT, OR  
CLACKAMAS RIVER WATER  
CLACKAMAS RIVER WATER, OR  
CLACKAMAS S.W.C.D., OR  
CLATSKANIE DRAINAGE IMPROVEMENT  
COMPANY, OR  
CLATSKANIE LIBRARY DISTRICT, OR  
CLATSKANIE P.U.D., OR  
CLATSKANIE PARK & RECREATION DISTRICT, OR  
CLATSKANIE PEOPLE'S UTILITY DISTRICT  
CLATSKANIE R.F.P.D., OR  
CLATSOP CARE CENTER HEALTH DISTRICT, OR  
CLATSOP COUNTY S.W.C.D., OR  
CLATSOP DRAINAGE IMPROVEMENT COMPANY  
#15, INC., OR  
CLEAN WATER SERVICES  
CLEAN WATER SERVICES, OR  
CLOVERDALE R.F.P.D., OR  
CLOVERDALE SANITARY DISTRICT, OR  
CLOVERDALE WATER DISTRICT, OR  
COALEDO DRAINAGE DISTRICT, OR  
COBURG FIRE DISTRICT, OR  
COLESTIN RURAL FIRE DISTRICT, OR  
COLTON R.F.P.D., OR  
COLTON WATER DISTRICT #11, OR  
COLUMBIA 911 COMMUNICATIONS DISTRICT, OR  
COLUMBIA COUNTY 4-H & EXTENSION SERVICE  
DISTRICT, OR  
COLUMBIA DRAINAGE VECTOR CONTROL, OR  
COLUMBIA IMPROVEMENT DISTRICT, OR  
COLUMBIA R.F.P.D., OR  
COLUMBIA RIVER FIRE & RESCUE, OR  
COLUMBIA RIVER PUD, OR  
COLUMBIA S.W.C.D., OR  
COLUMBIA S.W.C.D., OR  
CONFEDERATED TRIBES OF THE UMATILLA INDIAN  
RESERVATION  
COOS COUNTY AIRPORT DISTRICT, OR  
COOS COUNTY AIRPORT DISTRICT, OR  
COOS COUNTY AREA TRANSIT SERVICE DISTRICT,  
OR  
COOS COUNTY AREA TRANSIT SERVICE DISTRICT,  
OR  
COOS FOREST PROTECTIVE ASSOCIATION  
COOS S.W.C.D., OR  
COQUILLE R.F.P.D., OR  
COQUILLE VALLEY HOSPITAL DISTRICT, OR  
CORBETT WATER DISTRICT, OR  
CORNELIUS R.F.P.D., OR  
CORP RANCH ROAD WATER IMPROVEMENT, OR  
CORVALLIS R.F.P.D., OR  
COUNTRY CLUB ESTATES SPECIAL WATER  
DISTRICT, OR  
COUNTRY CLUB WATER DISTRICT, OR  
COUNTRY ESTATES ROAD DISTRICT, OR  
COVE CEMETERY MAINTENANCE DISTRICT, OR  
COVE ORCHARD SEWER SERVICE DISTRICT, OR  
COVE R.F.P.D., OR  
CRESCENT R.F.P.D., OR  
CRESCENT SANITARY DISTRICT, OR

CRESCENT WATER SUPPLY AND IMPROVEMENT  
DISTRICT, OR  
CROOK COUNTY AGRICULTURE EXTENSION  
SERVICE DISTRICT, OR  
CROOK COUNTY CEMETERY DISTRICT, OR  
CROOK COUNTY FIRE AND RESCUE, OR  
CROOK COUNTY PARKS & RECREATION DISTRICT,  
OR  
CROOK COUNTY S.W.C.D., OR  
CROOK COUNTY VECTOR CONTROL DISTRICT, OR  
CROOKED RIVER RANCH R.F.P.D., OR  
CROOKED RIVER RANCH SPECIAL ROAD DISTRICT,  
OR  
CRYSTAL SPRINGS WATER DISTRICT, OR  
CURRY COUNTY 4-H & EXTENSION SERVICE  
DISTRICT, OR  
CURRY COUNTY PUBLIC TRANSIT SERVICE  
DISTRICT, OR  
CURRY COUNTY S.W.C.D., OR  
CURRY HEALTH DISTRICT, OR  
CURRY PUBLIC LIBRARY DISTRICT, OR  
DALLAS CEMETERY DISTRICT #4, OR  
DARLEY DRIVE SPECIAL ROAD DISTRICT, OR  
DAVID CROCKETT STEAM FIRE COMPANY #1, LA  
DAYS CREEK R.F.P.D., OR  
DAYTON FIRE DISTRICT, OR  
DEAN MINARD WATER DISTRICT, OR  
DEE IRRIGATION DISTRICT, OR  
DEER ISLAND DRAINAGE IMPROVEMENT  
COMPANY, OR  
DELL BROGAN CEMETERY MAINTENANCE  
DISTRICT, OR  
DEPOE BAY R.F.P.D., OR  
DESCHUTES COUNTY 911 SERVICE DISTRICT, OR  
DESCHUTES COUNTY R.F.P.D. #2, OR  
DESCHUTES PUBLIC LIBRARY DISTRICT, OR  
DESCHUTES S.W.C.D., OR  
DESCHUTES VALLEY WATER DISTRICT, OR  
DEVILS LAKE WATER IMPROVEMENT DISTRICT, OR  
DEXTER R.F.P.D., OR  
DEXTER SANITARY DISTRICT, OR  
DORA-SITKUM R.F.P.D., OR  
DOUGLAS COUNTY FIRE DISTRICT #2, OR  
DOUGLAS S.W.C.D., OR  
DRAKES CROSSING R.F.P.D., OR  
DRRH SPECIAL ROAD DISTRICT #6, OR  
DRY GULCH DITCH DISTRICT IMPROVEMENT  
COMPANY, OR  
DUFUR RECREATION DISTRICT, OR  
DUMBECK LANE DOMESTIC WATER SUPPLY, OR  
DUNDEE R.F.P.D., OR  
DURKEE COMMUNITY BUILDING PRESERVATION  
DISTRICT, OR  
EAGLE POINT IRRIGATION DISTRICT, OR  
EAGLE VALLEY CEMETERY MAINTENANCE  
DISTRICT, OR  
EAGLE VALLEY R.F.P.D., OR  
EAGLE VALLEY S.W.C.D., OR  
EAST FORK IRRIGATION DISTRICT, OR  
EAST MULTNOMAH S.W.C.D., OR  
EAST SALEM SERVICE DISTRICT, OR  
EAST UMATILLA CHEMICAL CONTROL DISTRICT,  
OR  
EAST UMATILLA COUNTY AMBULANCE AREA  
HEALTH DISTRICT, OR

EAST UMATILLA COUNTY R.F.P.D., OR  
EAST VALLEY WATER DISTRICT, OR  
ELGIN COMMUNITY PARKS & RECREATION  
DISTRICT, OR  
ELGIN HEALTH DISTRICT, OR  
ELGIN R.F.P.D., OR  
ELKTON ESTATES PHASE II SPECIAL ROAD  
DISTRICT, OR  
ELKTON R.F.P.D., OR  
EMERALD P.U.D., OR  
ENTERPRISE IRRIGATION DISTRICT, OR  
ESTACADA CEMETERY MAINTENANCE DISTRICT,  
OR  
ESTACADA R.F.P.D. #69, OR  
EUGENE R.F.P.D. # 1, OR  
EUGENE WATER AND ELECTRIC BOARD  
EVANS VALLEY FIRE DISTRICT #6, OR  
FAIR OAKS R.F.P.D., OR  
FAIRVIEW R.F.P.D., OR  
FAIRVIEW WATER DISTRICT, OR  
FALCON HEIGHTS WATER AND SEWER, OR  
FALCON-COVE BEACH WATER DISTRICT, OR  
FALL RIVER ESTATES SPECIAL ROAD DISTRICT, OR  
FARGO INTERCHANGE SERVICE DISTRICT, OR  
FARMERS IRRIGATION DISTRICT, OR  
FAT ELK DRAINAGE DISTRICT, OR  
FERN RIDGE PUBLIC LIBRARY DISTRICT, OR  
FERN VALLEY ESTATES IMPROVEMENT DISTRICT,  
OR  
FOR FAR ROAD DISTRICT, OR  
FOREST GROVE R.F.P.D., OR  
FOREST VIEW SPECIAL ROAD DISTRICT, OR  
FORT ROCK-SILVER LAKE S.W.C.D., OR  
FOUR RIVERS VECTOR CONTROL DISTRICT, OR  
FOX CEMETERY MAINTENANCE DISTRICT, OR  
GARDINER R.F.P.D., OR  
GARDINER SANITARY DISTRICT, OR  
GARIBALDI R.F.P.D., OR  
GASTON R.F.P.D., OR  
GATES R.F.P.D., OR  
GEARHART R.F.P.D., OR  
GILLIAM S.W.C.D., OR  
GLENDALE AMBULANCE DISTRICT, OR  
GLENDALE R.F.P.D., OR  
GLENEDEN BEACH SPECIAL ROAD DISTRICT, OR  
GLENEDEN SANITARY DISTRICT, OR  
GLENWOOD WATER DISTRICT, OR  
GLIDE - IDLEYLD SANITARY DISTRICT, OR  
GLIDE R.F.P.D., OR  
GOLD BEACH - WEDDERBURN R.F.P.D., OR  
GOLD HILL IRRIGATION DISTRICT, OR  
GOLDFINCH ROAD DISTRICT, OR  
GOSHEN R.F.P.D., OR  
GOVERNMENT CAMP ROAD DISTRICT, OR  
GOVERNMENT CAMP SANITARY DISTRICT, OR  
GRAND PRAIRIE WATER CONTROL DISTRICT, OR  
GRAND RONDE SANITARY DISTRICT, OR  
GRANT COUNTY TRANSPORTATION DISTRICT, OR  
GRANT S.W.C.D., OR  
GRANTS PASS IRRIGATION DISTRICT, OR  
GREATER BOWEN VALLEY R.F.P.D., OR  
GREATER ST. HELENS PARK & RECREATION  
DISTRICT, OR  
GREATER TOLEDO POOL RECREATION DISTRICT,  
OR

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GREEN KNOLLS SPECIAL ROAD DISTRICT, OR  
GREEN SANITARY DISTRICT, OR  
GREENACRES R.F.P.D., OR  
GREENBERRY IRRIGATION DISTRICT, OR  
GREENSPRINGS RURAL FIRE DISTRICT, OR  
HAHLEN ROAD SPECIAL DISTRICT, OR  
HAINES CEMETERY MAINTENANCE DISTRICT, OR  
HAINES FIRE PROTECTION DISTRICT, OR  
HALSEY-SHEDD R.F.P.D., OR  
HAMLET R.F.P.D., OR  
HARBOR R.F.P.D., OR  
HARBOR SANITARY DISTRICT, OR  
HARBOR WATER P.U.D., OR  
HARNEY COUNTY HEALTH DISTRICT, OR  
HARNEY S.W.C.D., OR  
HARPER SOUTH SIDE IRRIGATION DISTRICT, OR  
HARRISBURG FIRE AND RESCUE, OR  
HAUSER R.F.P.D., OR  
HAZELDELL RURAL FIRE DISTRICT, OR  
HEBO JOINT WATER-SANITARY AUTHORITY, OR  
HECETA WATER P.U.D., OR  
HELIX CEMETERY MAINTENANCE DISTRICT #4, OR  
HELIX PARK & RECREATION DISTRICT, OR  
HELIX R.F.P.D. #7-411, OR  
HEPPNER CEMETERY MAINTENANCE DISTRICT, OR  
HEPPNER R.F.P.D., OR  
HEPPNER WATER CONTROL DISTRICT, OR  
HEREFORD COMMUNITY HALL RECREATION  
DISTRICT, OR  
HERMISTON CEMETERY DISTRICT, OR  
HERMISTON IRRIGATION DISTRICT, OR  
HIDDEN VALLEY MOBILE ESTATES IMPROVEMENT  
DISTRICT, OR  
HIGH DESERT PARK & RECREATION DISTRICT, OR  
HIGHLAND SUBDIVISION WATER DISTRICT, OR  
HONOLULU INTERNATIONAL AIRPORT  
HOOD RIVER COUNTY LIBRARY DISTRICT, OR  
HOOD RIVER COUNTY TRANSPORTATION  
DISTRICT, OR  
HOOD RIVER S.W.C.D., OR  
HOOD RIVER VALLEY PARKS & RECREATION  
DISTRICT, OR  
HOODLAND FIRE DISTRICT #74  
HOODLAND FIRE DISTRICT #74, OR  
HORSEFLY IRRIGATION DISTRICT, OR  
HOSKINS-KINGS VALLEY R.F.P.D., OR  
HOUSING AUTHORITY OF PORTLAND  
HUBBARD R.F.P.D., OR  
HUDSON BAY DISTRICT IMPROVEMENT COMPANY,  
OR  
I N (KAY) YOUNG DITCH DISTRICT IMPROVEMENT  
COMPANY, OR  
ICE FOUNTAIN WATER DISTRICT, OR  
IDAHO POINT SPECIAL ROAD DISTRICT, OR  
IDANHA-DETROIT RURAL FIRE PROTECTION  
DISTRICT, OR  
ILLINOIS VALLEY FIRE DISTRICT  
ILLINOIS VALLEY R.F.P.D., OR  
ILLINOIS VALLEY S.W.C.D., OR  
IMBLER R.F.P.D., OR  
INTERLACHEN WATER P.U.D., OR  
IONE LIBRARY DISTRICT, OR  
IONE R.F.P.D. #6-604, OR  
IRONSIDE CEMETERY MAINTENANCE DISTRICT, OR  
IRONSIDE RURAL ROAD DISTRICT #5, OR

IRRIGON PARK & RECREATION DISTRICT, OR  
IRRIGON R.F.P.D., OR  
ISLAND CITY AREA SANITATION DISTRICT, OR  
ISLAND CITY CEMETERY MAINTENANCE DISTRICT,  
OR  
JACK PINE VILLAGE SPECIAL ROAD DISTRICT, OR  
JACKSON COUNTY FIRE DISTRICT #3, OR  
JACKSON COUNTY FIRE DISTRICT #4, OR  
JACKSON COUNTY FIRE DISTRICT #5, OR  
JACKSON COUNTY LIBRARY DISTRICT, OR  
JACKSON COUNTY VECTOR CONTROL DISTRICT,  
OR  
JACKSON S.W.C.D., OR  
JASPER KNOLLS WATER DISTRICT, OR  
JEFFERSON COUNTY EMERGENCY MEDICAL  
SERVICE DISTRICT, OR  
JEFFERSON COUNTY FIRE DISTRICT #1, OR  
JEFFERSON COUNTY LIBRARY DISTRICT, OR  
JEFFERSON COUNTY S.W.C.D., OR  
JEFFERSON PARK & RECREATION DISTRICT, OR  
JEFFERSON R.F.P.D., OR  
JOB'S DRAINAGE DISTRICT, OR  
JOHN DAY WATER DISTRICT, OR  
JOHN DAY-CANYON CITY PARKS & RECREATION  
DISTRICT, OR  
JOHN DAY-FERNHILL R.F.P.D. #5-108, OR  
JORDAN VALLEY CEMETERY DISTRICT, OR  
JORDAN VALLEY IRRIGATION DISTRICT, OR  
JOSEPHINE COMMUNITY LIBRARY DISTRICT, OR  
JOSEPHINE COUNTY 4-H & EXTENSION SERVICE  
DISTRICT, OR  
JOSEPHINE COUNTY 911 AGENCY, OR  
JUNCTION CITY R.F.P.D., OR  
JUNCTION CITY WATER CONTROL DISTRICT, OR  
JUNIPER BUTTE ROAD DISTRICT, OR  
JUNIPER CANYON WATER CONTROL DISTRICT, OR  
JUNIPER FLAT DISTRICT IMPROVEMENT COMPANY,  
OR  
JUNIPER FLAT R.F.P.D., OR  
JUNO NONPROFIT WATER IMPROVEMENT  
DISTRICT, OR  
KEATING R.F.P.D., OR  
KEATING S.W.C.D., OR  
KEIZER R.F.P.D., OR  
KELLOGG RURAL FIRE DISTRICT, OR  
KENO IRRIGATION DISTRICT, OR  
KENO PINES ROAD DISTRICT, OR  
KENO R.F.P.D., OR  
KENT WATER DISTRICT, OR  
KERBY WATER DISTRICT, OR  
K-GB-LB WATER DISTRICT, OR  
KILCHIS WATER DISTRICT, OR  
KLAMATH 9-1-1 COMMUNICATIONS DISTRICT, OR  
KLAMATH BASIN IMPROVEMENT DISTRICT, OR  
KLAMATH COUNTY DRAINAGE SERVICE DISTRICT,  
OR  
KLAMATH COUNTY EXTENSION SERVICE DISTRICT,  
OR  
KLAMATH COUNTY FIRE DISTRICT #1, OR  
KLAMATH COUNTY FIRE DISTRICT #3, OR  
KLAMATH COUNTY FIRE DISTRICT #4, OR  
KLAMATH COUNTY FIRE DISTRICT #5, OR  
KLAMATH COUNTY LIBRARY SERVICE DISTRICT,  
OR

KLAMATH COUNTY PREDATORY ANIMAL  
CONTROL DISTRICT, OR  
KLAMATH DRAINAGE DISTRICT, OR  
KLAMATH FALLS FOREST ESTATES SPECIAL ROAD  
DISTRICT UNIT #2, OR  
KLAMATH INTEROPERABILITY RADIO GROUP, OR  
KLAMATH IRRIGATION DISTRICT, OR  
KLAMATH RIVER ACRES SPECIAL ROAD DISTRICT,  
OR  
KLAMATH S.W.C.D., OR  
KLAMATH VECTOR CONTROL DISTRICT, OR  
KNAPPA-SVENSEN-BURNSIDE R.F.P.D., OR  
LA GRANDE CEMETERY MAINTENANCE DISTRICT,  
OR  
LA GRANDE R.F.P.D., OR  
LA PINE PARK & RECREATION DISTRICT, OR  
LA PINE R.F.P.D., OR  
LABISH VILLAGE SEWAGE & DRAINAGE, OR  
LACOMB IRRIGATION DISTRICT, OR  
LAFAYETTE AIRPORT COMMISSION, LA  
LAFOURCHE PARISH HEALTH UNIT – DHH-OPH  
REGION 3  
LAIDLAW WATER DISTRICT, OR  
LAKE CHINOOK FIRE & RESCUE, OR  
LAKE COUNTY 4-H & EXTENSION SERVICE  
DISTRICT, OR  
LAKE COUNTY LIBRARY DISTRICT, OR  
LAKE CREEK R.F.P.D. - JACKSON, OR  
LAKE CREEK R.F.P.D. - LANE COUNTY, OR  
LAKE DISTRICT HOSPITAL, OR  
LAKE GROVE R.F.P.D. NO. 57, OR  
LAKE GROVE WATER DISTRICT, OR  
LAKE LABISH WATER CONTROL DISTRICT, OR  
LAKE POINT SPECIAL ROAD DISTRICT, OR  
LAKESIDE R.F.P.D. #4, OR  
LAKESIDE WATER DISTRICT, OR  
LAKEVIEW R.F.P.D., OR  
LAKEVIEW S.W.C.D., OR  
LAMONTAI IMPROVEMENT DISTRICT, OR  
LANE FIRE AUTHORITY, OR  
LANE LIBRARY DISTRICT, OR  
LANE TRANSIT DISTRICT, OR  
LANGELL VALLEY IRRIGATION DISTRICT, OR  
LANGLOIS PUBLIC LIBRARY, OR  
LANGLOIS R.F.P.D., OR  
LANGLOIS WATER DISTRICT, OR  
LAZY RIVER SPECIAL ROAD DISTRICT, OR  
LEBANON AQUATIC DISTRICT, OR  
LEBANON R.F.P.D., OR  
LEWIS & CLARK R.F.P.D., OR  
LINCOLN COUNTY LIBRARY DISTRICT, OR  
LINCOLN S.W.C.D., OR  
LINN COUNTY EMERGENCY TELEPHONE AGENCY,  
OR  
LINN S.W.C.D., OR  
LITTLE MUDDY CREEK WATER CONTROL, OR  
LITTLE NESTUCCA DRAINAGE DISTRICT, OR  
LITTLE SWITZERLAND SPECIAL ROAD DISTRICT,  
OR  
LONE PINE IRRIGATION DISTRICT, OR  
LONG PRAIRIE WATER DISTRICT, OR  
LOOKINGGLASS OLALLA WATER CONTROL  
DISTRICT, OR  
LOOKINGGLASS RURAL FIRE DISTRICT, OR  
LORANE R.F.P.D., OR

LOST & BOULDER DITCH IMPROVEMENT DISTRICT, OR  
LOST CREEK PARK SPECIAL ROAD DISTRICT, OR  
LOUISIANA PUBLIC SERVICE COMMISSION, LA  
LOUISIANA WATER WORKS  
LOWELL R.F.P.D., OR  
LOWER MCKAY CREEK R.F.P.D., OR  
LOWER MCKAY CREEK WATER CONTROL DISTRICT, OR  
LOWER POWDER RIVER IRRIGATION DISTRICT, OR  
LOWER SILETZ WATER DISTRICT, OR  
LOWER UMPQUA HOSPITAL DISTRICT, OR  
LOWER UMPQUA PARK & RECREATION DISTRICT, OR  
LOWER VALLEY WATER IMPROVEMENT DISTRICT, OR  
LUCE LONG DITCH DISTRICT IMPROVEMENT CO., OR  
LUSTED WATER DISTRICT, OR  
LYONS R.F.P.D., OR  
LYONS-MEHAMA WATER DISTRICT, OR  
MADRAS AQUATIC CENTER DISTRICT, OR  
MAKAI SPECIAL ROAD DISTRICT, OR  
MALHEUR COUNTY S.W.C.D., OR  
MALHEUR COUNTY VECTOR CONTROL DISTRICT, OR  
MALHEUR DISTRICT IMPROVEMENT COMPANY, OR  
MALHEUR DRAINAGE DISTRICT, OR  
MALHEUR MEMORIAL HEALTH DISTRICT, OR  
MALIN COMMUNITY CEMETERY MAINTENANCE DISTRICT, OR  
MALIN COMMUNITY PARK & RECREATION DISTRICT, OR  
MALIN IRRIGATION DISTRICT, OR  
MALIN R.F.P.D., OR  
MAPLETON FIRE DEPARTMENT, OR  
MAPLETON WATER DISTRICT, OR  
MARCOLA WATER DISTRICT, OR  
MARION COUNTY EXTENSION & 4H SERVICE DISTRICT, OR  
MARION COUNTY FIRE DISTRICT #1, OR  
MARION JACK IMPROVEMENT DISTRICT, OR  
MARION S.W.C.D., OR  
MARY'S RIVER ESTATES ROAD DISTRICT, OR  
MCDONALD FOREST ESTATES SPECIAL ROAD DISTRICT, OR  
MCKAY ACRES IMPROVEMENT DISTRICT, OR  
MCKAY DAM R.F.P.D. # 7-410, OR  
MCKENZIE FIRE & RESCUE, OR  
MCKENZIE PALISADES WATER SUPPLY CORPORATION, OR  
MCMINNVILLE R.F.P.D., OR  
MCNULTY WATER P.U.D., OR  
MEADOWS DRAINAGE DISTRICT, OR  
MEDFORD IRRIGATION DISTRICT, OR  
MEDFORD R.F.P.D. #2, OR  
MEDFORD WATER COMMISSION  
MEDICAL SPRINGS R.F.P.D., OR  
MELHEUR COUNTY JAIL, OR  
MERLIN COMMUNITY PARK DISTRICT, OR  
MERRILL CEMETERY MAINTENANCE DISTRICT, OR  
MERRILL PARK DISTRICT, OR  
MERRILL R.F.P.D., OR  
METRO REGIONAL GOVERNMENT  
METRO REGIONAL PARKS

METROPOLITAN EXPOSITION RECREATION COMMISSION  
METROPOLITAN SERVICE DISTRICT (METRO)  
MID COUNTY CEMETERY MAINTENANCE DISTRICT, OR  
MID-COLUMBIA FIRE AND RESCUE, OR  
MIDDLE FORK IRRIGATION DISTRICT, OR  
MIDLAND COMMUNITY PARK, OR  
MIDLAND DRAINAGE IMPROVEMENT DISTRICT, OR  
MILES CROSSING SANITARY SEWER DISTRICT, OR  
MILL CITY R.F.P.D. #2-303, OR  
MILL FOUR DRAINAGE DISTRICT, OR  
MILLICOMA RIVER PARK & RECREATION DISTRICT, OR  
MILLINGTON R.F.P.D. #5, OR  
MILO VOLUNTEER FIRE DEPARTMENT, OR  
MILTON-FREEWATER AMBULANCE SERVICE AREA HEALTH DISTRICT, OR  
MILTON-FREEWATER WATER CONTROL DISTRICT, OR  
MIROCO SPECIAL ROAD DISTRICT, OR  
MIST-BIRKENFELD R.F.P.D., OR  
MODOC POINT IRRIGATION DISTRICT, OR  
MODOC POINT SANITARY DISTRICT, OR  
MOHAWK VALLEY R.F.P.D., OR  
MOLALLA AQUATIC DISTRICT, OR  
MOLALLA R.F.P.D. #73, OR  
MONITOR R.F.P.D., OR  
MONROE R.F.P.D., OR  
MONUMENT CEMETERY MAINTENANCE DISTRICT, OR  
MONUMENT S.W.C.D., OR  
MOOREA DRIVE SPECIAL ROAD DISTRICT, OR  
MORO R.F.P.D., OR  
MORROW COUNTY HEALTH DISTRICT, OR  
MORROW COUNTY UNIFIED RECREATION DISTRICT, OR  
MORROW S.W.C.D., OR  
MOSIER FIRE DISTRICT, OR  
MOUNTAIN DRIVE SPECIAL ROAD DISTRICT, OR  
MT. ANGEL R.F.P.D., OR  
MT. HOOD IRRIGATION DISTRICT, OR  
MT. LAKE CEMETERY DISTRICT, OR  
MT. VERNON R.F.P.D., OR  
MULINO WATER DISTRICT #1, OR  
MULTNOMAH COUNTY DRAINAGE DISTRICT #1, OR  
MULTNOMAH COUNTY R.F.P.D. #10, OR  
MULTNOMAH COUNTY R.F.P.D. #14, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT  
MYRTLE CREEK R.F.P.D., OR  
NEAH-KAH-NIE WATER DISTRICT, OR  
NEDONNA R.F.P.D., OR  
NEHALEM BAY FIRE AND RESCUE, OR  
NEHALEM BAY HEALTH DISTRICT, OR  
NEHALEM BAY WASTEWATER AGENCY, OR  
NESIKA BEACH-OPHIR WATER DISTRICT, OR  
NESKOWIN REGIONAL SANITARY AUTHORITY, OR  
NESKOWIN REGIONAL WATER DISTRICT, OR  
NESTUCCA R.F.P.D., OR  
NETARTS WATER DISTRICT, OR  
NETARTS-OCEANSIDE R.F.P.D., OR  
NETARTS-OCEANSIDE SANITARY DISTRICT, OR  
NEW BRIDGE WATER SUPPLY DISTRICT, OR  
NEW CARLTON FIRE DISTRICT, OR  
NEW ORLEANS REDEVELOPMENT AUTHORITY, LA

NEW PINE CREEK R.F.P.D., OR  
NEWBERG R.F.P.D., OR  
NEWBERRY ESTATES SPECIAL ROAD DISTRICT, OR  
NEWPORT R.F.P.D., OR  
NEWT YOUNG DITCH DISTRICT IMPROVEMENT  
COMPANY, OR  
NORTH ALBANY R.F.P.D., OR  
NORTH BAY R.F.P.D. #9, OR  
NORTH CLACKAMAS PARKS & RECREATION  
DISTRICT, OR  
NORTH COUNTY RECREATION DISTRICT, OR  
NORTH DOUGLAS COUNTY FIRE & EMS, OR  
NORTH DOUGLAS PARK & RECREATION DISTRICT,  
OR  
NORTH GILLIAM COUNTY HEALTH DISTRICT, OR  
NORTH GILLIAM COUNTY R.F.P.D., OR  
NORTH LAKE HEALTH DISTRICT, OR  
NORTH LEBANON WATER CONTROL DISTRICT, OR  
NORTH LINCOLN FIRE & RESCUE DISTRICT #1, OR  
NORTH LINCOLN HEALTH DISTRICT, OR  
NORTH MORROW VECTOR CONTROL DISTRICT, OR  
NORTH SHERMAN COUNTY R.F.P.D, OR  
NORTH UNIT IRRIGATION DISTRICT, OR  
NORTHEAST OREGON HOUSING AUTHORITY, OR  
NORTHEAST WHEELER COUNTY HEALTH DISTRICT,  
OR  
NORTHERN WASCO COUNTY P.U.D., OR  
NORTHERN WASCO COUNTY PARK & RECREATION  
DISTRICT, OR  
NYE DITCH USERS DISTRICT IMPROVEMENT, OR  
NYSSA ROAD ASSESSMENT DISTRICT #2, OR  
NYSSA RURAL FIRE DISTRICT, OR  
NYSSA-ARCADIA DRAINAGE DISTRICT, OR  
OAK LODGE WATER SERVICES, OR  
OAKLAND R.F.P.D., OR  
OAKVILLE COMMUNITY CENTER, OR  
OCEANSIDE WATER DISTRICT, OR  
OCHOCO IRRIGATION DISTRICT, OR  
OCHOCO WEST WATER AND SANITARY  
AUTHORITY, OR  
ODELL SANITARY DISTRICT, OR  
OLD OWYHEE DITCH IMPROVEMENT DISTRICT, OR  
OLNEY-WALLUSKI FIRE & RESCUE DISTRICT, OR  
ONTARIO LIBRARY DISTRICT, OR  
ONTARIO R.F.P.D., OR  
OPHIR R.F.P.D., OR  
OREGON COAST COMMUNITY ACTION  
OREGON HOUSING AND COMMUNITY SERVICES  
OREGON INTERNATIONAL PORT OF COOS BAY, OR  
OREGON LEGISLATIVE ADMINISTRATION  
OREGON OUTBACK R.F.P.D., OR  
OREGON POINT, OR  
OREGON TRAIL LIBRARY DISTRICT, OR  
OTTER ROCK WATER DISTRICT, OR  
OWW UNIT #2 SANITARY DISTRICT, OR  
OWYHEE CEMETERY MAINTENANCE DISTRICT, OR  
OWYHEE IRRIGATION DISTRICT, OR  
PACIFIC CITY JOINT WATER-SANITARY  
AUTHORITY, OR  
PACIFIC COMMUNITIES HEALTH DISTRICT, OR  
PACIFIC RIVIERA #3 SPECIAL ROAD DISTRICT, OR  
PALATINE HILL WATER DISTRICT, OR  
PALMER CREEK WATER DISTRICT IMPROVEMENT  
COMPANY, OR  
PANORAMIC ACCESS SPECIAL ROAD DISTRICT, OR

PANTHER CREEK ROAD DISTRICT, OR  
PANTHER CREEK WATER DISTRICT, OR  
PARKDALE R.F.P.D., OR  
PARKDALE SANITARY DISTRICT, OR  
PENINSULA DRAINAGE DISTRICT #1, OR  
PENINSULA DRAINAGE DISTRICT #2, OR  
PHILOMATH FIRE AND RESCUE, OR  
PILOT ROCK CEMETERY MAINTENANCE DISTRICT  
#5, OR  
PILOT ROCK PARK & RECREATION DISTRICT, OR  
PILOT ROCK R.F.P.D., OR  
PINE EAGLE HEALTH DISTRICT, OR  
PINE FLAT DISTRICT IMPROVEMENT COMPANY, OR  
PINE GROVE IRRIGATION DISTRICT, OR  
PINE GROVE WATER DISTRICT-KLAMATH FALLS,  
OR  
PINE GROVE WATER DISTRICT-MAUPIN, OR  
PINE VALLEY CEMETERY DISTRICT, OR  
PINE VALLEY R.F.P.D., OR  
PINWOOD COUNTRY ESTATES SPECIAL ROAD  
DISTRICT, OR  
PIONEER DISTRICT IMPROVEMENT COMPANY, OR  
PISTOL RIVER CEMETERY MAINTENANCE  
DISTRICT, OR  
PISTOL RIVER FIRE DISTRICT, OR  
PLEASANT HILL R.F.P.D., OR  
PLEASANT HOME WATER DISTRICT, OR  
POCAHONTAS MINING AND IRRIGATION DISTRICT,  
OR  
POE VALLEY IMPROVEMENT DISTRICT, OR  
POE VALLEY PARK & RECREATION DISTRICT, OR  
POE VALLEY VECTOR CONTROL DISTRICT, OR  
POLK COUNTY FIRE DISTRICT #1, OR  
POLK S.W.C.D., OR  
POMPADOUR WATER IMPROVEMENT DISTRICT, OR  
PONDEROSA PINES EAST SPECIAL ROAD DISTRICT,  
OR  
PORT OF ALSEA, OR  
PORT OF ARLINGTON, OR  
PORT OF ASTORIA, OR  
PORT OF BANDON, OR  
PORT OF BRANDON, OR  
PORT OF BROOKINGS HARBOR, OR  
PORT OF CASCADE LOCKS, OR  
PORT OF COQUILLE RIVER, OR  
PORT OF GARIBALDI, OR  
PORT OF GOLD BEACH, OR  
PORT OF HOOD RIVER, OR  
PORT OF MORGAN CITY, LA  
PORT OF MORROW, OR  
PORT OF NEHALEM, OR  
PORT OF NEWPORT, OR  
PORT OF PORT ORFORD, OR  
PORT OF PORTLAND, OR  
PORT OF SIUSLAW, OR  
PORT OF ST. HELENS, OR  
PORT OF THE DALLES, OR  
PORT OF TILLAMOOK BAY, OR  
PORT OF TOLEDO, OR  
PORT OF UMATILLA, OR  
PORT OF UMPQUA, OR  
PORT ORFORD CEMETERY MAINTENANCE  
DISTRICT, OR  
PORT ORFORD PUBLIC LIBRARY DISTRICT, OR  
PORT ORFORD R.F.P.D., OR

PORTLAND DEVELOPMENT COMMISSION, OR  
PORTLAND FIRE AND RESCUE  
PORTLAND HOUSING CENTER, OR  
POWDER R.F.P.D., OR  
POWDER RIVER R.F.P.D., OR  
POWDER VALLEY WATER CONTROL DISTRICT, OR  
POWERS HEALTH DISTRICT, OR  
PRAIRIE CEMETERY MAINTENANCE DISTRICT, OR  
PRINEVILLE LAKE ACRES SPECIAL ROAD DISTRICT  
#1, OR  
PROSPECT R.F.P.D., OR  
QUAIL VALLEY PARK IMPROVEMENT DISTRICT, OR  
QUEENER IRRIGATION IMPROVEMENT DISTRICT,  
OR  
RAINBOW WATER DISTRICT, OR  
RAINIER CEMETERY DISTRICT, OR  
RAINIER DRAINAGE IMPROVEMENT COMPANY, OR  
RALEIGH WATER DISTRICT, OR  
REDMOND AREA PARK & RECREATION DISTRICT,  
OR  
REDMOND FIRE AND RESCUE, OR  
RIDDLE FIRE PROTECTION DISTRICT, OR  
RIDGWOOD DISTRICT IMPROVEMENT COMPANY,  
OR  
RIDGWOOD ROAD DISTRICT, OR  
RIETH SANITARY DISTRICT, OR  
RIETH WATER DISTRICT, OR  
RIMROCK WEST IMPROVEMENT DISTRICT, OR  
RINK CREEK WATER DISTRICT, OR  
RIVER BEND ESTATES SPECIAL ROAD DISTRICT, OR  
RIVER FOREST ACRES SPECIAL ROAD DISTRICT, OR  
RIVER MEADOWS IMPROVEMENT DISTRICT, OR  
RIVER PINES ESTATES SPECIAL ROAD DISTRICT, OR  
RIVER ROAD PARK & RECREATION DISTRICT, OR  
RIVER ROAD WATER DISTRICT, OR  
RIVERBEND RIVERBANK WATER IMPROVEMENT  
DISTRICT, OR  
RIVERDALE R.F.P.D. 11-JT, OR  
RIVERGROVE WATER DISTRICT, OR  
RIVERSIDE MISSION WATER CONTROL DISTRICT,  
OR  
RIVERSIDE R.F.P.D. #7-406, OR  
RIVERSIDE WATER DISTRICT, OR  
ROBERTS CREEK WATER DISTRICT, OR  
ROCK CREEK DISTRICT IMPROVEMENT, OR  
ROCK CREEK WATER DISTRICT, OR  
ROCKWOOD WATER P.U.D., OR  
ROCKY POINT FIRE & EMS, OR  
ROGUE RIVER R.F.P.D., OR  
ROGUE RIVER VALLEY IRRIGATION DISTRICT, OR  
ROGUE VALLEY SEWER SERVICES, OR  
ROGUE VALLEY SEWER, OR  
ROGUE VALLEY TRANSPORTATION DISTRICT, OR  
ROSEBURG URBAN SANITARY AUTHORITY, OR  
ROSEWOOD ESTATES ROAD DISTRICT, OR  
ROW RIVER VALLEY WATER DISTRICT, OR  
RURAL ROAD ASSESSMENT DISTRICT #3, OR  
RURAL ROAD ASSESSMENT DISTRICT #4, OR  
SAINT LANDRY PARISH TOURIST COMMISSION  
SAINT MARY PARISH REC DISTRICT 2  
SAINT MARY PARISH REC DISTRICT 3  
SAINT TAMMANY FIRE DISTRICT 4, LA  
SALEM AREA MASS TRANSIT DISTRICT, OR  
SALEM MASS TRANSIT DISTRICT  
SALEM SUBURBAN R.F.P.D., OR

SALISHAN SANITARY DISTRICT, OR  
SALMON RIVER PARK SPECIAL ROAD DISTRICT, OR  
SALMON RIVER PARK WATER IMPROVEMENT  
DISTRICT, OR  
SALMONBERRY TRAIL INTERGOVERNMENTAL  
AGENCY, OR  
SANDPIPER VILLAGE SPECIAL ROAD DISTRICT, OR  
SANDY DRAINAGE IMPROVEMENT COMPANY, OR  
SANDY R.F.P.D. #72, OR  
SANTA CLARA R.F.P.D., OR  
SANTA CLARA WATER DISTRICT, OR  
SANTIAM WATER CONTROL DISTRICT, OR  
SAUVIE ISLAND DRAINAGE IMPROVEMENT  
COMPANY, OR  
SAUVIE ISLAND VOLUNTEER FIRE DISTRICT #30J,  
OR  
SCAPPOOSE DRAINAGE IMPROVEMENT COMPANY,  
OR  
SCAPPOOSE PUBLIC LIBRARY DISTRICT, OR  
SCAPPOOSE R.F.P.D., OR  
SCIO R.F.P.D., OR  
SCOTTSBURG R.F.P.D., OR  
SEAL ROCK R.F.P.D., OR  
SEAL ROCK WATER DISTRICT, OR  
SEWERAGE AND WATER BOARD OF NEW ORLEANS,  
LA  
SHANGRI-LA WATER DISTRICT, OR  
SHASTA VIEW IRRIGATION DISTRICT, OR  
SHELLEY ROAD CREST ACRES WATER DISTRICT,  
OR  
SHERIDAN FIRE DISTRICT, OR  
SHERMAN COUNTY HEALTH DISTRICT, OR  
SHERMAN COUNTY S.W.C.D., OR  
SHORELINE SANITARY DISTRICT, OR  
SILETZ KEYS SANITARY DISTRICT, OR  
SILETZ R.F.P.D., OR  
SILVER FALLS LIBRARY DISTRICT, OR  
SILVER LAKE IRRIGATION DISTRICT, OR  
SILVER LAKE R.F.P.D., OR  
SILVER SANDS SPECIAL ROAD DISTRICT, OR  
SILVERTON R.F.P.D. NO. 2, OR  
SISTERS PARKS & RECREATION DISTRICT, OR  
SISTERS-CAMP SHERMAN R.F.P.D., OR  
SIUSLAW PUBLIC LIBRARY DISTRICT, OR  
SIUSLAW S.W.C.D., OR  
SIUSLAW VALLEY FIRE AND RESCUE, OR  
SIXES R.F.P.D., OR  
SKIPANON WATER CONTROL DISTRICT, OR  
SKYLINE VIEW DISTRICT IMPROVEMENT  
COMPANY, OR  
SLEEPY HOLLOW WATER DISTRICT, OR  
SMITH DITCH DISTRICT IMPROVEMENT COMPANY,  
OR  
SOUTH CLACKAMAS TRANSPORTATION DISTRICT,  
OR  
SOUTH COUNTY HEALTH DISTRICT, OR  
SOUTH FORK WATER BOARD, OR  
SOUTH GILLIAM COUNTY CEMETERY DISTRICT, OR  
SOUTH GILLIAM COUNTY HEALTH DISTRICT, OR  
SOUTH GILLIAM COUNTY R.F.P.D. VI-301, OR  
SOUTH LAFOURCHE LEVEE DISTRICT, LA  
SOUTH LANE COUNTY FIRE & RESCUE, OR  
SOUTH SANTIAM RIVER WATER CONTROL  
DISTRICT, OR  
SOUTH SHERMAN FIRE DISTRICT, OR

SOUTH SUBURBAN SANITARY DISTRICT, OR  
SOUTH WASCO PARK & RECREATION DISTRICT, OR  
SOUTHERN COOS HEALTH DISTRICT, OR  
SOUTHERN CURRY CEMETERY MAINTENANCE  
DISTRICT, OR  
SOUTHVIEW IMPROVEMENT DISTRICT, OR  
SOUTHWEST LINCOLN COUNTY WATER DISTRICT,  
OR  
SOUTHWESTERN POLK COUNTY R.F.P.D., OR  
SOUTHWOOD PARK WATER DISTRICT, OR  
SPECIAL ROAD DISTRICT #1, OR  
SPECIAL ROAD DISTRICT #8, OR  
SPRING RIVER SPECIAL ROAD DISTRICT, OR  
SPRINGFIELD UTILITY BOARD, OR  
ST. PAUL R.F.P.D., OR  
STANFIELD CEMETERY DISTRICT #6, OR  
STANFIELD IRRIGATION DISTRICT, OR  
STARR CREEK ROAD DISTRICT, OR  
STARWOOD SANITARY DISTRICT, OR  
STAYTON FIRE DISTRICT, OR  
SUBLIMITY FIRE DISTRICT, OR  
SUBURBAN EAST SALEM WATER DISTRICT, OR  
SUBURBAN LIGHTING DISTRICT, OR  
SUCCOR CREEK DISTRICT IMPROVEMENT  
COMPANY, OR  
SUMMER LAKE IRRIGATION DISTRICT, OR  
SUMMERSVILLE CEMETERY MAINTENANCE  
DISTRICT, OR  
SUMNER R.F.P.D., OR  
SUN MOUNTAIN SPECIAL ROAD DISTRICT, OR  
SUNDOWN SANITATION DISTRICT, OR  
SUNFOREST ESTATES SPECIAL ROAD DISTRICT, OR  
SUNNYSIDE IRRIGATION DISTRICT, OR  
SUNRISE WATER AUTHORITY, OR  
SUNRIVER SERVICE DISTRICT, OR  
SUNSET EMPIRE PARK & RECREATION DISTRICT,  
OR  
SUNSET EMPIRE TRANSPORTATION DISTRICT, OR  
SURFLAND ROAD DISTRICT, OR  
SUTHERLIN VALLEY RECREATION DISTRICT, OR  
SUTHERLIN WATER CONTROL DISTRICT, OR  
SWALLEY IRRIGATION DISTRICT, OR  
SWEET HOME CEMETERY MAINTENANCE  
DISTRICT, OR  
SWEET HOME FIRE & AMBULANCE DISTRICT, OR  
SWISSHOME-DEADWOOD R.F.P.D., OR  
TABLE ROCK DISTRICT IMPROVEMENT COMPANY,  
OR  
TALENT IRRIGATION DISTRICT, OR  
TANGENT R.F.P.D., OR  
TENMILE R.F.P.D., OR  
TERREBONNE DOMESTIC WATER DISTRICT, OR  
THE DALLES IRRIGATION DISTRICT, OR  
THOMAS CREEK-WESTSIDE R.F.P.D., OR  
THREE RIVERS RANCH ROAD DISTRICT, OR  
THREE SISTERS IRRIGATION DISTRICT, OR  
TIGARD TUALATIN AQUATIC DISTRICT, OR  
TIGARD WATER DISTRICT, OR  
TILLAMOOK BAY FLOOD IMPROVEMENT DISTRICT,  
OR  
TILLAMOOK COUNTY EMERGENCY  
COMMUNICATIONS DISTRICT, OR  
TILLAMOOK COUNTY S.W.C.D., OR  
TILLAMOOK COUNTY TRANSPORTATION DISTRICT,  
OR

TILLAMOOK FIRE DISTRICT, OR  
TILLAMOOK P.U.D., OR  
TILLER R.F.P.D., OR  
TOBIN DITCH DISTRICT IMPROVEMENT COMPANY,  
OR  
TOLEDO R.F.P.D., OR  
TONE WATER DISTRICT, OR  
TOOLEY WATER DISTRICT, OR  
TRASK DRAINAGE DISTRICT, OR  
TRI CITY R.F.P.D. #4, OR  
TRI-CITY WATER & SANITARY AUTHORITY, OR  
TRI-COUNTY METROPOLITAN TRANSPORTATION  
DISTRICT OF OREGON  
TRIMET, OR  
TUALATIN HILLS PARK & RECREATION DISTRICT  
TUALATIN HILLS PARK & RECREATION DISTRICT,  
OR  
TUALATIN S.W.C.D., OR  
TUALATIN VALLEY FIRE & RESCUE  
TUALATIN VALLEY FIRE & RESCUE, OR  
TUALATIN VALLEY IRRIGATION DISTRICT, OR  
TUALATIN VALLEY WATER DISTRICT  
TUALATIN VALLEY WATER DISTRICT, OR  
TUMALO IRRIGATION DISTRICT, OR  
TURNER FIRE DISTRICT, OR  
TWIN ROCKS SANITARY DISTRICT, OR  
TWO RIVERS NORTH SPECIAL ROAD DISTRICT, OR  
TWO RIVERS S.W.C.D., OR  
TWO RIVERS SPECIAL ROAD DISTRICT, OR  
TYGH VALLEY R.F.P.D., OR  
TYGH VALLEY WATER DISTRICT, OR  
UMATILLA COUNTY FIRE DISTRICT #1, OR  
UMATILLA COUNTY S.W.C.D., OR  
UMATILLA COUNTY SPECIAL LIBRARY DISTRICT,  
OR  
UMATILLA HOSPITAL DISTRICT, OR  
UMATILLA R.F.P.D. #7-405, OR  
UMATILLA-MORROW RADIO AND DATA DISTRICT,  
OR  
UMPQUA S.W.C.D., OR  
UNION CEMETERY MAINTENANCE DISTRICT, OR  
UNION COUNTY SOLID WASTE DISPOSAL DISTRICT,  
OR  
UNION COUNTY VECTOR CONTROL DISTRICT, OR  
UNION GAP SANITARY DISTRICT, OR  
UNION GAP WATER DISTRICT, OR  
UNION HEALTH DISTRICT, OR  
UNION R.F.P.D., OR  
UNION S.W.C.D., OR  
UNITY COMMUNITY PARK & RECREATION  
DISTRICT, OR  
UPPER CLEVELAND RAPIDS ROAD DISTRICT, OR  
UPPER MCKENZIE R.F.P.D., OR  
UPPER WILLAMETTE S.W.C.D., OR  
VALE OREGON IRRIGATION DISTRICT, OR  
VALE RURAL FIRE PROTECTION DISTRICT, OR  
VALLEY ACRES SPECIAL ROAD DISTRICT, OR  
VALLEY VIEW CEMETERY MAINTENANCE  
DISTRICT, OR  
VALLEY VIEW WATER DISTRICT, OR  
VANDEVERT ACRES SPECIAL ROAD DISTRICT, OR  
VERNONIA R.F.P.D., OR  
VINEYARD MOUNTAIN PARK & RECREATION  
DISTRICT, OR

VINEYARD MOUNTAIN SPECIAL ROAD DISTRICT, OR  
OR  
WALLA WALLA RIVER IRRIGATION DISTRICT, OR  
WALLOWA COUNTY HEALTH CARE DISTRICT, OR  
WALLOWA LAKE COUNTY SERVICE DISTRICT, OR  
WALLOWA LAKE IRRIGATION DISTRICT, OR  
WALLOWA LAKE R.F.P.D., OR  
WALLOWA S.W.C.D., OR  
WALLOWA VALLEY IMPROVEMENT DISTRICT #1, OR  
OR  
WAMIC R.F.P.D., OR  
WAMIC WATER & SANITARY AUTHORITY, OR  
WARMSPRINGS IRRIGATION DISTRICT, OR  
WASCO COUNTY S.W.C.D., OR  
WATER ENVIRONMENT SERVICES, OR  
WATER WONDERLAND IMPROVEMENT DISTRICT, OR  
OR  
WATERBURY & ALLEN DITCH IMPROVEMENT DISTRICT, OR  
OR  
WATSECO-BARVIEW WATER DISTRICT, OR  
WAUNA WATER DISTRICT, OR  
WEDDERBURN SANITARY DISTRICT, OR  
WEST EAGLE VALLEY WATER CONTROL DISTRICT, OR  
OR  
WEST EXTENSION IRRIGATION DISTRICT, OR  
WEST LABISH DRAINAGE & WATER CONTROL IMPROVEMENT DISTRICT, OR  
WEST MULTNOMAH S.W.C.D., OR  
WEST SIDE R.F.P.D., OR  
WEST SLOPE WATER DISTRICT, OR  
WEST UMATILLA MOSQUITO CONTROL DISTRICT, OR  
OR  
WEST VALLEY FIRE DISTRICT, OR  
WESTERN HEIGHTS SPECIAL ROAD DISTRICT, OR  
WESTERN LANE AMBULANCE DISTRICT, OR  
WESTLAND IRRIGATION DISTRICT, OR  
WESTON ATHENA MEMORIAL HALL PARK & RECREATION DISTRICT, OR  
WESTON CEMETERY DISTRICT #2, OR  
WESTPORT FIRE AND RESCUE, OR  
WESTRIDGE WATER SUPPLY CORPORATION, OR  
WESTWOOD HILLS ROAD DISTRICT, OR  
WESTWOOD VILLAGE ROAD DISTRICT, OR  
WHEELER S.W.C.D., OR  
WHITE RIVER HEALTH DISTRICT, OR  
WIARD MEMORIAL PARK DISTRICT, OR  
WICKIUP WATER DISTRICT, OR  
WILLAKENZIE R.F.P.D., OR  
WILLAMALANE PARK & RECREATION DISTRICT, OR  
WILLAMALANE PARK AND RECREATION DISTRICT  
WILLAMETTE HUMANE SOCIETY  
WILLAMETTE RIVER WATER COALITION, OR  
WILLIAMS R.F.P.D., OR  
WILLOW CREEK PARK DISTRICT, OR  
WILLOW DALE WATER DISTRICT, OR  
WILSON RIVER WATER DISTRICT, OR  
WINCHESTER BAY R.F.P.D., OR  
WINCHESTER BAY SANITARY DISTRICT, OR  
WINCHUCK R.F.P.D., OR  
WINSTON-DILLARD R.F.P.D., OR  
WINSTON-DILLARD WATER DISTRICT, OR  
WOLF CREEK R.F.P.D., OR  
WOOD RIVER DISTRICT IMPROVEMENT COMPANY, OR  
OR  
WOODBURN R.F.P.D. NO. 6, OR

WOODLAND PARK SPECIAL ROAD DISTRICT, OR  
WOODS ROAD DISTRICT, OR  
WRIGHT CREEK ROAD WATER IMPROVEMENT DISTRICT, OR  
WY'EAST FIRE DISTRICT, OR  
YACHATS R.F.P.D., OR  
YAMHILL COUNTY TRANSIT AREA, OR  
YAMHILL FIRE PROTECTION DISTRICT, OR  
YAMHILL SWCD, OR  
YONCALLA PARK & RECREATION DISTRICT, OR  
YOUNGS RIVER-LEWIS & CLARK WATER DISTRICT, OR  
OR  
ZUMWALT R.F.P.D., OR

**K-12 INCLUDING BUT NOT LIMITED TO:**

ACADIA PARISH SCHOOL BOARD  
BEAVERTON SCHOOL DISTRICT  
BEND-LA PINE SCHOOL DISTRICT  
BOGALUSA HIGH SCHOOL, LA  
BOSSIER PARISH SCHOOL BOARD  
BROOKING HARBOR SCHOOL DISTRICT  
CADDO PARISH SCHOOL DISTRICT  
CALCASIEU PARISH SCHOOL DISTRICT  
CANBY SCHOOL DISTRICT  
CANYONVILLE CHRISTIAN ACADEMY  
CASCADE SCHOOL DISTRICT  
CASCADES ACADEMY OF CENTRAL OREGON  
CENTENNIAL SCHOOL DISTRICT  
CENTRAL CATHOLIC HIGH SCHOOL  
CENTRAL POINT SCHOOL DISTRICT NO.6  
CENTRAL SCHOOL DISTRICT 13J  
COOS BAY SCHOOL DISTRICT NO.9  
CORVALLIS SCHOOL DISTRICT 509J  
COUNTY OF YAMHILL SCHOOL DISTRICT 29  
CULVER SCHOOL DISTRICT  
DALLAS SCHOOL DISTRICT NO.2  
DAVID DOUGLAS SCHOOL DISTRICT  
DAYTON SCHOOL DISTRICT NO.8  
DE LA SALLE N CATHOLIC HS  
DESCHUTES COUNTY SCHOOL DISTRICT NO.6  
DOUGLAS EDUCATIONAL DISTRICT SERVICE  
DUFUR SCHOOL DISTRICT NO.29  
EAST BATON ROUGE PARISH SCHOOL DISTRICT  
ESTACADA SCHOOL DISTRICT NO.10B  
FOREST GROVE SCHOOL DISTRICT  
GEORGE MIDDLE SCHOOL  
GLADSTONE SCHOOL DISTRICT  
GRANTS PASS SCHOOL DISTRICT 7  
GREATER ALBANY PUBLIC SCHOOL DISTRICT  
GRESHAM BARLOW JOINT SCHOOL DISTRICT  
HEAD START OF LANE COUNTY  
HIGH DESERT EDUCATION SERVICE DISTRICT  
HILLSBORO SCHOOL DISTRICT  
HOOD RIVER COUNTY SCHOOL DISTRICT  
JACKSON CO SCHOOL DIST NO.9  
JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
JEFFERSON PARISH SCHOOL DISTRICT  
JEFFERSON SCHOOL DISTRICT  
JUNCTION CITY SCHOOLS, OR  
KLAMATH COUNTY SCHOOL DISTRICT  
KLAMATH FALLS CITY SCHOOLS  
LAFAYETTE PARISH SCHOOL DISTRICT  
LAKE OSWEGO SCHOOL DISTRICT 7J  
LANE COUNTY SCHOOL DISTRICT 4J  
LINCOLN COUNTY SCHOOL DISTRICT

LINN CO. SCHOOL DIST. 95C  
LIVINGSTON PARISH SCHOOL DISTRICT  
LOST RIVER JR/SR HIGH SCHOOL  
LOWELL SCHOOL DISTRICT NO.71  
SALEM-KEIZER PUBLIC SCHOOLS 24J  
MARION COUNTY SCHOOL DISTRICT 103  
MARIST HIGH SCHOOL, OR  
MCMINNVILLE SCHOOL DISTRICT NOAO  
MEDFORD SCHOOL DISTRICT 549C  
MITCH CHARTER SCHOOL  
MONROE SCHOOL DISTRICT NO.1J  
MORROW COUNTY SCHOOL DIST, OR  
MULTNOMAH EDUCATION SERVICE DISTRICT  
MULTISENSORY LEARNING ACADEMY  
MYRTLE PINT SCHOOL DISTRICT 41  
NEAH-KAH-NIE DISTRICT NO.56  
NEWBERG PUBLIC SCHOOLS  
NESTUCCA VALLEY SCHOOL DISTRICT NO.101  
NOBEL LEARNING COMMUNITIES  
NORTH BEND SCHOOL DISTRICT 13  
NORTH CLACKAMAS SCHOOL DISTRICT  
NORTH DOUGLAS SCHOOL DISTRICT  
NORTH WASCO CITY SCHOOL DISTRICT 21  
NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  
ONTARIO MIDDLE SCHOOL  
OREGON TRAIL SCHOOL DISTRICT NOA6  
ORLEANS PARISH SCHOOL DISTRICT  
PHOENIX-TALENT SCHOOL DISTRICT NOA  
PLEASANT HILL SCHOOL DISTRICT  
PORTLAND JEWISH ACADEMY  
PORTLAND PUBLIC SCHOOLS  
RAPIDES PARISH SCHOOL DISTRICT  
REDMOND SCHOOL DISTRICT  
REYNOLDS SCHOOL DISTRICT  
ROGUE RIVER SCHOOL DISTRICT  
ROSEBURG PUBLIC SCHOOLS  
SCAPPOOSE SCHOOL DISTRICT 1J  
SAINT TAMMANY PARISH SCHOOL BOARD, LA  
SEASIDE SCHOOL DISTRICT 10  
SHERWOOD SCHOOL DISTRICT 88J  
SILVER FALLS SCHOOL DISTRICT 4J  
SOUTH LANE SCHOOL DISTRICT 45J3  
SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
SPRINGFIELD PUBLIC SCHOOLS  
SUTHERLIN SCHOOL DISTRICT  
SWEET HOME SCHOOL DISTRICT NO.55  
TERREBONNE PARISH SCHOOL DISTRICT  
THE CATLIN GABEL SCHOOL  
TIGARD-TUALATIN SCHOOL DISTRICT  
UMATILLA MORROW ESD  
WEST LINN WILSONVILLE SCHOOL DISTRICT  
WILLAMETTE EDUCATION SERVICE DISTRICT  
WOODBURN SCHOOL DISTRICT  
YONCALLA SCHOOL DISTRICT  
ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES), UT  
ALIANZA ACADEMY, UT  
ALPINE DISTRICT, UT  
AMERICAN LEADERSHIP ACADEMY, UT  
AMERICAN PREPARATORY ACADEMY, UT  
BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES, UT  
BEAR RIVER CHARTER SCHOOL, UT

BEAVER SCHOOL DISTRICT, UT  
BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA) , UT  
BOX ELDER SCHOOL DISTRICT, UT  
CBA CENTER, UT  
CACHE SCHOOL DISTRICT, UT  
CANYON RIM ACADEMY, UT  
CANYONS DISTRICT, UT  
CARBON SCHOOL DISTRICT, UT  
CHANNING HALL, UT  
CHARTER SCHOOL LEWIS ACADEMY, UT  
CITY ACADEMY, UT  
DAGGETT SCHOOL DISTRICT, UT  
DAVINCI ACADEMY, UT  
DAVIS DISTRICT, UT  
DUAL IMMERSION ACADEMY, UT  
DUCHESNE SCHOOL DISTRICT, UT  
EARLY LIGHT ACADEMY AT DAYBREAK, UT  
EAST HOLLYWOOD HIGH, UT  
EDITH BOWEN LABORATORY SCHOOL, UT  
EMERSON ALCOTT ACADEMY, UT  
EMERY SCHOOL DISTRICT, UT  
ENTHEOS ACADEMY, UT  
EXCELSIOR ACADEMY, UT  
FAST FORWARD HIGH, UT  
FREEDOM ACADEMY, UT  
GARFIELD SCHOOL DISTRICT, UT  
GATEWAY PREPARATORY ACADEMY, UT  
GEORGE WASHINGTON ACADEMY, UT  
GOOD FOUNDATION ACADEMY, UT  
GRAND SCHOOL DISTRICT, UT  
GRANITE DISTRICT, UT  
GUADALUPE SCHOOL, UT  
HAWTHORN ACADEMY, UT  
INTECH COLLEGIATE HIGH SCHOOL, UT  
IRON SCHOOL DISTRICT, UT  
ITINERIS EARLY COLLEGE HIGH, UT  
JOHN HANCOCK CHARTER SCHOOL, UT  
JORDAN DISTRICT, UT  
JUAB SCHOOL DISTRICT, UT  
KANE SCHOOL DISTRICT, UT  
KARL G MAESER PREPARATORY ACADEMY, UT  
LAKEVIEW ACADEMY, UT  
LEGACY PREPARATORY ACADEMY, UT  
LIBERTY ACADEMY, UT  
LINCOLN ACADEMY, UT  
LOGAN SCHOOL DISTRICT, UT  
MARIA MONTESSORI ACADEMY, UT  
MERIT COLLEGE PREPARATORY ACADEMY, UT  
MILLARD SCHOOL DISTRICT, UT  
MOAB CHARTER SCHOOL, UT  
MONTICELLO ACADEMY, UT  
MORGAN SCHOOL DISTRICT, UT  
MOUNTAINVILLE ACADEMY, UT  
MURRAY SCHOOL DISTRICT, UT  
NAVIGATOR POINTE ACADEMY, UT  
NEBO SCHOOL DISTRICT, UT  
NO UT ACAD FOR MATH ENGINEERING & SCIENCE (NUAMES), UT  
NOAH WEBSTER ACADEMY, UT  
NORTH DAVIS PREPARATORY ACADEMY, UT  
NORTH SANPETE SCHOOL DISTRICT, UT  
NORTH STAR ACADEMY, UT  
NORTH SUMMIT SCHOOL DISTRICT, UT  
ODYSSEY CHARTER SCHOOL, UT

OGDEN PREPARATORY ACADEMY, UT  
OGDEN SCHOOL DISTRICT, UT  
OPEN CLASSROOM, UT  
OPEN HIGH SCHOOL OF UTAH, UT  
OQUIRRH MOUNTAIN CHARTER SCHOOL, UT  
PARADIGM HIGH SCHOOL, UT  
PARK CITY SCHOOL DISTRICT, UT  
PINNACLE CANYON ACADEMY, UT  
PIUTE SCHOOL DISTRICT, UT  
PROVIDENCE HALL, UT  
PROVO SCHOOL DISTRICT, UT  
QUAIL RUN PRIMARY SCHOOL, UT  
QUEST ACADEMY, UT  
RANCHES ACADEMY, UT  
REAGAN ACADEMY, UT  
RENAISSANCE ACADEMY, UT  
RICH SCHOOL DISTRICT, UT  
ROCKWELL CHARTER HIGH SCHOOL, UT  
SALT LAKE ARTS ACADEMY, UT  
SALT LAKE CENTER FOR SCIENCE EDUCATION, UT  
SALT LAKE SCHOOL DISTRICT, UT  
SALT LAKE SCHOOL FOR THE PERFORMING ARTS,  
UT  
SAN JUAN SCHOOL DISTRICT, UT  
SEVIER SCHOOL DISTRICT, UT  
SOLDIER HOLLOW CHARTER SCHOOL, UT  
SOUTH SANPETE SCHOOL DISTRICT, UT  
SOUTH SUMMIT SCHOOL DISTRICT, UT  
SPECTRUM ACADEMY, UT  
SUCCESS ACADEMY, UT  
SUCCESS SCHOOL, UT  
SUMMIT ACADEMY, UT  
SUMMIT ACADEMY HIGH SCHOOL, UT  
SYRACUSE ARTS ACADEMY, UT  
THOMAS EDISON - NORTH, UT  
TIMPANOGOS ACADEMY, UT  
TINTIC SCHOOL DISTRICT, UT  
TOOELE SCHOOL DISTRICT, UT  
TUACAHN HIGH SCHOOL FOR THE PERFORMING  
ARTS, UT  
UINTAH RIVER HIGH, UT  
UINTAH SCHOOL DISTRICT, UT  
UTAH CONNECTIONS ACADEMY, UT  
UTAH COUNTY ACADEMY OF SCIENCE, UT  
UTAH ELECTRONIC HIGH SCHOOL, UT  
UTAH SCHOOLS FOR DEAF & BLIND, UT  
UTAH STATE OFFICE OF EDUCATION, UT  
UTAH VIRTUAL ACADEMY, UT  
VENTURE ACADEMY, UT  
VISTA AT ENTRADA SCHOOL OF PERFORMING  
ARTS AND TECHNOLOGY, UT  
WALDEN SCHOOL OF LIBERAL ARTS, UT  
WASATCH PEAK ACADEMY, UT  
WASATCH SCHOOL DISTRICT, UT  
WASHINGTON SCHOOL DISTRICT, UT  
WAYNE SCHOOL DISTRICT, UT  
WEBER SCHOOL DISTRICT, UT  
WEILENMANN SCHOOL OF DISCOVERY, UT

#### **HIGHER EDUCATION**

ARGOSY UNIVERSITY  
BATON ROUGE COMMUNITY COLLEGE, LA  
BIRTHINGWAY COLLEGE OF MIDWIFERY  
BLUE MOUNTAIN COMMUNITY COLLEGE  
BRIGHAM YOUNG UNIVERSITY - HAWAII

CENTRAL OREGON COMMUNITY COLLEGE  
CENTENARY COLLEGE OF LOUISIANA  
CHEMEKETA COMMUNITY COLLEGE  
CLACKAMAS COMMUNITY COLLEGE  
COLLEGE OF THE MARSHALL ISLANDS  
COLUMBIA GORGE COMMUNITY COLLEGE  
CONCORDIA UNIVERSITY  
GEORGE FOX UNIVERSITY  
KLAMATH COMMUNITY COLLEGE DISTRICT  
LANE COMMUNITY COLLEGE  
LEWIS AND CLARK COLLEGE  
LINFIELD COLLEGE  
LINN-BENTON COMMUNITY COLLEGE  
LOUISIANA COLLEGE, LA  
LOUISIANA STATE UNIVERSITY  
LOUISIANA STATE UNIVERSITY HEALTH SERVICES  
MARYLHURST UNIVERSITY  
MT. HOOD COMMUNITY COLLEGE  
MULTNOMAH BIBLE COLLEGE  
NATIONAL COLLEGE OF NATURAL MEDICINE  
NORTHWEST CHRISTIAN COLLEGE  
OREGON HEALTH AND SCIENCE UNIVERSITY  
OREGON INSTITUTE OF TECHNOLOGY  
OREGON STATE UNIVERSITY  
OREGON UNIVERSITY SYSTEM  
PACIFIC UNIVERSITY  
PIONEER PACIFIC COLLEGE  
PORTLAND COMMUNITY COLLEGE  
PORTLAND STATE UNIVERSITY  
REED COLLEGE  
RESEARCH CORPORATION OF THE UNIVERSITY OF  
HAWAII  
ROGUE COMMUNITY COLLEGE  
SOUTHEASTERN LOUISIANA UNIVERSITY  
SOUTHERN OREGON UNIVERSITY (OREGON  
UNIVERSITY SYSTEM)  
SOUTHWESTERN OREGON COMMUNITY COLLEGE  
TULANE UNIVERSITY  
TILLAMOOK BAY COMMUNITY COLLEGE  
UMPQUA COMMUNITY COLLEGE  
UNIVERSITY OF HAWAII BOARD OF REGENTS  
UNIVERSITY OF HAWAII-HONOLULU COMMUNITY  
COLLEGE  
UNIVERSITY OF OREGON-GRADUATE SCHOOL  
UNIVERSITY OF PORTLAND  
UNIVERSITY OF NEW ORLEANS  
WESTERN OREGON UNIVERSITY  
WESTERN STATES CHIROPRACTIC COLLEGE  
WILLAMETTE UNIVERSITY  
XAVIER UNIVERSITY  
UTAH SYSTEM OF HIGHER EDUCATION, UT  
UNIVERSITY OF UTAH, UT  
UTAH STATE UNIVERSITY, UT  
WEBER STATE UNIVERSITY, UT  
SOUTHERN UTAH UNIVERSITY, UT  
SNOW COLLEGE, UT  
DIXIE STATE COLLEGE, UT  
COLLEGE OF EASTERN UTAH, UT  
UTAH VALLEY UNIVERSITY, UT  
SALT LAKE COMMUNITY COLLEGE, UT  
UTAH COLLEGE OF APPLIED TECHNOLOGY, UT

#### **STATE AGENCIES**

ADMIN. SERVICES OFFICE  
BOARD OF MEDICAL EXAMINERS

HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
HAWAII DEPARTMENT OF TRANSPORTATION  
HAWAII HEALTH SYSTEMS CORPORATION  
OFFICE OF MEDICAL ASSISTANCE PROGRAMS  
OFFICE OF THE STATE TREASURER  
OREGON BOARD OF ARCHITECTS  
OREGON CHILD DEVELOPMENT COALITION  
OREGON DEPARTMENT OF EDUCATION  
OREGON DEPARTMENT OF FORESTRY  
OREGON DEPT OF TRANSPORTATION  
OREGON DEPT. OF EDUCATION  
OREGON LOTTERY  
OREGON OFFICE OF ENERGY  
OREGON STATE BOARD OF NURSING  
OREGON STATE DEPT OF CORRECTIONS

OREGON STATE POLICE  
OREGON TOURISM COMMISSION  
OREGON TRAVEL INFORMATION COUNCIL  
SANTIAM CANYON COMMUNICATION CENTER  
SEIU LOCAL 503, OPEU  
SOH- JUDICIARY CONTRACTS AND PURCH  
STATE DEPARTMENT OF DEFENSE, STATE OF HAWAII  
STATE OF HAWAII  
STATE OF HAWAII, DEPT. OF EDUCATION  
STATE OF LOUISIANA  
STATE OF LOUISIANA DEPT. OF EDUCATION  
STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT  
ATTORNEY  
STATE OF UTAH

**HEART OF APPALACHIA REGION (VIRGINIA) to include:**

**CITIES & TOWNS**

Bluefield, VA  
Grundy, VA  
Norton, VA  
Town of Tazewell, VA  
Big Stone Gap, VA  
Clintwood, VA  
St. Paul, VA

**COUNTIES**

Buchanan County, VA  
Dickenson County, VA  
Lee County, VA  
Russell County, VA  
Scott County, VA  
Tazewell County, VA  
Wise County, VA

**BLUE RIDGE HIGHLANDS REGION (VIRGINIA) to include:**

**CITIES & TOWNS**

Abingdon, VA  
Blacksburg, VA  
Bristol, VA  
Christiansburg, VA  
Damascus, VA  
Galax, VA  
Marion, VA  
Pulaski, VA  
Radford, VA  
Wytheville, VA

**COUNTIES**

Bland County, VA  
Carroll County, VA  
Floyd County, VA  
Giles County, VA  
Grayson County, VA  
Montgomery County, VA  
Patrick County, VA  
Pulaski County, VA  
Smyth County, VA  
Washington County, VA  
Wythe County, VA

**CENTRAL VIRGINIA REGION (VIRGINIA) to include:**

CITIES & TOWNS

Appomattox, VA  
Ashland, VA  
Blackstone, VA  
Charlottesville, VA  
Colonial Heights, VA  
Chester, VA  
Farmville, VA  
Hopewell, VA  
Lynchburg, VA  
Petersburg, VA  
Richmond, VA  
Scottsville, VA  
Wintergreen, VA

COUNTIES

Albemarle County, VA  
Amelia County, VA  
Amherst County, VA  
Appomattox County, VA  
Buckingham County, VA  
Campbell County, VA  
Chesterfield County, VA  
Cumberland County, VA  
Dinwiddie County, VA  
Fluvanna County, VA  
Goochland County, VA  
Greene County, VA  
Hanover County, VA  
Henrico County, VA  
Louisa County, VA  
Madison County, VA  
  
Nelson County, VA  
Nottoway County, VA  
Orange County, VA  
Powhatan County, VA  
Prince Edward County, VA  
Prince George County, VA  
  
Sussex County, VA

**TIDEWATER REGION (WHICH ALSO INCLUDES THE CHESAPEAKE BAY REGION) (VIRGINIA) to include:**

CITIES & TOWNS

Kilmarnock, VA  
Warsaw, VA  
Urbanna, VA  
West Point, VA  
Colonial Beach, VA  
Tappahannock, VA  
Gloucester, VA  
Irvington, VA

COUNTIES

Middlesex County, VA  
Lancaster County, VA  
Northumberland County, VA  
Richmond County, VA  
King William County, VA  
King & Queen County, VA  
Mathews County, VA  
Westmoreland County, VA  
Essex County, VA  
Gloucester County, VA  
King George County, VA

**COASTAL VIRGINIA - EASTERN SHORE REGION (VIRGINIA) to include:**

CITIES & TOWNS

Accomac, VA  
Cape Charles, VA  
Chincoteague Island, VA  
Exmore, VA  
Onanock, VA  
Tangier Island, VA  
Wachapreague, VA

COUNTIES

Northampton County, VA  
Accomack County, VA

Tidewater COASTAL VIRGINIA - HAMPTON ROADS REGION (VIRGINIA) to include:

CITIES & TOWNS

Charles City, VA  
Chesapeake, VA  
Franklin, VA  
Hampton, VA  
Newport News, VA  
Norfolk, VA  
Poquoson, VA  
Portsmouth, VA  
Smithfield, VA  
  
Suffolk, VA  
Virginia Beach, VA  
Williamsburg, VA  
Yorktown, VA

COUNTIES

Charles City County, VA  
Isle of Wight County, VA  
James City County, VA  
New Kent County, VA  
Southampton County, VA  
Surry County, VA  
York County, VA

NORTHERN VIRGINIA REGION (VIRGINIA) to include:

CITIES & TOWNS

Alexandria, VA  
Arlington, VA  
Centreville, VA  
Chantilly, VA  
Clifton, VA  
Culpeper, VA  
Dulles, VA  
Falls Church, VA  
Fairfax, VA  
Fredericksburg, VA  
Herndon, VA  
Leesburg, VA  
Lorton, VA  
Manassas Park, VA  
Manassas, VA  
Marshall, VA  
McLean, VA

COUNTIES

Rappahannock County, VA  
Fauquier County, VA  
Stafford County, VA  
Spotsylvania County, VA  
Caroline County, VA  
Prince William County, VA  
Fairfax County, VA  
Loudoun County, VA  
Culpeper County, VA

Middleburg, VA  
Occoquan, VA  
Purcellville, VA  
Reston, VA  
Spotsylvania, VA  
Springfield, VA  
Triangle, VA  
Vienna, VA  
Warrenton, VA  
Woodbridge, VA  
Washington, VA

SHENANDOAH VALLEY REGION (VIRGINIA) to include:

CITIES & TOWNS

Berryville, VA	Shenandoah, VA
Buena Vista, VA	Staunton, VA
Front Royal, VA	Waynesboro, VA
Harrisonburg, VA	Winchester, VA
Lexington, VA	
Luray, VA	
Natural Bridge VA	

COUNTIES

Augusta County, VA  
Clarke County, VA  
Frederick County, VA  
Page County, VA  
Rockbridge County, VA  
Rockingham County, VA  
Shenandoah County, VA  
Warren County, VA

SOUTHERN VIRGINIA (VIRGINIA) to include:

CITIES & TOWNS

Danville, VA  
Emporia, VA  
Martinsville, VA  
South Boston, VA  
South Hill, VA  
Clarksville, VA

COUNTIES

Brunswick County, VA  
Charlotte County, VA  
Greensville County, VA  
Henry County, VA  
Halifax County, VA  
Lunenburg County, VA  
Mecklenburg County, VA  
Pittsylvania County, VA

VIRGINIA MOUNTAINS REGION (VIRGINIA) to include:

CITIES & TOWNS

Bedford, VA  
Buchanan, VA  
Clifton Forge, VA  
Covington, VA  
Fincastle, VA  
Hot Springs, VA  
New Castle, VA  
Roanoke, VA  
Rocky Mount, VA  
Salem, VA  
Troutville, VA  
Vinton, VA  
Warm Springs, VA

COUNTIES

Alleghany County, VA  
Bath County, VA  
Bedford County, VA  
Botetourt County, VA  
Craig County, VA  
Franklin County, VA  
Highland County, VA  
Roanoke County, VA

**SCHOOL DISTRICTS (VIRGINIA) to include:**

Accomack County Public Schools, VA  
Albemarle County Public Schools, VA  
Alexandria City Public Schools, VA  
Alleghany County Public Schools, VA

Amelia County Public Schools, VA  
Amherst County Public Schools, VA  
Appomattox County Public Schools, VA  
Arlington Public Schools, VA  
Augusta County Public Schools, VA  
Bath County Public Schools, VA  
Bedford City Public Schools, VA  
Bedford County Public Schools, VA  
Bland County Public Schools, VA  
Botetourt County Public Schools, VA  
Bristol Public Schools, VA

Brunswick County Public Schools, VA

Buchanan County Public Schools, VA  
Buckingham County Public Schools, VA  
Buena Vista City Public Schools, VA  
Campbell County Public Schools, VA  
Caroline County Public Schools, VA  
Carroll County Public Schools, VA  
Charles City County Public Schools, VA  
Charlotte County Public Schools, VA  
Charlottesville City Schools, VA  
Chesapeake Public Schools, VA  
Chesterfield County Public Schools, VA  
Clarke County Public Schools, VA

Lunenburg County Public Schools, VA  
Lynchburg City Public Schools, VA  
Madison County Public Schools, VA  
Manassas City Public Schools, VA

Colonial Beach Public Schools, VA  
Colonial Heights Public Schools, VA  
Covington City Public Schools, VA  
Craig County Public Schools, VA  
Culpeper County Public Schools, VA  
Cumberland County Public Schools, VA  
Danville Public Schools, VA  
Dickenson County Public Schools, VA  
Dinwiddie County Public Schools, VA  
Essex County Public Schools, VA  
Fairfax County Public Schools, VA  
Falls Church City Public Schools, VA  
Fauquier County Public Schools, VA  
Floyd County Public Schools, VA  
Fluvanna County Public Schools, VA  
Franklin City Public Schools, VA  
Franklin County Public Schools, VA  
Frederick County Public Schools, VA  
Fredericksburg City Schools, VA  
Galax City Public Schools, VA  
Giles County Public Schools, VA  
Gloucester County Public Schools, VA  
Goochland County Public Schools, VA  
Grayson County Public Schools, VA  
Greene County Public Schools, VA

Greensville County Public Schools, VA  
Halifax County Public Schools, VA  
Hampton City Schools, VA  
Hanover County Public Schools, VA  
Harrisonburg City Public Schools, VA  
Henrico County Public Schools, VA  
Henry County Public Schools, VA  
Highland County Public Schools, VA  
Hopewell City Public Schools, VA  
Isle of Wight County Public Schools, VA  
King and Queen County Public Schools, VA  
King George County Public Schools, VA  
King William County Public Schools, VA  
Lancaster County Public Schools, VA  
Lee County Public Schools, VA  
Lexington City Schools, VA  
Loudoun County Public Schools, VA  
Louisa County Public Schools, VA  
Washington County Public Schools, VA  
Waynesboro Public Schools, VA  
Westmoreland County Public Schools, VA  
West Point Public Schools, VA  
Williamsburg-James City County Public Schools, VA

ADDENDUM NO. 1 ACKNOWLEDGEMENT

Offeror shall acknowledge this Addendum No. 1 document by signing below and include in their proposal response.

Company Name American Office Products Distributors, Inc.

Contact Person Angela Price

Signature Angela Price

Date 06/25/2024

# Request for Taxpayer Identification Number and Certification

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

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

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

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>American Office Products Distributors</b></p>		
	<p><b>2</b> Business name/disregarded entity name, if different from above.</p>		
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input checked="" type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>	
	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>		
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>PO Box 639</b></p>	Requester's name and address (optional)	
	<p><b>6</b> City, state, and ZIP code</p> <p><b>South Elgin, IL 60177</b></p>		
	<p><b>7</b> List account number(s) here (optional)</p>		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

<b>Social security number</b>									
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**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>Shelley Forsgren</i>	Date <i>07/09/2024</i>
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**General Instructions**

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

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

**What's New**

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

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

**Purpose of Form**

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



**Department of the Treasury**  
**Internal Revenue Service**  
**Cincinnati, OH 45999**

In reply refer to: 0244390221  
May 23, 2019 LTR 147C  
86-1124928

AOPD INC  
% AMERICAN OFFICE PRODUCTS DIST INC  
1652 E MAIN ST STE 220  
ST CHARLES IL 60174-4702 702

Taxpayer Identification Number: 86-1124928

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of May 23rd, 2019.

Your Employer Identification Number (EIN) is 86-1124928. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Mrs. Koller  
1003524490  
Customer Service Representative

### **C. References and Experience (20 points)**

1. Provide a brief history of the supplier, including year it was established and corporate office location.

In 1978, American Office Products Distributors, Inc. (AOPD) was formed to offer regional and national purchase agreements and nationwide distribution for office supplies. Over the years the network has grown to include some of the most progressive, proficient, and reliable independent office and facility supply distributors across the United States. Only distributors with substantial experience, financial and physical resources, and commitment qualify for review by AOPD's Board of Directors for membership. OMNIA members can be assured that they will receive the highest quality of service from all the AOPD members, regardless of their location.

Working with AOPD, OMNIA members receive the benefits of a consistent, national program while working with a reliable, accountable, and local supplier committed to providing a higher level of service. Along with AOPD Headquarters, each distributor has a dedicated AOPD National Accounts Team consisting of a National Accounts Administrator and National Accounts Sales Manager that ensure efficient implementation and operation of each AOPD agreement. OMNIA members will have a local sales representative calling on them and a local customer service representative dedicated to their account. The average AOPD sales and customer service rep has over 20+ years of industry experience, guaranteeing OMNIA members will receive a high level of service, regardless of their location. AOPD's corporate office is based in South, Elgin, IL.

2. Describe supplier's reputation in the marketplace.

AOPD has never been accused of cheating a customer, we have not been in a single lawsuit or had a complaint about deceptive pricing practices since its creation in 1978. We believe the lack of issues are due to at least two factors. AOPD, its board, employees, and dealers follow the founder's original goal, which was to look different than larger companies and follow the "Golden Rule." Our motto for AOPD's entire existence has been "Local Service Nationwide", which highlights the fact that our dealers are focused and dependent on the communities which they live in and serve. AOPD has never been made aware of one of our dealers "cheating customers" in any way and if they did, the dealer would no longer be allowed to continue as a member.

3. Describe supplier's reputation of products and services in the marketplace.

AOPD's reputation in the marketplace has been built upon the products and services that our business partners, and dealers provide their customers. We believe foremost in serving our customers with excellent service and competitive pricing. We do not aim to provide "the lowest price" because we believe that it does not exist. In an article "Five Megatrends Advanced Services," the author makes it clear as the book "Megatrends" did in the late 20<sup>th</sup> century that the more technological our world becomes, the more vital personal service will be for customers. AOPD dealers "double down" on personal service by maintaining knowledgeable staff members in all levels of their businesses, while simultaneously improving their technology. Many of our larger competitors have replaced personal service with "Bots" or other online only impersonal assistance. Please see the link to this article below.

<https://fsd.servicemax.com/2017/06/08/five-megatrends-advanced-services-part-1/>

4. Describe the experience and qualification of key employees.

Angela Price, AOPD's GM/Director of National Operations and Marketing has been with AOPD for over 22 years. Her focus is on AOPD's Corporate Contracts and marketing. She oversees the bids, contract terms, training of dealers, sales, sales reporting, and payment of admin fees on all Corporate Contracts, including OMNIA. Angela also oversees the AOPD marketing. She has worked closely with OMNIA to provide updated flyers for the OMNIA site and for the AOPD dealers. In addition, she has worked with OMNIA on promotions and social media campaigns. During her time with AOPD Angela has become passionate about the independent dealer channel and helping them continue to provide the highest level of service to all AOPD customers.

Tom Buxton, AOPD's National Sales Manager, is a veteran of the office products and furniture space. He owned an office products company during the 1990's in Denver, Colorado. "International Office Products" was the fastest growing company of its kind in Denver until 1997 when Tom agreed to have it purchased by Corporate Express. Tom became Vice President of Sales for Colorado and New Mexico for CE and was promoted to a national position at the headquarters in Broomfield in 2002. He determined long before he joined a large company like CE that maintaining honesty and integrity with employees, vendors, prospects and customers was his highest priority. Consequently, in 2005 he resigned from CE because their ethical views were not the same as his. Since that time, he has been a consultant to the independent dealer channel and became the National Sales Manager for AOPD in 2007. He is passionate about doing business the "right way" and the entire team at AOPD has the same goal.

Shelley Tousignant, AOPD's Finance and Contract Manager, has been with AOPD for 17 years. Shelley's primary focus is to maintain AOPD's accounts receivables and payables. This includes all invoicing and the collection and distribution of various corporate contract administration fees. In addition to managing the finances, she also is the manager of AOPD GSA Federal government contract. She is fully aware of the trust placed in her by AOPD management and the dealer members and takes great pride in making sure the accuracy and timing of the financial transactions are held to the highest standards.

Meghan Smith, AOPD's Contract Sales Administrator, has been with AOPD for 3 years. Her primary focus is overseeing the monthly sales for Corporate Contracts. She handles correspondence with members for all sales, including OMNIA, and is responsible for generating all necessary customer reports. She also assists with Marketing needs and AOPD's monthly Newsletter.

5. Describe supplier's experience working with the government sector.

As was mentioned elsewhere we have provided SLED contracts to our member dealers since 2009. Our first contract was sponsored by Bernalillo County in New Mexico, but when we had the opportunity to bid for NCPA in 2011 we "jumped" at the chance. We grew that contract every year except 2022 when one of our dealers was forced to move approximately \$6M worth of their business to Region 13. Currently, OMNIA is our largest national contract and we have chosen not to engage with other suppliers even when they have asked us to partner with them. This year's OMNIA contract will probably yield about \$28M, which represents significant growth over last year and if awarded a new contract, we anticipate growing it at least 7% on a yearly basis.

AOPD also maintains a national GSA Schedule 75 contract and our dealers have used that

contract for over 25 years. However, we and our dealers are much more attracted to working with local SLED customers, because in general, they serve the same local areas as our dealers already support. It would not be an overstatement for us to claim that AOPD and its dealers “love” serving local SLED entities. And with all of the changes occurring within our large competitors, AOPD is the best positioned partner to grow sales for the good of OMNIA/Region 14, your customers, and our dealers.

6. Describe any social diversity initiatives.

All AOPD dealers are designated small businesses, helping OMNIA members reach their small business initiatives. AOPD can also connect you with our members possessing a variety of specific diversity designations.

Our diverse membership also includes dealers holding business designations that include:

- Woman-owned (WOSB)
- Woman’s Business Enterprise National Council (WBENC)
- Minority-owned (MBE)
- Historically Underutilized Businesses (HUB)
- Veteran-owned (VOSB)
- Service-disabled veteran-owned (SDVOSB)

These designations allow OMNIA members to receive legitimate Tier 1 purchasing credit. In addition, all our dealers sell products manufactured by companies that hold these designations, providing Tier 2 purchasing credit.

7. Describe past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors.

AOPD has not had any of the above.

8. Provide a minimum of 5 customer references relating to the products and services within this RFP. Include entity name, contact name and title, contact phone and email, city, state, years serviced, description of services and annual volume.

**Metro Nashville Public Schools – Nashville, TN** (serviced 20+ years)

Contact: Chris Anderson

Title: Purchasing Manager

Email: [procurement@mnps.org](mailto:procurement@mnps.org)

Phone: 615-259-8545

Scope of Work: Office supplies, Jan/San, Furniture (design & installation), promotional items

Size: \$3.7 million a year

**City of Charlotte – Charlotte, NC** (serviced for 1+ years)

Contact: Lenore Bishop

Title: Services & Technology Procurement Manager and CCPA Program Administrator

Email: [Lenore.bishop@charlottenc.com](mailto:Lenore.bishop@charlottenc.com)

Phone: (704) 223-7295

Scope of Work: Office Supplies, Breakroom, Jan/San

Size: \$1M a year

**City of Seattle – Seattle, WA** (served for 5+ years)

Contact: Jen Lyman  
Title: Purchasing and Contracting  
Email: [Jen.Lyman@seattle.gov](mailto:Jen.Lyman@seattle.gov)  
Phone: (206) 256-5307  
Scope of Work: Office Supplies  
Size: \$718K a year

**Johnston County Public Schools – Smithfield, NC** (served for 13+ years)

Contact: Tabitha D. Lee  
Title: Director of Finance / Assistant Finance Officer  
Email: [tabithalee@johnston.k12.nc.us](mailto:tabithalee@johnston.k12.nc.us)  
Phone: (919) 934-6032 ext. 8039  
Scope of Work: Office Supplies, school supplies, toner, breakroom & furniture  
Size: \$438K a year

**Lubbock County – Lubbock, TX** (served for 25+ years)

Contact: Clint Wehrman  
Title: Director of Purchasing  
E-mail: [cwehrman@co.lubbock.tx.us](mailto:cwehrman@co.lubbock.tx.us)  
Phone: (806) 775-1015  
Scope of Work: Office Supplies, Janitorial, Paper, Toner  
Scope of Work (product, design & installation): Hon, National, Herman Miller; Casegoods (desking), Task seating, lounge seating, filing and storage, systems workstations, conference rooms  
Size: \$330K a year

**The Carlyle Group – Washington, DC** (served for 17+ years)

Contact: Mardin Manzano  
Title: Office Administrator  
Email: [mardin.manzano@carlyle.com](mailto:mardin.manzano@carlyle.com)  
Phone: (202) 945-2896  
Scope of Work: Office supplies, breakroom, Jan/San  
Size: \$317K a year

**US Pharmacopeia – Rockville, MD** (served for 8+ years)

Contact: Scott Strongoski  
Title: Director of Procurement  
Email: [css@usp.org](mailto:css@usp.org)  
Phone: (309) 692-3451  
Scope of Work: Office supplies, breakroom, Jan/San  
Size: \$315K a year

**Action for a Better Community (ABC) – Rochester, NY** (served 17+ months)

Contact: Regina Cullen  
Title: Operations Coordinator  
Email: [rcullen@abcinfo.org](mailto:rcullen@abcinfo.org)  
Phone: (585) 442-4192  
Scope of Work: Office supplies, furniture and other products  
Size: 150K a year

**Ontario County – Canandaigua, NY** (serviced 12+ months)

Contact: Jennifer Langer

Title: Purchasing Director

Email: [Jenifer.langer@ontariocountyny.gov](mailto:Jenifer.langer@ontariocountyny.gov)

Phone: (585) 396-4451

Scope of Work: Office Supply, Furniture, and various products

Size: 150K a year

**Ada County - Boise, Idaho** (serviced for 20+ years)

Contact: Bob Perkins

Email: [bperkins@adacounty.id.gov](mailto:bperkins@adacounty.id.gov)

Phone: (208) 287-7142

Years serviced, 20+

Scope of Work: General Office Products and furniture.

Size: \$100k a year

**Madera Unified School District – Madera, CA** (serviced for 8+ years)

Contact: Susan Haratuneian

Title: Director of Purchasing

Email: [susanharatuneian@maderausd.org](mailto:susanharatuneian@maderausd.org)

Phone: 559-675-4609

Scope of Work: Office Supplies, PPE, Sanitation Wipes

Size: 100K a year

**Citrus County BOCC – Inverness, FL** (serviced for 5+ years)

Contact: Douglas Gasperak

Title: Facilities Management

Email: [douglas.gasperak@citrusbocc.com](mailto:douglas.gasperak@citrusbocc.com)

Phone: (352) 527-7600

Scope of Work: Office Supplies,

Size: 75K a year

**Des Moines Area Community College (DMACC) – Ankeny, IA** (serviced for 3+ years)

Contact: Julie Klocke

Title: Director, Purchasing and Contract Management

Email: [jaklocke1@dmacc.edu](mailto:jaklocke1@dmacc.edu)

Phone: (515) 964-6386

Scope of Work: Office Supplies, promo, apparel

Size: 50K but we just got an order for \$150K which will help our run rate for 2024

9. Provide any additional information relevant to this section.

We have grown the NCPA and now OMNIA contract in all but two years. Consequently, with a new contract we believe that we can continue to grow the business approximately 10% in each future contract year, from a base that this year should be about \$28M.

#### **D. Value Added Products/Services (10 points)**

1. Provide any additional information related to products and services supplier proposes to enhance and add value to the contract.

One of the most significant value adds, is the fact that AOPD and NCPA, and now OMNIA, have built a strong, solid, and mutually beneficial relationship since 2011.

From the initial award, AOPD has proven success on a continued basis. The contract has grown to a significant level and OMNIA member satisfaction is very high. There is great value in extending a relationship that has and continues to be proven successful.

One key factor in the overall analysis of the agreement is to consider the cost of conversion. In some cases, vendor conversion can reach as high as 15%.

The value adds of continuing this relationship with AOPD, is that everything is currently in place to assure future success. Through a future award of the agreement, AOPD will continue to service the OMNIA membership (along with new opportunities) in a prompt, efficient, effective and cost savings manner, with no vendor change or service disruption.

- Dock vs. Desktop/Department Delivery – Our dealer will offer additional discounts moving from Desktop/Departmental delivery to single-point Dock delivery. For example, an AOPD dealer would negotiate an additional discount from 1% up to 3% depending on volume.
- Optimized Delivery Program - OMNIA Members will be offered an additional discount if an optimized delivery program is utilized with deliveries occurring less than 5 days per week. Additional discounts will be offered in accordance with the following table. Delivery  
Days/Week Discount  
4 Days/Week 0.50%  
3 Days/Week 0.75%  
2 Days/Week 1.00%  
1 Day/Week 1.25%
- Copy Paper Pallet Price Offering - Contractor will offer special pricing for pallets of office copy paper to OMNIA Members. Special pricing will be offered at a cost plus 12% margin, which will include delivery. Delivery for this offer will be dock delivery only.
- Recycling Programs - Paper recycling programs offered at no additional cost would be available to OMNIA Members. Contact Contractor for additional details
- Lunch and Learns - A Lunch and Learn is a Contractor-conducted luncheon for OMNIA Members usually conducted at the OMNIA Member's site. During the luncheon new products and services are demonstrated and product samples offered. A Lunch and Learn is offered at no additional cost to the OMNIA Member.
- Productivity Workshops - Productivity workshops offer OMNIA Members a chance to see new products and methods of improving time management in daily job functions. Products and presentations are designed to provide solutions that fit the job descriptions of those OMNIA Members that will attend. This value-added service is offered at no additional charge to OMNIA Members.

- Custom Core List Discount Program - Items Added to the Agreement - OMNIA Members may receive additional discounts beyond pricing set forth on the “Core Contract” on a designated number of high usage items as a “Local Core” list. These items and discounts are negotiated directly with the OMNIA Member. The Dealer will work with the OMNIA Members to determine the designated items for these “Local Core” lists, based on usage and need.
  - Green Product Initiatives - Dealer offers a value-added program for OMNIA Members looking to increase green or environmentally preferred office products spend. Our dealers will offer tools to provide OMNIA Members with recommended green product alternates for items regularly purchased. We recognize that environmentally preferable products are becoming more important to OMNIA Members and our dealers will assist in providing analysis for cost savings or cost neutrality for purchasing green office products items.
2. Provide any additional equipment offerings: Used, Parts, Accessories, Service and Repair, Trade-Ins, may be included by providing a pricing structure for each of these items. **These are not a part of our product offerings.**
  3. Describe any equipment reconditioning and recertification offerings. **These are not a part of our product offerings.**

- E. **Clarifications/Discussions.** Region 14 ESC may request additional information or clarification from any of the suppliers after review of the proposals received for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give supplier an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those supplier’s whose proposals are determined to be reasonably susceptible of being selected for award. Region 14 ESC will not assist supplier in bringing its proposal up to the level of other proposals through clarifications or discussions. Region 14 ESC will not indicate to supplier a cost or price that it must meet to obtain further consideration, nor will it provide any information about other suppliers’ proposals or prices.
- F. **Competitive Range or Shortlist.** It may be necessary for Region 14 ESC to establish a competitive range or shortlist. Responses not in the competitive range or shortlist do not receive further award consideration. Region 14 ESC may determine establishing a competitive range or shortlist is not necessary. Inclusion in the competitive range or shortlist does not constitute a contract award. Should a competitive range or shortlist be used, further evaluation and scoring to determine contract award will be used.
- G. **Oral Presentations/Interviews.** Region 14 ESC reserves the right to conduct interviews with some or all of the suppliers at any point during the evaluation process. However, Region 14 ESC may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria. Region 14 ESC shall not reimburse the supplier for costs associated with the interview process.
- H. **Contract Negotiations.** Exclusive or concurrent negotiations may be conducted with responsible supplier(s) for the purpose of altering or otherwise changing the conditions, terms and price of the proposed contract unless prohibited. Suppliers shall be accorded fair and equal treatment in conducting negotiations and there shall be no disclosure of any information

derived from proposals submitted by competing suppliers. Exclusive or concurrent negotiations shall not constitute a contract award nor shall it confer any property rights to the successful supplier. In the event Region 14 ESC deems that negotiations are not progressing; Region 14 ESC may formally terminate these negotiations and may enter into subsequent concurrent or exclusive negotiation with the next most qualified supplier(s).

- I. **Past Performance.** Past performance is relevant information regarding a supplier's actions under previously awarded contracts; including the administrative aspects of performance; the supplier's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the supplier's businesslike concern for the interests of the customer. Past performance will be considered in the evaluation of the responses.

Describe your company's ability to meet the following specifications. Bidders will respond to each item by checking Comply or Deviate box. No bid items shall be marked as such in the Deviate box.

Requirement	Comply	Deviate
Vendor shall provide a broad-based line of office products of at least 10,000 items in available inventory.	X	
All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.	X	
The vendor's catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.	X	
The catalog shall contain a minimum of 10,000 items.	X	
Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	X	
Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.	X	
Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.	X	
Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	X	
No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.	X	
Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.	X	
The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.	X	
Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.	X	
All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member's purchase order number, vendor name	X	

and name of article. Cartons shall be identified by purchase order number and vendor name.		
General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.	X	
Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.	X	
Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.	X	
Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.	X	
Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.	X	
Vendor will provide various Copy and Print Services	X	
Vendor will provide E-Commerce for Print orders. Ability to send the orders electronically and either pick them up or have them delivered.	X	
Vendor will have the ability to print collate, and either staple or bind the materials.	X	
Vendor will have the ability to turn around within 24 hours for certain copy and print jobs	X	
Vendor will have the ability to print business cards and turn around within 5-7 days.	X	
Vendor will have the ability to Accept Purchase orders for Print and Copy Services	X	
Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping.	X	
Vendor will provide a discount below the standard retail rate for Print, Copy, and Ship materials.	X	
Vendor will include Promotional Materials in the catalogues for the members.	X	

## **Appendix A – Required Documents**

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1. Antitrust Certification Statement (Tex. Government Code § 2155.005)
2. Implementation of House Bill 1295 Certificate of Interested Parties (Form 1295)
3. Texas Government Code 2270 Verification Form
4. Any additional agreements supplier will require Participating Agencies to sign

**ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**  
Attorney General Form

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this Contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
3. In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

**Company**

American Office Products Distributors, Inc.

PO Box 639

South Elgin, IL 60177

**Address**

**Contact**



**Signature**

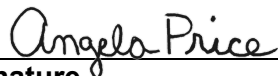
Angela Price

**Printed Name**

GM/Director of National Operations

**Position with Company**

**Official  
Authorizing  
Proposal**



**Signature**

Angela Price

**Printed Name**

GM/Director of National Operations

**Position with Company**

**Phone**

630-761-0600 ext. 106

**Fax**

630-761-0691

## Implementation of House Bill 1295

### Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

#### Filing Process:

Starting on January 1, 2016, the commission made available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. This process is known as acknowledging the certificate. The commission will post the acknowledged Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency. The posted acknowledged form does not contain the declaration of signature information provided by the business.

A certificate will stay in the pending state until it is acknowledged by the governmental agency. Only acknowledged certificates are posted to the commission's website.

#### Electronic Filing Application:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

#### Frequently Asked Questions:

[https://www.ethics.state.tx.us/resources/FAQs/FAQ\\_Form1295.php](https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php)

**Changes to Form 1295:** <https://www.ethics.state.tx.us/data/filinginfo/1295Changes.pdf>

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

**Certificate Number:**  
 2024-1179520

**Date Filed:**  
 06/24/2024

**Date Acknowledged:**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 American Office Products Distributors, Inc.  
 South Elgin, IL United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Region 14 Education Service Center

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 RFP 24-S844  
 Office Supplies, Paper, Ink/toner, Break Room, Cleaning, Furniture, Technology, Print Services, Additional Products, Services & Solutions

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	American Office Products Distributors, Inc.	South Elgin, IL United States	X	

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Angela Price, and my date of birth is 09/02/1979.

My address is 2700 Berman Rd., North Aurora, IL, 60542.  
(street) (city) (state) (zip code)  
(country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Kane County, State of Illinois, on the 24 day of June, 2024.  
(month) (year)

Angela Price  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**Texas Government Code 2270 Verification Form**

House Bill 89 (85R Legislative Session), which adds Chapter 2270 to the Texas Government Code, provides that a governmental entity may not enter into a contract with a company without verification that the contracting vendor does not and will not boycott Israel during the term of the contract.

Furthermore, Senate Bill 252 (85R Legislative Session), which amends Chapter 2252 of the Texas Government Code to add Subchapter F, prohibits contracting with a company engaged in business with Iran, Sudan or a foreign terrorist organization identified on a list prepared by the Texas Comptroller.

I, Angela Price, as an authorized representative of

American Office Products Distributors, Inc., a contractor engaged by  
Insert Name of Company

Region 14 Education Service Center, 1850 Highway 351, Abilene, Texas 79601, verify by this writing that the above-named company affirms that it (1) does not boycott Israel; and (2) will not boycott Israel during the term of this contract, or any contract with the above-named Texas governmental entity in the future.

Also, our company is not listed on and we do not do business with companies that are on the Texas Comptroller of Public Accounts list of Designated Foreign Terrorists Organizations found at <https://comptroller.texas.gov/purchasing/docs/foreign-terrorist.pdf>.

I further affirm that if our company's position on this issue is reversed and this affirmation is no longer valid, that the above-named Texas governmental entity will be notified in writing within one (1) business day and we understand that our company's failure to affirm and comply with the requirements of Texas Government Code 2270 et seq. shall be grounds for immediate contract termination without penalty to the above-named Texas governmental entity.

I swear and affirm that the above is true and correct.

Angela Price  
Signature of Named Authorized Company Representative

06/25/2024  
Date

Appendix B – OMNIA Partners Exhibits

**Appendix B – OMNIA Partners Exhibits**

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NOTICE TO OFFEROR  
QUESTIONS & ANSWERS  
RFP # 24-S844

Competitive Solicitation by Region 14 Education Service Center  
for  
Office Supplies and Services

***See Question and Answer Acknowledgement included on the last page. Offerors should include this acknowledgement as part of their response to this Office Supplies and Services RFP.***

The Answers to Questions received are issued as follows:

- 1. Please confirm that the complete scope of RFP documentation is: a. 1-S844 Office Supplies 2024 FINAL b. COV\_Terms\_and\_Conditions\_OMNIA\_(1) Thank yo in advance for your quick response.**  
The complete scope of RFP documentation is available in the Bonfire portal, RFP 24-S844, Office Supplies and Services.
- 2. As a publicly awarded Contract, will Suppliers participating in this RFP have access to the knowledge of who is the incumbent supplier(s) and the awarded pricing proposal(s) during the last RFP process?**  
Documentation for the prior solicitation is publicly available on the OMNIA Partners website. Requests for additional information should be made via a formal request for public information by contacting Region 14.
- 3. Good morning, Are we required to submit a response on all line items to be awarded.**  
Offerors do not have to offer all items in the market basket in order to be considered for award.
- 4. Requesting your product list in Excel. Thank you**  
The market basket list "Office Supplies Market Basket 2024.xls" is posted as an attachment.

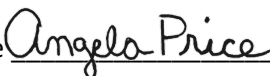
5. **Good Morning- Can we get a copy of the actual sku numbers for the bid? Thank you!**  
SKU numbers are not available.
  
6. **Good Morning- I just wanted to confirm that the required documents in section 6, are the documents described on page 28 Appendix A. Is there anything else that should be in this section? Also, I don't see a place that references page 15-17 (the comply and deviate section). Where should those be included. Thank you for your help!**  
**The Required Documents in Section 6 are the documents described on page 28, Appendix A.**  
Other required documents are referenced on page 12, B. Ability to Perform.
  
7. **Good Morning- On part V, B Ability to Perform, question 3 it mentions Exhibit F and G. We can't find them on the bid. In Appendix B the only exhibits are A and B. Is there supposed to be a C, D and E as well? We don't see them mentioned in the bid, but since F and G are mentioned we want to make sure something else isn't missing. Thank you!**  
Addendum #1 includes Appendix B. Exhibits A-G are incorporated in Appendix B.
  
8. **Is Region 14 planning to award to only national delivery providers, or will regional providers be considered.**  
Regional providers are welcome to participate in this solicitation.
  
9. **On page 32 it references Appendix B - OMNIA Partners Exhibits. However, the rest of that page is blank. Is Appendix B OMNIA Partners Exhibits missing? If there are missing exhibits, will we have the opportunity to ask questions about those exhibits past the stated deadline for questions?**  
Addendum #1 includes Appendix B. Any exceptions to Appendix B can be included in the submitted documents.

QUESTIONS & ANSWERS ACKNOWLEDGEMENT

Offeror shall acknowledge this Questions & Answers document by signing below and include in their proposal response.

Company Name American Office Products Distributors, Inc.

Contact Person Angela Price

Signature 

Date 06/27/2024