

HOLMRIS

2 Bedford Farms Drive
Suite 108
Bedford NH 03110
Tel. 603.232.3490

March 24, 2022

Region 14 Education Service Center
1850 Highway 351
Abilene, TX 79601

RE: (RFP) for Privacy Pods / Furniture Booths Solicitation Number: 09-22

To whom it may concern:

It is my pleasure to submit our response to your RFP for Privacy Pods / Furniture Booths with our manufacturing partner Silen OU from Estonia.

Please let me know if you require any additional information.

Kind regards,


Michael Brandt
CEO

Tabs

- Tab 1 – Master Agreement / Signature Form
- Tab 2 – NCPA Administration Agreement
- Tab 3 – Vendor Questionnaire
- Tab 4 – Vendor Profile
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- Tab 9 – Required Documents



Competitive Solicitation by
Region 14 Education Service Center

For

Privacy Pods / Furniture Booths

On behalf of itself and other Government Agencies

And made available through the
National Cooperative Purchasing Alliance

RFP # 09-22

NCPA

National Cooperative Purchasing Alliance

Introduction / Scope

- ◆ 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 Privacy Pods / Furniture Booths. Successful respondents must outline topics including:
 - Electrical (hard wire or plug in), must be UL Listed / rated
 - Flexible solutions (installation, take-down, ease of moving...)
 - Ventilation, if needed
 - Fresh air exchange
 - Fabric, if fabric is used, and the fire ratings required
 - Define sprinkler requirements, if needed
 - Acoustic rating (Noise reduction coefficient NRC, Sound transmission class STC)
 - ADA Compliance, if needed
 - Temporary work solutions

- ◆ Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.

- ◆ Awarded vendor(s) shall perform covered product or services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.

- ◆ Each product or service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single product or service within any category, or multiple products or services within any and all categories.

- ◆ National Cooperative Purchasing Alliance (NCPA)
 - The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that complies with procurement laws and regulations.

- ◆ It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.

- Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;
- Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
- Combine the purchasing power of Public Agencies to achieve cost effective pricing;
- Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.

Instructions to Respondents

◆ Submission of Response

- Only responses received via our online Bonfire portal will be accepted. Faxed or mailed responses will not be accepted.
- Responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

◆ Public Bid Opening

- The public bid opening will be held via Zoom meeting. Interested parties who wish to attend the bid opening should email contracts@ncpa.us by 4:00 pm the day before the bid opening date to receive an invitation.

◆ Required Proposal Format

- Responses shall be provided electronically via our online Bonfire portal. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated. It's recommended that all tabs, with the exception of Tab 7 (Pricing), be submitted in Portable Document Format (PDF). Please note pricing can be submitted separately in a alternate format (e.g. xlsx, xls, csv).

◆ Tabs

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Tab 1 – Master Agreement General Terms and Conditions

RFP # 09-22

Tab 1 – Master Agreement

General Terms and Conditions

- ◆ Customer Support
 - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

- ◆ Disclosures
 - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
 - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- ◆ Renewal of Contract
 - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

- ◆ Funding Out Clause
 - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
 - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

- ◆ Shipments (if applicable)
 - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- ◆ Tax Exempt Status
 - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposal should address the following warranty information:
 - 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
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

◆ Safety

- Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
 - Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
 - Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
 - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
 - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
 - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to two (2) additional one-year terms or any combination of time equally not more than 2 years.
 - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Products and Services additions
 - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.
- ◆ Competitive Range
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities
 - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$30 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation

- ◆ Evaluation
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - 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 vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent 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 respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.
- ◆ Past Performance
 - Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's

history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Past Cooperative Program Performance
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.

- ◆ References and Experience (20 points)
 - A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years
 - Respondent Reputation in marketplace
 - Past Experience working with public sector.
 - Exhibited understanding of cooperative purchasing

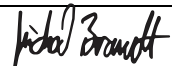
- ◆ Value Added Products/Services Description, (8 points)
 - Additional Products/Services related to the scope of RFP
 - Marketing and Training
 - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - Customer Service

- ◆ Technology for Supporting the Program (7 points)
 - Electronic on-line catalog, order entry use by and suitability for the entity's needs
 - Quality of vendor's on-line resources for NCPA members.
 - Specifications and features offered by respondent's products and/or services

Signature Form

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 noted in writing. 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 bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid 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: **120 days**

Company name	HOLMRIS US INC
Address	2 BEDFORD FARMS DRIVE, SUITE 108
City/State/Zip	BEDFORD, NH 03110
Telephone No.	603.232.3490
Fax No.	N/A
Email address	MIB@HOLMRISB8.COM
Printed name	MICHAEL BRANDT
Position with company	CEO
Authorized signature	

HOLMRIS

2 Bedford Farms Drive
Suite 108
Bedford NH 03110
Tel. 603.232.3490

Tab 2 – NCPA Administration Agreement

RFP # 09-22

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of April 19, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and HOLMRIS US INC. (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated April 19, 2022, referenced as Contract Number 07-71, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Privacy Pods / Furniture Booths;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor’s annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

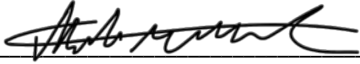
- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- 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 such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 


Date: April 19, 2022

Vendor: HOLMRIS US INC.

Name: MICHAEL BRANDT

Title: CEO

Address: 2 BEDFORD FARMS DRIVE
STE 108, BEDFORD NH 03110

Signature: 

Date: _MARCH 24, 2022

HOLMRIS

2 Bedford Farms Drive
Suite 108
Bedford NH 03110
Tel. 603.232.3490

Tab 3 – Vendor Questionnaire

RFP # 09-22

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company’s operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska** | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Michigan | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Texas |
| <input type="checkbox"/> California | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Washington |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming |
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| <input type="checkbox"/> Kansas | <input type="checkbox"/> Oklahoma | |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oregon | |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

**** For State of Alaska & Hawaii
the shipping point will be closest port in lower 48**

All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)**

**

For US territories and Outlying Areas, the shipping point will be closest port in lower 48

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women Business Enterprise (MWBE) and (HUB) Participation**

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB

◆ **Residency**

- Responding Company's principal place of business is in the city of BEDFORD, State of NH

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
 - A publically held corporation; therefore, this reporting requirement is not applicable.
 - Is not owned or operated by anyone who has been convicted of a felony.
 - Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

<input type="checkbox"/> Manufacturer Direct	<input type="checkbox"/> Certified education/government reseller
<input checked="" type="checkbox"/> Authorized Distributor	<input type="checkbox"/> Manufacturer marketing through reseller
<input type="checkbox"/> Value-added reseller	<input type="checkbox"/> Other: _____

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**

Contact Person:	<u>ELISA O'NEILL</u>
Title:	<u>DIRECTOR OF OPERATIONS</u>
Company:	<u>HOLMRIS US INC.</u>
Address:	<u>2 BEDFORD FARMS DRIVE, SUITE 108</u>
City:	<u>BEDFORD</u> State: <u>NEW HAMPSHIRE</u> Zip: <u>03110</u>
Phone:	<u>603.518.8190</u> Email: <u>EON@HOLMRISB8.COM</u>

- Purchase Orders

Contact Person: ELISA O'NEILL
 Title: DIRECTOR OF OPERATIONS
 Company: HOLMRIS US INC.
 Address: 2 BEDFORD FARMS DRIVE, SUITE 108
 City: BEDFORD State: NEW HAMPSHIRE Zip: 03110
 Phone: 603.518.8190 Email: EON@HOLMRISB8.COM

- Sales and Marketing

Contact Person: MICHAEL BRANDT
 Title: DIRECTOR OF OPERATIONS
 Company: HOLMRIS US INC.
 Address: 2 BEDFORD FARMS DRIVE, SUITE 108
 City: BEDFORD State: NEW HAMPSHIRE Zip: 03110
 Phone: 603.782.7087 Email: MIB@HOLMRISB8.COM

- ◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

Yes No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

Yes No

- ◆ Cooperatives

- List any other cooperative or state contracts currently held or in the process of securing.

Cooperative/State Agency	Discount Offered	Expires	Annual Sales Volume

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Tel. 603.232.3490

Tab 4 – Vendor Profile

RFP # 09-22

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name.
- ◆ Brief history of your company, including the year it was established.
- ◆ Company's Dun & Bradstreet (D&B) number.
- ◆ Company's organizational chart of those individuals that would be involved in the contract.
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
 - List the names of key contacts at each with title, address, phone and e-mail address.
- ◆ Define your standard terms of payment.
- ◆ Who is your competition in the marketplace?
- ◆ Provide Annual Sales for last 3 years broken out into the following categories:
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.
 - \$_____ in year one
 - \$_____ in year two
 - \$_____ in year three
- ◆ What differentiates your company from competitors?
- ◆ Describe how your company will market this contract if awarded.
- ◆ Describe how you intend to introduce NCPA to your company.
- ◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.
- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

Vendor profile

Company's official registered name:

Holmrís US Inc.

Company history:

Holmrís US Inc. was incorporated in the State of New Hampshire in August, 2013 as wholly owned sales subsidiary of Holmrís B8 A/S in Denmark. Holmrís B8 A/S was founded in 1914 and has been a family-owned company for more than 80 years and three generations by the Holmrís Hansen family.

At HOLMRIS, a room is more than just a place where people gather. It is where people flourish. The business guru. The pleasure-seeker. The professor. The go-getter. The patient. The career seeker. The fun-lover. And everyone in-between. We believe that people need room for both personality and diversity. To thrive. To develop. To produce results. To rise to the occasion.

In everything we do, we are driven by a desire to challenge the norm. To create quality solutions that intelligently merge world class design with innovative technology. That link form and function. And that make room for new possibilities.

Holmrís US Inc. sales subsidiary was acquired by Henrik Holmrís Hansen in 2021.

DUNS #: 068677255

Holmrís US Inc. is the exclusive importer/distributor of Silen OU in the United States



To:
Region 14 Education Service Center
1850 TX-351
Abilene, TX 79601

For Privacy Pods / Furniture Booths
On behalf of itself and other Government Agencies
And made available through the National Cooperative Purchasing Alliance RFP # 09-22

Silen OU is pleased to confirm Holmris US Inc., 2 Bedford Farms Drive, STE 108, Bedford NH 03310, as the exclusive distribution partner in the United States for Silen Space & CHATBOX by Silen product collections.

Endrus Arge,
CEO and Founder of Silen

A handwritten signature in blue ink, consisting of a long horizontal line with a stylized, looped flourish above it.

MICHAEL BRANDT
CEO

ORGANIZATION CHART

NCPA REGION 14 CONTRACT

ELISA O'NEILL
Director of Operations

JODIE ARNOLD
Administrative Manager

Mike Macdonald
RITZ
ME-MA-NH-VT-R-I-CT
Showroom

Ken Gibson
GIBSON
NYC-NJ (North)
Showroom

Lisa Boyle
BOYLE
NY (upstate)
Showroom

Josh Phillips
PHILLIPS
PA-(East) -NJ (South)
Showroom

Brad Betts
GREAT APG
MI-IN-KY-OH
Showroom

Scott Eddy
XLR8
NC-SC-GA-FL
Showroom

Chad Moore
MOORE
TN-AL-LA-FL
(Paritandie)
Showroom

Mike Denney
MDI
TX (south+central)
Showroom

Joey Truitt
GROUP 4
TX (north)-OK-AR
Showroom

Jeff Riley
SOURCE FOUR
CO-UT
Showroom

Kelly Calcatera
CALCATERA
AZ-NM-NV (Las Vegas)
Showroom

David Logsdon
LEVEL WEST
CA (South)

Rob Jones
LINKED
CA (North)
Showroom

Mike McFarlane
VPI
WA-OR-HI-ID-MT
Showroom

Ross Shapland
LEVEL
WI-IL

Operations Accounting Reps

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Vendor profile

Define your standard terms of payment

Our standard terms of payment is:

New clients:

50% deposit at order entry

50% balance before delivery

Acceptable methods of payment

ACH wire

Check (3-day hold will be applied)

Credit card (3% processing fee will be added)



Vendor profile

Competition in the marketplace:

Silen collection competitors:

Framery Acoustics

Nevins

Hush

Orangebox

Snapcap

Tekbooth

CHATBOX by Silen competitors:

Room

Zonez

Poppin

Zenbooth

Loop

Oasis-Berco

Pillarbooth

Vendor profile

What differentiates Holmriss / SILEN from our competitors:

Silen is an industry leader in designing, developing, and producing phone booths and privacy pods. Silen prides themselves with insisting on strictly using the best materials and components to achieve the best possible product measured on not only design, but also and more importantly on acoustical performance and sound reduction.

Safety and certifications are at the forefront of Silen DNA and all Silen & CHATBOX by Silen products offered to NCPA are UL962 (full pod) certified.

What is the problem Silen is trying to solve? Noise

Silen is consistently rated as an industry leader for acoustical sound reduction and all Silen & CHATBOX by Silen are tested to 3 International standards by accredited 3rd party testing facility.

The biggest differentiator between Silen and competitors

Silen offers two (2) complete collections of phone booths and privacy pods which ensures full market coverage. No other brand or manufacturer offers two (2) complete collections

Silen Space

Range for **sublime privacy**, offering leading solutions in soundproofing quality, features and a wide range of finishing options.

Chatbox by Silen

Range for **privacy in its simplest form**, stripped from all but the essential to offer you privacy in a more attainable and simple package

Holmriss US Inc. maintains a vast dealer network throughout the United States as well as many countries globally. Our distribution network of 100+ dealer partners can provide local support and knowledge to all clients including local delivery, assembly, and removal of debris.

Holmriss US Inc. maintains a network of independent rep groups across the United States with coverage in more than 40 States with 16 showroom locations displaying Silen products.

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Holmrus US Inc. maintains a US stock program of select Silen Space & CHATBOX by Silen products for quick ship with reduced lead times. While lead times have fluctuate tremendously throughout 2021 and into 2022, it is our aim to keep minimum quantities on hand of most popular selling models.

US stock program models are:

Silen S1
CHATBOX by Silen Single

Holmrus US Inc. may increase the US stock program to include model models and/or specifications to further position Holmrus US Inc. as the preferred vendor partner of NCPA Region 14.

Note: US stock program changes daily and Holmrus US Inc. offers no guarantee on availability.

Vendor profile

How will Holmris US Inc. market an NCPA contract if awarded?

Holmris US Inc. will aggressively market an NCPA award across all distribution channels un the United States with the goal of maximizing awareness of Holmris US Inc. being an awarded contract holder.

Holmris US Inc. will work closely with stakeholders at NCPA Region 14 ESC to share knowledge, best practice, product news and any relevant information to ensure best possible partnership between Holmris US Inc. and NCPA.

Immediately after being awarded a contract, Holmris US Inc. will prepare a detailed webinar for our 19 independent rep groups to cover all aspects of the contract, including but not limited to, terms, pricing, conditions, and our plans for promoting the contract. Holmris US Inc. will further work closely with each independent rep group to review local territorial efforts to market and promote Silen & CHATBOX by Silen products.



Holmris US Inc. & Silen Space attends Neocon in Chicago which is the main show for commercial furniture and interiors. Silen is a Neocon award winner having won the prestigious Innovation Award in 2021. We encourage all NCPA members to visit Neocon in Chicago to see latest innovation, products, and solutions by Silen.



Vendor profile

How will Holmrís US Inc. market an NCPA contract if awarded?

Holmrís US Inc. will utilize our network of contacts to both dealer partners and industry partners for full distribution of newsletters, product promotion and video conference sessions for detailed walkthrough of contract. Holmrís US Inc. will, where appropriate, utilize any online social media outlet to promote Silen products.



As a potential new NCPA vendor, Holmrís US Inc. will look for guidance and best practice from NCPA stakeholders to promote Silen and additional products in best possible way. NCPA has a tremendous amount of knowledge and experience in adding new vendors into the network and we look forward to becoming a part of this. Holmrís US Inc. can prepare and distribute marketing materials to NCPA for distribution to its members or NCPA can assist with contact database to Holmrís US Inc.



Vendor profile

What is Holmrus US Inc. capabilities and functionality of online catalog?

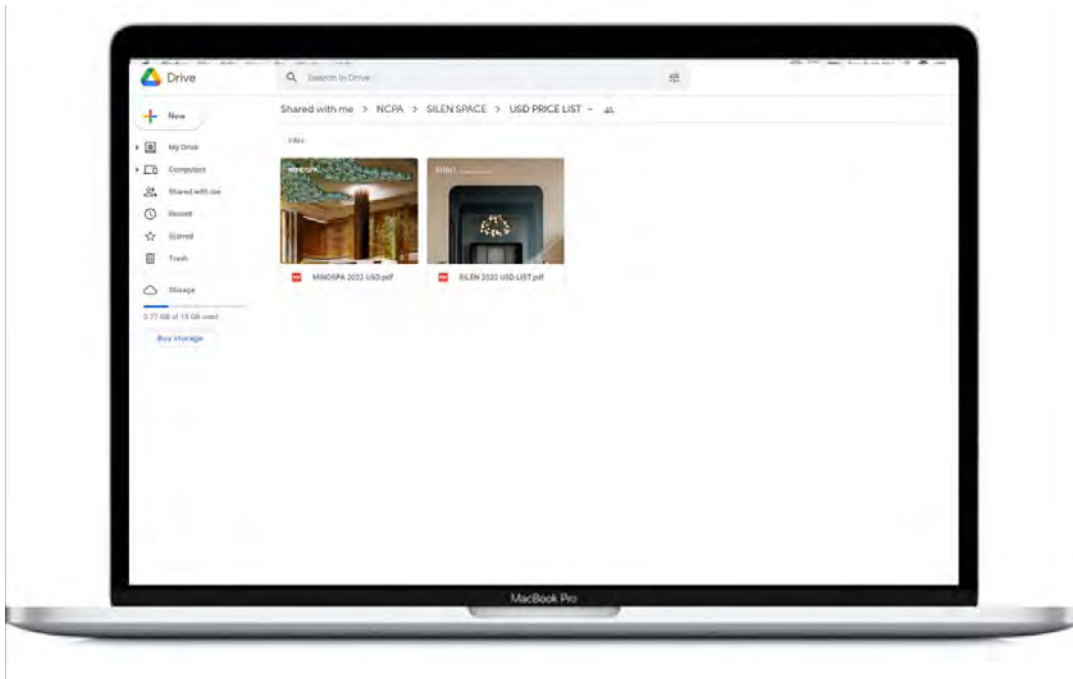
Holmrus US Inc. has created a dedicated online drive that all NCPA members can access without proprietary user or password requirements. NCPA members can find a wealth information including but not limited to: USD List price lists, assembly manuals/videos, CAD drawings, images, certificates, product sheets and much more. The online drive is updated continuously with news, updated product information etc.

The online drive can be accessed by clicking on this link [NCPA ONLINE DRIVE](#)

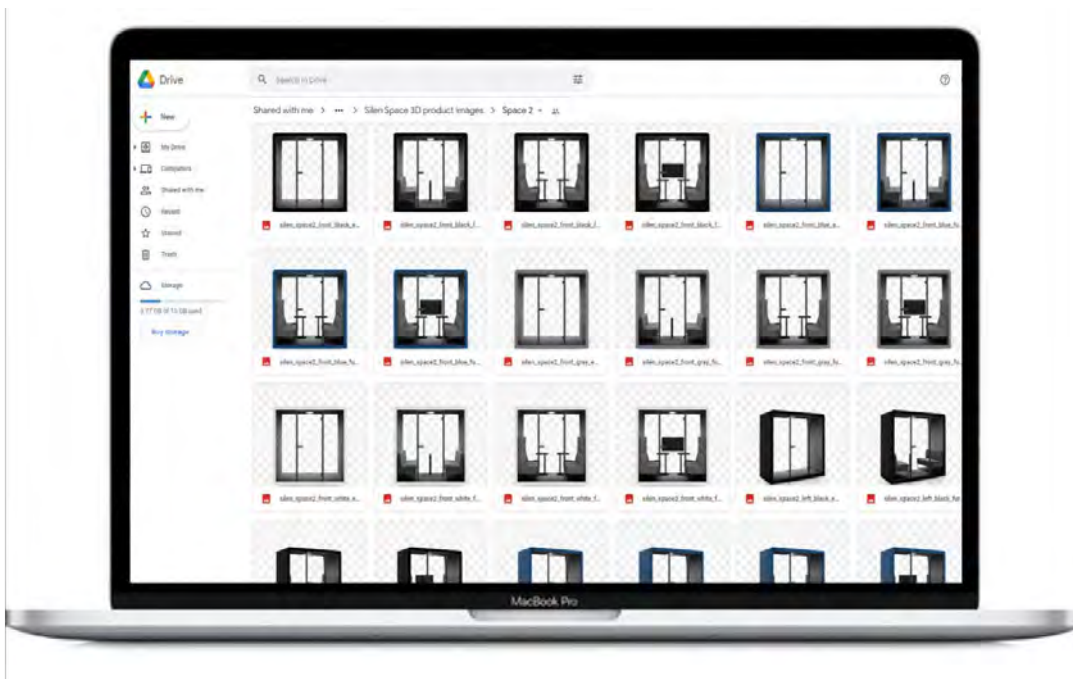


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Example of NCPA online drive – folder: Price lists



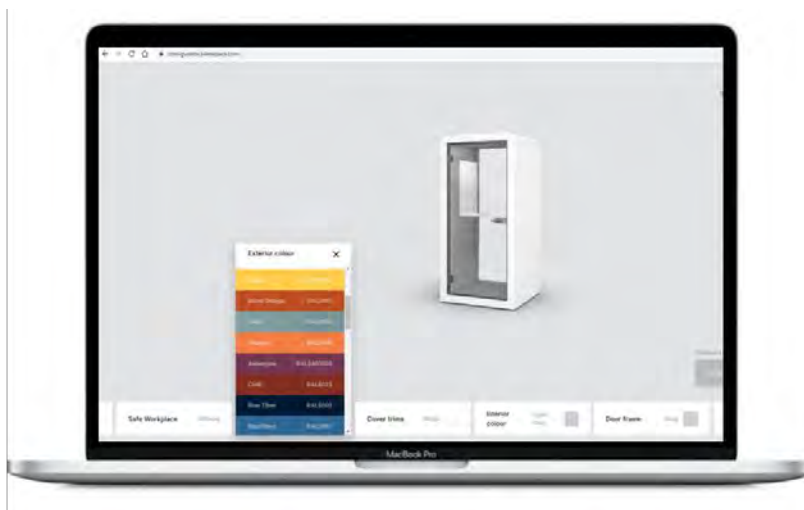
Example of NCPA online drive – folder: Images

Vendor profile

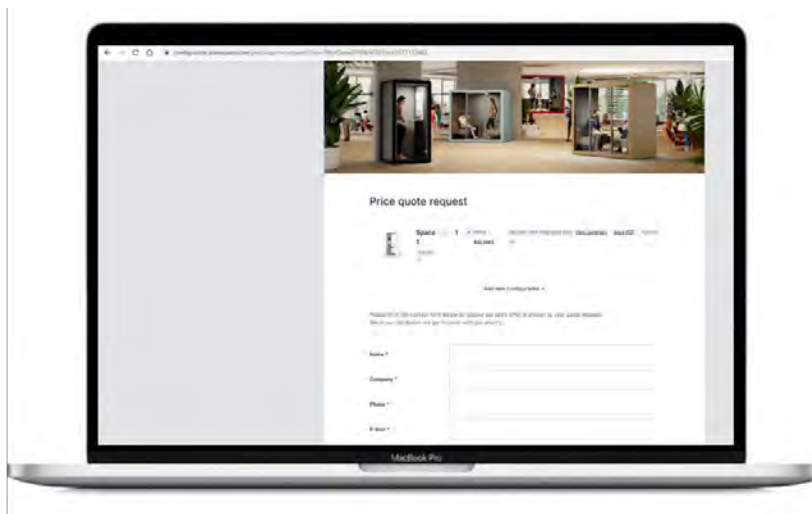
Technology

Silen offers a state-of-art online configurator where NCPA members can build their own Silen product by selecting model, change exterior/interior color, door handedness, add interior furniture and much more. After successfully designing your Silen model, NCPA member can request a price quote by entering details and clicking submit.

The Silen configurator can be found here <https://configurator.silenspace.com/>



Example of Silen configurator

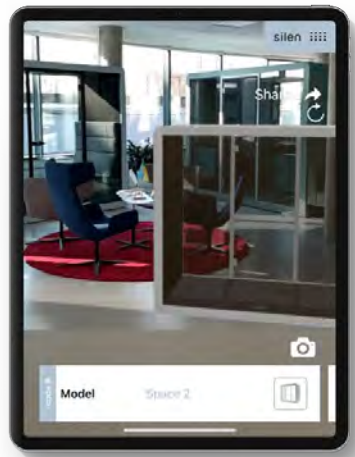


Example of Silen configurator – price request page

Vendor profile

Technology

Silen offers an augmented reality app called Silen AR+. The app gives NCPA member an opportunity to see how the Silen model will look in their environment. The app is available to download at no charge.



Click here for online demonstration of the [Silen configurator and AR+ app](#)

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Vendor profile

Describe your company's customer service department.

Holmris US Inc. customer service department is in New Hampshire

Standard hours of operation are Monday-Friday 8:00AM – 5:00PM EST

NCPA contacts:

General questions, sales, order processing and lead time:

Name: Elisa O'Neill
Title: Director of Operations
Email: eon@holmrisb8.com
Direct: 603.518.8190

Accounts payable/receivable:

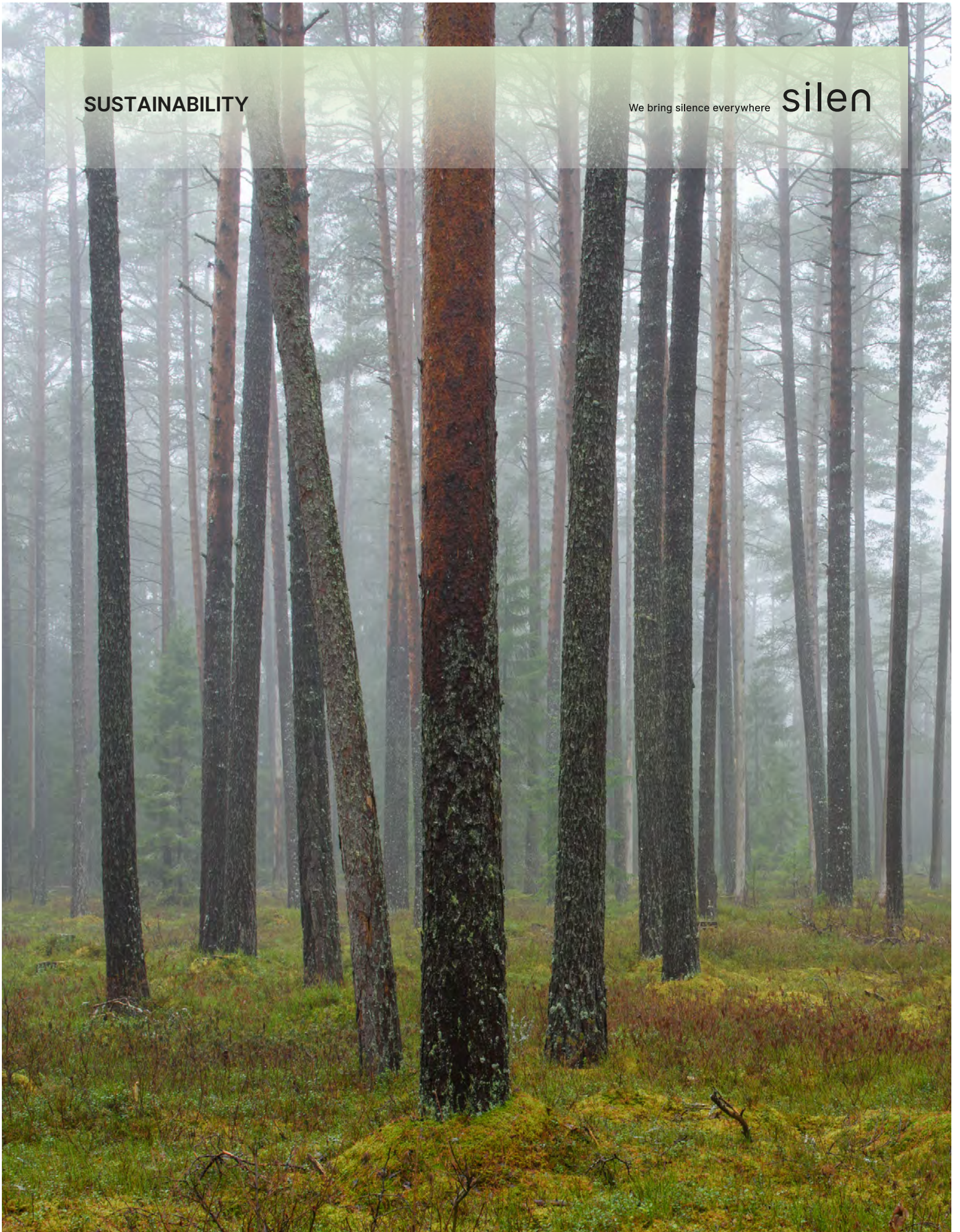
Name: Jodie Arnold
Title: Administrative Manager
Email: jar@holmrisb8.com
Direct: 603.518.5148

Management:

Name: Michael Brandt
Title: CEO
Email: mib@holmrisb8.com

SUSTAINABILITY

We bring silence everywhere **silen**



Introduction

Some voices and messages are far too important to be silenced, blocked out, ignored. As a planet, we have reached a point of grave concern. While our products are helping people stay focused on the things that are most important, our overarching aim is to focus on the most important thing of all, a sustainable future for our planet.

Silen is committed to continually reduce the environmental impact of the materials we use and the products we sell. We are never silent about the environment. All Silen Space and Chatbox by Silen products will be certified **Carbon Neutral** by the end of Q1 2022.

Estonia is one of the most heavily forested countries in Europe. This is something we, as a country, are very proud of. The forest not only holds significant cultural importance to Estonians through folklores, but it is also important for reducing our carbon emissions. This is why we have selected to support the conservation efforts in Darkwoods Forest, Canada to reduce our emissions. Silen is also working towards reducing our total carbon footprint and emissions through product development and further utilisation of sustainable materials.

Silen has also set a target to become a certified Net Zero company by the end of 2023.



Together, we will not
stay silent about
the greatest message
that needs to be shared.

Materials

Silen only sources materials from suppliers that comply to the strictest regulations. Our commitment to building towards a sustainable future is made clear through the certifications and labels awarded to our suppliers.

All of our wood suppliers are required to have FCS or PEFC certification.

Our current wood suppliers all have FCS certification.

The laminate used in our side modules are certified by Greenguard and PEFC.

Our furniture fabrics are EU Ecolabel certified.

Our upholstering foams are certified by and conform to the CertiPUR standard.

We source all of our products as locally as possible to further reduce our footprint. Our packaging partner is even located next to our warehouse.



Design

Just like silence can be created by eliminating noise, a sustainable future can be built by removing unhealthy habits and elements. That is why we constantly push towards more sustainable practices through design.

Silen Spaces are designed to be completely upgradable. Our global patent pending interlocking modular design allows multiple same-sized Silen Spaces to connect together. This means that our Spaces can serve multiple purposes for our customers, maximising their value and reducing floor space, waste and emissions. This patent includes retractable wheels/casters that come with every Silen Space product. This eliminates the need for movers, further reducing emissions.

Silen Spaces have the longest lifecycle of any product on the market. We are very proud of the fact that no Silen Space product has ever reached the end of its lifecycle. We estimate that, with proper maintenance, our Silen Spaces will last 20 years, compared to the average product lifecycle of under 10 years. This alone dramatically decreases the environmental impact of our products.



Transportation

We only use transportation partners who share our sustainability goals. Our main logistics partner has outlined its corporate responsibilities regarding emission reductions. Through the Science Based Targets Initiative, it has committed to rigorous and officially approved targets for global greenhouse gas emissions reductions. The partner has also outlined other strategies to minimise emissions including:

Optimising customer supply chains

Developing sustainable solutions

Using resources responsibly



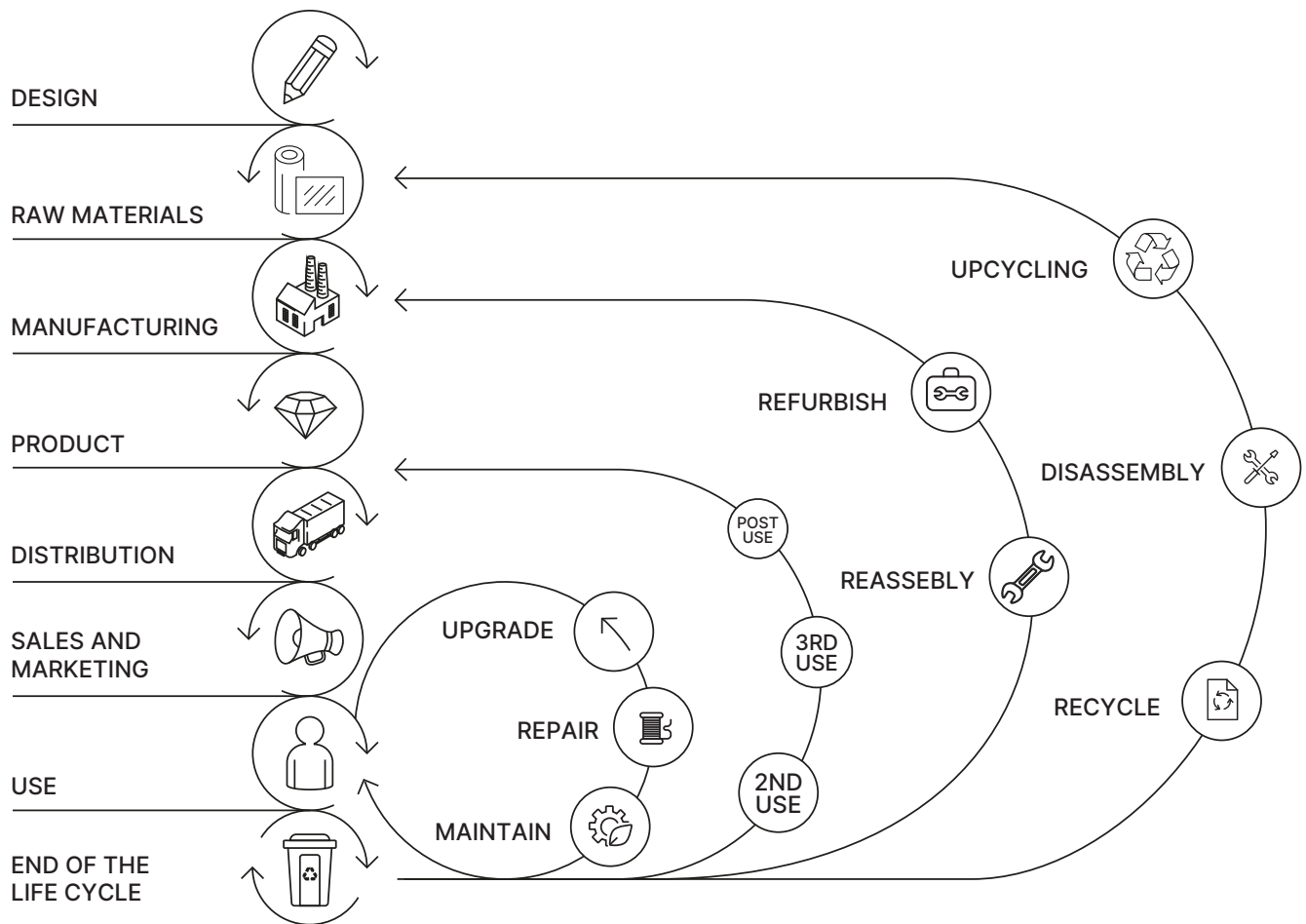
Recyclability

Silen regularly assesses new materials that appear on the market to see whether we can make our production chain more sustainable. We are very proud to say that our Silen Spaces are now 99% recyclable.

We even offer to pay for our distributors to return all of the packaging sent with our products.



Silen sustainability lifecycle



Silen Spaces are completely upgradable due to their unique interlocking modular design. This extends the lifecycle of the product beyond its initial use.

No Silen Space products have ever reached the end of their lifecycle. This is a fact we are quite proud of. We estimate the product has a lifecycle of 20 years. This means that the product range can bring silence to multiple organisations throughout its lifecycle.

We can further extend the lifecycle of our products by completely refurbishing and reassembling our products as seen in the Silenbooking program.

Our products are completely recyclable, meaning they can be sent to any plant in the world and be turned back into raw materials.

Anti-Discrimination Policy

Holmrís US is an organization that provides an environment that promotes equal opportunity and where all employees, vendors, customers, and stakeholders are protected from discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

- ◆ Green Initiatives (if applicable)
 - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

- ◆ Anti-Discrimination Policy (if applicable)
 - Describe your organizations' anti-discrimination policy.

- ◆ Vendor Certifications (if applicable)
 - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

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Tab 5 – Products and Services

RFP # 09-22

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ Warranty
 - Proposal should address the following warranty information:
 - 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
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
 - Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
 - Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Privacy Pods / Furniture Booths categories. List all categories along with manufacturer that you are responding with:
 - Doors, or complete enclosures
 - Lights
 - Fans
 - Shelving
 - Air filtration
 - Wheels
 - Other

Tab 5 – Products and Services

The following is a list of suggested (but not limited to) Privacy Pods / Furniture Booths categories. List all categories along with manufacturer that you are responding with:

silen CHATBOX BY SILEN

- Phone booth
- Privacy pod
- Conference pod
- Meeting pod
- Rejuvenation pod
- MindSpa
- Mindfulness privacy pod
- Enclosed room
- Room
- Privacy room
- Movable meeting room
- Movable pod
- Modular pod
- Modular meeting room
- Modular conference room
- Complete enclosure
- Complete room
- Soft seating
- Furniture for pods
- Furniture for phone booths
- Accessories for pods
- Accessories for phone booths
- ADA meeting room
- ADA pods
- ADA conference room

ARTOME

- AV solution
- Mobile AV solutions
- Projection solutions
- Audio solutions
- Projector
- Audio Visual solutions
- Speaker
- Microphone
- Meeting room AV solutions
- Conference room AV solutions
- IT equipment



Warranty Terms & Conditions

Silen Spaces come with a warranty of up to 5 years.* The warranty period starts on the next day after your Space has been delivered to you. The warranty is only effective when Silen Space's installation guidelines have been followed during installation, when the product has been used as intended and when your Space has been maintained according to the maintenance guidelines.

What to do when something goes wrong?

To benefit from the warranty during the applicable warranty period, you need to notify Silen about the defects that have appeared within two weeks after their emergence. To do that, send a written claim to Silen, pointing out the following:

- the name of the defected product or detail
- a detailed description of the fault/defect
- a photo and a video of the fault/defect

You also need to add your sales receipt, delivery note or any other document that proves that you purchased the product.

The replaced and fixed products are subject to the same terms and conditions as the new products are.

The warranty does not exclude or limit your right to use other remedies based on the law or on your contract.

Your warranty provider is: SILEN OÜ, Tallinn, Estonia

Contact for warranty questions and customer support: support@silenspace.com

** The default warranty period is 2 years from the issuing of the product or from signing the installation act. As an additional option, you can also choose a 2+3 years warranty package. You can ask your distributor for more information.*

When is my warranty active?

In order to be covered by the warranty, you have to maintain your Space at reasonable intervals, check the connections and tighten them when necessary. The warranty does not extend to the natural wear of the Space, or to the texture and shade differences in wooden surfaces when you have purchased your products or its details at different times (as an additional order). The warranty does not extend to the floor cover's permanent wear deformations that can be caused by the levelers of Silen Space.

The warranty becomes invalid also in the following cases:

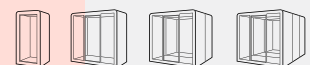
- when maintenance work has been undertaken on the Space during the official warranty period by a service provider who is not licenced by Silen
- when details have been added to the Space which have not been approved by Silen
- when the faults or defects have appeared due to wrongful maintenance, product's misuse, or during relocation of the assembled product
- when the Space has been subjected to mechanical damage

How will it get fixed?

During the active warranty period, Silen will fix or replace all defective details or products as fast as possible, but not later than within 60 days after the written claim has been accepted by Silen.

Silen will not cover any labour costs related to the replacement of components/parts.

The delivery of replacement parts (that are covered by the warranty) is subject to similar conditions that were in effect during the original delivery of the product.



silen



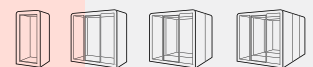
Warranty terms and conditions

2+3 extended warranty package*

Extended 2+3 warranty package is a complimentary offer by Silen OÜ in case the following terms are met:

- Distributor registers 2+3 warranty package when sending the order to Silen OÜ;
- Distributor inspects and services the booths according to service checklist once per year after 2-year main warranty is over;
- Dealer annually reports the performed maintenances and the proper usage of the booths. Filled inspection and service checklists should be sent to support@silenspace.com;
- Distributor may charge customer for 2+3 warranty package according to foreseen cost of inspections and services.

* Valid only for Silen Space booths



Silen booth inspection and service checklist

Order no. _____

Inspection date: _____

Booth serial no. _____

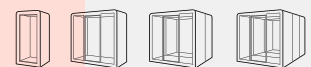
- Inspecting and adjusting the handle
- Inspecting and adjusting hinges
- Inspecting and adjusting other moving parts in booth
- Levelling of the booth if necessary
- Cleaning the ventilation grills with vacuum cleaner

Images of booth:

- Outside
- Inside
- Issues (if any)

Notes of issues (if any):

Forward to support@silenspace.com after completion



Catalogue 2022

MODULAR SILENT PODS AND PHONE BOOTHS

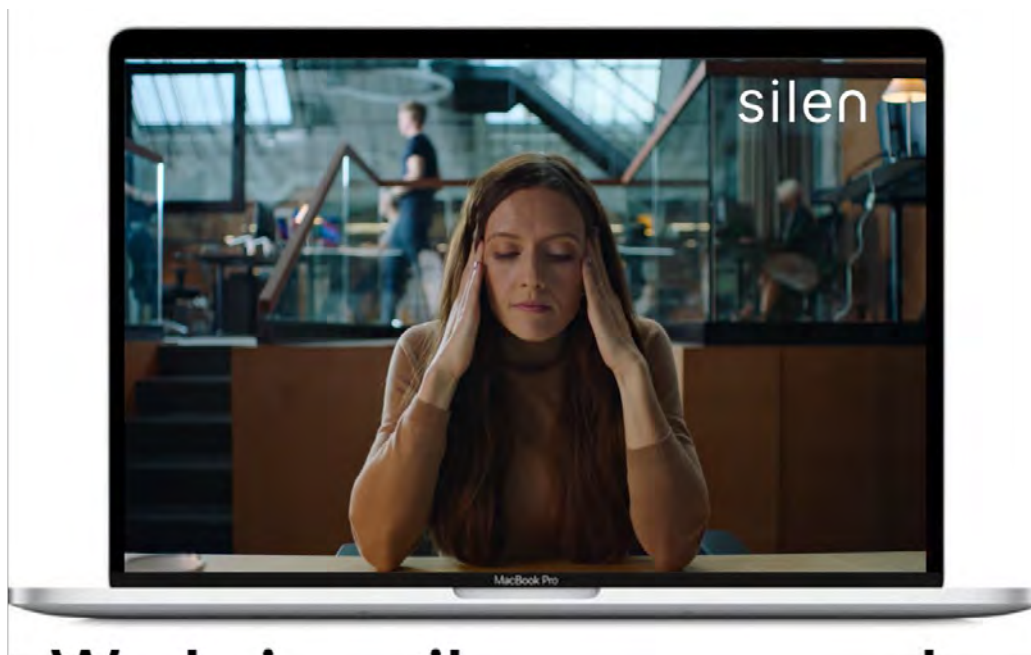


We bring silence everywhere **silen**



Who is Silen?

Silen is an Estonian manufacturer of unique modular silent spaces that give everyone a chance to focus in an open plan office. Every day, we aim on boosting creativity and to be an affective partner for businesses who care about the well-being of their teams. Or in other words, about the quality of their ideas. We believe that everybody, no matter what they do, feels the need to work in silence. In our view, silence at a workplace is a human right.



We bring silence everywhere

Click image above to view the intro video about the problem we solve.....**NOISE**

The problem we solve

Have you ever experienced this in an open plan office?
Many workplaces are not built to fulfil one of our basic needs – to work in silence.

The proof is here:

Most people have a hard time concentrating in an open plan office.
Research has shown that it can take 20 minutes to regain your focus

- after a small distraction and that people are 15% less productive
- when working in an open office.

Did you know that...

20% less distraction leads to

40% better focus and attention which leads to

130% increased productivity?

Being an expert in the field requires that you know

The history of the problem

The original idea of the open plan office was to improve employee communication and collaboration.

The trend toward open offices started appearing in the early 1950s. It gained popularity in North America throughout the 1970s and the 1980s, and it is continuing to expand around the world to this day.

In the age of phone and video calls, noisy backgrounds and a lack of privacy have become widespread problems. Developers continue to build offices that allow flexibility for tenants as they come and go. Fixed office layouts are harder to rent as each tenant has different office layout requirements and redesigning the layout of built-in meeting rooms can be a challenge.

Solution

Silen brings silence and privacy back to the people working in open plan offices. We are here to increase motivation through comfortable work environments.

We create what we believe to be the industry's best equipped silent office pods. Pods that are movable, portable, and unobtrusive by design so that silence fits into every office.

The combination of design, quality materials and engineering which have been tested over the years has made Silen pods extremely quiet.

Silen Space 1

SILENT ROOM FOR ONE



Size

Exterior 110 x 229 x 110 cm
43 x 90 x 43 in
Interior 90 x 205 x 101 cm
35 x 81 x 40 in

Weight

370 kg/816 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours

Table*

White with power socket

Depth 30 cm/12 in

Height 105 cm/41 in



On wheels



Sound insulation



Acoustic panels



Automated air
circulation



LED



110-240 V + 5 V USB

We bring silence everywhere

silen

Silen Space 1 sets

HOUSTON

Houston is our Silen Space 1 module that has the ability to connect your own devices and install your own screen. When you have an urgent problem that needs to be solved, consult with Houston.

Houston set includes:

- Screen bracket with full V/C readiness
- Antibacterial table top
- HAY Revolver stool
- Integrated stool



GAGARIN

Our Silen Space 1 module is for those moments when you need to be completely isolated from everyone. With our comfortable integrated stool, you can be left alone to focus on what's important. Just like how Gagarin must have felt.

Gagarin set includes:

- Fully integrated and adjustable stool
- Antibacterial table top



Silen Space 2

THE MOST ADAPTABLE OFFICE POD YET CAN FIT UP TO FOUR PEOPLE



Size

Exterior 240 x 229 x 122 cm
94 x 90 x 48 in
Interior 220 x 205 x 116 cm
87 x 81 x 46 in

Weight

670 kg/1477 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation



LED



110-240 V + 5 V USB

We bring silence everywhere

silen

Silen Space 2 sets

LUNAR ECLIPSE

Our Silen Space 2 pods are for when you really need to block everything out. Silen Space 2 has been recorded to have the industry-leading sound reduction; our Silen Space 2 can empower you to block out almost as much as an eclipse does.

Lunar Eclipse set includes:

- Comfort-focused low-back sofas
- Integrated table with antibacterial table top



SOLAR ECLIPSE

Our Silen Space 2 pods are for when you really need to block everything out. Silen Space 2 has been recorded to have the industry-leading sound reduction; our Silen Space 2 can empower you to block out almost as much as an eclipse does.

Solar Eclipse set includes:

- Designer-friendly high-back sofas
- Movable laptop tables (2 pcs)



SIRIUS

Sirius is often, and incorrectly, referred to as the brightest star in the night's sky. It is actually a binary star system, highlighting the importance of balance and collaboration. Sirius Workstation offers an environment that fosters creativity and concentration.

Sirius set includes:

- Adjustable table with antibacterial table top
- Screen bracket with full V/C readiness



Silen Space 4

SILENT ROOM FOR UP TO EIGHT PEOPLE



Size

Exterior 240 x 229 x 242 cm
94 x 90 x 95 in
Interior 220 x 205 x 236 cm
87 x 81 x 93 in

Weight

1200 kg/2646 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation



LED



110-240 V + 5 V USB

Silen Space 4 sets

LUNAR ECLIPSE

Our Silen Space 4 pods are for when you really need to block everything out. Silen Space 4 has been recorded to have the industry-leading sound reduction; our Silen Space 4 can empower you to block out almost as much as an eclipse does.

Lunar Eclipse set includes:

- Comfort-focused low-back sofas
- Integrated table with antibacterial table top



SOLAR ECLIPSE

Our Silen Space 4 pods are for when you really need to block everything out. Silen Space 4 has been recorded to have the industry-leading sound reduction; our Silen Space 4 can empower you to block out almost as much as an eclipse does.

Solar Eclipse set includes:

- Designer-friendly high-back sofas
- Movable laptop tables (4 pcs)



Silen Space Max

SILENT ROOM FOR UP TO EIGHT PEOPLE



Size

Exterior 240 x 229 x 242 cm
94 x 90 x 95 in
Interior 220 x 205 x 236 cm
87 x 81 x 93 in

Weight

1200 kg/2646 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation



LED



110-240 V + 5 V USB

We bring silence everywhere

silen

Silen Space Max sets

NEBULA

A nebula is a large gas cloud where stars are formed. Our Silen Space Max Corner Lounge was designed to birth something just as spectacular, great ideas. With its comfortable corner lounges and relaxed vibe, it is the optimal space for those important brainstorming sessions.

Nebula set includes:

- Wrap-around sofa
- Movable laptop tables (3 pcs)



SUPERNOVA

A supernova is a massive explosion of light and energy. Our Space Max Meeting Room is the only room suited to contain the passionate ideas that you're willing to fight for.

Supernova set includes:

- V/C ready screen bracket
- Whiteboard
- Extra door



silen We bring silence everywhere

SPACE 1
Silent room for
1 person

For uninterrupted calls

Silen's smallest Space brings the greatest relief.

Space 1 puts your work space to most efficient use by creating an island of silence in an open space.



Modular

Quiet

Smart

Wheels
for relocation

Easy
to Install

Plug&Play

Product info

Size

Exterior 110 x 229 x 110 cm
43 x 90 x 43 in

Interior 90 x 205 x 101 cm
35 x 81 x 40 in

Weight

370 kg/816 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling







EchoFree acoustic panels,
standard colours

Table*

White with power socket
Depth 30 cm/12 in
Height 105 cm/41 in




Floor

Carpet, standard colours

-  On wheels
-  Sound insulation
-  Acoustic panels
-  Automated air circulation
-  LED
-  110-240 V + 5 V USB

Interior colour

Standard colours

-  Light Grey
-  Dark Grey
-  Black

Exterior colour

Standard colours*

-  White
-  Grey
-  Black

*antibacterial

Additional colours for extra fee



silenspace.com #silenspace



Unique modular acoustic spaces
with wheels for easy relocation



Extra features

Integrated stool

Size

Diameter: 350 mm/13,8 in

Height (adjustable):

min 560 mm/22,4 in

max 820 mm/32,3 in

Standard colours

Seat fabric:

dark grey (POD CS Col.9281 Antracit,
others available upon request)

Adjustable leg:

black (with chrome bottom tube)

VC – video conference ready

Universal bracket, fits variety of screens

Perfect fit for 24" screen (as shown in the picture)

Universal monitor power cord included

Screen not included

Custom size ergonomic table



For a smooth dialogue

Space 2 is a stylish interior space element that separates the high focus work area from its more relaxed cousins. A perfect fit for a focused work session for two but can fit up to four people with no hassle.

The modular structure means that you can quickly change your Space size when you need it. By adding modules you can upgrade your Space for up to eight people.



Modular

Quiet

Smart

Wheels
for relocation

Easy
to Install

Plug&Play

Product info

Size

Exterior 240 x 229 x 122 cm
94 x 90 x 48 in

Interior 220 x 205 x 116 cm
87 x 81 x 46 in

Weight

670 kg/1477 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation






LED



110-240 V + 5 V USB



Interior colour

Standard colours

-  Light Grey
-  Dark Grey
-  Black

Exterior colour

Standard colours*

-  White
-  Grey
-  Black

*antibacterial

Additional colours for extra fee





Extra features

Integrated table

Tabletop dimensions
600 x 740 mm/23,6 x 29,1 in

Height 730 mm/28,7 in

Material
MDF + HPL

Total thickness
21 mm/0,83 in

Standard colours*
Table top: White (antibacterial)
Leg: Black

Metal base hidden under
the carpet

3 power outlet options
Floor outlet
Table outlet
Floor outlet + table outlet

Table top outlet
2x230V +
1xUSB-A(Power) +
1xUSB-C(Power),
cables routed through the leg



Table outlet



Floor outlet

*other colours available upon request

** Sofa fabric as shown in the picture: POD CS 9601 Sky Melange

Silen sofas

LOW

Size
1130 mm/44,5 in x 797 mm/31,4 in x 600 mm/23,6 in

Standard colours*
POD CS Col.9804 Silver Melange
POD CS Col.9281 Antracit
POD CS Col.8033 Black

HIGH

Size
1130 mm/44,5 in x 1197 mm/47,1 in x 600 mm/23,6 in

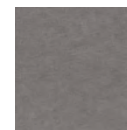
Standard colours*
POD CS Col.9804 Silver Melange
POD CS Col.9281 Antracit
POD CS Col.8033 Black



Black



Antracit



Silver Melange



More space for ideas

Space 4 cozily fits four but also without any hassle up to eight people for an efficient brainstorming session or for a longer meeting that requires everyone to be on the same wavelength.

The modular structure means that you can quickly change your Space size when you need it. By adding modules you can upgrade your Space size for as many people as you like.

You can also get two four-people Spaces by splitting your Space 4 modules.



Modular

Quiet

Smart

Wheels
for relocation

Easy
to Install

Plug&Play

Product info

Size

Exterior 240 x 229 x 242 cm
94 x 90 x 95 in

Interior 220 x 205 x 236 cm
87 x 81 x 93 in

Weight

1200 kg/2646 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation






LED



110-240 V + 5 V USB




Interior colour

Standard colours

-  Light Grey
-  Dark Grey
-  Black

Exterior colour

Standard colours*

-  White
-  Grey
-  Black

*antibacterial

Additional colours for extra fee





Extra features

Integrated table

Tabletop dimensions
1820 x 740 mm/71,7 x 29,1 in

Height 730 mm/28,7 in

Material
MDF + HPL

Total thickness
21 mm/0,83 in

Standard colours*
Table top: White (antibacterial)
Leg: Black

Metal base hidden under
the carpet

3 power outlet options
Floor outlet
Table outlet
Floor outlet + table outlet

Table top outlet
2x230V +
1xUSB-A(Power) +
1xUSB-C(Power),
cables routed through the leg



Table outlet



Floor outlet

*other colours available upon request

** Sofa fabric as shown in the picture: POD CS 9601 Sky Melange

Silen sofas

LOW

Size
1130 mm/44,5 in x 797 mm/31,4 in x 600 mm/23,6 in

Standard colours*
POD CS Col.9804 Silver Melange
POD CS Col.9281 Antracit
POD CS Col.8033 Black

HIGH

Size
1130 mm/44,5 in x 1197 mm/47,1 in x 600 mm/23,6 in

Standard colours*
POD CS Col.9804 Silver Melange
POD CS Col.9281 Antracit
POD CS Col.8033 Black



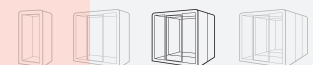
Black



Antracit



Silver Melange



For thinking big

Space 6 comes with plenty of space for creative teams to embark on wild idea expeditions.

The modular structure means that you can quickly change your Space size when you need it. By adding modules you can upgrade your Space size for as many people as you like or you can easily get two or three separate Spaces by splitting the modules.



Modular

Quiet

Smart

Wheels
for relocation

Easy
to Install

Plug&Play

Product info

Size

Exterior 240 x 229 x 362 cm
94 x 90 x 143 in

Interior 220 x 205 x 356 cm
87 x 81 x 140 in

Weight

1730 kg/3814 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels,
standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air
circulation






LED



110-240 V + 5 V USB


Interior colour

Standard colours

-  Light Grey
-  Dark Grey
-  Black

Exterior colour

Standard colours*

-  White
-  Grey
-  Black

Additional colours for extra fee



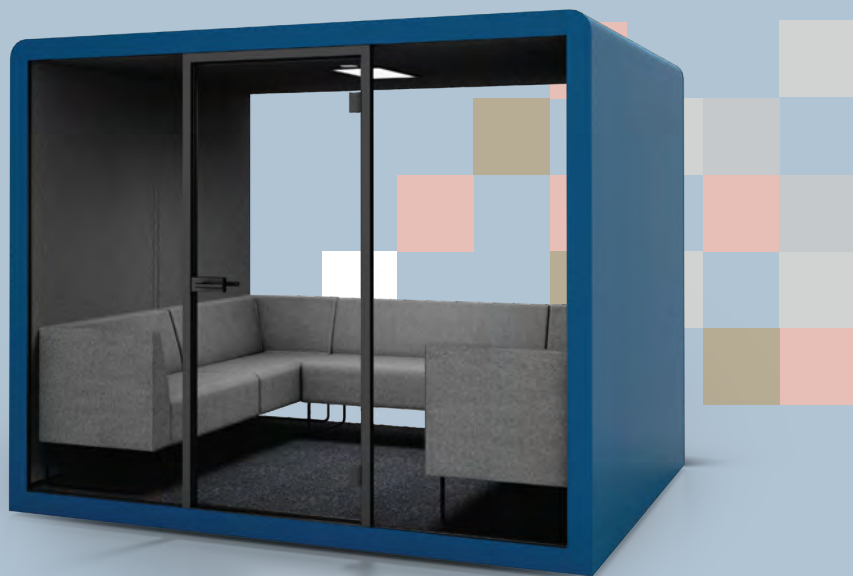
*antibacterial



Stay comfortable.

Space XL is the ultimate haven for those seeking comfort and silence. Its spaciousness and quality ventilation evokes clarity and ease in decision making.

The modular structure means that you can change your Space size whenever you need to. By adding another module you can upgrade your Space to fit up to 16 people.



Modular

Quiet

Smart

Wheels for relocation

Easy to Install

Plug&Play

Product info

Size

Exterior 280 x 229 x 242 cm
110 x 90 x 95 in

Interior 260 x 205 x 236 cm
102 x 81 x 93 in

Weight

1500 kg/3307 lb

Door

Right or left handed

Aluminium profiles

Standard colours

Glass

Clear glass up to Rw 40 dB

Wall, Ceiling

EchoFree acoustic panels, standard colours

Floor

Carpet, standard colours



Modular flexibility



On wheels



Sound insulation



Acoustic panels



Automated air circulation






LED



110-240 V + 5 V USB

Interior colour

Standard colours

-  Light Grey
-  Dark Grey
-  Black

Exterior colour

Standard colours*

-  White
-  Grey
-  Black

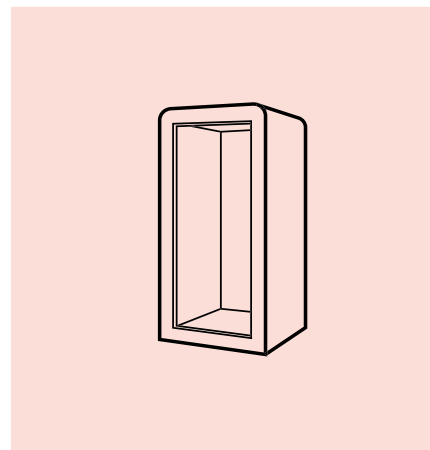
Additional colours for extra fee



*antibacterial



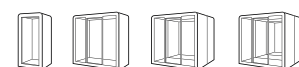
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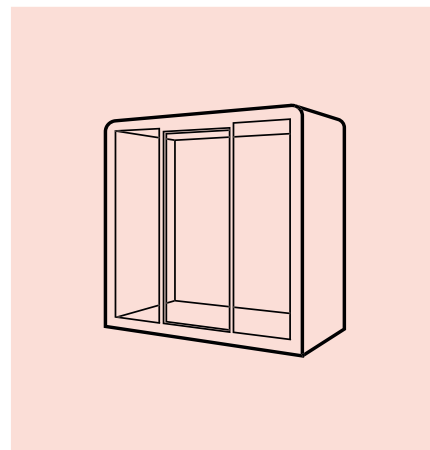
SPACE 1

Technical specification

	Description	Features
EXTERIOR	Width cm/in, Height cm/in, Depth cm/in	110/43, 229/90, 110/43
INTERIOR	Width cm/in, Height cm/in, Depth cm/in	90/35, 205/81, 101/40
WEIGHT	kg/lb	370/816
WEIGHT WITH CRATE	kg/lb	500/1102
GLASS	Acoustic laminated Sound Control glass	Sound insulation Rw 40 dB STC 40
DOOR	Acoustic laminated Sound Control safety glass	Sound insulation Rw 37 dB STC 37
SOLID WALLS	Sandwich element of birch plywood, recycled acoustic EchoFree panel	Sound insulation Rw 49 dB STC 49 Acoustic absorption Class A
ROOF	Sandwich element of birch plywood, recycled acoustic foam and "recycled polyester wool panel"	Sound insulation Rw 45 dB STC 45 Acoustic absorption Class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Excellent acoustics 24dB
TABLE	High pressure laminate on MDF / painted steel	Magnetic surface
ACOUSTIC SURFACES	Acoustic EchoFree panel	Excellent sound absorption capabilities, Class A
AIR VENTILATION	Low consumption air circulation system (stand by 1,7W; in operation 3,4W)	Air circulation speed is more than 27 l/s
SEAT	Optional: Revolver bar stool / HAY Revolver seat / No seat	Color customizable, Turnable 360 degrees
CONNECTIONS	AC outlet(100-240V) + USB power (optional) Lan cord (optional) Power cord with socket	The availability of connections depends on the market
LIGHTING	LED lighting (6,7W)	Low consumption
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth



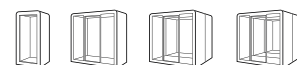
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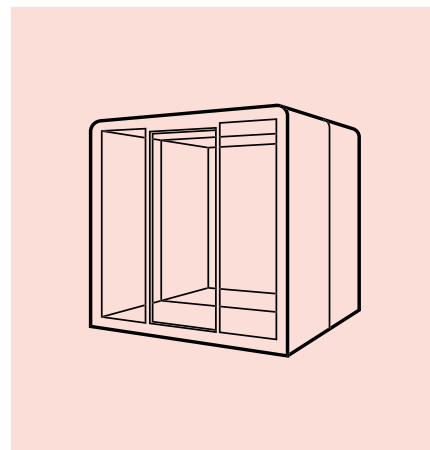
SPACE 2

Technical specification

	Description	Features
EXTERIOR	Width cm/in, Height cm/in, Depth cm/in	240/94, 229/90, 122/48
INTERIOR	Width cm/in, Height cm/in, Depth cm/in	220/87, 205/81, 116/46
WEIGHT	kg/lb	670/1477
WEIGHT WITH CRATE	kg/lb	800/1764
GLASS	Acoustic laminated Sound Control glass	Sound insulation Rw 40 dB STC 40
DOOR	Acoustic laminated Sound Control safety glass	Sound insulation Rw 37 dB STC 37
SOLID WALLS	Sandwich element of birch plywood, recycled acoustic EchoFree panel	Sound insulation Rw 49 dB STC 49 Acoustic absorption Class A
ROOF	Sandwich element of birch plywood, recycled acoustic foam and "recycled polyester wool panel"	Sound insulation Rw 45 dB STC 45 Acoustic absorption Class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Excellent acoustics 24dB
ACOUSTIC SURFACES	Acoustic EchoFree panel	Excellent sound absorption capabilities, Class A
AIR VENTILATION	Low consumption air circulation system (stand by 3,4W; in operation 6,8W)	Air circulation speed is more than 85 l/s
FURNITURE	Optional	Different sets are available
CONNECTIONS	AC outlet(100-240V) + USB power (optional) Lan cord (optional) Power cord with socket	The availability of connections depends on the market
LIGHTING	LED lighting (20W)	Low consumption
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth



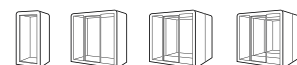
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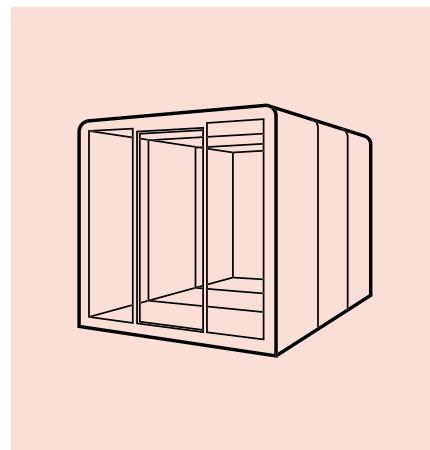
SPACE 4

Technical specification

	Description	Features
EXTERIOR	Width cm/in, Height cm/in, Depth cm/in	240/94, 229/90, 242/95
INTERIOR	Width cm/in, Height cm/in, Depth cm/in	220/87, 205/81, 236/93
WEIGHT	kg/lb	1200/2646
WEIGHT WITH CRATE	kg/lb	1460/3219
GLASS	Acoustic laminated Sound Control glass	Sound insulation Rw 40 dB STC 40
DOOR	Acoustic laminated Sound Control safety glass	Sound insulation Rw 37 dB STC 37
SOLID WALLS	Sandwich element of birch plywood, recycled acoustic EchoFree panel	Sound insulation Rw 49 dB STC 49 Acoustic absorption Class A
ROOF	Sandwich element of birch plywood, recycled acoustic foam and "recycled polyester wool panel"	Sound insulation Rw 45 dB STC 45 Acoustic absorption Class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Excellent acoustics 24dB
ACOUSTIC SURFACES	Acoustic EchoFree panel	Excellent sound absorption capabilities, Class A
AIR VENTILATION	Low consumption air circulation system (stand by 6,8W; in operation 13,6W)	Air circulation speed is more than 125 l/s
FURNITURE	Optional	Different sets are available
CONNECTIONS	AC outlet(100-240V) + USB power (optional) Lan cord (optional) Power cord with socket	The availability of connections depends on the market
LIGHTING	LED lighting (40W)	Low consumption
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth



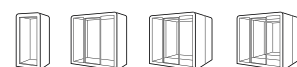
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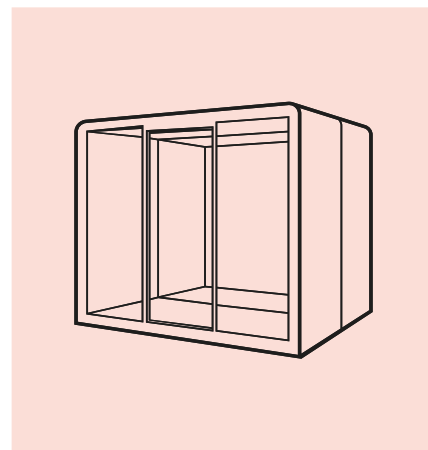


SPACE 6

Technical specification

	Description	Features
EXTERIOR	Width cm/in, Height cm/in, Depth cm/in	240/94, 229/90, 362/143
INTERIOR	Width cm/in, Height cm/in, Depth cm/in	220/87, 205/81, 356/140
WEIGHT	kg/lb	1730/3814
WEIGHT WITH CRATE	kg/lb	2120/4674
GLASS	Acoustic laminated Sound Control glass	Sound insulation Rw 40 dB STC 40
DOOR	Acoustic laminated Sound Control safety glass	Sound insulation Rw 37 dB STC 37
SOLID WALLS	Sandwich element of birch plywood, recycled acoustic EchoFree panel	Sound insulation Rw 49 dB STC 49 Acoustic absorption Class A
ROOF	Sandwich element of birch plywood, recycled acoustic foam and "recycled polyester wool panel"	Sound insulation Rw 45 dB STC 45 Acoustic absorption Class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Excellent acoustics 24dB
ACOUSTIC SURFACES	Acoustic EchoFree panel	Excellent sound absorption capabilities, Class A
AIR VENTILATION	Low consumption air circulation system (stand by 10,2W; in operation 20,4W)	Air circulation speed is more than 185 l/s
FURNITURE	Optional	Different sets are available
CONNECTIONS	AC outlet(100-240V) + USB power (optional) Lan cord (optional) Power cord with socket	The availability of connections depends on the market
LIGHTING	LED lighting (60W)	Low consumption
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth

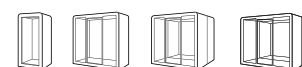




SPACE XL

Technical specification

	Description	Features
EXTERIOR	Width x Height x Depth (cm / in)	280x229x242 / 110x90x95
INTERIOR	Width x Height x Depth (cm / in)	260x205x236 / 102x81x93
WEIGHT	kg / lb	1500 / 3307
WEIGHT WITH CRATE	kg / lb	1760 / 3880
SOUND INSULATION	Airborne sound insulation R' _w =41 dB	Measurements based on ISO 16283-1
EXTERIOR	Laminated exterior panels and cover trims	Medical grade antibacterial laminate
GLASS	Sound Control laminated glass	Sound insulation STC 40 dB
SOLID ELEMENTS	EchoFree panel - sandwich element of birch plywood, ecological foam and acoustic felt	Sound insulation STC 49 dB Acoustic absorption class A
ROOF	EchoFree panel - sandwich element of birch plywood, ecological foam and acoustic felt	Sound insulation STC 45 dB Acoustic absorption Class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Flammability B _{fl} -s1
DOOR HANDEDNESS	Right- or left-handed door	Door handedness can be chosen
FURNITURE	Optional	Different sets are available
AIR VENTILATION	Low consumption air circulation system (stand by 6,8W; in operation 17W)	Air circulation speed is more than 155 l/s
CONNECTIONS	AC outlet(100-240V) + USB A (optional) Ethernet port (optional) Power cord length 5 m	The availability of connections depends on the region
LIGHTING	LED lighting (28W, 4000 K, 2240 lm)	Low consumption, energy-efficient
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth
INDOOR AIR QUALITY	Indoor Advantage™ Gold	Indoor Air Quality Certified to SCS-EC10.3-2014 v4.0
GENERAL SAFETY	UL 962 listed	Standard for Safety for Household and Commercial Furnishings





Step into the MindSpa

Through a unique combination of three-dimensional nature sounds, binaural beats and relaxation techniques, you will feel recharged and rejuvenated in only 25 minutes. The benefits of a relaxed mind cannot be overstated. MindSpa by Synctuition will optimise your mind to increase creativity, productivity and improve your motivation.

MindSpa by Synctuition features

PRIVACY GLASS

Enjoy the relaxation process in absolute privacy thanks to the special privacy glass. You can see others but they can't see you while you are inside.

STARLIGHT CEILING

The Starlight ceiling enhances the experience of relaxation by creating a dreamy atmosphere where your daytime worries wash away.

ZERO GRAVITY

The Zero gravity chair distributes your weight evenly across all pressure points, making you feel weightless. The weightless sensation allows you to deeply relax and release tensions.

TOTAL SILENCE

The superior sound reduction of the MindSpa booth together with the noise-cancelling headphones offers total silence – it's just you and your thoughts.

OCCUPANCY LIGHT

An occupancy light indicates if the booth is vacant or not. Thanks to this little light the possibility of disturbing others, or being disturbed, is no longer a concern.

WIRELESS CHARGER

While you are charging your mind, you can also charge your phone. The convenience of a wireless charger is a comfort in modern times.

LOCKABLE DOOR

The MindSpa booth can be locked from the inside. You don't need to worry about someone opening the door in the middle of your session.

MindSpa by Synctuition equipment

- LIFETIME SUBSCRIPTION FOR SYNCTUITION MEDITATION APP (ONE DEVICE)
- PREMIUM QUALITY HEADPHONES
- TABLET
- SCREEN (48 INCHES)
- ZERO GRAVITY RECLINING CHAIR
- TABLE WITH WIRELESS CHARGER

Benefits for the customer

In just 25 minutes, you will experience:

DEEP RELAXATION

Relax your body and mind just like you were on a long, well-deserved vacation.

REDUCED STRESS

Wash away all the stress accumulated throughout the day.

CLARITY OF MIND

Liberate your mind from pessimistic and stressful thoughts that overwhelm you and prevent you from achieving your resolutions.

MORE MOTIVATION

Recharge your batteries and regain the motivation to get through the day.

INCREASED HAPPINESS

Experience inner balance and an influx of positive thoughts, both key components of true happiness.



Technical specifications

	Description	Features
EXTERIOR	Width x Height x Depth (cm / in)	240x229x122 / 94x90x48
INTERIOR	Width x Height x Depth (cm / in)	220x205x116 / 87x81x46
WEIGHT	kg / lb	670 / 1477
SOUND INSULATION	Airborne sound insulation R _w =43 dB	Measurements based on ISO 16283-1
EXTERIOR	Laminated exterior panels and cover trims	Medical grade antibacterial laminate
GLASS	Sound Control laminated glass	Sound insulation STC 40 dB
SOLID ELEMENTS	EchoFree panel - sandwich element of birch plywood, ecological foam and acoustic felt	Sound insulation STC 49 dB Acoustic absorption class A
FLOOR	Sandwich element of birch plywood, acoustic wool	Acoustic absorption Class B
CARPET	Antistatic and stain resistant low loop pile carpet for public spaces, EN 1307	Flammability B _{f1} -s1
AIR VENTILATION	Low consumption air circulation system (stand by 3,4W; in operation 6,8W)	Air circulation speed is more than 85 l/s
CONNECTIONS	AC outlet(100-240V) + USB A (optional) Wireless charger Power cord length 5 m	The availability of connections depends on the region
CASTERS	For easy relocation	Hidden. Can be activated any time
ADJUSTABLE LEGS	For levelling	Levelling from inside the booth
INDOOR AIR QUALITY	Indoor Advantage™ Gold	Indoor Air Quality Certified to SCS-EC10.3-2014 v4.0
GENERAL SAFETY	UL 962 listed	Standard for Safety for Household and Commercial Furnishings

Every office deserves a Chatbox

For deep work, private calls, or a creative session.



Increase your productivity by 25%

Soundproof

Keep your conversations private while keeping background noise out.

Made by Silen

Made by the team behind Silen Space, the Chatbox is a simplified version of our most popular phone booth, leaving only the essential purpose in its simplest functional form.

Ventilation

Chatbox uses a technology that keeps the booths ventilated, ensuring fresh air throughout your time spent inside.

Quick assembly

It takes about 30 minutes for two people to assemble — and you only need one tool.

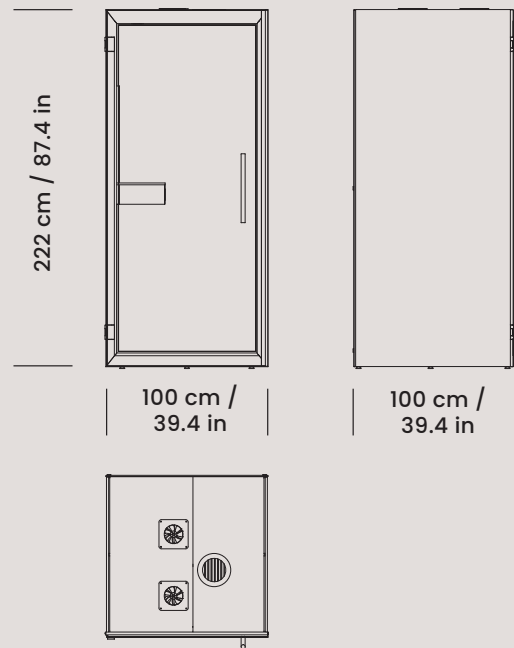
Exterior size (W×H×D)	39.4 × 87.4 × 39.4 in
Interior size (W×H×D)	34.2 × 80.3 × 38.6 in
Weight (net)	330 kg / 727.5 lbs
Sound reduction	34 db (on-site measurements in accordance with ISO 16283-1)
Door handedness	left- and right-handed door in one
Exterior colors	black or white
Interior color	dark grey



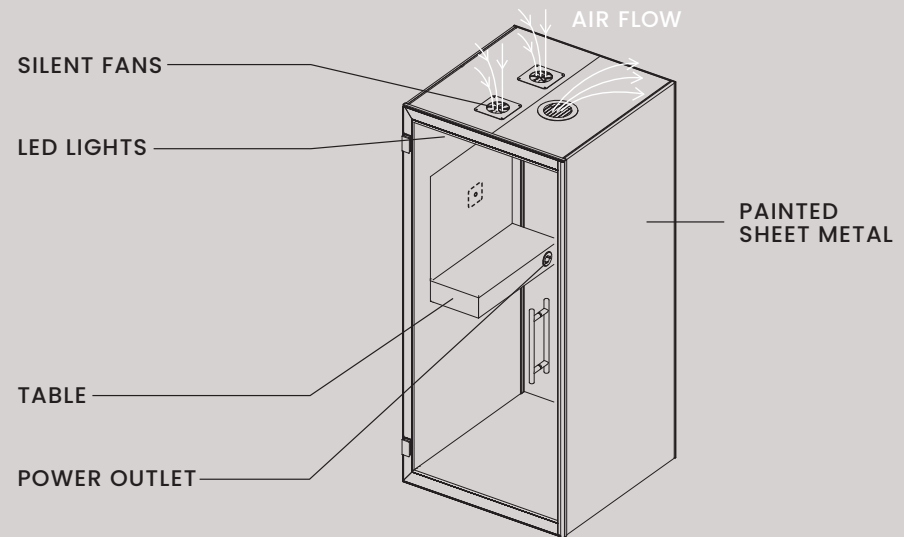
Your new normality

Single

A space to focus on your own or make uninterrupted phone calls.



A silent space for creativity to flourish



Affordable, yet sleek

Direct from our factory to you, Chatbox is shipped flat-packed, making it more affordable than other phone booths.

2 people + 30 min + 1 tool

No installer needed to set up Chatbox. Just ask a friend for some help. Done!

Durable means sustainable

Well thought-out form, construction, and choice of material allows for extended durability. In addition, easy assembly and disassembly allow you to take it to your next office space.



A private meeting room in an instant

Duo helps you to connect, collaborate and focus in private.

Increase your productivity by 25%



Soundproof

Keep your conversations private while keeping background noise out.



Made by Silen

Made by the team behind Silen Space, the Chatbox is a simplified version of our most popular phone booth, leaving only the essential purpose in its simplest functional form.



Ventilation

Chatbox uses a technology that keeps the booths ventilated, ensuring fresh air throughout your time spent inside.



Quick assembly

It takes about an hour for two people to assemble.

Simple assembly, simple choices

Dark beauty

Black offers a striking visual accent and attracts attention.

Left- and right-handed door in one

You can change the door handedness at any time.



Bright oasis

White is an elegant and unobtrusive choice for light-toned rooms.

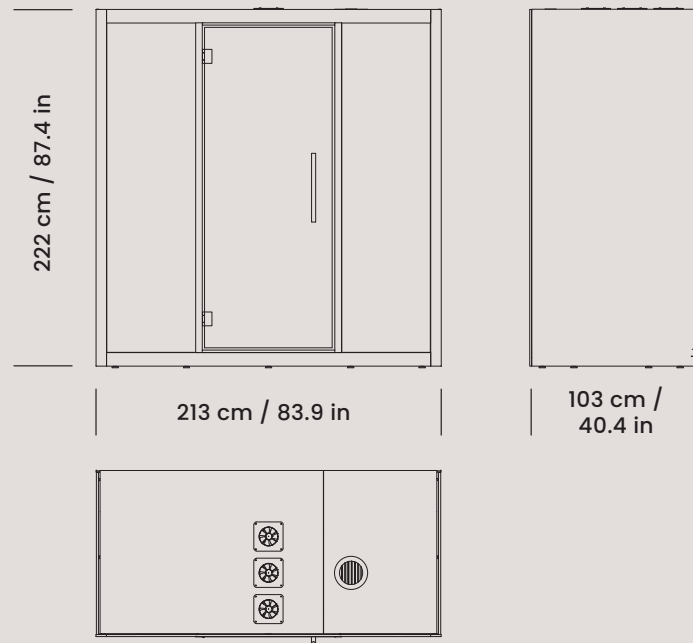
Accessories? Check.

Whiteboard and screen brackets with cable management are available for Chatbox.

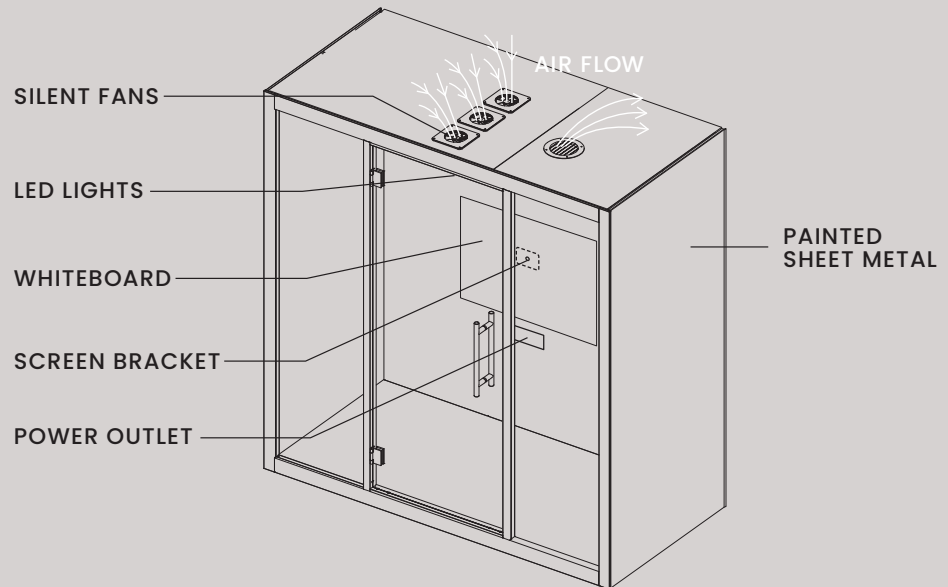
Your new normality

Duo

A space to focus on your own or make uninterrupted phone calls.



A silent space for creativity to flourish



Affordable, yet sleek

Direct from our factory to you, Chatbox is shipped flat-packed, making it more affordable than other phone booths.

2 people + 1 hour

No installer needed to set up Chatbox. Just call your friend for a little help. Done!

Durable means sustainable

Well thought-out form, construction, and choice of material allows for extended durability. In addition, easy assembly and disassembly allow you to take it to your next office space.

Duo Tech specs

FURNISHING OPTIONS

Sofa set Have private meetings in comfort and silence

Default low-back sofas, 2 pcs
Fabric POD CS, 100% Trevira CS
Fabric color light grey/dark grey/black
Table Integrated table with white antibacterial laminate
Movable laptop tables with black melamine finish



Workstation Turn privacy into productivity with Duo Workstation

Table Height adjustable table with white antibacterial laminate
Power outlets Additional 110-240 V power outlet on the wall
Screen bracket universal bracket with cable management (optional)



* Chair not included

Duo Tech specs

GENERAL PRODUCT INFO

Exterior size (W×H×D)	213 × 222 × 103 cm 83.9 × 87.4 × 40.4 in
Interior size (W×H×D)	200 × 204 × 93 cm 78.7 × 80.3 × 36.5 in
Weight (net)	550 kg / 1212.5 lb
Sound reduction	34 db (on-site measurements in accordance with ISO 16283-1)
Door handedness	left- and right-handed door in one
Exterior colors	black or white
Interior color	dark grey
Air ventilation	low consumption air circulation system (max 5.1 W)
Air flow	air circulation speed is more than 55 l/s (198 m ³ /h) (117 ft ³ /min)
Lighting	energy-efficient LED light (28 W, 4000 K, 2240 lm)
Power outlets	2 × 110–240 V + 2 × USB 5V
Power cord	3 m / 9 ft 10 in
Exterior material	painted sheet metal
Glass	sound control laminated safety glass
Floor	antistatic and stain resistant low loop pile carpet for public spaces, EN 1307
Acoustic surfaces	acoustic EchoFree panel
Adjustable glides	for easy leveling from inside the booth

ACCESSORIES

Whiteboard	magnetic laminate surface
Screen bracket	universal bracket in accordance with VESA standard, for up to 32" screen (screen not included)
Booking bracket	bracket for a tablet (tablet and booking system not included)
VC ready	readiness for video conferencing system (includes only necessary ports and brackets)
VC system	video conferencing system with screen bracket (excl. screen)

A private room in the middle of your open office

A full-size meeting room in your office, that is ideal to co-create and brainstorm.



Increase your productivity by 25%



Soundproof

Keep your conversations private while keeping background noise out.



Made by Silen

Made by the team behind Silen Space, the Chatbox is a simplified version of our most popular phone booth, leaving only the essential purpose in its simplest functional form.



Ventilation

Chatbox uses a technology that keeps the booths ventilated, ensuring fresh air throughout your time spent inside.



Quick assembly

It takes about 30 minutes for two people to assemble — and you only need one tool.

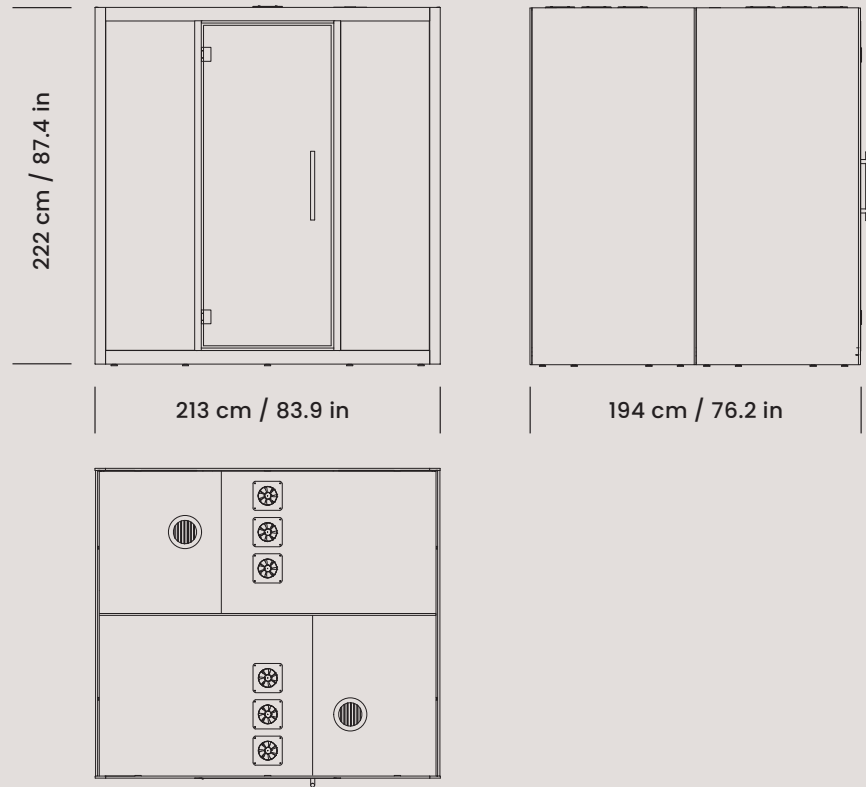
Exterior size (W×H×D)	83.9 × 87.4 × 76.2 in
Interior size (W×H×D)	78.7 × 80.3 × 73.3 in
Weight (net)	980 kg / 2160 lb
Sound reduction	34 db (on-site measurements in accordance with ISO 16283-1)
Door handedness	left- and right-handed door in one
Exterior colors	black or white
Interior color	dark grey



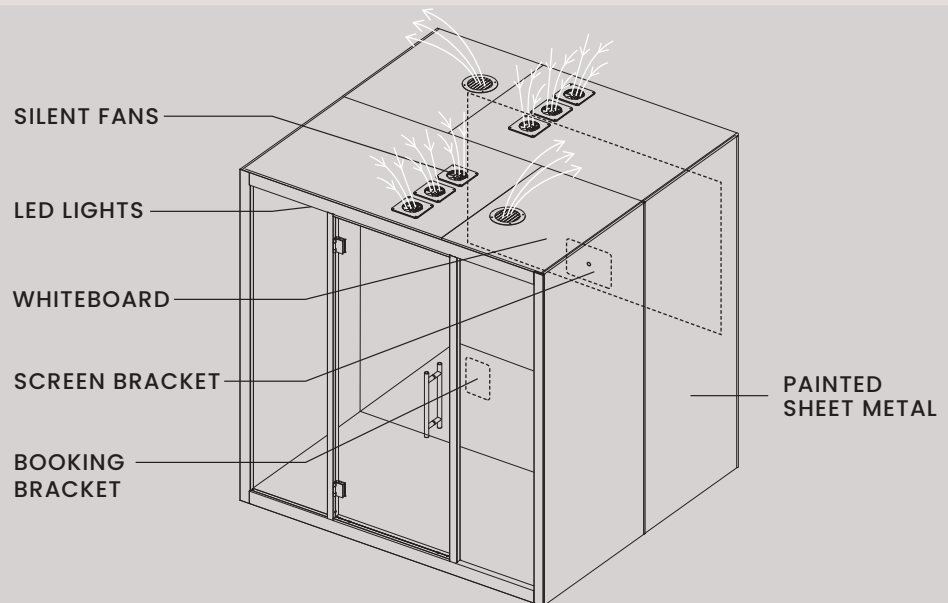
Your new normality

Quattro

A space to focus on your own or make uninterrupted phone calls.



A silent space for creativity to flourish



Affordable, yet sleek

Direct from our factory to you, Chatbox is shipped flat-packed, making it more affordable than other phone booths.

2 people + 2 hour

No installer needed to set up Chatbox. Just call your friend for a little help. Done!

Durable means sustainable

Well thought-out form, construction, and choice of material allows for extended durability. In addition, easy assembly and disassembly allow you to take it to your next office space.

Quattro Tech specs

GENERAL PRODUCT INFO

Exterior size (W×H×D)	213 × 222 × 194 cm 83.9 × 87.4 × 76.2 in
Interior size (W×H×D)	200 × 204 × 186 cm 78.7 × 80.3 × 73.3 in
Weight (net)	980 kg / 2160 lb
Sound reduction	34 db (on-site measurements in accordance with ISO 16283-1)
Door handedness	left- and right-handed door in one
Exterior colors	black or white
Interior color	dark grey
Air ventilation	low consumption air circulation system (max 10.2 W)
Air flow	air circulation speed is more than 85 l/s (306 m ³ /h) (180 ft ³ /min)
Lighting	energy-efficient LED light (56 W, 4000 K, 4480 lm)
Power outlets	1 x 110-240 V + 2 x USB 5V
Power cord	3 m / 9 ft 10 in
Exterior material	painted sheet metal
Glass	sound control laminated safety glass
Floor	antistatic and stain resistant low loop pile carpet for public spaces, EN 1307
Acoustic surfaces	acoustic EchoFree panel
Adjustable glides	for easy leveling from inside the booth

ACCESSORIES

Whiteboard	magnetic laminate surface
Screen bracket	universal bracket in accordance with VESA standard, for up to 32" screen (screen not included)
Booking bracket	bracket for a tablet (tablet and booking system not included)
VC ready	readiness for video conferencing system (includes only necessary ports and brackets)
VC system	video conferencing system with screen bracket (excl. screen)

FURNISHING OPTIONS

Sofa set	Have private meetings in comfort and silence
Default Fabric	low-back sofas, 4 pcs
Fabric color	POD CS, 100% Trevira CS
Table	light grey/dark grey/black
	Integrated table with white antibacterial laminate
	Movable laptop tables with black melamine finish

CERTIFICATE OF COMPLIANCE

Certificate Number E508321
Report Reference E508321-20191213
Date 2020-December-21

Issued to: Silen OU
Veerenni tn 38, Kesklinna linnaosa, Harju maakond
Tallinn11313 EE

This is to certify that representative samples of FURNITURE, POWERED AND NONPOWERED
See Addendum Page for Product Designation(s).

Have been investigated by UL in accordance with the Standard(s) indicated on this Certificate.

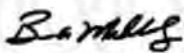
Standard(s) for Safety: UL 962 Household and Commercial Furnishings
C22.2 No. 0-10 Canadian Electrical Code part II, General Requirements

Additional Information: See the UL Online Certifications Directory at <https://iq.ulprospector.com> for additional information

This Certificate of Compliance does not provide authorization to apply the UL Mark. Only the UL Follow-Up Services Procedure provides authorization to apply the UL Mark.

Only those products bearing the UL Mark should be considered as being UL Certified and covered under UL's Follow-Up Services.

Look for the UL Certification Mark on the product.



Bruce Mahrenholz, Director North American Certification Program

UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at <http://ul.com/about/locations/>

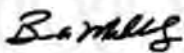


CERTIFICATE OF COMPLIANCE

Certificate Number E508321
Report Reference E508321-20191213
Date 2020-December-21

This is to certify that representative samples of the product as specified on this certificate were tested according to the current UL requirements

Booth, Prefabricated rooms, models: Space 1, Space 2 and Space 4, ChatBox, ChatBox Duo, Space XL.



Bruce Mahrenholz, Director North American Certification Program

UL LLC

Any information and documentation involving UL Mark services are provided on behalf of UL LLC (UL) or any authorized licensee of UL. For questions, please contact a local UL Customer Service Representative at <http://ul.com/about/locations/>



SCS Global Services does hereby certify that an independent assessment has been conducted on behalf of:

Silen OÜ

Veerenni 38, Tallinn, Estonia

For the following product(s):

Pods:

Chatbox by Silen, Silen Space



**INDOOR ADVANTAGE GOLD
FURNITURE**

The product(s) meet(s) all of the necessary qualifications to be certified for the following claim(s):

Indoor Advantage™ Gold

Indoor Air Quality Certified to SCS-EC10.3-2014 v4.0

Conforms to the ANSI/BIFMA Furniture Emissions Standard (M7.1/X7.1-2011 R2016) and ANSI/BIFMA e.3-2019 (Credits 7.6.1, 7.6.2, 7.6.3) for the private office workstation parameters.¹

¹ Modeled as a Workstation System

Registration # SCS-IAQ-06610

Valid from: December 17, 2020 to December 16, 2021



A handwritten signature in black ink that reads 'Stanley Mathuram'.

Stanley Mathuram, PE, Vice President
SCS Global Services
2000 Powell Street, Ste. 600, Emeryville, CA 94608 USA

SCS global
SERVICES

Introduction / Scope

Successful respondents must outline topics including:

- Electrical (hard wire or plug in), must be UL Listed / rated
- Flexible solutions (installation, take-down, ease of moving...)
- Ventilation, if needed
- Fresh air exchange
- Fabric, if fabric is used, and the fire ratings required
- Define sprinkler requirements, if needed
- Acoustic rating (Noise reduction coefficient NRC, Sound transmission class STC)
- ADA Compliance, if needed

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Suite 108
Bedford NH 03110
Tel. 603.232.3490

Electrical (hard wire or plug in), must be UL Listed / rated

Silen Space & CHATBOX by Silen is full pod UL962 certified
Certificate of Compliance by UL included



Silen Space collection further comes standard with the option of feeding external power supply out from underneath the unit or out from the ceiling.

Flexible solutions (installation, take-down, ease of moving...)

Need silence?



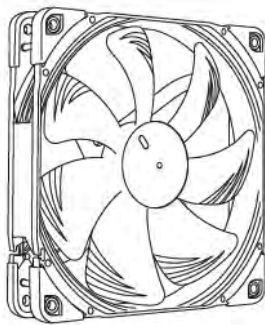
Silen Space collection comes standard with integrated (hidden) casters making moving very easy. No need to disassemble, simply access the casters from inside the pod and move the unit

Please see introductory video highlighting the ease of moving
[NEED SILENCE?](#)





Ventilation, if needed

Silen Space Ventilation

silen



Features

-  Superior air flow
-  Dual 1000 RPM Advanced Acoustic Optimization fans
-  Motion-activated
-  Adjustable time delay



S1: 2 fans



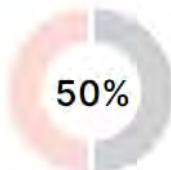
S2: 4 fans



S4: 8 fans



S6: 12 fans



When unit is powered,
50% of fans stay ON



When unit is occupied,
100% of fans turn ON

Since Silen Spaces are always powered, fans will continue to push air through even when not occupied. This keeps the unit comfortable and well-ventilated.

Model	Liter/Second Airflow	Air Exchange Rate
Silen Space S1	27 l/s	42 x/h
Silen Space S2	85 l/s	49 x/h
Silen Space S4	125 l/s	35 x/h
Silen Space S6	185 l/s	35 x/h
Silen Space MAX	140 l/s	35 x/h
CHATBOX Single	22 l/s	37 x/h
CHATBOX Duo	55 l/s	45 x/h
CHATBOX Quattro	N/A	N/A

Define sprinkler requirements, if needed

Silen offers sprinkler preparation kit to be added to the order when needed.


Exterior ceiling CNC routing on marking knock-out position shown below.

Note: Silen does not include any sprinkler hardware and does not provide installation services for sprinkler or any other fire suppression system.

Links to manual can be found online.



Acoustic rating (Noise reduction coefficient NRC, Sound transmission class STC)



No troublesome echo

We use EchoFree panels inside our pods. This means that when you call someone from a Silen pod, the receiver of the call has no nasty echo to deal with, and they can hear you clearly.

Please note: These numbers are measured on-site in actual offices, in correctly installed Silen booths/pods. Everyone in the industry can boast with high numbers that are measured in lab settings but an office reality is completely different.


Which test method did we use? Not 1 but 3

All Silen pods are tested with 3rd party accredited company AKUKON in Finland

Airborne sound insulation indices $R'w$
ISO 16283-1 – ISO 717-1 standards

Sound transmission classes STC
ASTM E-90 standard

Speech level reduction indices
ISO 23351-1 standard



Model	Airborne sound insulation indices $R'w$	Sound transmission classes STC	Speech level reduction indices
Silen Space S1	40	41	30 – class A
Silen Space S2	43	43	26 – class B
Silen Space S6	41	41	27 – class B
Silen Space MAX	41	41	27 – class B
CHATBOX Single	34	35	21

Source: Akukon, Finland

Akukon Oy is a testing laboratory T229 qualified by the Finnish Accreditation Service (FINAS) with the accreditation requirement EN ISO/IEC 17025, Accredited measurement services include in-situ sound insulation measurements performed, room acoustics measurements, and noise measurements. The list of all testing methods and sites included to our scope of accreditation is available in FINAS website: https://www.finas.fi/Documents/T229_A10_2018.pdf

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ADA Compliance, if needed

Silen Space collection offers multiple ADA solutions included an exterior ramp, electric door opening/closing and no-floor solutions. Please refer to current pricelist for options or contact our customer service.



Silen Space S2 example with no-floor solution

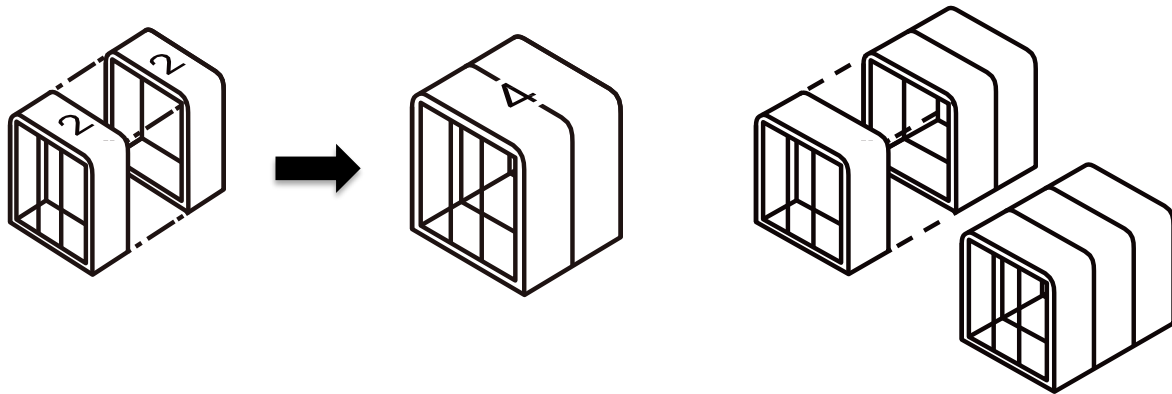
Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.

Value added products and services

Modularity

Silen Space collection offers NCPA members a unique option to not only re-configure the products to either a small or larger model, the proprietary modularity Silen Space future proofs the product, as you can always re-configure the multi person privacy pods.



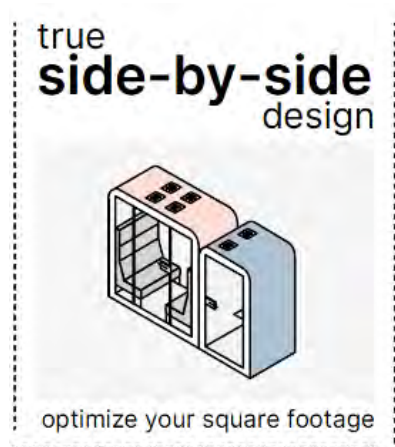
Casters

Integrated and concealed casters further make moving the models very easy. The casters are accessed from inside the pod without need for disassembly



Optimize your square footage

Silen products does not have exterior air vents on the side like some other manufacturers do. This allow NCPA members to place Silen products side-by-side which brings additional benefits like smaller footprint required and increased acoustical performance.



Value added products and services

Power

Silen products comes with an industry leading 16' external power cord.

Silen Space collection further comes standard with the option of feeding external power supply out from underneath the unit or out from the ceiling.



16' power cord
fed through
floor or ceiling

Door handedness – SILEN SPACE collection

Silen Space collection can be ordered with either left or right-handed doors.
(Note: Must be specified at order entry)



right or
left-handed
door

Door handedness – CHATBOX by Silen

CHATBOX by Silen products comes standard with non-handed door and left or right opening is determined during assembly

Value added products and services

Seating optimization

Purchase a two (2) person pod – seat up to four (4)

When adding Silen soft seating furniture, NCPA members will gain seating optimization. The background for this unique ability is due to the interior width of Silen soft seating products combined with industry leading interior dimensions.



Silen Space 2 (2-person privacy pod) shown with Silen soft seating and 4 occupants

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Value added products and services

Innovation

Silen won the prestigious 'Best of NeoCon – Innovation Award 2021' for the MindSpa, a revolutionary pod focusing on mindfulness and user can get rejuvenated and refreshed in as little as 25 mins.

MindSpa comes with a lifetime subscription for one (1) device to the Synctuition app as well as a zero-gravity chair.



Value added products and services

Introducing **ARTOME**



The easiest solution

Artome M10 is our latest designed smart furniture that has an integrated laser projector, embedded sound system and videoconferencing feature. Artome M10 is the perfect solution for any space due to its movability and fully adaptable image size. This all-in-one furniture solution can be connected by any device with a HDMI-cable or wirelessly. With the basic control panel, Artome M10 enables a user-friendly experience.

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Transforms any space for presentation or learning

When using Artome M10, only a light-coloured wall or a screen is needed as a reflection surface. The image size grows up to five meters wide by simply moving the smart furniture further away from the wall.

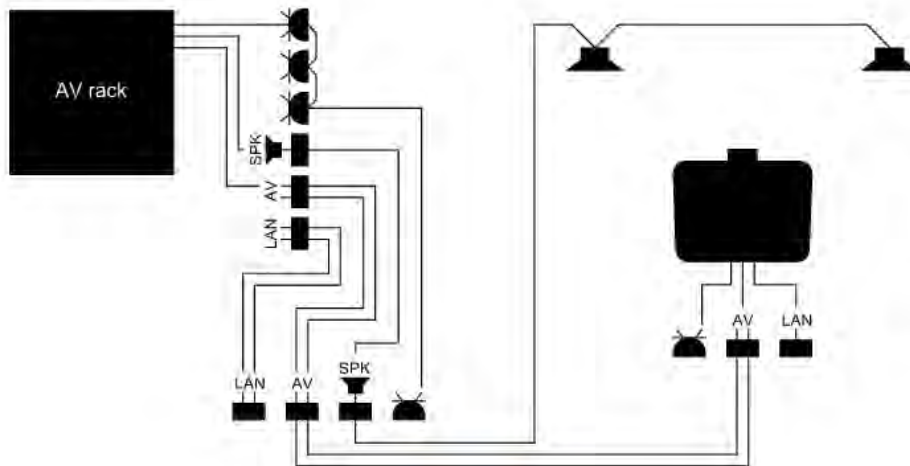
The sound system is suitable for larger events and if needed the experience can be enlarged with external speakers. Artome M10 also allows the possibility to enlarge the sound system with microphones.



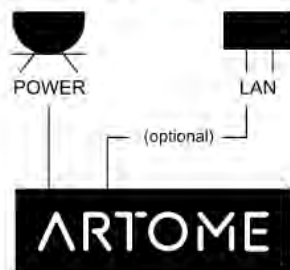
No need for installation

Artome M10 reduces the total cost of construction. It eliminates the need for electrical planning, cabling or installation.

Traditional AV plan



Same with Artome



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Tel. 603.232.3490

ARTOME M10

General specs

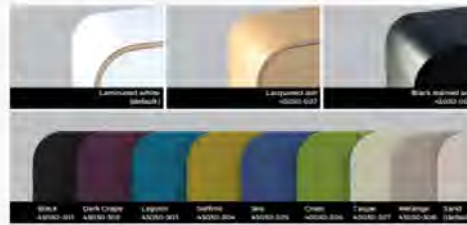
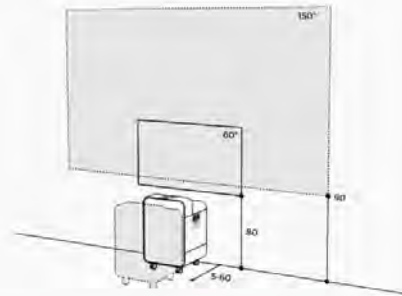
Name:	Artome M10
Product code:	43050-002
Frame material:	Birch plywood
Surface finish:	Laminated white (default)
Fabric color:	Sand (default)
Dimensions:	(W x H x D) 82 x 90 x 47,3 cm
Weight:	49 kg
19" rack:	3 U
Package size:	(W x H x D) 80 x 94 x 60 cm
Number of packages:	1
Warranty:	24 Mx Projector 5 years or 20000 h

Technical specs

Projector:	Epson EB-905F
Resolution:	Full HD 1080p, 1920 x 1080, 16:9
Brightness:	5000 lm
Sound:	Embedded 2 x 1-speaker system Max. 65% 105 dB @ 1 m
Image size:	60" - 150"
Connections:	HDMI in x2 HDMI out AUX in x2 Stereo audio out (balanced) HDBaseT
Controls:	Power, Source, Vol +/-, Pause, Freeze

Options

Artome+	Artome USB 3.0 hub and audio interface Integrated camera Wireless table mic
Surface finish:	Black stained ash, Lacquered ash
Fabric color:	Several color options



Tab 9 – Required Documents

- Federal Funds Certifications
- Clean Air and Water Act & Debarment Notice
- Contractors Requirements
- Antitrust Certification Statements
- Required Clauses for Federal Assistance by FTA
- State Notice Addendum

RFP # 09-22

Tab 9 – Required Documents

- ◆ Federal Funds Certifications
- ◆ Clean Air and Water Act & Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a 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.

APPENDIX II TO 2 CFR PART 200

(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.

(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

(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.

(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

(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.

(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

(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).

- 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

(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 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

(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:
 - No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or

employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

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).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

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.

CERTIFICATION OF ACCESS TO RECORDS

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

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS


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

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

Offeror: HOLMRIS US INC.

Address: 2 BEDFORD FARMS DRIVE, SUITE 108

City, State, Zip: BEDFORD, NH 03110


Authorized Signature: 

Date: MARCH 24, 2022

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	HOLMRIS US INC.
Print Name	MICHAEL BRANDT
Address	2 BEDFORD FARMS DRIVE, SUITE 108
City, Sate, Zip	BEDFORD NH 03110
Authorized signature	
Date	MARCH 24, 2022

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature



Date

MARCH 24, 2022

Antitrust Certification Statements (Tex. Government Code § 2155.005)


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 bid, 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 bid, 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 bid 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 name	HOLMRIS US INC.
Address	2 BEDFORD FARMS DRIVE, SUITE 108
City/State/Zip	BEDFORD NH 03110
Telephone No.	603.232.3490
Fax No.	N/A
Email address	MIB@HOLMRISB8.COM
Printed name	MICHAEL BRANDT
Position with company	CEO
Authorized signature	

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. 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. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present

and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
 - 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may

result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any

obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

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

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, 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.

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

[http://www.usa.gov/Agencies/State and Territories.shtml](http://www.usa.gov/Agencies/State_and_Territories.shtml)

<https://www.usa.gov/local-governments>