

## REQUEST FOR PROPOSAL FOR Personal Protective Equipment (PPE) Products

**EDUCATION SERVICE CENTER, REGION 10** 

400 E Spring Valley Rd Richardson, TX 75081



RFP #

EQ-072020-01

Proposal due date

Proposal submittal location

Principle contract officer

08/05/2020 by 2:00 PM CST

Region 10 ESC 400 E Spring Valley Rd Richardson, TX 75081

Ms. Sue Hayes

**Chief Financial Officer** 

Network Services

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### OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents 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.

After completion of award, these documents will be available for public inspection.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

PRICINA OF PRODUCTS

(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

Date

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Authorized Signature & Title TREASURER & CORPORATE COUNSEL

### Appendix D: VENDOR CONTRACT AND SIGNATURE FORM

 This Vendor Contract and Signature Form ("Contract") is made as of \_\_\_\_\_\_, by and between \_\_\_\_\_\_\_,

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 10 ESC") for the purchase of Personal Protection Equipment (PPE) Products ("the products and services").

#### RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 10 ESC, having its principal place of business at *Education Service Center*, *Region 10, 400 E Spring Valley Rd, Richardson, TX 75081* 

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that if agreed to by Region 10 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with Region 10 ESC; and it being further understood that Region 10 ESC shall act as the Lead Agency with respect to all such purchase agreements.

WHEREAS, Equalis Group has the administrative and legal capacity to administer purchases on behalf of Region 10 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

#### **ARTICLE 1- GENERAL TERMS AND CONDITIONS**

1.1 Equalis Group shall be afforded all of the rights, privileges and indemnifications afforded to Region 10 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to Equalis Group, including, without limitation, Vendor's obligation to provide insurance and other indemnifications to Lead Agency.

1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.

1.3 Equalis Group shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.

1.4 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 10 ESC staff, Equalis Group staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

### **ARTICLE 2- ANTICIPATED TERM OF AGREEMENT**

- Term: The term of the Contract shall commence upon award and shall remain in effect for a period of three (3) years, unless terminated, canceled or extended as otherwise provided herein. The Contractor agrees that Region 10 ESC shall have the right, at its sole option, to renew the Contract for four (4) additional one-year periods or portions thereof. In the event that Region 10 ESC exercises such rights, all terms, conditions and provisions of the original Contract shall remain the same and apply during the renewal period with the possible exception of price and minor scope additions and/or deletions.
- Automatic Renewal: Renewal will take place automatically for one (1) year unless Region 10 ESC gives written notice to the awarded supplier at least ninety (90) days prior to the expiration.

### **ARTICLE 3- REPRESENTATIONS AND COVENANTS**

<u>Scope</u>: This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members.

<u>Compliance</u>: Cooperative Purchasing Agreements between Equalis Group and its Members have been established under state procurement law.

**Respondent's promise**: Respondent agrees all prices, terms, warranties, and benefits granted by Respondent to Members through this contract are comparable to or better than the equivalent terms offered by Respondent to any present customer meeting the same qualifications or requirements.

### **ARTICLE 4- FORMATION OF CONTRACT**

4.1. <u>Respondent contract documents</u>: Region 10 ESC will review proposed Respondent contract documents. Vendor's contract document shall not become part of Region 10 ESC's contract with vendor unless and until an authorized representative of Region 10 ESC reviews and approves it.

4.2. Form of contract: The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) to the lowest responsible Respondent(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposal. If a firm submitting a proposal requires Region 10 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

4.3. Entire Agreement (Parol evidence): The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

4.4. <u>Assignment of Contract</u>: No assignment of contract may be made without the prior written approval of Region 10 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 10 ESC. Awarded vendor is required to notify Region 10 ESC when any material change in operations is made that may adversely affect members (i.e. awarded vendor bankruptcy, change of ownership, merger, etc.).

4.5. <u>Contract Alterations</u>: No alterations to the terms of this contract shall be valid or binding unless authorized and signed with a "wet signature" by a Region 10 ESC staff member.

4.6. <u>Order of precedence</u>: In the event of a conflict in the provisions of the contract as accepted by Region 10 ESC, the following order of precedence shall prevail:

- Special terms and conditions
- General terms and conditions
- Specifications and scope of work
- Attachments and exhibits
- Documents referenced or included in the solicitation

4.8 **Supplemental Agreements**: The entity participating in the Region 10 ESC 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. Neither Region 10 ESC, Equalis Group, its agents, members and employees shall be made party to any claim for breach of such agreement.

### **ARTICLE 5- TERMINATION OF CONTRACT**

5.1. <u>Cancellation for non-performance or contractor deficiency</u>: Region 10 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 10 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 10 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;
- ii. Providing work and/or material that was not awarded under the contract;

iii. Failing to adequately perform the services set forth in the scope of work and specifications; iv. Failing to complete required work or furnish required materials within a reasonable amount of time;

Failing to make progress in performance of the contract and/or giving Region 10 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
 vi. Performing work or providing services under the contract prior to receiving a Region 10 ESC reviewed purchase order for such work.

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 10 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

5.2 <u>Termination for cause</u>: If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract, Region 10 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

5.3 **Delivery/Service failures**: Failure to deliver goods or services within the time specified or within a reasonable time period as interpreted by the purchasing agent, or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.

5.4 **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 of any kind of government of the United States or the State of Texas 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

5.5 **Standard Cancellation**: Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 90 business days after the other party receives the notice of cancellation. After the 90th business day all work will cease following completion of final purchase order. Region 10 ESC reserves the right to request additional items not already on contract at any time.

#### **ARTICLE 6- LICENSES**

6.1 <u>Duty to keep current license</u>: Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 10 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

6.2 **Suspension or Debarment**: Respondent shall provide a letter in the proposal notifying Region 10 ESC of any debarment, suspension or other lawful action taken against them by any federal, state, or local government within the last five (5) years that precludes Respondent or its employees from participating in any public procurement activity. The letter shall state the duration of the suspension or action taken, the relevant circumstances and the name of the agency imposing the suspension. Failure to supply or disclose this information may be grounds for cancellation of contract.

6.3 <u>Survival Clause</u>: All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer/participating member under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

### **ARTICLE 7- DELIVERY PROVISIONS**

7.1 **Delivery**: Vendor shall deliver said materials purchased on this contract to the participating member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

7.2 <u>Inspection & Acceptance</u>: If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

7.3 **Responsibility for supplies tendered:** Vendor shall be responsible for the materials or supplies covered by this contract until they are delivered to the designated delivery point.

7.4 <u>Shipping Instructions</u>: Unless otherwise specified, each case, crate, barrel, package, etc, delivered under this contract must be plainly labeled, securely tagged, stating Vendor's name, purchase order number, quantity contained therein, and delivery address as indicated in the order. Deliveries must be made within the hours of 8:00 am – 4:00 pm. Deliveries at any other time (including Saturdays, Sundays and holidays) will not be accepted unless arrangements have been made in advance with the receiver at the delivery point. Vendor understands that it is their responsibility to ensure compliance with the delivery instructions outlined in this agreement.

7.5 <u>Additional charges</u>: Unless bought on F.O.B. "shipping point" and Vendor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, the difference between freight or mail and express charges may be added to the invoice.

7.6 **Buyer's delays**: Region 10 ESC will not be responsible for any late fees due the prime contractor by the participating member. The prime contractor will negotiate with the participating agency for the recovery of damages related to expenses incurred by the vendor for a delay for which the Region 10 ESC member is responsible, which is unreasonable, and which was not within the contemplation of the parties to the contract between the two parties.

### **ARTICLE 8- BILLING AND REPORTING**

8.1 **Payments**: The participating entity using the contract will make payments directly to the awarded vendor.

Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

8.2 <u>Tax Exempt Status</u>: Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the Vendor.

8.3 <u>Reporting</u>: Vendor shall electronically provide Equalis Group with a detailed line item monthly report showing the dollar volume of all member product sales under the contract for the previous month. Reports shall be sent via e-mail to Equalis Group offices at <u>info@equalisgroup.org</u>. Reports are due on the **fifteenth (15<sup>th</sup>)** day after the close of the previous month. 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. Fields below marked as \*required indicate a required field. All other fields are preferred, but not required:

|                  | Equalis Member ID                                       |
|------------------|---|
| ata              | Vendor Customer Number *required (or Equalis Member ID) |
| Member Data      | Customer Name *required                                 |
| ibei             | Customer Street Address *required                       |
| lem              | Customer City *required                                 |
| 2                | Customer Zip Code *required                             |
|                  | Customer State *required                                |
| ta               | Distributor Name  |
| Da               | Distributor ID  |
| Distributor Data | Distributor Street Address                              |
| ribu             | Distributor City  |
| Dist             | Distributor Zip Code                                    |
|                  | Distributor State                                       |
|                  | Product Category level 1                                |
| D                | Distributor Product Number                              |
| Dat              | Manufacturer Product Number                             |
| t                | Product Description                                     |
| Product Data     | Product Brand Name                                      |
| Pr               | Product packaging Unit of Measure level 1               |
|                  | Product packaging Unit of Measure level 2               |
|                  | Product packaging Unit of Measure level 3               |

| Spend Data | Purchase Unit of Measure                               |
|------------|--|
|            | Purchase Quantity                                      |
|            | Distributor Landed Cost Total \$ (without deviations)  |
| Sp         | Distributor Landed Cost Total \$ (with mfr deviations) |
|            | Customer Purchase Total \$ *required                   |
|            | Admin Fee % *required                                  |
|            | Admin Fee \$ *required                                 |
|            |  |

### **ARTICLE 9- PRICING**

9.1 <u>Market competitive guarantee</u>: Vendor agrees to provide market competitive pricing, based on the value offered upon award, to Region 10 ESC and its participating public agencies throughout the duration of the contract.

9.2 **Price increase**: Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense, Region 10 ESC must be notified immediately. Price increases must be approved by Lead Agency and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.

Vendor must honor previous prices for thirty (30) days after approval and written notification from Region 10 ESC if requested.

It is Vendor's responsibility to keep all pricing up to date and on file with Region 10 ESC. All price changes must be provided to Region 10 ESC, using the same format as was accepted in the original contract.

9.3 <u>Additional Charges</u>: All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 10 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 10 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 10 ESC any published price reduction during the contract period.

9.5 <u>Prevailing Wage</u>: 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 (Region 10 ESC or its Participating Members). 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.

9.6 <u>Administrative Fees</u>: The Vendor agrees to pay administrative fees to Equalis Group based on the terms set in Attachment A. <u>All pricing submitted to Region 10 ESC shall include the administrative fee to be remitted to Equalis Group by the awarded vendor.</u>

9.7 **Price Calculation:** Cost plus a percentage as a primary mechanism to calculate pricing is not allowed. Pricing may either be in the form of line item pricing, defined as a specific individual price on a product or service, or a percentage discount from a verifiable catalog or price list. Other discounts or incentives may be offered.

### **ARTICLE 10- PRICING AUDIT**

10.1 <u>Audit rights</u>: Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 10 ESC and any participating entity that accesses this Agreement. Equalis Group and Region 10 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of

this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 10 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 10 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 10 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 10 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 10 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 10 ESC or Equalis Group.

### **ARTICLE 11- PROPOSER PRODUCT LINE REQUIREMENTS**

11.1 <u>Current products</u>: Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.

11.2 <u>Discontinued products</u>: If a product or model is discontinued by the manufacturer, Vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

11.3 <u>New products/Services</u>: New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 10 ESC may require additions to be submitted with documentation from Participating Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 10 ESC may reject any additions without cause.

11.4 **Options**: Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

11.5 **Product line**: Vendors with a published catalog may submit the entire catalog. Region 10 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 10 ESC may reject any addition of equipment options without cause.

11.6 <u>Warranty conditions</u>: All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.

11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured

construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

### ARTICLE 12- SITE REQUIREMENTS

12.1 <u>Cleanup</u>: Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition conducive to the Member's business purpose.

12.2 <u>Site Preparation</u>: Vendor shall not begin a project for which Participating Member has not prepared the site, unless Vendor does the preparation work at no cost, or until Participating Member includes the cost of site preparation in a purchase order to the contractor. Site preparation includes, but is not limited to moving furniture, moving equipment or obstructions to the work area, installation of wiring for networks or any other necessary pre-installation requirements.

12.3 <u>Registered sex offender restrictions</u>: For work to be performed at schools, Vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Participating Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. Vendor is also responsible for ensuring that their employees or contractors who have direct contact with students are properly fingerprinted and background checked in accordance with local state law, if applicable.

12.4 <u>Safety measures</u>: Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

12.5 <u>Smoking/Tobacco</u>: Persons working under the contract shall adhere to local tobacco and smoking (including e-cigarettes/vaping) policies. Smoking will only be permitted in posted areas or off premises.

12.6 <u>Stored materials</u>: Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Participating Member with the application for payment seeking compensation for stored materials. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Participating Member as an additional insured upon Participating Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Participating Member and be separated from other materials. Participating

Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Participating Member, it shall be the Vendor's responsibility to protect all materials and equipment. Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

12.7 <u>Maintenance Facilities and Support</u>: It is preferred that each contractor should have maintenance facilities and a support system available for servicing and repair of product and/or equipment. If a third party is to be used to provide maintenance and support to the participating member, Respondent must notify Region 10 ESC of that third party information. All technicians, applicators, installers shall be fully certified, trained and licensed to perform said duties.

#### **ARTICLE 13- MISCELENOUS**

13.1 **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 in the subsequent fiscal year."

13.2 **Disclosures**: Vendor 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.

Vendor has a continuing duty to disclose a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in Equalis Group.

Vendor affirms that, to the best of his/her knowledge, the offer was arrived at independently, and was 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.

13.3 Indemnity: Vendor shall protect, indemnify, and hold harmless both Region 10 ESC and Equalis Group and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of Vendor, Vendor employees or Vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 10 ESC or Equalis Group, its administrators and employees and agents shall be in a court of competent jurisdiction in Dallas County, Texas. Texas law shall apply to any such suit, without giving effect to its choice of laws provisions. Any litigation involving Equalis Group participating members shall be in the jurisdiction of the participating agency. 13.4 **Franchise Tax**: Vendor hereby certifies that he/she is not currently delinquent in the payment of any required franchise taxes, and shall remain current on any such franchise taxes throughout the term of this contract.

13.5 <u>Marketing</u>: Vendor agrees to allow Region 10 ESC and Equalis Group to use their name and logo within website, marketing materials and advertisement. Any use of the Region 10 ESC or Equalis Group name and logo or any form of publicity, inclusive of press releases, regarding this contract by Vendor must have prior approval from Region 10 ESC.

13.6 **Insurance**: Unless otherwise modified elsewhere in this document, prior to commencing services under this contract for a participating member, contractor shall procure, provide and maintain during the life of this agreement comprehensive public liability insurance to include course of construction insurance and automobile liability, providing limits of not less than \$1,000,000.00 per occurrence. The insurance form will be an "all risk" type of policy with standard exclusions. Coverage will include temporary structures, scaffolding, temporary office trailers, materials, and equipment. Contractor shall pay for the deductibles required by the insurance provided under this agreement.

Certificates of insurance shall be delivered to the participant prior to commencement of work. The insurance company shall be licensed to do business and write the appropriate lines of insurance in the applicable state in which work is being conducted. Vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. Vendor shall require all subcontractors performing any work to maintain coverage as specified.

Prior to commencing any work under this contract, any subcontractor shall also procure, provide, and maintain, at its own expense until final acceptance of the work performed, insurance coverage in a form acceptable to the prime contractor. All subcontractors shall provide worker's compensation insurance which waives all subrogation rights against the prime contractor and member.

13.7 <u>Subcontracts/Sub Contractors</u>: If Vendor serves as prime contractor, it shall not enter into any subcontract subject to this solicitation without prior approval from Region 10 ESC. Any/all subcontractors shall abide by the terms and conditions of this contract and the solicitation.

No subcontract relationships shall be entered into with a party not licensed to do business in the jurisdiction in which the work will be performed. Contractor must use subcontractors openly, include such arrangements in the proposal, and certify upon request that such use complies with the rules associated with the procurement codes and statutes in the state in which the contractor is conducting business.

Contractor agrees to pay subcontractors in a timely manner. Failure to pay subcontractors for work faithfully performed and properly invoiced may result in suspension or termination of this contract. Prior to participating member's release of final retained amounts, Contractor shall produce verified statements from all subcontractors and material suppliers that those entities have been paid in full amounts due and owing to them.

13.8 **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.

13.9 **Boycott Certification:** Respondents hereby certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

13.10 <u>Venue</u>: All parties agree that venue for any litigation arising from this contract shall lie in Richardson, Dallas County, Texas, and that the laws of the State of Texas shall govern the rights of the parties and the validity and interpretation of any purchase order, contract, or service agreement that shall arise from and include this proposal request.

[Remainder of Page Intentionally Left Blank- Signatures follow on Signature Form]

### CONTRACT 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 proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal 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                    | NETWORKE SERVICES COMPANY       |
| Address                         | 1100 E. WOODFIELD RD, SUITE 200 |
| City/State/Zip                  | SCHAUMBURG, IL 60173            |
| Telephone No.                   | 224-36-2278                     |
| Fax No.                         |                                 |
| Email address                   | decko Onetworkdistribution, com |
| Printed name                    | DAVIEL CELES                    |
| Position with company           | TREASUREN & CORPORATE COUNSEL   |
| Authorized signature            | In Cilis                        |
| Term of contract                | to                              |
|                                 |                                 |

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional four (4) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

Region 10 ESC Authorized Agent

Date

Print Name

Equalis Group Contract Number

# ATTACHMENT A: Requirements for Lead Agency Agreement To be administered by Equalis Group

The following exhibits are used in evaluating and administering Lead Agency Agreements and are preferred by Equalis Group. Respondents must select one of the following options for submitting their response.

Respondent agrees to all terms and conditions outlined in each of the following exhibits

**X** Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in each of the following exhibits. Negotiations will commence after sealed bids are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

Respondent has amended or redlined their proposed terms and conditions for the following exhibits in the RFP response to Region 10 ESC.

- Equalis Group Exhibit A EQUALIS GROUP RESPONSE FOR LEAD AGENCY AGREEMENT
- Equalis Group Exhibit B EQUALIS GROUP ADMINISTRATION AGREEMENT
- Equalis Group Exhibit C EQUALIS GROUP MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT
- Equalis Group Exhibit D EQUALIS GROUP CONTRACT SALES REPORTING TEMPLATE Equalis Group

#### Appendix A: QUESTIONNAIRE

#### COMPANY PROFILE

1. What is your company's official registered name? Network Services Company is a wholly owned subsidiary of Network Associates, Inc. (NAI).

2. What is your company's Dun & Bradstreet (D&B) number? NETWORK's D&B# 08-294-1204

3. What is/are your corporate office location(s)? Network Services Company corporate offices are located at: 1100 E. Woodfield Road, Suite 200 Schaumburg, Illinois 60173

4. Please provide a brief history of your company, including the year it was established. Network Services Company was established in 1968 to provide products and related services to corporate account customers on behalf of our distributors. Today, NETWORK is North America's leading and largest distributor of paper, janitorial housekeeping and maintenance supplies, industrial packaging, food service disposables, printing paper and related products. Our core offering includes PPE. NETWORK manages national programs for corporate account customers across the U.S. Operating over 600 distribution facilities throughout North America, Canada, Mexico, Puerto Rico and the U.S. Virgin Islands; NETWORK provides a broad product selection, having built strategic alliances with the industry's best in class manufacturers over the last 52 years. NETWORK's award winning technology platform and dedication to superior customer service to more than 1,300,000 customer locations are only some of the advantages NETWORK offers to corporate account customers.

We are comprised of over 120 facility supply companies with over 600 locations throughout North America. Over the last 50 years, NETWORK's exceptional service, value-added programs and physical presence has enabled thousands of government facilities to benefit from our quality products, innovative programs, on-site training and competitive pricing.

 In addition to janitorial suppliers & equipment which includes PPE and Safety Items, we provide warewash and laundry systems with support, as well as food service disposables and foodservice equipment.

• Our 120+ regional distributors operate over 600 local warehouse/service centers throughout the United States and Canada. As a result, we excel at servicing national accounts in a consistent and effective manner. Our capabilities provide coverage to the entire nation, with the added benefit of being able to provide next day delivery to most locations.

• We maintain long term supplier agreements with over 120 key manufacturers, which allows us to secure the best costing available for our customers. In addition, our distributors represent virtually every manufacturer in the industry.

• Network Services represents over 10,000 trained local outside sales reps, supported by over 4,000 inside sales/customer service/support staff. Our distributor reps work closely with manufacturers to stay current on the latest products, processes, trends and, most importantly, regulatory compliance requirements.

• We are an approved supplier for every major Healthcare Group Purchasing Organization in the nation. We have over a decade of experience meeting all their service, pricing, and technology and reporting needs. As such we have secured much recognition from our customers throughout the years.

Network Services has become active in the appropriate public sector associations on both a national and local level, we have trained our sales team on the nuances of cooperative purchasing and how to best introduce the concept to our target customers. While the sales results have been more than pleasing, we continue to ramp up our efforts with new programs and enhanced, more focused training and sales aid development. Our sales figures in the cooperative space represent the tip of the iceberg for our organization. In short, the public sector is at the forefront of NETWORK's focus and growth strategy over the next 10-15 years. • NETWORK distributors work diligently with customers to REDUCE TOTAL SPEND,

IMPROVE PRODUCTIVITY, AND POSITIVELY IMPACT OVERALL OUTCOMES.

These facts and figures, along with our stellar customer service, provide a response to the Region 10 RFP that includes:

• Our commitment to partner with Region 10 in order to obtain the appropriate PPE products to help your facilities provide a safe and healthy environment. We will leverage our national supply chain network to provide the best value products and prices to Equalis Members, including Region 10;

• A seamless implementation plan, which we call Consensus Implementation™, supports every State to ease the potential conversion from a competing supplier to NETWORK via the Equalis contract;

#### Established support for all functions:

Sales Marketing Administration and Reporting Technology Training of products and programs Training manuals for the various areas of a facility – vetted against all regulatory guidelines Sustainability and green initiatives – LEED Support Pricing/Accounting Continuity and emergency response, including assisting in sustaining procurement operations in a disaster;

• Expertise in helping our customers reduces their Total Cost of Acquisition through innovative solutions such as Inventory Management and Consulting Services.

• Commitment to contract management, contract compliance and contract transparency – NETWORK's Technology systems enable performance reporting that ensures compliance with all contractual obligations.

In addition, NETWORK will work with Region 10 and Equalis Members to understand how best to meet their individual needs. We pledge to listen to these customers and gain an

appreciation for their policies and procedures. We will use this shared knowledge to help the Equalis member reduce complexity and improve efficiency.

Corporately, NETWORK has earned a number of awards and certificates over the years, here is a sampling:

NETWORK is a member of the U.S. Green Building Council and actively involved at the chapter level – as are many of our distributors. We have a LEED® Accredited Professional on staff who monitors sustainability trends and is closely aligned with our supplier community to stay abreast of their individual sustainability initiatives. As a strong advocate for corporate and social responsibility, NETWORK helps our customers achieve their sustainability goals as well. We offer a full line of environmentally-preferred products and a proprietary evaluation program, NetGreen. NetGreen is designed to assess a customer's current situation and then align the processes, products, suppliers and monitoring tools necessary to achieve the customer's sustainability, sanitation and wellness goals.

CIO 100 Award - 2011

ASUG Impact Award - 2010 and 2011

**AHE-Association for the Healthcare Environment** 

**BOMA-Building Owners and Managers Association** 

**BSCAI-Building Service Contractors Association International** 

**APIC-Association for Professions in Infection Control and Epidemiology** 

**CSCE-Council for Supply Chain Executives** 

**ISSA-International Sanitary Supply Association.** 

2014 Novation/Vizient Specialty Distributor of the Year

2013 AHE Seal of Review and Recognition

2015 Innovation Partner of the Year by Sodexo 2013 Premier Legacy Award, 2016 Premier Legacy Award, 2016 Premier Continuum of Care Award, 2012 Premier Performance Award

2015 Epic Award Finalist

2012 MedAssets Silver Award for Supplier Performance

2016 Manufacturer Award: Outstanding Distribution Excellence Award from Georgia Pacific

2016 Manufacturer Award: 10 years of Distribution Partnership from Kimberly Clark

#### 2014 Manufacturer Award: Appreciation award from Betco

NETWORK was credited with helping the U.S. Postal Service earn the presidential Closing the Circle Award for leadership in environmental stewardship.

On behalf of NETWORK's distributors and employees, over 600 distribution centers that are ready to serve Equalis nationwide, I would like to thank you and the Evaluation Committee for the opportunity to provide NETWORK's response.

Network Services understands and accepts the requirements and scope of work detailed within the RFP. NETWORK will continue to comply with all terms, requirements, and conditions of the resultant contract. In the event of being awarded the contract, NETWORK will enter into an Agreement with a corporate wide foundation of focus bringing mutual benefit to the Participating Public Agencies and NETWORK, to the best of our ability and backed by NETWORK's Leadership Team.

Corporate Commitment: In order to provide the highest level of benefit to the Equalis membership, NETWORK commits to an all-inclusive corporate approach to our dealings with public agencies, from our senior executive management team to the contract support team. NETWORK's senior management will ensure that the Equalis program is fully and actively supported throughout the organization. In order to properly implement these commitments, NETWORK's will continue to consistently designate the appropriate personnel in both selection and number of employees. These individuals manage the entire process, including but not limited to, the internal and external communications, the lead referrals and registrations, and the web page requirements and offering.

Pricing Commitment: NETWORK will offer and advise public agencies of the pricing advantage and terms available to them via the Equalis contract. NETWORK will emphasize the efficiency of this alternative to the bid and solicitation process.

Sales Commitment: NETWORK will proactively market the Equalis contract by properly training and incenting our salespeople as well as putting the proper foundational administrative support team in place to handle all duties associated with this proactive approach. Our actions will continue to include, but not be limited to, the following:

- Sell products and services to public agencies via our lengthy list of marketing options and capabilities, including catalogs and online marketing
- Properly use the Equalis logo
- Share the NETWORK logo for Equalis use
- o Follow up in a timely manner on all Equalis provided leads
- At all times, properly and thoroughly communicate the benefits of the Equalis contract

**Commented [MR1]:** Perhaps this would be a good place to note the year over year growth we have had with them. Maybe note the number of accounts currently serviced and the number of distributors already engaged.

Commented [RM2R1]:

- Train our national sales team properly and thoroughly with the assistance of Equalis personnel when possible
- Utilize our established procedures for ensuring that a Public Agency is properly registered with Equalis prior to placing orders
- Participate in performance reviews upon the request of Equalis and Region 10.
- Provide various content to Equalis for use on the Equalis website and other marketing materials, guaranteeing that we have the full rights to share the content.

#### 5. Who is your competition in the marketplace?

There are other companies which provide product fulfillment but NETWORK stands apart based on our ability to embrace and grow public sector sales and program engagement. HDPro would be an example of a competitor in this marketplace. Our market coverage includes 600 DC's, over 10,000 DSR's, and a fleet of company owned trucks delivering tens of thousands of products is unparalleled in our segment.

#### 6. What are your overall annual sales for last three (3) years?

NAI is a private corporation that does not disclose financial statements or any specific financial information to individuals or entities. Regardless, NAI is willing to present its financial statements to your senior financial staff and walk such staff through the unique aspects of our business. Please contact Mike Johnson, Chief Financial Officer at 224-361-2233, to schedule a meeting.

 What are your overall public sector sales, excluding Federal Government, for last three (3) years?

See response to question 6 above.

#### 8. What is your strategy to increase market share in the public sector?

Decades of having serviced government institutions leaves us very much aware that administrators and department supervisors are continually being asked to do more with less. Cost effectively carrying out the important and often times underappreciated duties of State and local governments agencies without sacrificing some facet of service provided its constituents remains the challenge. This has been even more daunting considering the economic and political pressures of the past 10 years, highlighted more than ever in 2020.

NETWORK, if awarded, would meet with key Equalis Group personnel to be educated on the overall program including development of program communications, award announcements for both organizations, development and agreement on marketing materials, and upcoming scheduled events. Once all details of existing business is known, NETWORK will work with the Equalis Group nationally to build and expand opportunities through targeted agencies, with core products and sales services outlined in the Supply Agreement, if awarded. Based on NETWORK's current contract with the Equalis Group, these strategic conversation would move at a high velocity due to well established communication channels.

A mutually agreed upon sales strategy would be developed and field sales staff deployed to jointly penetrate both Equalis Group current agencies, as well as potential members. It is

common practice for NETWORK sales professionals to engage with customer counterparts to champion sales objectives, train field and agency personnel on program details, work with select manufacturers to highlight and demonstrate application and use of core products, conduct business reviews, and administer general contract details.

NETWORK delivers multi-layered sales structure. Each sales professional is a subject matter expert, focused on providing solutions to issues that impact your agencies. Providing best-inclass support and service, our sales professionals collaborate at the local level to understand the unique requirements and needs of Equalis locations.

In the segments we chose to participate in it's our goal to be the industry leader. We deploy dedicated resources who specialize in specific segments. We identify specific targets annually to grow our business.

While NETWORK was incorporated 50 years ago, each NETWORK location has operated their individual businesses (on average) for approximately 70 years; as such they are uniquely prepared to bring to each client location decades of category specific experience and proven solutions. As such, their success reflects their commitment to providing products, resources and solutions that better serve you and those you serve. We are able to tailor our services and personnel requirements for each account. In fact, we also are able to pilot new ideas such as a recent success, having pairs of salespeople handle a territory, allowing for even better response time when a customer is in need. We truly are your local supplier!

9. What differentiates your company from competitors in the public sector? NETWORK has vast market experience in this market with a large, national footprint. In addition, we are engaged with all the major manufacturers in jan-san and are rated as either their first or second largest customer. This allows NETWORK to bring Equalis new product innovations in the early stages of market introduction.

Through their individual and collective experience, NETWORK's distributors recognize the need and opportunity to exceed expectations attached to traditional sales and marketing organizations. By uniting in a common purpose, they are committed to presenting to all customers solutions that result in tangible, sustainable business improvements within the supply channel. As a result, NETWORK's capabilities are a perfect fit with Equalis' key requirements: Logistics (supply chain operations), Pricing (Sourcing), Value analysis (infrastructure/utilization management), Business intelligence (data for decision-making), and Marketing support. At NETWORK, we focus all our processes and programs around our primary planks of business: Education and Training, Logistical and Operational Excellence, Customized Reporting, Technology/E-Commerce solutions, Best practices. It is important to the shareholders of NETWORK that the organization delivers on commitments that differentiate and position NETWORK as a unique and desirable distributor partner. Our motto is "Unity in purpose equals unity in practice!"

10. Please provide your company's environmental policy and/or sustainability initiative. NETWORK is a member of the U.S. Green Building Council and actively involved at the chapter level – as are many of our distributors. We have a LEED® Accredited Professional on staff who

monitors sustainability trends and is closely aligned with our supplier community to stay abreast of their individual sustainability initiatives. As a strong advocate for corporate and social responsibility, NETWORK helps our customers achieve their sustainability goals as well. We offer a full line of environmentally-preferred products to achieve the customer's sustainability, sanitation and wellness goals.

NETWORK aligns your team with the processes, products, and suppliers which provide best practices. Emphasis is placed on Green cleaning, labor effectiveness, workplace wellness, source reduction, worker safety, water and paper conservation, development or enhancing recycling efforts, indoor air quality enhancements, carbon emissions reductions, stewardship and continuous improvement. These efforts are most successful when conducted in person, on a local basis.

As a distributor, our environmental focus is on local sourcing, local delivery fleets with dynamic routing to reduce carbon emissions, local recycling and energy conservation programs, ebusiness transactions, use of Energy Star appliances, water use reduction, etc.

NETWORK promotes the use of environmentally sound business practices and cleaning processes which improve indoor air quality and worker safety through the use of less chemicals, water, energy, and waste. The availability of green products are based upon your level of interest and need. We suggest that this be discussed in detail.

An excerpt from our Sustainability Statement and Product Category Summary: Sustainability means meeting our business needs while implementing strategies, business practices and policies that support a vibrant economy, healthy environment and strong communities. Our focus on protecting human health and the environment is not only the right thing to do, but it is good business.

We share our sustainability philosophy with our customers, helping their organizations positively impact the triple bottom line of sustainability: Social, Environmental, and Economic.

Social - Our green products help our customers protect human health with:

- Improved indoor air quality;
- Healthy, comfortable indoor environments for tenants, employees and cleaning staff;
- Increased worker productivity;
- Reduced sick days; and
- Better workplace wellness.

Environmental - We help our customers do their part to lessen their impact on the environment with:

- Water and energy savings;
- Reduced water and air pollution; and
- A contribution to a healthier planet for future generations.

Economic - Our innovations help improve customers' profits with:

- Decreased operations costs;
- Higher occupancy/attendance rates;
- Increased asset value;

- Reduced liability and insurance costs; and
- Increased safety and reduced risk.

NETWORK works closely with industry standard-setting organizations to help our customers meet or exceed green regulations on national, state and local levels. Many of our green cleaning products are certified or recognized by such certifying organizations as Green Seal, Environmental Choice, EcoLogo and the U.S. Environmental Protection Agency (EPA) through programs such as Design for the Environment (EPA-DfE) and Comprehensive Procurement Guidelines (EPA-CPG).

Our staff can provide expertise in regard to meeting the Cleaning Industry Management Standard for Green Buildings (CIMS-GB) and Leadership in Energy and Environmental Design for Existing Buildings: Operations and Maintenance (LEED-EBOM) V3 2009 standards. We make it easy for customers to meet the criteria in these standards through our green products and extensive industry knowledge.

An example of a customer-centric document:

When choosing or recommending a green product, it is most efficient and effective to seek out products that are certified by recognized independent scientific third party organizations, such as:

- Green Seal
- UL EcoLogo
- USEPA Design for the Environment or Safer Choice

If there are no certified products available, the list below provides specific health, environmental and chemical characteristics to be aware of. This list is not intended to be complete, but to provide a framework of the typical concerns for each product type.

**Green Cleaning Chemicals** 

#### 1. All Purpose Cleaners

All Purpose Cleaners consist of a broad array of possible formulations. The following are some of the specific issues to compare for this product category:

• pH: Prefer those with a neutral pH (closer to 7) as compared to those with extreme pH (closer to 1 or 14)

• Biodegradability: Prefer those that are readily biodegradable as compared to those that are slower to degrade. Unfortunately, many older formulations use excellent performing ingredients that have been found to have serious environmental and health concerns (see ingredients to avoid).

• Dyes & Fragrances: Prefer those with no or low levels of dyes and fragrances compared to those products that are heavily dyed or fragranced. If dyes are necessary use those that are approved for foods and cosmetics (F&C).

• VOCs: Prefer those that have no or low VOC as compared to alternatives with higher levels. Consider detergent based products compared to those containing solvents.

• More Preferable Ingredients: surfactants containing terms such as lauryl, amides, and glycosides.

• Less Preferable Ingredients: Alkyl Phenol Ethoxylates, NTA, EDTA, glycol ethers, sodium hydroxide, potassium hydroxide, sodium metasilicate, phosphates.

#### 2. Bathroom Cleaners

Bathroom Cleaners are often acids because of the need to remove mineral deposits from sinks, bowls and urinals. Frequently they are heavily dyed, contain chlorine bleach (sodium hypochlorite) which is a respiratory irritant and can burn eyes and skin and strongly fragranced. The following are some of the specific issues to compare for this product category:

• pH: Prefer those with a more neutral pH as compared to those with extreme pH (closer to 1).

• Bathroom cleaners may fall more in the range of pH 4 as compared to traditional products that may have a pH below 1.

• Dyes & Fragrances: Prefer those with no or low levels of dyes and fragrances compared to those products that are heavily dyed or fragranced. If dyes are necessary use those that are approved for foods and cosmetics (F&C).

• Biodegradability: Prefer those that are readily biodegradable as compared to those that are slower to degrade. Unfortunately, many older formulations use excellent performing ingredients that have been found to have serious environmental and health concerns (see ingredients to avoid).

• More Preferable Ingredients: surfactants containing terms such as lauryl, amides, glycosides, hydrogen peroxide, citric or acetic acid.

• Less Preferable Ingredients: Alkyl Phenol Ethoxylates, NTA, EDTA, sodium hypochlorite (chlorine bleach), hydrochloric acid, phosphoric acid.

#### 3. Bathroom Disinfectants

Bathroom Disinfectants are similar to general disinfectants, but typically may have an acidic pH (closer to 1) to remove hard water deposits in sinks, bowls and urinals, and contain chlorine bleach (sodium hypochlorite) which is a respiratory irritant and can burn eyes and skin. The selection issues include both those under general disinfectants and bathroom cleaners. Care in selection and use is important. The following are some of the specific issues to compare for this product category:

• See Bathroom Cleaners for similar attributes.

• Antimicrobial Ingredients: Prefer antimicrobial ingredients that have a lower potential for persistence in the environment and to accumulate in living tissue compared to those with a greater potential.

• More Preferable Active Ingredients: hydrogen peroxide, L-lactic acid, citric acid, peroxyacetic acid, sodium bisulafate and isopropanol.

• Less Preferable Active Ingredients: sodium hypochlorite (chlorine bleach), quaternary ammonium compounds, alcohols, phenolic compounds.

4. General Disinfectants

General Disinfectants are similar to cleaners (see all-purpose cleaners) with additional ingredients added to kill bacteria and other unwanted organisms, and bathroom disinfectants. Because disinfectants kill organisms they are toxic by definition. Some are persistent in the environment and accumulate in living tissue. Care in selection and use is important. The following are some of the specific issues to compare for this product category:

See Bathroom Disinfectants for similar attributes.

• Antimicrobial Ingredients: Prefer antimicrobial ingredients that have a lower potential for persistence in the environment and to accumulate in living tissue compared to those with a greater potential.

• More Preferable Active Ingredients: hydrogen peroxide, L-lactic acid, citric acid, peroxyacetic acid, sodium bisulafate and isopropanol.

• Less Preferable Active Ingredients: sodium hypochlorite (chlorine bleach), quaternary ammonia products (quat) and phenolic compounds.

#### 5. Hand Soap Products

Conventional hand cleaners may contain unnecessary antimicrobial ingredients, be wastefully packaged, negatively impact indoor air quality, and/or contain ingredients that irritate the skin. And when their active ingredients are washed down drains, they can negatively affect water ways and aquatic ecosystems.

Based on these criteria, EcoLogo and Green Seal will award certification to hand cleaners that:

- Perform as well or better than conventional hand cleaners
- Are biodegradable and have limited toxicity to aquatic life ,
- Are packaged in recyclable packaging, ideally incorporating recycled content
- Have eliminated ingredients considered likely to negatively impact health and the environment

Certification under the new standards indicates reduced impact of all of these variables and their effect on the health of the individual user and the environment.

"These standards are fully up to date and give manufacturers the opportunity to expand their Green product line," says Environmental Choice Program VP, Kevin Gallagher, "They also allow facility managers and cleaning professionals to incorporate them into their Green cleaning programs, positively impacting health and the environment."

#### **6. Janitorial Paper Products**

In the US, the commercial and institutional cleaning industry annually consumes 4.5 billion of janitorial paper products such as toilet tissue and paper hand towels. The majority of these products are made from virgin tree fiber requiring the cutting of approximately 35 million trees which has significant impacts on forests and the forest ecosystems.

To address this issue there is significant effort by US federal government purchasers, as well as other public and private sector purchasers to require these paper products to contain recycled fiber. The momentum for this change has coincided with the growing awareness of the environmental benefits resulting from reduced emissions during manufacturer as well as reduced impacts on forest ecosystems, combined with the improved performance such as softness, tensile strength and absorbency of paper products made with recycled fiber and a reduction in their cost compared to traditional products.

In addition, many facility managers in the US are requesting paper products that also reduce the use of chlorine (sodium hypochlorite), which has been traditionally used during the bleaching process. Chlorine while a highly effective bleaching agent has lost favor in the US due to concerns about its affects once it enters the waste stream where some studies indicate that when combining with naturally occurring organic material results in the creation of Dioxins which are highly toxic causing cancer among other health problems and are persistent in the environment --- meaning they do not go away. As a result, paper using alternative bleaching processes such as those using hydrogen peroxide are becoming preferred by purchasers.

Finally, one of the emerging trends for janitorial paper products are those made from tree-free fibers such as from agricultural products like wheat straw and reed, and rapidly regrowable trees (those that can grow to maturity in less than 20 years) such as bamboo and eucalyptus.

Federal agencies are required by law (Resources Conservation and Recovery Act, Section 6002) to buy recycled products with post-consumer content. This requirement is part of what's called the Comprehensive Procurement Guidelines (CPG). Until the industry can reach 100 percent post-consumer recycled content, the CPG calls for the following:

**Material Post-consumer content** 

| Toilet Tissue | 20% to 60% |
|---------------|------------|
| Facial Tissue | 10% to 15% |
| Hand Towels   | 40% to 60% |

**Industrial Wipes At least 40%** 

Dispenser selection: Hands-free paper hand towel dispensers that eliminate cranks and levers cut down on the germs that are passed from person to person and improve the protection of occupant health.

Note: You do not have to change to the battery-operated or electric dispensers that deliver a towel when your hand is waved in front of an electric eye. Although these can be effective and attractive dispensers, the simple version that leaves some exposed paper to be pulled is equally effective in protecting against the transmission of germs and eliminates batteries and motors along with the environmental impacts associated with the production of energy and all the other components.

Product replacement: Replacing C-fold and multifold towel dispensers with roll towel products and hands-free dispensers not only eliminates waste, but saves money and labor to restock the dispensers. (People tend to pull out – and thereby waste – more C-fold and multifold towels than they need.) When rolls towels are not appropriate new single use controlled dispensing of folded towels is now available. This new toweling eliminates excess waste and reduces consumption.

**Micro Fiber Cloth** 

Definition: Micro-fiber is a material blended from polyester and polyamide (nylon). These individual "poly fibers are first knitted into cloth and then split either by chemicals or a mechanical process. These processes split the larger poly fibers into "micro fibers".

Technically, micro fiber is defined as a fiber with a weight/length of 1 denier or less. "Ultra Fine Quality" of micro fiber is classified as .2 denier or less. By measurement one ounce of micro fiber would have a length of more than 1200 miles. By comparison 1 square inch of micro-fiber would give 40 times more cleaning surface than 1 square inch of cotton.

The microscopic size of micro fibers permits them to clean better, since they can reach into the tiny pockets in flooring surfaces and "grab" the dirt. Each pad and cloth contains thousands of microscopic fibers, which are capable of actually removing bacteria from the floor and other room surfaces. The spaces around the micro-fibers provide more surface area for trapping dirt and bacteria which is in sharp contrast with the relatively large size of cotton fibers and rayon fibers in conventional mops. This difference would be that conventional mops (push) the dirt around whereas micro-fiber (picks) the dirt up.

Micro-fiber mops can be washed more than 300 times without incurring excess wear on the product. Traditional mops are unusable after 70-90 launderings. Laundry washing and drying temperatures are also lower for micro-fiber (200 degrees F or less). Further, micro-fiber products can reduce the need for the lifting of heavy mop buckets and thereby reduce worker injuries.

- 11. <u>Diversity program</u> Do you currently have a diversity program or any diversity partners that you do business with?
  - ⊗ Yes No
  - *a.* If the answer is yes, do you plan to offer your program or partnership through Equalis Group?
    - ⊘ Yes □ No

(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)

In an increasingly diverse global society, supplier diversity is more than the right thing to do at NETWORK. As the premier cleaning solutions provider throughout the United States, supplier diversity is a strategic business imperative providing measurable benefits to us and to the number of minorities, woman, disadvantaged, LGBTQIA, and veteran-owned business enterprises NETWORK's supplier diversity initiative is a top-down/bottom-up commitment. We are dedicated to identifying MWD/LGBTQIA/VBEs that can provide NETWORK with high quality products at competitive prices. Our program is a comprehensive written program that includes our Supplier Diversity Strategic Plan, a Power Point Presentation and Web Site Information, with reporting capabilities for the end-user. This initiative may include utilization

of a third-party data base that provides "matching capabilities" of opportunities to appropriate MWD/LGBTQIA/VBEs, and Hub Zones in addition to NETWORK locations' Purchasing Departments, creating a proprietary data base. Maximum practicable opportunity shall be given to the business entities to participate as suppliers of materials and services to NETWORK. NETWORK works closely with our diverse partners to keep the pricing changes to a minimum for our mutual end-use customers.

As an example, NETWORK has an alignment with 10G Fed Supply, an SDVOSB and has been quite successful in nationwide transactions.

*b.* Will the products accessible through your diversity program or partnership be offered to Equalis Group members at the same pricing offered by your company?

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

12. <u>Diversity Vendor Certification Participation</u> - It is the policy of some entities participating in Equalis Group to involve minority and women business enterprises (M/WBE), Small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

Network Services as a whole, does not qualify as a diverse supplier, however, many of our distributors are Woman Owned, Small Business, Minority Owned, or Veteran Owned certified businesses. Customer location alignment is subject to NETWORK's assignment policies and procedures which consider delivery areas, core competency, manufacturer relationships, etc. Locations can be evaluated and aligned with diverse NETWORK distributors, whenever possible, upon request prior to location assignments. This is a detailed process utilizing various internal tools which consider freight free delivery areas, core competency, existing business, selected manufacturer programs, ability to service multiple locations, etc. Details will be provided once program needs are fully established.

| a. | <u>Minority Women Business Enterprise</u><br>Respondent certifies that this firm is an MWBE | Yes |     | Nox |
|----|---|-----|-----|-----|
|    | List certifying agency:   |     |     |     |
| b. | Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)                  |     |     | F)  |
| ~. |   |     | Yes |     |
|    | Respondent certifies that this firm is a SBE or DBE   |     |     |     |
|    | List certifying agency:   |     |     |     |
| с. | Disabled Veterans Business Enterprise (DVBE)  |     |     |     |
| с. |   |     | Yes | Nov |
|    | Respondent certifies that this firm is an DVBE  |     |     |     |
|    | List certifying agency:   |     |     |     |

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Yes

| d. | Historically Underutilized Businesses (HUB)<br>Respondent certifies that this firm is an HUB<br>List certifying agency:                       | Yes Nox  |  |  |  |
|----|---|----------|--|--|--|
| e. | Historically Underutilized Business Zone Enterprise (HUBZone)<br>Respondent certifies that this firm is an HUBZone<br>List certifying agency: | Yes No 🖌 |  |  |  |
|    | f. <u>Other</u><br>Respondent certifies that this firm is a recognized diversity certificate holder<br>Yes No x<br>List certifying agency:    |          |  |  |  |

Responding Company's principal place of business is in the city of Schaumburg, State of Illinois.

#### **PRODUCTS/PRICING OFFERED:**

13. Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections?

No, all products, lines and services that will be made available to Region 10 and Equalis Members were not included in the attachment B, as the offering we provide includes thousands of products available through NETWORK distribution warehouses. The reason that NETWORK would be an invaluable partner for Region 10 and Equalis is our ability to source products well beyond what can be included in this spreadsheet. Our value shines during times of market volatility because of our sourcing expertise. NETWORK is aligned with the best-in-class manufacturers for the products you seek, but due to the extreme market demand for PPE items, even the best of the best cannot meet demand. The machine that is NETWORK's Sourcing Team has sprung into overdrive and are finding new sources to meet demand when the market leaders can no longer provide a steady source of goods. For more specifics on current market conditions, see the attached example of the Glove Market Recap. In order to serve you best, you must rely on our ability to continue finding new sources of supply, vetting the product quality, supplier reliability, and operational integrity.

Additionally, supplemental information has been included in our submission from key suppliers, detailing the strain of the supply chain for various product categories, resulting in pricing volatility. For example, here's an excerpt from a recent Glove Market Summary from NETWORK:

As the market adjusts to supply and demand imbalances, the following conditions can be seen in the market place:

- Suppliers announce price increases for June and July
- No advance commitment on price
- New "spot market" emerging for buyers willing to pay significant premium for availability direct from the factory.

- Spot prices are approx. 3 to 5 times market for Vinyl gloves and Nitrile
- Product can be inconsistent sizes can vary, limited/cases mixed, limited inventories, and "suppliers" are often not established or experienced entities

NETWORK locations across North America stock a complete line of cleaning supplies, facility products, food service disposables, restaurant supplies, packaging, safety, laundry and other categories, including PPE, that are essential for the daily operations of all facilities. We are one of the largest suppliers in the category and offer a complete array of products and services including

**Carpet Care Cleaning Chemicals** Cleaning Supplies:tools, accessories, brushes, receptacles, equipment **Chemical/Dilution Station & Systems Facility Maintenance Products** Floor Equipment ranging from vacuums to scrubbers, other equipment Food Service Disposables **Green Products & Supplies with Ecologo and Green Seal certifications** Hard Floor Care and Maintenance Industrial Paper and Dispensers Institutional and Industrial Laundry and Kitchen **Material Handling Products** Matting **Microfiber Cleaning Products** Personal Care & Safety Products/PPE Private Label **Repair Parts and Supplies Restroom Care Skin Care** Waste and Recycling

As such, we have partnered with many of the world's leading manufacturers across the categories mentioned above. Corporately, we work with these suppliers:

3M, ACS, AEP, AJM Packaging Corporation, Aluf Plastics, AmerCare, Americo, Amhil Enterprises, Anchor Packaging, APC Filtration / Janitized, Atlas Paper Mills, Bagcraft Papercon, Berry Plastics, Betco, Big D, Bobrick, Bona, BOXit Corporation, Brulin, CP Industries, Carlisle, Carroll, Cascades Paper, Cellucap, Chicopee, Claire, Clorox, Compass Minerals, Continental, Crown Mat, D&W Fine Pack, Darnel, Dart, Diversey, LE-JO, DURO Bag, Elara, Elkay Plastics, YOSHI, Essendant, Fabri-Kal, fancyHEAT, Fillmop, Fineline, FoodHandler, Fortune Plastics, Fresh Products, Genpak, Global Source, GoJo, Golden Star, Gordon Brush, Gordon Paper Co, GP Communications, Dixie, Georgia Pacific, Grand Technology, Handgards, Heartland Label Printers, HFA (Handi-foil of America), Hoffmaster, Hollowick, Honeymoon, HOSPECO, Impact, Inline Plastics, InnoPak, Innovative Forms, Inteplast/Pitt, ITW PRO Brands, Kimberly Clark, Kruger, Lambskin Specialties, Lapaco, M2 Professional, Markit Promotions, M+A Matting, Master Distribution, McNarin Packaging, NCCO, NextStep, Nifty Products, NILodor, NPS Corp, NSS, O'Dell, Pactiv, Primpak, PIP (Protective Industrial Products), RDA, Republic Bag,

Revolution Bag, Rochester Midland, Royal, Rubbermaid, Sabert, Safety Zone, San Jamar, SCA/TORK, Solaris Paper, Spartan, Spectrum Bag, TT, The Andersen Company, Tolco, Tradex, Tuway, Unger, Vileda, Wausau Paper/ Bay West, Western Plastics, SNA, Zep

In addition, to better serve our customers, our distributors carry numerous local/regional suppliers and globally sourced solutions. Overall, NETWORK distributors represent over 1,000 suppliers. We will locate the products you need, period.

NETWORK offers a complete and comprehensive line of quality PPE items and janitorial supplies to each customer; solutions are created based on the unique customer needs. Our consultative sellers offer customized programs and product offerings based on their unique challenges and facility needs. Products and supplies offered are always quality solutions that meet or exceed industry standards. For example, it's in our nature to respond to Cooperative Purchasing Members and potential Participating Agencies' requirements for products that contain no ammonia, are not corrosive to the skin, specific pH values in products, biodegradable, non-abrasive and/or products free of: acids, glycol, ethers, toxic solvents, phosphates, or other specific ingredients on a case-by-case basis. That's what we do. Listen. And then find the right solution, the right product, the right program.

Beyond products, we deliver solutions that positively impact the health and wellness of your buildings and its occupants. Today, cleaning is strongly focused on employee and customer wellness and education. From sustainable green cleaning practices, comprehensive training certification programs to our local Account Managers who are experts in cleaning... NETWORK has you covered. Services offered that are above and beyond: proper workloading, LEED support, CIMS training, HACCP support, cleaning for Norovirus, floor care equipment repair & warranty service (local and mobile), custom food service items, cafeteria/kitchen design and planning, commercial warewash, industrial laundry and many other consulting services.

NETWORK is partnered with the industry's largest educational organizations, such as ISSA, NRA, APIC, AHE, HIDA, BOMA, BSCAI, ASBO, NACUBO, USGBC, and many others. By being members of these organizations, we keep current regarding the latest cleaning practices, regulations, and product innovations. Our distributors are constantly testing new products and systems to identify the best solutions for their customers.

NETWORK is operationally streamlined and logistically well positioned to meet the needs of all customers. Our distributors inventory over 20,000 products in their warehouses in order to meet every customer's needs. Each of our locations is set up to receive, process, and ship orders within 24-48 hours of order placement. The majority of locations operate 2nd and 3rd shifts in order to send trucks out for delivery prior to the start of each business day, responding to the various delivery regulations of every type of customer. We are proud to boast that on average our distributors consistently have fill rates of 97-98%. Back order situations rarely occur.

NETWORK prides ourselves in our extensive distribution system. NETWORK has over 600 distribution locations, providing coverage to all 50 states. Each of these facilities is serviced by an attached warehouse, ranging in size from 5,000 to 1,000,000 square feet.

NETWORK offers over 25 million square footage of warehouse space amongst our vast network of facilities. Approximately 95% of our locations are supported with a full support staff, including sales, customer service and product advisory support - from product inventory assistance, to product recommendations and training, to LEED support and regulatory training. In addition, about 80% of our locations provide a product show room and/or retail space. Our distributor reps work closely with manufacturers to stay current on the latest products, processes, trends and, most importantly, regulatory compliance requirements.

In addition, every NETWORK distributor has a formal Emergency Preparedness Plan that they immediately implement during natural disasters, inclement weather, etc. Our priority is making sure that our customers are serviced in a timely and accurate manner, even under the most challenging of circumstance. Emergency and after hours contact information will be provided in order to replenish supplies during a state of emergency. Emergency and rush orders are available and will incur additional delivery fees, which are a pass-through of the fees charged by the delivery courier. NETWORK does not charge handling fees and will require written approval from the ordering Equalis agency location prior to processing an emergency order.

Furthermore, NETWORK is highly regarded by manufacturers in the durable and nondurable goods categories used to serve the commercial wellness and food service channels.

Returns: We offer a streamlined return policy. Returns can be easily coordinated locally at our distribution centers. Below is our general process:

a. Customer shall request approval from the NETWORK Distributor and make arrangements for pick-up or shipment of any Products to be returned. That approval shall not be reasonably withheld.

b. Custom or special ordered products are not eligible for return.

c. NETWORK Distributors shall exchange defective, damaged, rejected, or unordered Products without additional charge to Customer and shall credit Customer for the purchase price of the returned Products, provided that Products are unopened and are in saleable condition.

d. NETWORK Distributors shall be responsible for the cost of insuring and shipping any defective, damaged, rejected or unordered Products that are returned by Customer to NETWORK Distributors.

e. Customer is responsible for any costs associated with returns for convenience (ie: incorrect product or quantity ordered by Customer) and may include a Restocking Charge of up to 25%.

NETWORK's average fill rate over the last 3 years ranges from 98.3-98.5. NETWORK's average on time delivery rate of the last fiscal year is 97.7.

NETWORK continues to evolve with the trends and times of a changing market. As such, we have a fine-tuned administrative process that includes detailed procedures as distributor locations join the NETWORK family or find a need to part ways. The very carefully managed process starts and ends with a focus on taking care of our customers, providing them access to our contractual procedures, prices, and system needs. Alternatively, as a location is removed from our system, we quickly jump into action to maintain smooth service to our existing customers. This system also allows us to verify that Equalis Members will receive contract pricing.

In addition, NETWORK hosts an annual GovConnect Expo for our distributors to provide education on the latest industry products, trends and regulations. This is a two-day event filled with multiple learning sessions, industry experts and suite meetings. Our conference is highly attended by all of our distributors and suppliers and continues to grow year after year.

- 14. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?
  - $\otimes$ Yes

🗌 No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

- 15. Does pricing submitted include the required administrative fee?
  - ⊗ Yes □ No
- 16. Define your standard terms of payment

Payment terms are Net 30 Days.

NETWORK accepts P-cards, Visa, Mastercard, Discover

and American Express. In addition, we can coordinate electronic payments as needed.

NETWORK has varied invoicing options, most utilized is billing directly from the local NETWORK distributor aligned with each Equalis location. Invoices would be processed for delivered product and can be mailed or priced delivery documents can be left with the shipment. Should other options be requested, please advise you NETWORK Corporate Account Director, who can provide you with additional details and invoicing options.

17. Are all shipping costs freight pre-paid FOB destination? If not, are shipping costs clearly listed Attachment B: Pricing?

NETWORK delivers to 95% of the populated United States on our own delivery vehicles, free of additional freight. For locations outside our freight free delivery zone, NETWORK would provide order fulfillment to these areas, however, given that freight is determined by order size, weight, cube, and destination, we are unable to provide a blanket statement or freight amount given the unknown details of each potential delivery. Locations which would incur freight would be identified prior to any order processing and would be dependent on approval from the Equalis agency before order processing and delivery. Locations that will incur freight would be identified upon receipt of a location listing of agencies including full street addresses, city, state, and zip code.

#### PERFORMANCE CAPABILITIES:

18. States Covered - Respondent must indicate any and all states where products and services are being offered.

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

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

ıa

All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)

| 🗌 American Samoa    | Midway Islands   | 🛇 U.S. Virgin Islands |
|---------------------|--|-----------------------|
| Federated States of | 🗌 Northern Marina  |                       |
| Micronesia          | Islands  |                       |
| 🗌 Guam              | Solution State |                       |

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| 19. | List the number and location of offices, or service centers for all states being proposed in |
|-----|--|
|     | solicitation.  |

Locations with this level of detailed information would be provided upon award. NETWORK has over 600 distribution centers across the United States. NETWORK has the capability to service every metropolitan area throughout the United States, including warehousing capabilities and service centers. NETWORK would request a listing of existing customer (agency) locations, including complete street addresses, city, state, and zip code to align distribution coverage to each location.

20. Distribution Channel: Which best describes your company's position in the distribution channel:

| Manufacturer direct |  |
|---------------------|--|
|---------------------|--|

 $\odot$  Authorized distributor

Value-added reseller

Certified education/government reseller
Manufacturer marketing through reseller
Other

21. Provide your current expected lead times for all products being offered in the contract. Describe what steps your company is taking to keep these lead times as short as possible.

NETWORK continues to receive updates from key suppliers on the impact of COVID-19 on their operations. The response here first addresses the current challenges, followed by a summary of the NETWORK action plan to keep lead times as short as possible: <u>Current State</u>: The entire supply chain has been impacted by extreme increases in demand, availability of raw materials, transportation, and health and well-being of staff. Availability of critical supplies from hand hygiene to masks varies by manufacturer, distributor, and end user. The situation remains unpredictable and fluid as the nation responds to the ongoing healthcare crisis. While a great number of customers are in need of information to guide their response

to accessing critical supplies, it is extremely challenging for NETWORK to provide such information. In this dynamic environment, it is likely that as information is shared there is great potential for it to be obsolete in a very short period of time. Still, we are determined to communicate what we do know to offer understanding of the significant and far reaching implications regarding supply availability. As such, we provide the following summary:

- Increase in Demand: Manufacturers across categories have indicated they are experiencing significant increases in order volume. Demand increases range from 2 times previous year order levels, up to a 10 times increase in skincare.
- Prioritizing Critical Business: Manufacturers across categories have directed distributors to prioritize customers in healthcare, first responder, critical government, and grocery organizations. This is consistent with government directives.
- Allocation: The significant increase in demand drives a need to limit shipments to distribution. Most suppliers have instituted a supply pacing approach based on previous year shipments plus a manageable percent increase. Varies by supplier.
- Leading Manufacturers Announce Not Accepting New Customers: Manufacturers across categories are filling orders only for customers with which there is purchase history. This is particularly prevalent in skincare,

chemicals, towels, and tissue. "New" customer orders will not be accepted. This fact has resulted in NETWORK's Sourcing Department to seek a wide variety of new suppliers over the last 120 days.

- Consolidating SKU's: In an effort to maximize production of high demand items many suppliers have reduced the number of SKUs being manufacturing. Suspended SKUs are often related to dispensing or fragrance variations, private label, or specialty items.
- International Sourcing: Due to the global nature of the pandemic, supply is tight internationally, stressing the supply chain more than ever. As NETWORK sources PPE items internationally, we encounter other such challenges as containers being diverted to other countries, mid-transit, as well as containers being held up at port for a variety of reasons. Bottom line, international trade elevates the myriad of challenges. Very few organizations are structured in such a way to operate as nimbly as NETWORK. We continue to increase our sources, product offering, and total volume capabilities.

#### **NETWORK's OPERATIONAL RESPONSE:**

- Existing corporate structure includes Category Management Department and NETWORK subsidiary sourcing arm, paired with a corporate culture of Adaptability
- Category Management Department Highlights:
  - One Manager 100% dedicated to sourcing and negotiating gloves. Results include container loads arriving in mass quantities starting in October to NETWORK's Import warehouse in Houston, TX.
  - Quotes on most sensitive items, including gloves, are offered up for a period of 3-5 days. Price confirmed upon receipt of purchase order.
- In order to provide Region 10 and the Equalis Group a better understanding of the current market conditions as well as NETWORK's supply chain expertise, we are offering to set up a ZOOM Conference call with our Director of Category Development and our VP of Sales – Public Sector/Commercial Real Estate/Managed Services with the appropriate Region 10 personnel. This call can be conducted at the time of your choosing, at the appropriate time in the evaluation process.
- At this writing, a wide variety of PPE items have improved availability and NETWORK
  has been able to provide abbreviated lead tim the majority of items listed in this RFP.
  However, the supply chain will continue to be fluid as schools determine the quantities
  needed of these items and as school re-opening dates are set. We anticipate another
  high surge of orders for these items due to the delay in firm re-opening plans for a high
  percentage of districts nationwide. We are poised to pivot in able to meet your needs.

As a national distributor of facility supplies, NETWORK has been partnering with educational institutions to provide janitorial supplies as well as cleaning and disinfecting best practices that create welcoming facilities that meet the highest standards.

NETWORK understands the importance of cleaning for health and delivers a full range of operational insights and product solutions. For more than 50 years, NETWORK's value to educational institutions is knowing what's in the box and how to properly use it to deliver best performance when it matters most.

In conclusion, NETWORK is interested in offering you our services in sourcing the products needed to create the safe and healthy environment needed for the students and staff of Region 10 to return to your schools. As many schools plan to restart operations after a crisis, they'll need to consider a new set of concerns and needs. Those who visit and attend your facilities—students, teachers, staff and parents will come with a heightened sensitivity to cleaning, hygiene, and sanitation. This "new normal" will raise expectations and impact the reputation for facilities moving forward.

To help institutions of education respond to these new expectations, NETWORK has collected essential information from industry sources that can be considered as you navigate through these new challenges. Highlights of these communications are attached in the supplemental materials appendix.

22. Describe steps your organization is taking to ensure your products meet the proper specifications and are not counterfeit or grey market items?

Based on over 50 years in the marketplace and NETWORK's historical top-rated supplier status amongst our national customers, NETWORK provides quality products and has developed the skills required to vet each of our suppliers, whether it be a top player or a new sanitizer supplier. For instance, hand sanitizer is now produced by a wide variety of manufacturers. The resulting product is quite varied, dependent on both raw materials and production details. Many of these products are below our customers' standards; we know what questions to ask such as: what type of alcohol is used, is it a gel versus liquid, is it industrial grade versus cosmetic grade. We vet these new suppliers thoroughly before selling product to a customer.

Secondly, NETWORK's Value Statement has been a foundational guide as the organization responds to the opportunities at hand:

- Commitment to Excellence: We provide exceptional value to customers, suppliers, distributor members and associates.
- Collaborative Relationships: We will strive to collaborate across all constituents to achieve positive results.
- Adaptability: We welcome change, embrace diversity, challenge the status quo, seek creative solutions and imagine what could be.
- Integrity: We conduct all matters with uncompromised integrity

NETWORK is not in the business to capitalize on momentary opporutunities: we strive to become true business partners with our customers and seek solutions that will meet the standards of our customers. This mantra is more important now more than ever.

23. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.).

NETWORK's Customer Service organization is also multi-layered. Regional and local phone support is available Monday through Friday, 8:00 a.m. to 5:00 p.m. in each time zone, while NETWORK Corporate Headquarters provides a dedicated Corporate Account Specialist and back-up to help resolve issues or respond to corporate program inquiries.

Nationally, Corporate Account Specialists are available to assist with any national requests or issues Equalis may have. They are a point of escalation, if ever needed, for local service/support.

Locally, a dedicated Customer Service Representative is aligned to each Equalis location, responsible for all service and product related questions during normal business hours; Monday – Friday 8:00 a.m. – 5:00 p.m. in each respective time zone. They will assist Equalis personnel with special item information and pricing development, as well as general product, program, and delivery inquiries. Approximately 95% of our 600 distribution locations are supported with a full support staff, including customer service and product advisory support. Equalis customers will have access at every level of support available, from product inventory assistance, to product recommendations and training, to LEED support and regulatory training. Customer Service is readily available during traditional business hours. Emergency and after hours contact information will be provided

24. Provide your safety record, safety rating, EMR and worker's compensation rate where available

All NETWORK locations operate under stringent OSHA, EPA and FDA requirements based on the type of products handled. NETWORK's operational procedures have resulted in an impeccable safety record at each location. EMR/Workers' Compensation Rate will be made available upon award.

25. Describe the capacity of your company to report monthly sales through this agreement. NETWORK has the ability to provide scheduled sales reporting which covers a wide array of location, distributor, manufacturer, product, and spend information. Sales reports are also available to authorized users, on a 24/7 adhoc basis, which may be downloaded in a user friendly Excel format for data manipulation. Additionally, NETWORK will submit reports to Equalis in your designated format.

Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.
 Reporting – Resource Utilization Management - If selected, NETWORK can provide consolidated (summary) billing.

NETWORK fully complies with Region 10 and Equalis reporting requirements; and will comply with any additional requirements from Equalis. The goal of all reporting is to assist The Equalis Group in analyzing total spend to better make decisions that can increase revenue, improve outcomes and reduce waste.

NETWORK collects reporting at line item detail level from all distributors. This data pool will be available to The Equalis Group. While several reporting options are already available, NETWORK will customize reports as needed to meet your requirements.

QUALIFICATION AND EXPERIENCE:

| 27. Please provide contact information and resumes for the person(s) who will be responsible for the following areas. |
|---|
| <u>Executive Contact</u><br>Contact Person: <del>Rebecca Barraza</del>  |
| Title:Vice-President Business Development   |
| Company:Network Services Company  |
| Address:1100 E. Woodfield Road, Suite 200   |
| City: <u>Schaumburg</u> State: <u>Illinois</u> Zip: 60173   |
| Phone: 847-803-4888Fax:847-803-0482   |
| Email:rbarraza@networkdistribution.com  |
| <u>Account Manager / Sales Lead</u><br>Contact Person:Martha Renkoski   |
| Title:Corporate Account Manager   |
| Company:Network Services Company  |
| Address:1100 E. Woodfield Road, Suite 200   |
| City: <u>Schaumburg</u> State: <u>Illinois</u> Zip: 60173   |
| Phone: 224-361-2036Fax:847-803-0482   |
| Email:mrenkoski@networkdistribution.com   |
| <u>Contract Management (if different than the Sales Lead)</u><br>Contact Person:Martha Renkoski                       |
| Title:Corporate Account Manager   |
| Company:Network Services Company  |
| Address:1100 E. Woodfield Road, Suite 200   |
| City: <u>Schaumburg</u> State: <u>Illinois</u> Zip: 60173   |
| Phone: 224-361-2036Fax:847-803-0482   |
| Email:mrenkoski@networkdistribution.com   |
| <u>Billing &amp; Reporting/Accounts Payable</u><br>Contact Person: <u>Yelena Veksler</u>                              |
| Title:Vice President - Finance  |

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| Company:Network Services Com   | pany             |             |
|--------------------------------|------------------|-------------|
| Address:1100 E. Woodfield Roa  | d, Suite 200     |             |
| City:Schaumburg                | State: _Illinois | _Zip: 60173 |
| Phone: 847-803-4888 Fax:       | 847-803-0482     |             |
| Email:yveksler@networkdistribu | tion.com         |             |

#### <u>Marketing</u>

| Contact Person:Monica Saviano                    |                  |             |  |
|--|------------------|-------------|--|
| Title:Director of Marketing and Sales Operations |                  |             |  |
| Company:Network Services Com                     | bany             |             |  |
| Address:1100 E. Woodfield Road                   | d, Suite 200     |             |  |
| City: <u>Schaumburg</u>                          | State: _Illinois | _Zip: 60173 |  |
| Phone: 224.361.2270Fax:                          | 847-803-0482     |             |  |
| Email: msaviano@networkdistribu                  | tion.com         |             |  |

28. Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference:

| Entity Name             | University of Utah                       |
|-------------------------|--|
| Contact Name and Title  | Todd Stoneking – Supervisor Training and |
| Maintenance             |  |
| City and State          | Salt Lake City, UT                       |
| Phone Number            | (801)244-5866                            |
| Years Serviced          | 15                                       |
| Description of Services | Janitorial and Facility Supplies         |
| Annual Volume           | \$1 million                              |
| Faction Norma           | University of Demonshrousin              |
| Entity Name             | University of Pennsylvania               |
| Contact Name and Title  | Wendy Sparks – Director of Housekeeping  |
| City and State          | Philadelphia, PA                         |
| Phone Number            | P) 215.573.6424, C) 267.978.7486         |
| Years Serviced          | 12                                       |
| Description of Services | Janitorial and Facility Supplies         |
| Annual Volume           | \$1.9 million                            |
| Page   25               |  |

| Entity Name             | Clark County School District                            |
|-------------------------|---|
| Contact Name and Title  | Richard Horvitz   |
| City and State          | Las Vegas, NV   |
| Phone Number            | (702)855-5468   |
| Years Serviced          | 8   |
| Description of Services | Custodial Supplies                                      |
| Annual Volume           | \$4 million   |
| Entity Name             | National Service Alliance                               |
| Contact Name and Title  | Michael Conrad, President                               |
| City and State          | Moorsville, NC  |
| Phone Number            | 419-531-5551  |
| Years Serviced          | 10 years  |
| Description of Services | We provide all janitorial, paper and cleaning chemicals |
|                         | to NSA and their members. NSA services the              |
|                         | education market and partners with NETWORK on           |
|                         | cleaning best practices and PPE fulfillment.            |
| Annual Volume           | Over \$45 million annually                              |

29. List all cooperative and/or government group purchasing organizations of which your company is currently a member below.

| Cooperative/GPO Name                            | Contract Number | Expiration Date |
|---|-----------------|-----------------|
| Equalis Group                                   | EQ-101519-03A   | 12/31/24        |
| 1 Government Procurement Alliance - Janitorial  | 19-01PV-04      | 11/4/23         |
| 1 Government Procurement Alliance- Food Service | 19-10P-04       | 4/10/24         |
| NASPO ValuePoint                                | 8503            | 6/30/23         |
| Omnia Partners                                  | 202329-01       | 5/31/25         |

30. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

Our customer information is confidential. However, through acquisition, NETWORK has been partnered with 1GPA for the last five years. We have consistently tripled our business year after year. While we cannot provide exact figures, we can state that NETWORK is doing approximately \$20 million with 1GPA. NETWORK launches contracts via the Implementation Schedule including an internal

customer introduction, operational launch kit, sales launch kit, all utilized successfully with the NETWORK – Equalis contract launch earlier this year.

31. 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. M/WBE, HUB, DVBE, Small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.
Each NETWORK location has the appropriate licenses/certificates in the State/County/City in which the Equalis Member is requesting such services.

Every NETWORK distributor location employs at least one CIMS GB certified Sales Manager to assist with LEED and Building Wellness support. NETWORK has an exclusive partnership with the Building Wellness Institute and can provide GS-42 training, as well as additional sustainability certifications.

Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.
 NETWORK has not been part of activities related to litigation, bankruptcy, and/or reorganization presently or in the past.

#### 33. <u>Felony Conviction Notice</u> – Please check applicable box:

A publicly held corporation; therefore, this reporting requirement is not applicable

X 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 3<sup>rd</sup> box is checked a detailed explanation of the names and convictions must be attached.

#### VALUE ADD:

34. Detail how your organization plans to market this contract within the first 90 days of the award date.

This may include but is not limited to:

- a. A co-branded press release within first 30 days
- b. Announcement of award through any applicable social media sites
- c. Direct mail campaigns
- d. Co-branded collateral pieces
- e. Advertisement of contract in regional or national publications
- f. Participation in trade shows
- g. Dedicated Equalis Group and Region 10 ESC internet web-based homepage with:
  - i. Equalis Group and Region 10 ESC Logo

- ii. Link to Equalis Group and Region 10 ESC website
- iii. Summary of contract and services offered
- iv. Due Diligence Documents including; copy of solicitation, copy of contract and any amendments, marketing materials
- h. Announcement within your firm, including training of the agreement with your national sales force
- i. Marketing the agreement to new and existing government customers

To deliver the best possible outcome, we tailor our marketing plan based on the customer's individual needs. Therefore, we would need to meet with Equalis to establish goals, outline processes and solidify timelines. Based on the recent contract launch between NETWORK and Equalis earlier this year, we feel confident all processes would occur smoothly. NETWORK's Launch process typically consists of a two-prong approach:

#### Nationally:

**NETWORK** commits to

- Releasing a co-branded statement to the press within the first 30 days. Cleanlink has been our primary outlet; additional media organizations would be utilized for this award.
- Announcing the award via LinkedIn.
- Creating and blasting co-branded collateral pieces with the award details.
- Advertising the award in the appropriate publications
- Creating a dedicated internal Equalis Group and Region 10 ESC web-page with both Equalis and Region 10 logos, links to both organizations websites, a summary of the contract and services offered, and the due-diligence documents including a copy of the solicitation, coy of the contract and amendments, and corresponding marketing materials
- Exhibiting at the following conferences to promote the NETWORK/Equalis partnership and expand brand awareness/program offering:
  - Association of School Business Officials annual meeting
  - National Association of Counties annual meeting
  - NIGP Forum Institute for Public Procurement

#### •

Locally:

NETWORK distributors will participate/exhibit at State ASBO and NIGP regional conferences to promote the NETWORK/Equalis partnership and expand brand awareness/program offering.

In addition, NETWORK prepares a formal launch packet for all distributors so that they can target local members. These tools include, but are not limited to: NETWORK-Equalis Executive Summary, NETWORK/Equalis Contract Summary, Equalis Field Team's contact info, List of Equalis members, Co-branded sell sheets, Pricing Structure, Product Categories, Customer Training Manuals by cleaning area, etc

NETWORK launches the NETWORK-Equalis contract to all distributors via webinar. We outline all program parameters, sales strategies to target new business and drive compliance with current members in an effort to expand the Equalis brand and build sales. All launch materials are hosted on the NETWORK Distributor Dashboard for easy access. Our distributors will focus sales efforts in the following manner:

a) Identify and target eligible agencies. Ideal targets are those where NETWORK distributors have established relationships, whether it be current or in the recent past. Other targets would include agencies that are currently using a competing government cooperative, strong pre-qualified targets are those who already grasp the benefits of cooperative purchasing. Third-tier targets will be those agencies that need to be educated on the cooperative concept including a full presentation of Equalis benefits.

Based on the target descriptions listed above, each NETWORK locaiton would complete a Sales Target Tracking sheet, and submit to NETWORK on a monthly basis, including action items and deadlines as detailed in the Sales and Marketing Plan. Once targets are identified the following steps would take place:

- Schedule meetings with these agencies to educate them on the savings they will experience.
- Conduct facility audits as needed to further identify potential savings for the customer.
- Present the customer with their list of value-add services, such as on-sight product training, equipment repair, LEED support, information regarding regulatory cleaning guidelines, etc.
- Close the account and report all sales to NETWORK, who will then report all sales to Equalis.
   Utilize NETWORK tools to mine additional targets by better understanding their buying
- patterns and budgets.

NETWORK's program specifically includes components to simplify and standardize the product bundle. A rationalization of the cleaning products used will reduce cost, promote better cleaning processes and simplify training. Such a rationalization will also enhance the ability to support safety and compliance with the facilities.

VALUE ADDED SERVICES — NETWORK places top priority on our "Value Added Services offering. We are a proven and dependable business partner to multiple national account customers due to our strong foundation of consultative selling, always anticipating the customers' needs and developing the corresponding support programs. The cornerstone of our successful strategy is the multitude of Value-Added Services that we provide, day in and day out. Value-added services continue to be a mainstay in our partnership contract. The final goal of our contract is to not only provide quality products delivered at the most efficient scale of ability, but to also provide Members of Equalis and potential participating agencies with solutions to the many challenges they are faced with on a daily basis within the general scope of work of this solicitation. Here is a high-level summary of our offering:

- All Distributors are Market Leaders Over 600 branches in North America, and growing
- We provide a national presence with much needed local expertise
- Over 70 years of cleaning experience

Services available for customers:

- o Manufacturer Reduction / Product Standardization
- o Cost of Acquisition/Procurement Savings
- o Cost of Procurement Savings

o Commitment to "Green/Sustainability" – LEED Support, exclusive partner with Building

- Wellness Institute
- o Centralized Ordering & Billing
- o Facility surveys
- o Program / Product Recommendations and testing
- o On-site product and program training
- o Facilities
- o Warewashing
- o Nutrition
- o Laundry
- o Equipment (kitchen, floor care, etc)
- **Customer Training manuals:**
- o EVS Cleaning LTC
- o EVS Cleaning Acute Care
- o Cleaning for Norovirus
- o Cleaning Guest Rooms
- o Cleaning Public Restrooms
- o HACCP Awareness
- o Bed Bug Awareness
- o Dietary Cleaning LTC
- o Laundry Processes
- o C.Diff Awareness
- **Customized Reporting available:**
- o Line item detail
- o Usage by location
- o Summary reports
- o Usage by Distributor
- o KPI and CI tracking
- Ongoing product/program development:
- o New product implementation
- o Dispenser installments /training
- o Product testing / samples

NETWORK will announce the contract award with an immediate e-blast to all NETWORK associates, and to NETWORK Distributor Owners, General Managers, Executives, Sales Managers, Strategic Account Champions, Purchasing Directors and Operations Managers. Included in the announcement will be a "save the date" for initial launch webinar. The NETWORK National Account team will create the launch packet, including a contract summary, the detailed sales and marketing plan detailed above, and the necessary support materials. The training will be executed in phases, based on the target audience, i.e., Sales Management, Sales Representatives, Sales/Contract Support.

NETWORK has identified a team at each of our locations that is tasked with the execution of national accounts. These individuals play pivotal roles in the success of launching, managing and growing national accounts; therefore, each will be trained according to their specific role. The teams include Managers from the following departments: Sales, Purchasing, Customer Service, Contracts, Reporting, and Accounting.

A Corporate-wide NETWORK initiative is engaged over the 90-day implementation period with regular follow-ups to ensure optimization and compliance.

Time Devoted to Implementation: The New Supplier Implementation Checklist will serve as NETWORK's guideline to prioritizing daily and weekly tasks. The successful launch of the Equalis Master Agreement will be our top priority. All tasks and goals will be completed thoroughly and accurately in a timely manner regardless of the number of hours required to achieve deadlines. In addition to our established procedures, we would be adding in the procedures associated with your specific reporting requirements. We employ the following steps and timeline:

#### Part One

Meet with Region 10 and Equalis staff to solidify all procedures, policies and reporting requirements

o Communicate Equalis award announcement to all NETWORK sales personnel to set the stage for upcoming time requirements and dedicated efforts.

o Create new co-branded NETWORK/ Equalis marketing materials.

o Request reciprocating links on NETWORK and Equalis websites, establish Equalis specific landing page on NETWORK website to include logo, award documentation and all other relevant data as determined by Equalis and NETWORK.

o Establish sales target list for direct marketing by NETWORK location.

o Establish lead sales support personnel and place all NETWORK departments on alert to engage heightened awareness and response to all Equalis related inquiries and requests.

o Prepare internal training resources and schedule training sessions.

#### Part Two

- o Customize NETWORK B2B interface/Load Equalis price support contract.
- o Perform WebEx training of all NETWORK Operational support staff.
- o Perform WebEx training of all NETWORK Sales staff for marketing of Equalis contract.

o Coordinate communication efforts with each NETWORK location relating to the sales target execution plan.

o Relate sales objectives and expectations to each Sales Manager and Sales Representative.

Representative.

o Conduct face-to-face training seminars in small groups at NETWORK's annual sales conference with each branch designated sales champion.

Part Three

- o Email contract; highlights, electronic catalog and contract pricing to:
- All targeted agencies
- o When appropriate, begin site visits to all targeted agencies.
- o Host a contract rollout event at NETWORK locations

o Begin follow up with each location on reporting requirements in order to insure

accurate and detailed reporting.

Part 4

- o Monitor sales activity and initial market response.
- o Broadcast successes and review obstacles.
- o Adjust and distribute findings.
- o Verify fast tracking of new account establishment.
- o Monitor logistics support for new business.

**Ongoing** 

o Continue monitoring of sales efforts and outcomes.

o Perform Customer Satisfaction Survey, adjust, and include satisfaction scores in marketing material.

In addition, NETWORK prepares a formal launch packet for all distributors so that they can target local agencies. These tools include, but are not limited to: Equalis Contract Summary, Co-branded sell sheets, Pricing Structure, Product Categories, Customer Training Manuals by cleaning area, etc.

NETWORK has identified a team at each of our locations that is tasked with the execution of national accounts. These individuals play pivotal roles in the success of launching, managing and growing national accounts; therefore, each is trained according to their specific role. The teams include Managers from the following departments: Sales, Purchasing, Customer Service, Contracts, Reporting, Accounting, Technology, and Operations.

A Corporate-wide NETWORK initiative is engaged over the 90-day implementation period with regular follow-ups to ensure optimization and compliance.

In addition, NETWORK prepares a formal launch packet for all distributors so that they can target local agencies. These tools include, but are not limited to: Equalis Contract Summary, links to NETWORK training videos:

35. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

NETWORK, if awarded, agrees to provide our logos to Region 10 and Equalis and agrees to provide permission for reproduction of our logos in marketing communications and promotions. We further acknowledge that use of Equalis logo will require permission for reproduction. All promotional information would be developed and mutually agreed upon prior to any public communications.

Provide the agency spend that your organization anticipates each year for the first three (3) years of this agreement.

This request requires more information. Based on the limited information provided in the RFP and our market knowledge, NETWORK will make every effort to hit these volume goals:

| \$<br>3M  | in year one   |
|-----------|---------------|
| \$<br>_5M | in year two   |
| \$<br>8M  | in year three |

37. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

NETWORK appreciates the national opportunity provided via the Equalis Group partnership. That alone will provide many efficiencies for our sales efforts. Thus far, Region 10 has been a superb steward of resources. We do not have any suggestions or alternate solutions for doing business with you at this time.

It's important to note that we do offer a number of solutions to our customers to help your facilities team be more efficient and cost-effective. Here is a summary: Education and Training:

- Training and education is the foundational value that NETWORK provides to our customers. All NETWORK training is provided at no cost. Through our distributors, we offer a host of different training formats such as: cleaning guides, on-site training, educational seminars, computer based training, webinars, and online training (Ex: www.youtube.com/watch?v=81y6iaHFcBM).
- Our in-service (on-site) training is performed at the individual customer location during a time frame that best suits the target audience. For example, in-service training for one customer may include three training time schedules: day, swing and night shifts. In addition, the inservice training is customized to meet the specific needs of a location, versus generic training programs that may miss unique topics which require specific attention. Furthermore, we will research and create whatever tools are required to better serve our customers.
- Consolidation of orders by individual agencies, requiring deliveries of one per week or month, are preferable. These allow us to continue to provide cost savings by limiting the number of physical deliveries. Consolidation of orders and deliveries lead to reduced order processing for both Equalis and NETWORK. These are followed by and tied to a reduction in the number of invoices, payments, and processing of related documents. These activities also support a reduction to our carbon footprint, beneficial to all parties.
- SKU consolidation. NETWORK will review products in use at the various agencies and identify
  areas where utilizing one item for multiple applications may yield product efficiencies and/or
  cost savings. Such practices will decrease the number of products inventoried at agencies and
  provide potential cost, labor, and use efficiencies.

#### Appendix B: PRICING (Attachment B)

Region 10 ESC requests that potential Respondents offer the products requested at lower prices and with better value than what they would ordinarily offer to a single government agency, a school district, or a regional cooperative.

All pricing must be entered into the Attachment B template provided. Products/lines completed will be used to establish the extent of the Respondents product lines, services, warranties, etc. that are available. <u>All services offered under this contract must be priced **or** listed as free and unlisted services will not be accepted. Please submit price lists and/or catalogs in excel or delimited format.</u>

Pricing must be entered into the worksheet within the Attachment B as follows:

#### Product/Services Price List

- Please provide all individual product/service pricing here.
- All relevant columns in this worksheet should be completed.

#### **Other Pricing & Discounts**

- Pricing here may be provided as a supplement to pricing on the product/services worksheet.
- Additional charges such as shipping charges and optional product warranties not already included in the Products/Services Price list should be provided in this worksheet.
- All other discounts, such as volume discounts, may be provided here.
- This worksheet may be left blank by the vendor if appropriate.

#### Not to Exceed Pricing

Region 10 ESC requests pricing be submitted as not to exceed for any participating entity.

- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but cannot exceed original pricing submitted for solicitation.
- **O** Vendor must allow for lower pricing to be available for similar product and service purchases.

#### **Other Restrictions and Fees**

Please provide any other relevant information, fees or restrictions for Purchasing Group Members to receive pricing or value under this contract, such as minimum order sizes, restocking fees, and/or any other relevant fee or restriction associated with this contract. Fees or restrictions not listed will not be allowed under this contract.

# NETWORK may propose price adjustments based on extreme market fluctuations. Extreme market fluctuations are defined as change in market prices exceeding 10% in a single quarter.

In response to the stipulation to hold pricing firm for 120 days, all NETWORK pricing is subject to the volatility of market conditions. A selection of items on the Appendix B Price Worksheet are designated as "price volatile" and cannot be offered for the full 120 days. Secondly, NETWORK will submit proper supporting documentation of cost increases.

NETWORK agrees to provide market competitive pricing, based on the value offered upon award. Should it become necessary during the term of this contract to raise prices, all increases will be supported by manufacturer's documentation or a formal cost justification letter.

NETWORK will be using a discount off list price model based on a combination of the manufacturer and NETWORK published list price for Region 10 as shown on Attachment B. In many cases a manufacturer list price is not available. Quoted prices and subsequent product additions and price changes are based on NETWORK's cost with supported letters from the manufacturer in cases of increase or decrease. The discount percentages listed on Attachment B will remain firm for the life of the contract. All are 25% off list.

NETWORK offers various volume discounts for minimum order quantities. EQUALIS members can consolidate purchases in order to take advantage of volume discounts to meet minimums when a single delivery location is designated. On occasion, manufacturers offer NETWORK volume discounts at which time NETWORK would offer those savings to EQUALIS member locations that could handle those volume quantities.

In conclusion, NETWORK will:

- Offer the products requested at lower prices and with better value than what the Equalis member would ordinarily offer to a single government agency, school district, or regional cooperative.
- Abide by the "Not to Exceed" pricing requirement as detailed above. Pricing will likely be lower when the Equalis member commits to greater volume and single shipping destinations.
- Follow these operational stipulations:
  - Emergency and rush orders are available and will incur additional delivery fees, which are a pass-through of the fees charged by the delivery courier. NETWORK does not charge handling fees and will require written approval from the ordering Equalis agency location prior to processing an emergency order.
  - NETWORK delivers to 95% of the populated United States on our own delivery vehicles, free of additional freight. For locations outside our freight free delivery zone, NETWORK would provide order fulfillment to these areas, however, given that freight is determined by order size, weight, cube, and destination, we are unable to provide a blanket statement or freight amount given the unknown details of each potential delivery. Locations which would incur freight would be identified prior to any order processing and would be dependent on approval from the Equalis agency before order processing and delivery. Locations that will incur freight would be identified upon receipt of a location listing of agencies including full street addresses, city, state, and zip code.
  - Items returned due to customer error will be subject to a 15% restocking fee, however, if due to distributor error, the restocking fee will be waived. All returned products must be in the original container, in resalable condition and usable prior to the product's expiration date. All return requests must be made within 45 days of delivery date and must have approval prior to return.

#### **Appendix C: CERTIFICATES**

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. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

#### The following is a listing of NETWORK Certificates and Awards:

Each NETWORK location has the appropriate licenses/certificates in the State/County/City in which the Equalis Member is requesting such services.

NETWORK is a member of the U.S. Green Building Council and actively involved at the chapter level – as are many of our distributors. We have a LEED® Accredited Professional on staff who monitors sustainability trends and is closely aligned with our supplier community to stay abreast of their individual sustainability initiatives. As a strong advocate for corporate and social responsibility, NETWORK helps our customers achieve their sustainability goals as well. We offer a full line of environmentally-preferred products and a proprietary evaluation program, NetGreen. NetGreen is designed to assess a customer's current situation and then align the processes, products, suppliers and monitoring tools necessary to achieve the customer's sustainability, sanitation and wellness goals.

CIO 100 Award - 2011

ASUG Impact Award – 2010 and 2011

**AHE-Association for the Healthcare Environment** 

**BOMA-Building Owners and Managers Association** 

**BSCAI-Building Service Contractors Association International** 

**APIC-Association for Professions in Infection Control and Epidemiology** 

**CSCE-Council for Supply Chain Executives** 

**ISSA-International Sanitary Supply Association.** 

2014 Novation/Vizient Specialty Distributor of the Year

2013 AHE Seal of Review and Recognition

2015 Innovation Partner of the Year by Sodexo 2013 Premier Legacy Award, 2016 Premier Legacy Award, 2016 Premier Continuum of Care Award, 2012 Premier Performance Award

**2015 Epic Award Finalist** 

2012 MedAssets Silver Award for Supplier Performance

NETWORK was credited with helping the U.S. Postal Service earn the presidential Closing the Circle Award for leadership in environmental stewardship.

#### DOC #1 CLEAN AIR AND WATER ACT

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.

Potential Vendor: Network Services Company

Title of Authorized Representative: Treasurer and Corporate Counsel

Mailing Address: 1100 E. Woodfield Road, Suite 200, Schaumburg, Illinois 60173

Signature: 10- Cho

I, the Vendor, 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: Network Services Company

Title of Authorized Representative: Treasurer and Corporate Counsel

Mailing Address: 1100 E. Woodfield Road, Suite 200, Schaumburg, Illinois 60173

Signature: Kond who

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

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

1. No Federal appropriated funds have been paid or will be paid 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.

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

3. 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 that all sub-recipients shall certify and disclose accordingly.

I hho

Signature of Respondent

11/12/19

Date

#### DOC #4 CONTRACTOR CERTIFICATION REQUIREMENTS

#### **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 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 Respondent 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 Region 10 ESC Participating entities in which work is being performed.

#### **Fingerprint & Criminal 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 Respondent 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.

2 also

Signature of Respondent

11/12/19

Date

# DOC #5 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 proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

# **VENDOR: Network Services Company**

ADDRESS: 1100 E. Woodfield Road, Suite 200 Schaumburg, Illinois 60173 PHONE: 847-803-4888 FAX 847-803-0482

RESPONDANT

arn A ul.

Signature

| Sharon Dale            |
|------------------------|
| Printed Name           |
| Sales Proposal Manager |
| Position with Company  |

AUTHORIZING OFFICIAL

luo

Signature

Daniel Ceko

Printed Name

Treasurer and Corporate Council

Position with Company

#### DOC #6 IMPLEMENTATION OF HOUSE BILL 1295

#### Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

#### **Filing Process:**

Staring on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

https://www.ethics.state.tx.us/whatsnew/elf\_info\_form1295.htm

# DOC #7 BOYCOTT CERTIFICATION

Respondents must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

### DOC #8 TERRORIST STATE CERTIFICATION

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

#### DOC #9 RESIDENT CERTIFICATION:

This Certification Section must be completed and submitted before a proposal can be awarded to your company. This information may be placed in an envelope labeled "Proprietary" and is not subject to public view. In order for a proposal to be considered, the following information must be provided. Failure to complete may result in rejection of the proposal:

As defined by Texas House Bill 602, a "nonresident Bidder" means a Bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Texas or Non-Texas Resident

I certify that my company is a **"resident Bidder"** 

X I certify that my company qualifies as a "nonresident Bidder"

If you qualify as a "nonresident Bidder," you must furnish the following information:

What is your resident state? (The state your principal place of business is located.)

Illinois

| _Network Services Company | 1100 E. Woodfield Road, Suite 200 |
|---------------------------|-----------------------------------|
| _Company Name             | Address                           |
|                           |                                   |

Schaumburg, City Illinois State **60173** Zip

#### DOC #10 FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor's response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

#### 1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 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.

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? \_\_\_

(Initials of Authorized Representative)

#### 2. Termination for Cause or Convenience:

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 in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree? \_\_\_\_\_

#### (Initials of Authorized Representative)

#### 3. Equal Employment Opportunity:

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

#### 4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 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, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at <u>www.wdol.gov</u>. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 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.

Does vendor agree?

(Initials of Authorized Representative)

#### 5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is 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 USC 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.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

#### 6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or 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.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

#### 7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 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 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

#### 8. Debarment and Suspension:

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 1966 Comp. p. 189) and 12689 (3CFR 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.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Other than Executive Order 12549.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

#### 9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors 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 USC 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. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? \_\_\_\_\_ (Initials of Authorized Representative)

### 10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? \_\_\_\_

(Initials of Authorized Representative)

# 11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? \_\_\_\_\_ (Initials of Authorized Representative)

# 12. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? \_\_\_\_\_

(Initials of Authorized Representative)

#### 13. Applicability to Subcontractors

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

Does vendor agree? \_\_\_\_\_

(Initials of Authorized Representative)

# DOC #10 FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor's agreement and ability to comply, where applicable, by having Vendor's authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor's response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

#### 1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 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.

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? 💉 🤇

(Initials of Authorized Representative)

#### 2. Termination for Cause or Convenience:

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 in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree?

# (Initials of Authorized Representative)

## 3. Equal Employment Opportunity:

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? <u>DC</u>

(Initials of Authorized Representative)

#### 4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 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, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at <u>www.wdol.gov</u>. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 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.

Does vendor agree? K

(Initials of Authorized Representative)

# 5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is 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 USC 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.

Does vendor agree? NO

(Initials of Authorized Representative)

#### 6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or 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.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? <u>AC</u> (Initials of Authorized Representative)

#### 7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 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 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree?

(Initials of Authorized Representative)

#### Debarment and Suspension: 8.

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 1966 Comp. p. 189) and 12689 (3CFR 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.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree?

(Initials of Authorized Representative)

Byrd Anti-Lobbying Amendment: 9.

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors 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 USC 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. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? DC

(Initials of Authorized Representative)

# 10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? (Initials of Authorized Representative)

# 11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? <u>AC</u>

(Initials of Authorized Representative)

# 12. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? (Initials of Authorized Representative)

#### 13. Applicability to Subcontractors

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

Does vendor agree?

(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

NETWORK SERVICES COMPANY

Company Name

Nol aho

-----Signature of Authorized Company Official

DANIEL CEICO

Printed Name

TREASLIRER & CORPORATE COUNSEL

Title

8-4-20

Date

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Company Name

Signature of Authorized Company Official

**Printed Name** 

Title

Date

#### SIGNED DOCUMENT PRECEDES THE CONTRACT SIGNATURE FORM

**AZ Compliance with Federal and state requirements:** Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

**AZ Compliance with workforce requirements:** Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, …"every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

**AZ Contractor Employee Work Eligibility:** By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

**AZ Non-Compliance:** All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

**Registered Sex Offender Restrictions (Arizona):** For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

O hho

Signature of Respondent

1 ( / ( 2 | 19 Date

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

| Network Services Company          |                                   |
|-----------------------------------|-----------------------------------|
| 1100 E. Woodfield Road, Suite 200 |                                   |
| Schaumburg, Illinois 60173        |                                   |
|                                   | 1100 E. Woodfield Road, Suite 200 |

#### Complete as appropriate:

| 1        | , certify that I am the sole owner of                       |
|----------|---|
|          | , that there are no partners and the business is not        |
| incorpoi | ated, and the provisions of N.J.S. 52:25-24.2 do not apply. |

OR:

\_\_\_\_\_\_, a partner in \_\_\_\_\_\_\_, do

hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

#### OR:

I Daniel Ceko, an authorized representative of Network Services Company, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

### (Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

| Name | Address | Interest |
|------|---------|----------|
| NONE |         |          |
|      |         |          |
|      |         |          |

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

Colore\_\_\_\_\_\_ Treasurer & Corporate Counsel

11/12/19

Authorized Signature and Title

#### DOC #12 NON-COLLUSION AFFIDAVIT

Company Name:Network Services CompanyStreet:1100 E. Woodfield Road, Suite 200City, State, Zip Code:Schaumburg, Illinois 60173

State of Illinois County of Cook

*I, Daniel Ceko of Schaumburg, in the County of Cook, State of Illinois of full age, being duly sworn according to law on my oath depose and say that:* 

I am the Treasurer and Corporate Counsel of the firm of Network Services Company the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

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

Network Services Company Company Name

Treasurer and Corporate Counsel Authorized Signature & Title

Subscribed and sworn before me

л day of <u>NOVEMBER</u>, 20<u>19</u> Ил (). Паде this

Notary Public of New Jersey 511-16 01-1101/015 My commission expires  $\binom{1}{6}$ , 20  $\frac{2}{2}$  SALLY J VOGL Official Seal Notary Public – State of Illinois My Commission Expires Jun 19, 2021

SEAL

Company Name: Network Services Company Street: 1100 E. Woodfield Road, Suite 200 City, State, Zip Code: Schaumburg, Illinois 60173

#### **Bid Proposal Certification:**

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

#### **Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)
<u>Vendors must submit with proposal:</u>
1. A photo copy of their <u>Federal Letter of Affirmative Action Plan Approval</u> OR
2. A photo copy of their <u>Certificate of Employee Information Report</u> OR
3. A complete <u>Affirmative Action Employee Information Report (AA302)</u>

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

B. Approved Federal or New Jersey Plan – certificate enclosed

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

Authorized Signature and Title

\_\_\_\_\_\_ Date

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

#### PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or

recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

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

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

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

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

Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

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

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

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

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative

Action Office for conducting a compliance investigation pursuant to <u>Subchapter 10 of the Administrative</u> <u>Code (NJAC 17:27)</u>.

l inho

Signature of Procurement Agent

## DOC #14 C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

#### **Public Agency Instructions**

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. It is not intended to be provided to contractors. What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfns/lfnmenu.shtml).

- The disclosure is required for all contracts in excess of \$17,500 that are not awarded pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7).
- 2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. The form is worded to accept this alternate submission. The text should be amended if electronic submission will not be allowed.
- 3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
- 4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the "County PCD Forms" link on the Pay-to-Play web site at <u>www.nj.gov/dca/lgs/p2p</u>. They will be updated from time-to-time as necessary.
  - b) A public agency using these forms should edit them to properly reflect the correct legislative district(s). As the forms are county-based, they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used "as-is", subject to edits as described herein.
  - e) The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
- 5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. NOTE: This section is not applicable to Boards of Education.

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM Contractor Instructions

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

- any State, county, or municipal committee of a political party
- any legislative leadership committee<sup>\*</sup>
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - o of the public entity awarding the contract
  - o of that county in which that public entity is located
  - o of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See <u>N.J.S.A.</u> 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

## NOTE: This section does not apply to Board of Education contracts.

 $^{1}$  <u>N.J.S.A.</u> 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the

Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

## Part I – Vendor Information

| Vendor Name: Network Services Co |       | mpany |                      |                 |            |
|----------------------------------|-------|-------|----------------------|-----------------|------------|
| Addre                            | ss: 1 | 100   | E. Woodfield Road, S | uite 200        |            |
| City:                            | Scha  | umbı  | ırg                  | State: Illinois | Zip: 60173 |

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of <u>N.J.S.A.</u> 19:44A-20.26 and as represented by the Instructions

accompanying this form.

who who Signature

Daniel Ceko Printed Name Treasurer and Corporate Counsel Title

## Part II – Contribution Disclosure

Disclosure requirement: Pursuant to <u>N.J.S.A.</u> 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

| Contributor Name                        | Recipient Name                        | Date | Dollar Amount |
|---|---------------------------------------|------|---------------|
|   |                                       |      | \$            |
|   |                                       |      |               |
|   |                                       |      |               |
| - NP°                                   | · · · · · · · · · · · · · · · · · · · |      |               |
|   |                                       |      |               |
| ·                                       |                                       |      |               |
|   |                                       |      |               |
|   |                                       |      |               |
|   |                                       |      |               |
|   |                                       |      |               |
|   |                                       |      |               |
|   |                                       |      |               |
| Check here if the information is contin |                                       |      |               |

Check here if the information is continued on subsequent page(s)

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

## County Name:

State: Governor, and Legislative Leadership Committees Legislative District #s: State Senator and two members of the General Assembly per district.

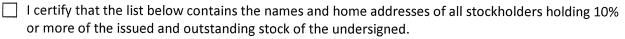
County:

Freeholders {County Executive} County Clerk Surrogate Sheriff

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

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM <u>WWW.NJ.GOV/DCA/LGS/P2P</u> A COUNTY-BASED, CUSTOMIZABLE FORM.

#### Name of Business:



OR

 ${\sf X}$  I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

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

| Partnership | Sole Proprietorship |
|-------------|---------------------|
|             | Limited Partnership |

SALLY J VOGL Official Seal Notary Public - State of Illinois My Commission Expires Jun 19, 2021 

 $\square$ 

Limited Liability Corporation



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

| <u>Stockholders:</u>                          |  |
|---|--|
| Name:   | Name:                                      |
| Home Address:                                 | Home Address:                              |
| Name:   | Name:                                      |
| Home Address:                                 | Home Address:                              |
|   |  |
| Name:   | Name:                                      |
| Home Address:                                 | Home Address:                              |
|   |  |
| Subscribed and sworn before me this 12 HL<br> | Affiant)                                   |
| (Notary Public) (July) Jog                    | Daniel Ceko, Treasurer & Corporate Counsel |
| My Commission expires: $(1/1/2)/2/2$          | (Print name & title of affiant)            |

(Corporate Seal)

## DOC #17 GENERAL TERMS & CONDITIONS ACCEPTANCE FORM

Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

### Check one of the following responses to the General Terms and Conditions:

We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

□ We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

## Article 5.3 Delivery/Service Failures – delete last sentence

Article 10.1 Audits – add the following second sentence: Audit period can involve no more than immediately preceding twelve (12) months of purchases and audit shall be at the sole cost and expense of Region 10 ESC.

Article 11.6 Warranty/conditions – delete all sentences and replace with the following: All products and/or proprietary products provided to Region 10 ESC under this agreement by NETWORK or any business unit are provided "as is", and NETWORK makes no express or implied warranties regarding any products and/or proprietary products. Notwithstanding the foregoing, NETWORK shall pass through to Region 10 ESC all warranties and indemnifications, if any (if and to the extent NETWORK remains protected thereunder), that NETWORK receives from the manufacturers of the products and/or proprietary products. Region 10 ESC shall contact the applicable manufacturer directly to obtain such warranties and indemnifications; provided, however, that upon the reasonable request of Region 10 ESC, NETWORK shall provide to Region 10 ESC any contact information of the manufacturer in its possession and shall attempt in good faith to facilitate communications between Region 10 ESC and the manufacturer.

Contract Signature Form: In response to the stipulation to hold pricing firm for 120 days, NETWORK may propose price adjustments, either up or down, based on extreme market fluctuations. Extreme market fluctuations are defined as change in market prices exceeding 10% in a single quarter. A selection of items on the Appendix B Price Worksheet are designated as "price volatile" and cannot be offered for the full 120 days. NETWORK will submit proper supporting documentation of cost increases.



# www.ImperialDade.com



# **Personal Protective Equipment (PPE)**



Protective Face Shields Style | KN95 Face Mask Sold by the case of 100



**Respirator Face Mask** 



**Disposable Medical Gown** 



**General Protective Mask** 3 layers of protection and 95% filtration efficiency



**Nitrile Gloves Blue** Powder Free/Latex Free General Purpose Sizes: S,M,L,XL



**Nitrile Gloves Black** Powder Free/Latex Free General Purpose Sizes: S,M,L,XL



**Nitrile Gloves White** Powder Free/Latex Free General Purpose Sizes: S,M,L,XL



**Ambitex® Clear Powder-Free Poly Gloves** 10000 Gloves / Case Clear Powder-Free Poly Gloves



**Ambitex**® White Bouffant Cap - 21"

1000 Caps / Case



**Non-Contact Infrared Forehead Thermometer** 

- one-key measurement
- · quick and accurate



White CPE 1 Mil Arm Guard - 18"

1000 Pairs / Case



Hospi-Tuff® 40" x 48" **Red High Density 16 Mic Extra Heavy Printed** Healthcare Bag - 40-45 Gallon

250 Bags / Case



# **Disinfectant Cleaning Products**



#### Victoria Bay Peroxide Disinfectant Cleaner - 1 Gallon

2 Bottles / Case Peroxide Disinfectant Cleaner



Victoria Bay Peroxide Disinfectant Cleaner - 1 Gallon

4 Bottles / Case Peroxide Disinfectant Cleaner



Victoria Bay Non-Acid Bathroom Cleaner - 1 Gallon

4 Bottles / Case Food Service Sanitizer



Victoria Bay Pine Disinfectant Cleaner - 1 Gallon 4 Bottles / Case Pine Disinfectant Cleaner



Victoria Bay Fresh Scent Disinfectant Cleaner #5 - 1 Gallon

2 Bottles / Case Fresh Scent Disinfectant Cleaner #5



Victoria Bay Disinfectant Spray Cleaner RTU - 32 oz Spray Bottle

2 Bottles / Case Peroxide Disinfectant Cleaner



Victoria Bay Food Service Sanitizer - 1 Gallon

4 Bottles / Case



Spic and Span® Disinfecting All-Purpose Spray and Glass Cleaner - 1 Gallon

2 Bottles / Case Fresh Scent Disinfectant Cleaner #5



J-512<sup>™</sup> Sanitizer - 2.5 Liter 2 Bottles / Case Sanitizer



Clorox Healthcare™ Hydrogen Peroxide Cleaner Disinfectant - 32 oz Spray Bottle 9 Bottles / Case



Ultra Clorox® Germicidal Bleach - 121 oz 3 Bottles / Case



Comet® Disinfecting Cleaner With Bleach - 32 oz Spray Bottle 8 Bottles / Case





COVID-19 Safety Checkout Counter Guard

- Clear Acrylic 48" w x 36" h
- Support Base 12"



COVID-19 Safety Counter Guard Hanging Kit • Clear Acrylic 40" w x 28" h



COVID-19 Safety Checkout Counter Guard • Clear Acrylic 24" w x 24" h

Support Base 8"



COVID-19 Safety Checkout Counter Guard

- Clear Acrylic 32" w x 36" h
- Support Base 12"



COVID-19 Checkout Counter Guard • Clear Acrylic 22" w x 30" h



Alcohol Wipes 75% 250/Tub 6/ Case



Alcohol Wipes 75% 60/Pack 24/Case





PURELL® Advanced Hand Sanitizer - 16 oz Bottle

12 Bottles / Case Flip Top Bottle



PURELL® Touch Free Floor Stand - Mineral Gray

1 Stand / Unit



All Purpose Microfiber Cloth - 16" x 16"

240 Cloths / Case



11.5" x 24" Pink Diamond Design Wiper 200 Wipers / Case



Wypall® White X70 Foodservice Towel - 12.5" x 23.5"

300 Towels / Case

# **Towel & Soap Dispensers**



enMotion® Recessed Automated Touch-less Towel Dispenser - Stainless Steel 1 Each / Unit



enMotion® Touchless Soap Dispenser

1 Dispenser / Each



enMotion® Blue Water-Resistant Automated Towel Dispenser

1 Each / Unit



Tork® Smoke Hand Towel Roll Dispenser

1 Each / Unit



Tork® Touch-Free Hand Towel Roll Dispenser

1 Each / Unit

# **Mechanical and Electrostatic Sprayers**



Professional Cordless Electrostatic Handheld Sprayer



Professional Cordless Electrostatic Backpack Sprayer

Titan FlexSpray<sup>™</sup> Handheld





# **Safe Distance Mats** Berber and Design Print Logo Mats



Both designs available standard as 18'x3' Berber or Design Print mats.

#### Berber Specifications

#### Material

100% solution-dyed UV stabilized polypropylene fibers with 15% post-consumer recycled content Backing

OxForce<sup>™</sup> high density rubber

**Design Print Specifications** 

Material 100% heat set nylon Backing Slip-resistant nitrile rubber



#### Available standard as 15'x3' mat.

#### Specifications Material 100% solution-dyed UV stabilized polypropylene fibers with 15% poi

polypropylene fibers with 15% postconsumer recycled content **Backing** OxForce™ high density rubber

Custom lengths and designs available upon request.

# **Social Distancing Signage**



24.00" x 17.00"

72.00" x 40.00"

53.5" x 47.5"

# **AM-15**

# 15 Gallon Air Assisted Misting Machine

## PREMIUM SPECIFICATIONS. INDUSTRY INNOVATION. VERSATILITY DISCOVERED.

The AM-15 is a versatile misting unit with effective droplets at 15 microns and overall capacity provides superior productivity for large area disinfection. The unit will out perform the commonly used handheld machines on the market today. The large 15 gallon tank provides continual usage - a one stop chemical source. Fill it and disinfect your entire facility.



https://pacificfloorcare.com/air-misters

# **APPLICATIONS:**

The Pacific AM-15 Air Assisted Misting Machine is a powerful, consistent, and versatile unit for nearly every surface. Use for daily disinfecting of floors, walls, ceilings and more

- Hallways, Banquet areas, Rooms
- Patient rooms
- Classrooms, Weight rooms, Locker rooms, Restrooms
- Health clubs

- Transportation
- Class A office buildings
- Supermarkets, Carts
- Municipalities
- Sports & Recreational complexes



Pacificfloorcare.com (800) 968-1332

# FEATURE

# **SPECIFICATIONS**

| MODEL:                                   | AM-15   |
|--|---|
| PART NUMBER:                             | 685401  |
| TECHNICAL SPECIFICATIONS                 |   |
| Power type                               | Electricity; 120V Air compressor  |
| Chemical pickup type                     | Draws from pre-mixed solution   |
| Number of products unit can draw<br>from | One product   |
| Suction line length/diameter             | 3/8 in. (9.5 mm) inside diameter  |
| Capacity                                 | 15 gallons (56.8 liters)  |
| Discharge line length/diameter           | 25 ft. (7.6 m) coiled twin-line tubing 1/4 in. (6.4 mm outside diameter)        |
| Discharge wand/tip type                  | Polypropylene trigger handle with misting nozzle                                |
| Output distance                          | 3-4.5 ft. (0.9-1.4 m)   |
| Output volume                            | 8.9 oz./min (263.2 mL/min) at 50 psi (3.4 bar)                                  |
| Flow rate*                               | 8.9 oz./min (263.2 mL/min) at 50 psi (3.4 bar)                                  |
| Pump seals                               | Santoprene  |
| Power cable                              | 9 ft.   |
| Run time from full tank**                | Approx. 3.5 hours   |
| Noise level (dBA)                        | 60  |
| Nozzle type                              | Pneumatic fog nozzle  |
| Number of nozzles                        | 1 nozzle  |
| Droplet size                             | 15 microns at 50 psi (3.4 bar) ***  |
| Wheel type                               | Two 10 in. (25.4 cm) non-marking wheels & two 5 in. (12.7 cm) casters with lock |
| Machine weight                           | 90 lbs.   |

| PART NO. | ADDITIONAL ACCESSORIES                       |  |
|----------|--|--|
| 688801   | AM-15 handheld wand assembly with one nozzle |  |
| 689001   | 100 ft. red & blue discharge hose            |  |
| 685701   | AM-15 40 micron spray nozzle                 |  |

\* Dilution rates and flow rates given are based on chemical with viscosity of water and factory air pressure settings.

- \*\* Area Covered and run time may vary based on humidity, air flow, and product used.
- \*\*\* Refer to chemical supplier for recommended application for sanitizing and disinfecting efficacy.

#### **DISTRIBUTED BY:**





# GENUINE SERVICE PARTS

PURPOSE BUILT™ TO PROVIDE MAX PERFORMANCE

Why buy a copy when you can get the original parts—the ones actually used in the machine's original design work the best. Not only do you get maximum performance, but you also reduce hassle and downtime. Be sure to contact Pacific Floorcare or a local authorized distributor when you need authentic service parts.



Pacificfloorcare.com (800) 968-1332



# **Performance Specifications:**

Type of Mask:Protective Mask Mask Size: 17.5cm x9.5cm Ear Loop: 20cm Filtration Efficiency: 95% Particle Protective Performance: >65% Inspiratory Resistance: 69% Expiratory Resistance: 53% Testing Standard: GB/T32610-2016

# Heat Sealed Construction (3 Layer):



Layer 1:Non Woven Fabrics Layer 2: Melt-blown Fabrics Layer 3: Breathable Non-Woven Fabrics



# Packaging Specifications:

Inner Case Qty: 50PCS Master Case Qty: 48 Boxes(Total:2400 PCS) 40HQ Container: 700CTNS Carton Size (cm): 58 x 44 x 37

FDA Plant Number: 10063085 Please consider our environment and recycle.





# **Performance Specifications:**

Mask Size: 14.5x9.5cm Ear Loop: 20cm Filtration Efficiency: 95% Particle Protective Performance: >65% Inspiratory Resistance: 69% Expiratory Resistance: 53% Testing Standard: GB/T 38880-2020



# Heat Sealed Construction (3 Layer):



Layer 1:Non Woven Fabrics Layer 2: Melt-blown Fabrics Layer 3: Breathable Non-Woven Fabrics

# **Packaging Specifications:**

Inner Case Qty: 10PCS/BAG 5BAG/CTN Master Case Qty: 48 Boxes(Total:2400PCS)

| Legal Name of company: | ZHUYI MEDICAL TECHNOLOGY CO, LTD   |
|------------------------|--|
| Street Address:        | NO.6 TAOYUAN INDUSTRIAL PARK,NANAN<br>CITY,QUANZHOU CITY,FUJIAN PROVINCE |
| City:                  | QUANZHOU   |
| State/Province/Region: | FUJIAN   |
| Postal Code:           | 362333   |
| Country:               | CHINA  |
| Telephone:             | 0595-86567666  |
| FDA Number:            | 10063085   |

# Manufacture:

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

# How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

# **CDC on Homemade Cloth Face Coverings**

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

# Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

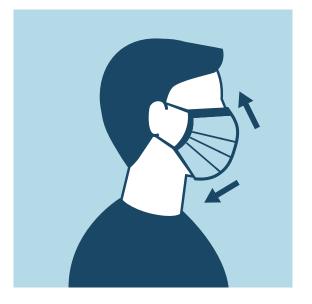
Yes. They should be routinely washed depending on the frequency of use.

# How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

# How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.







cdc.gov/coronavirus

# 

# Modeled after the face mask designed by Hanes® and approved by the U.S. Government.

Surgical masks and N-95 Respirators should be reserved for health care workers. The CDC therefore recommends cloth masks to block the spread of COVID-19. Our masks are the best alternative to surgical and N-95 masks, with a 70% filtration rate based on one layer, enhanced protection of two additional layers, and a Dupont Silicone Coating on the outside layer of the mask.

We encourage everyone to continue to practice safe distancing guidelines as requested by the CDC.

- · Material: 3-layer 100% cotton soft jersey
- · Dupont protective coating drastically increases protection
- Antimicrobial cloth controls bacterial growth and inhibits the growth of unpleasant odors
- · Silicone finish limits liquid absorption
- · Washable for repeat use
- Individually packed and bagged
- · Colors: White, Black & Gray
- Custom logo available at additional cost



# Sizing:

- · Adult LG/XL 7" x 5"
- · Adult SM/MD 6.5" x 4.5"
- Youth 4.5" x 3.5"

# Item # M-95

- · 1 49 cases \$2.75 per mask
- · 50 99 cases \$2.31 per mask
- 100 cases Up \$2.09 per mask
- · Case Quantity: 400 Masks
- · Carton Dimensions: 24"x14"x12"
- · Carton Weight: 16 lbs.
- · Minimum Order: 400 Masks



**Hospitals**: Can be used over an N95 mask and washed and reused to extend the life of the N95 mask.\*



# CUSTOM COLORS & LOGOS AVAILABLE

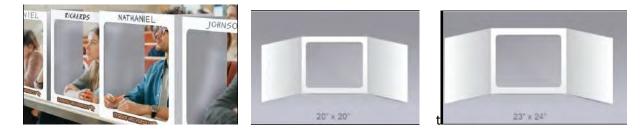


# COST SAVINGS CLOTH VS DISPOSABLE MASKS

Cloth masks drastically reduce the costs associated with disposable facial protection – simply wash and reuse over and over again!



# COVID-19 Protective Barrier Sneeze Guard Shields for Schools & Educational Environments



This desk top shield provides protection against sneezes, coughs and germs. Ideal for schools & universities for desktop use. Provides an excellent COVID-19 shield between pupils and instructors. They also provide a protective and sanitary barrier between classmates.

Acting as a cough shield or sneeze guard, the barrier can greatly assist in the reduction of transmission of COVID-19 on college and school campuses; and is an excellent cost alternative to more expensive acrylic barrier solutions.

Adds a level of protection without impeding communication

All plastic material -one piece construction. Heavy-duty, all-plastic panel that is specially designed to provide long-lasting, durable. The window is made of a rigid film.

Available in 2 different sizes with panel fronts measuring 20" x 20", and 23" x 24

**Completely sanitizable!** 

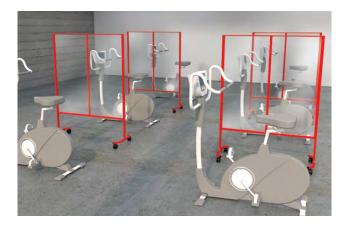
Each one weighs 1 to 1.5 Lbs.

25 pieces per case

Freestanding

**Moisture Resistant** 

**Not FDA approved** 





# Social Distancing Moveable Mobile Shield with Casters-OSHA Orange

Works great in retail environments, gyms, offices, schools & other commercial settings.

Code: SDMSCEO

70"H x 45"L x 21"W

1/8" thick acrylic panel.

**Constructed of 1**" square tubing.

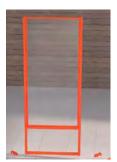
Uses 2 locking and 2 non-locking 2" casters.

**Physical Barrier** 

Made of Acrylic & Steel Orange

Available in Mid-September 2020. Pre-order NOW.

Easily assembled acrylic barriers can be easily snapped together to create a long run of protection. Add additional panels ( CODE: SDMSCEPANELO) to form walls, lanes, etc.





Screen Gems Inc. 215-235-1119 regina@screengemsinc.com



# Social Distancing Moveable Mobile Shield with Casters

Works great in retail environments, gyms, offices, schools & other commercial settings.

# Code: SDMSCE

70"H x 45"L x 21"W

1/8" thick acrylic panel.

**Constructed of 1**" square tubing.

Uses 2 locking and 2 non-locking 2" casters.

**Physical Barrier** 

# Made of Acrylic & Steel White

Available in Mid-September 2020. Pre-order NOW.

Easily assembled acrylic barriers can be easily snapped together to create a long run of protection. Add additional panels ( CODE: SDMSCEPANEL) to form walls, lanes, etc.



Screen Gems Inc. 215-235-1119 regina@screengemsinc.com



# **Specification Sheet**

### ITEM

Product Code: T28592-FOAM

\*Foam strips provided, will be applied by end user

Description: Face Shield PET 29" x 9.5"

Volumetric Capacity: NA

Dimensions (O.D.): 29" x 9.5"

Color: Clear

Material: PET

## CASE

**Count:** 100

Dimensions: 18.0" x 13.0" x 9.5" Cube: 1.29 ft3 Weight: 20 lbs.

## PALLET

Cases/Pallet: 63 T1/H1: 7 Ti X 9 Hi Pallet Height: 91.00

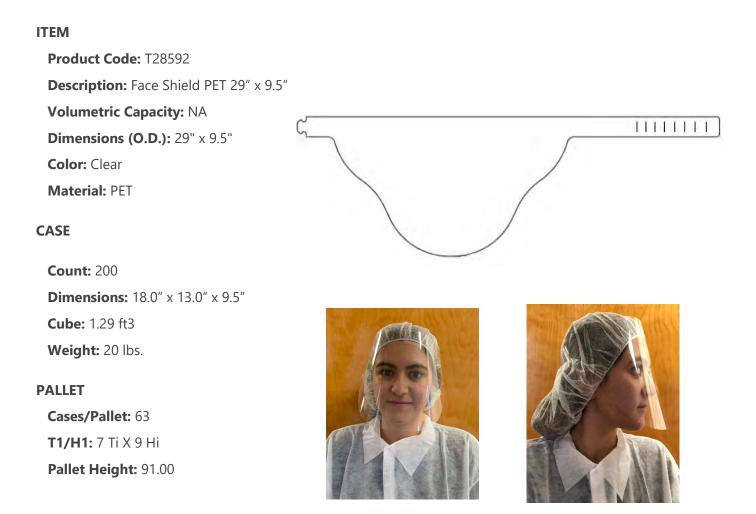




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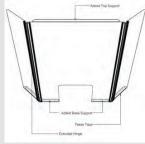


# **Specification Sheet**









#### Item Code: COVSG

**COVID-19 Safety Checkout Counter Guard** MSR Price: \$199.00

Keep essential front line workers safe with the use of this free standing sneeze guard designed for use in supermarkets, pharmacies, c-stores and other facilities.

#### Features:

- Clear Acrylic 22" w x 30" h
- Support Base
- Free Standing
- Tessa tape to keep secure in place
- · Hinged side panels for extra stability
- 1 piece



#### Item Code: COVSG2

**COVID-19 Safety Checkout Counter Guard** MSR Price: \$310.00

#### Features:

- Clear Acrylic 32"w x 36"h
- Support Base 12"
- Pass Thru Hole 12"h x 20"w
- Free Standing
- 1 Piece



Item Code: COVSG3 COVID-19 Safety Checkout Counter Guard MSR Price: \$198.00

#### Features:

- Clear Acrylic 24"w x 24"h
- Support Base 8"
- Pass Thru Hole 8"h x 16"w
- Free Standing
- 1 Piece





Item Code: COVSGH COVID-19 Safety Counter Guard Hanging Kit MSR Price: \$80.00

Protect essential front line workers from germs with this clear easy setup sneeze guard. Quickly hang from ceilings to add the extra protection.

#### Features:

- Clear plastic shield 40" w x 28" h
- 40" Wide gripper with sliding clips
- · Includes two ceiling grid attachments and chords
- Shield is easy to clean or replace



Item Code: COVSG4 COVID-19 Safety Checkout Counter Guard MSR Price: \$470.00

#### Features:

- Clear Acrylic 48"w x 36"h
- Support Base 12"
- Pass Thru Hole 12"h x 24"w
- Free Standing
- 1 Piece

Drop shipments only with a minimum order of \$500 plus freight.

# Hand Sanitizer Stands

# **Floor Stand Multi Station**

| FS3-BLMulti Station Stand Blue/WhiteFS3-BLKMulti Station Stand Black/WhiteFS3-RDMulti Station Stand Red/White | Product no. | Description_                    |
|---|-------------|---------------------------------|
|   | FS3-BL      | Multi Station Stand Blue/White  |
| FS3-RD Multi Station Stand Red/White  | FS3-BLK     | Multi Station Stand Black/White |
|   | FS3-RD      | Multi Station Stand Red/White   |
| FS3S- Multi Station Stand Sample  | FS3S-       | Multi Station Stand Sample      |

Product *Size:* 47"T × 17"W × 17"D Weight: 16 lbs.

Shipping *Size:* 48"T × 18"W × 6"D Weight: 20 lbs.

# Foot Pedal Floor Stand

| Product no. | Description                  |
|-------------|------------------------------|
| FPS-BL      | Foot Pedal Stand Blue/White  |
| FPS-BLK     | Foot Pedal Stand Black/White |
| FPS-RD      | Foot Pedal Stand Red/White   |
| FPSS-       | Foot Pedal Stand Sample      |
| Product     | Shipping                     |

*Size:* 47"T × 17"W × 17.5"D *Size:* 48"T × 17"W × 17"D Weight: 17 lbs.

Weight: 23 lbs.

# Floor Stand Multi Station with Foot Pedal

| Product no. | Description |
|-------------|-------------|
|-------------|-------------|

| FPS3-BL  | Multi Station Foot Pedal Stand Blue/White |
|----------|---|
| FPS3-BLK | Multi Station Foot Pedal Black/White      |
| FPS3-RD  | Multi Station Foot Pedal Red/White        |
| FPS3S-   | Multi Station Foot Pedal Sample           |

# Product

*Size:* 47"T × 17"W × 17.5"D *Size:* 48"T × 17"W × 17"D Weight: 20 lbs.

Shipping Weight: 26 lbs.





Ships unassembled for economical shipping

Glove/Wipes not included

Dispenser not included



Unit ships fully assembled

Sanitizing cartridge not included





Unit ships fully assembled

Sanitizing cartridges not included

Gloves/Wipes not included

Additional color options available

- Quantity Discounts
- Custom Graphics





**Proudly Made** in the ÚSA

Rapid-Response System Trio Rx/Immerse-A-Clean + Electrolyte + Mist/bMist

- Are you concerned with the flu outbreaks spreading across our nation's schools?
- Are you concerned with keeping your students and staff safe and healthy during the flu season?
- Are you concerned with having safe and non-toxic solutions to Clean, Sanitize and **Disinfect your facility?**

GenEon's Rapid-Response System with an **U.S. EPA Registered Broad Spectrum Disinfectant:** 

- > Helped a major South-Eastern University and Medical School remediate a Norovirus outbreak.
- > Helped Paulding County Schools in GA eliminate mold and reduce absenteeism during the last flu season while other schools were closing.
- > And helped Faith Family Academy reduce and eliminate MRSA from their athletic area while shrinking their cost!

# **ON-SITE GENERATED SOLUTION**

**MAKE SOLUTION** POUR **SPRAY** in Trio Rx or Immerse-A-Clean in Mist or bMist **Clean, Sanitize or Disinfect** Classrooms Trio**Rx** Mist > Bathrooms > Kitchen Area > Dining Room ► Gym > Large Open Spaces > Toilets > Sinks ⁰Mist > Door Knobs Immerse-A-Clean > Blood and Organic Matter Making your environment *cleaner*, *safer* and *healthier* for your students, staff and workers!

When used as directed, the solution is effective against a host of germs in as little as 30 seconds:

- > Enterovirus
- Norovirus
- > E.coli
- > Staph

- > MRSA > HIV > Hep B & C > Listeria
- > Salmonella
- > Herpes
- > Pseudomonas Aeruginosa
- > Poliovirus

- > Influenza A (H1N1)
- > T. Inderdigital
- > TB
  - > Legionella & more...

Rapid-Response System Trio Rx/Immerse-A-Clean + Electrolyte + Mist/bMist

## Mineral Electrolyte

For producing EPA registered broad spectrum disinfectant. Environmentally friendly, safe, and cost effective. Each 2.4 oz pack makes 1/2 Gal. Comes with 65 packs of 2.4 oz



## Trio**F**

On-site generator to create 1/2 Gal. of EPA registered broad spectrum disinfectant/cleaner. Ideal to eliminate viruses, bacteria, odors, and much more.



## Mist<sup>™</sup>/<sup>0</sup>Mist<sup>™</sup>

When combined with the solutions created by one of GenEon's on-site generators you get the ideal system for cleaning, sanitizing, and disinfecting large open areas and hard-to-reach places: bathrooms, classrooms, training areas, locker rooms, mats, counters, desks, floors, showers, and more.

Portability – bMist is a battery-operated sprayer that adds portability ideal for remote areas with no electricity.



### Immerse-A-Clean

Battery-Operated On-Site Generator for creating cleaning, sanitizing, and disinfecting solutions in mop buckets, automatic scrubbers, carpet extractors, etc. Portability – Ideal for use in remote areas with no electricity and/or access to running water. Designed to run on battery or connected to an electrical outlet.



#### Minera Electrolyte

For producing sanitizer/disinfectant. Environmentally friendly, safe, and cost-effective. Each 1/2 Gal. Tip N' Pour bottle can make several gallons of RTU solution. *Comes in a case of 6 x 1/2 Gal. bottles.* 





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Phone (866) 217-0205 sales@geneontech.com Visit us at

geneontechnologies.com

VICTORY INNOVATIONS Cº -----

> Ideal for Disinfecting, Sanitizing, Odor Removal, Decontamination, Pesticides/Fertilizing, and More!

## PROFESSIONAL CORDLESS ELECTROSTATIC HANDHELD SPRAYER





SAVES MONEY



PROVIDES BETTER COVERAGE



### PROFESSIONAL CORDLESS ELECTROSTATIC HANDHELD SPRAYER

| PRODUCT SPE | CIFICATIONS       |                      |          |
|-------------|-------------------|----------------------|----------|
| Model #     | VP200ESK          | Weight (No Chemical) | 3.8 lbs. |
| Power       | Cordless          | Weight (Full)        | 5.9 lbs. |
| Tank Size   | 33.8 ounces / 1 L | Optimum Spray Range  | 2-3 ft.  |

|                    | NOZZLE SETTING 1 | NOZZLE SETTING 2 | NOZZLE SETTING 3 |
|--------------------|------------------|------------------|------------------|
| Nozzle Shape       | Full Cone        | Full Cone        | 120° Fan         |
| Particle Size      | 40 microns       | 80 microns       | 110 microns      |
| Flow Rate          | 3.1 ounce/min    | 3.8 ounce/min    | 10.5 ounce/min   |
| Run Time per Tank  | 11.3 min         | 9.3 min          | 3.33 min         |
| Coverage per Tank* | 2,800 sq ft      | 2,550 sq ft      | 1,700 sq ft      |
| Tanks per Charge   | 21.2             | 25.8             | 72.1             |

\*Per internal testing determined by flow rate and particle size

#### ACCESSORIES:













VP72 / VP74 Extension Wand -12" or 24"

VP30 33.8oz Tank with Cap

VP49 Nozzle Wrench

VP50 3-in-1 Nozzle

VP20B 16.8V 6800mAh Battery (8 hr. run time)

VP91 Carry Strap

FC I CE I RoHS II www.victorycomplete.com

VP200ESK



Ideal for Disinfecting, Sanitizing, Odor Removal, Decontamination, Pesticides/Fertilizing, and More!

## PROFESSIONAL CORDLESS ELECTROSTATIC BACKPACK SPRAYER





SAVES MONEY



PROVIDES BETTER COVERAGE



#### PROFESSIONAL CORDLESS ELECTROSTATIC BACKPACK SPRAYER

| PRODUCT SPECIFICATIONS |                       |                      |           |  |
|------------------------|-----------------------|----------------------|-----------|--|
| Model #                | VP300ES               | Weight (No Chemical) | 10 lbs.   |  |
| Power                  | Cordless              | Weight (Full)        | 28.8 lbs. |  |
| Tank Size              | 2.25 gallons / 8.52 L | Optimum Spray Range  | 4 - 6 ft. |  |

|                    | NOZZLE SETTING 1 | NOZZLE SETTING 2 | NOZZLE SETTING 3 |
|--------------------|------------------|------------------|------------------|
| Nozzle Shape       | Full Cone        | Full Cone        | 120° Fan         |
| Particle Size      | 40 microns       | 80 microns       | 110 microns      |
| Flow Rate          | 3.4 ounce/min    | 5.1 ounce/min    | 13.4 ounce/min   |
| Run Time per Tank  | 84 min           | 56.5 min         | 21.8 min         |
| Coverage per Tank* | 23,000 sq ft     | 20,600 sq ft     | 13,100 sq ft     |
| Tanks per Charge   | 2.9              | 4.2              | 11               |

\*Per internal testing determined by flow rate and particle size

ACCESSORIES:













VP72 / VP74 Extension Wand -12" or 24"

VP31 2.25 Gallon Tank with Cap

VP49 Nozzle Wrench

VP50 3-in-1 Nozzle

VP20B 16.8V 6800mAh Battery (8hr. run time)

VP10 16.8V Battery Charger

FC D CE C RoHS MM www.victorycomplete.com



### **ADVANCED ALCOHOL GEL SANITIZER**



#### Fast Drying, Lightly Fragranced Gel Sanitizer

Kills 99.999% of most common germs that can cause disease.

#### Features

Evaporates quickly with no sticky residue. Kills 99.999% of common germs that can cause disease. Moisturizes and conditions skin.



#### **Directions for Use**

Dispense two pumps of product onto palm of hand and rub thoroughly over all surfaces of both hands until dry.

#### **Tech Specs**

| Color             | Clear             |
|-------------------|-------------------|
| Fragrance         | Light and Fresh   |
| Active Ingredient | 70% Ethyl Alcohol |
| рН                | Neutral           |
| Warranty          | 1 year            |

#### SUPPLEMENTARY CATALOGS AND CONSUMER INFORMATION

Given the thousands of products available through NETWORK distribution warehouses, products are not provided in catalog format.

A final customer specific product listing of core products is provided once more is known about current Equalis products and usage, which is not provided in this RFP. The following information is requested:

List of products currently in use

**Detailed product descriptions** 

Manufacturer preference, by category, if any

List of any manufacturers which the Equalis Group has directly negotiated contracts with.

NETWORK will work with Equalis to arrive at a core product list which best meets your overall program needs. That listing is reviewed annually and updated to incorporate additional items which have seen substantial sales and would be beneficial to Equalis as part of the core list, available to all agencies.

Special order, non-core items would be priced at local, market competitive prices.

Products are available in the categories listed within Appendix B, as well as additional product categories as the need arises or specific agency needs dictate.



## Supply Chain Update

NETWORK continues to receive updates from key suppliers on the impact of COVID-19 on their operations. The entire supply chain has been impacted by extreme increases in demand, availability of raw materials, transportation, and health and well-being of staff. Availability of critical supplies from hand hygiene to hand towels varies by manufacturer, distributor, and end user. The situation remains unpredictable and fluid as the nation responds to the ongoing healthcare crisis.

While a great number of customers are in need of information to guide their response to accessing critical supplies, it is extremely challenging for NETWORK to provide such information. In this dynamic environment, it is likely that as information is shared there is great potential for it to be obsolete in a very short period of time.

Still, we are determined to communicate what we do know to offer understanding of the significant and far reaching implications regarding supply availability. As such, we provide the following summary by category.

IMPORTANT NOTE: This information is based only on a sub-set of manufacturers in each category from which NETWORK has received updates. It is not intended to reflect status of all suppliers in any of the listed categories.

Indication of product availability reflects shipments *TO DISTRIBUTORS*. This does not imply availability to end user customers.

NETWORK has received updates from strategic suppliers in the following core categories: CHEMICALS • GLOVES • JANITORIAL SUPPLIES • SKINCARE • TOWEL & TISSUE

### POINTS OF EMPHASIS

#### INCREASE IN DEMAND

Manufacturers across categories have indicated they are experiencing significant increases in order volume. Demand increases range from 2 times previous year order levels, up to a 10 times increase in skincare.

#### PRIORITIZING CRITICAL BUSINESSES

Manufacturers across categories have directed distributors to prioritize customers in healthcare, first responder, critical government, and grocery organizations. This is consistent with government directives.

#### ALLOCATION

The significant increase in demand drives a need to limit shipments to distribution. **Most** suppliers have instituted a supply pacing approach based on previous year shipments plus a manageable percent increase. **Varies by supplier.** 

#### NOT ACCEPTING NEW CUSTOMERS

Manufacturers across categories are filling orders only for customers with which there is purchase history. This is particularly prevalent in skincare, chemicals, towels, and tissue. "New" customer orders will not be accepted.

#### CONSOLIDATING SKUs

In an effort to maximize production of high demand items many suppliers have reduced the number of SKUs being manufacturing. **Suspended** SKUs are often related to dispensing or fragrance variations, private label, or specialty items. The best source for information regarding product availability and solutions for cleaning and disinfecting is your local NETWORK distributor.





#### Global Glove Market Summary – June 2020

The COVID-19 pandemic continues to have a profound and lasting impact on the global supply chain. As efforts to minimize the spread of infection in healthcare, businesses, schools, and homes continues, demand for personal protective equipment (PPE) has increased drastically. Demand for disposable gloves, in particular, is up 5 to 10 times normal market conditions, according to some estimates. This unprecedented demand is driven by many factors including increased usage in public-facing service workers, adoption of use in unconventional industries and individual citizens, prioritization of medical application, and government agencies entering the market with significant demand. Manufacturer efforts to ramp up production continue and while supply has improved, the world's radical demand continues to outpace capacity. This is expected to linger for the foreseeable future with predictions stretching as much as 5-8 months.

#### SUPPLY

Lead times for products from China and Malaysia (mainly Vinyl, Nitrile, and Latex Gloves) have increased drastically. In some instances, supplier lead times have doubled, increasing to greater than 180 days. Historical normal range is 90 to 100 days.

On-hand inventories are as low as 25% of pre-COVID normal units. In-transit inventories are far less than expected while in-production inventories are at historic highs. Allocations continue and most suppliers are still not accepting new business on single use gloves or most forms of PPE.

#### Factors Influencing Supply

- raw material shortages
- government labor restrictions
- logistics log jams
- export restrictions
- manufacturing constraints

#### PRICING

As new capacity continues to be constrained through Q4 2020 and Q1 2021, prices in the market will be severely impacted. The market has seen factory pricing range up to 400% above normal market conditions. Some glove pricing is expected to face additional increases every 30 days until the market volatility subsides.

| Glove<br>Material | Primary<br>Origin | Expected Price Increase<br>June/July<br>(source: multiple suppliers) | Summary  |
|-------------------|-------------------|--|--|
| Nitrile/Latex     | Malaysia          | +30%   | Highest demand for medical PPE, largest price increases<br>and product shortages.                        |
| Vinyl             | China             | 25-40%   | Supply is tightening due to main substitution for nitrile.   |
| Hybrid            | China             | 20-25%   | Leading alternative for foodservice applications. Viable substitution for vinyl.                         |
| Poly              | China             | 5-25%  | Leading alternative for foodservice applications. Viable<br>substitution for vinyl. Capacity increasing. |

Both product shortages and cost volatility are expected to normalize sometime in 2021.

#### INDUSTRY RESPONSE

As the market adjusts to supply and demand imbalances, the following conditions can be seen in the market place:

- Suppliers announce price increases for June and July
- No advance commitment on price
- New "spot market" emerging for buyers willing to pay significant premium for availability direct from the factory
  - Spot prices are approx. 3 to 5 times market for Vinyl gloves and Nitrile
  - Product can be inconsistent sizes can vary, limited/cases mixed, limited inventories, and "suppliers" are often not established or experienced entities



Source: Credit Suisse research (AmerCareRoyal)

## Preparing to Open: Janitorial Products Checklist

### Cleaning for Health—Plan and Order Now!

As a national distributor of facility supplies, NETWORK partners with educational institutions to provide janitorial supplies as well as cleaning and disinfecting best practices. NETWORK understands the importance of cleaning for health and delivers a full range of operational insights and product solutions.

Partnering with NETWORK will give you access to flexible, integrated distribution solutions and comprehensive facility cleaning programs.



## Disinfectants, Cleaners and Tools

- Disinfecting solutions and dilutions (RTU or Dilution Systems)
- □ Surface sprays
- □ Disposable wipers
- □ Microfiber
- □ Mop and Broom
- □ Tote/Bucket
- □ Floor cleaners/sanitizers
- □ Janitorial carts and extra bins for storing cleaning and wiping supplies
- □ Trash receptacles
- Dependence PPE-Gloves, Masks, Face Shields, Gowns

|     | - 0-     |  |  |  |
|-----|----------|--|--|--|
|     | <b>~</b> |  |  |  |
|     | <b>~</b> |  |  |  |
|     | ✓        |  |  |  |
|     | ✓        |  |  |  |
| - U |          |  |  |  |

## Communication and Signage

- □ Handwashing and hygiene guidelines
- □ Infection prevention best practices
- □ Steps taken in additional cleaning and disinfection
- Social distancing recommendations and reminders: safe-distance mats, floor tape, decals
- □ OSHA and SDS documentation
- □ Planning and Protocol Health Checks



## Hand Hygiene

- □ Touch-free hand sanitizer dispensers and refills
- □ Touch-free soap dispensers and soap
- Touch-free paper towel dispensers and paper towels
- □ Touch-free toilets and sinks
- □ Toilet tissue and dispensers
- □ Seat covers and dispensers



### Kitchen and Cafeteria

- - □ Surface sprays
  - □ Pre-wet disposable wipers
  - □ Disinfecting solutions and dilutions
  - □ Germicidal spray
  - □ Floor cleaners/sanitizers
  - □ Buckets/mops
  - □ Bleach
  - □ Grab-N-Go Program
  - □ Foodservice disposables
  - □ Appropriate PPE: gloves, mask, head covers, aprons, shoe covers, eyewear

equa

### Discuss the best cleaning solutions with your NETWORK distributor to plan for a better tomorrow.

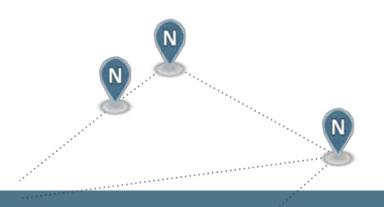




The overview in this brochure gives a broad overview of NETWORK capabilities and does not revise or amend your contract. © August, 2020 Network Services Company. All rights reserved

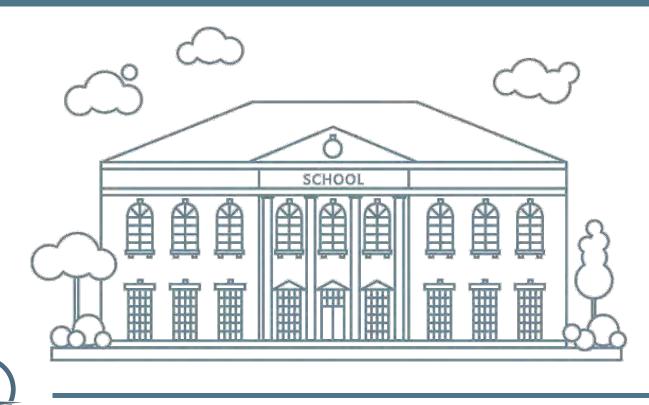






# Protecting students and staff under a new normal

## A GUIDE FOR K-12 EDUCATION FACILITIES







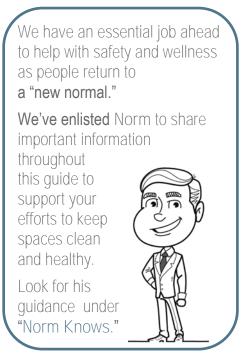
## The New Norm for K-12 Education Facilities

As many schools plan to restart operations after a crisis, they'll need to consider a new set of concerns and needs. Those who visit and attend your facilities—students, teachers, staff and parents will come with a heightened sensitivity to cleaning, hygiene, and sanitation. This "new normal" will raise expectations and impact the reputation for facilities moving forward.

To help institutions of education respond to these new expectations, NETWORK has collected essential information from industry sources that can be considered as you navigate through these new challenges.

As a national distributor of facility supplies, NETWORK has been partnering with educational institutions to provide janitorial supplies as well as cleaning and disinfecting best practices that create welcoming facilities that meet the highest standards.

NETWORK understands the importance of cleaning for health and delivers a full range of **operational insights and product solutions. For more than 50 years, NETWORK's value to educational institutions is knowing what's in the box and how to properly use it to deliver best** performance when it matters most.



## Key Considerations in this Guide:

| 1 | Coronavirus Disease (COVID-19) |
|---|--------------------------------|
| 2 | Effective Handwashing          |
| 3 | Basics of Face Covering        |
| 4 | Social Distancing              |
| 5 | Caring for Students & Staff    |
| 6 | Preparing to Open              |
| 7 | Surface Safety                 |
| 8 | Cleaning for Health            |
| 9 | Distribution by Design®        |





## Coronavirus disease (COVID-19) is a respiratory disease of international public **health concern caused by a "novel coronavirus" not previously seen.**

People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and trouble breathing. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

## The virus may spread by respiratory droplets from an infected person to others through:

- PER)
- □ The air by coughing and sneezing
- □ Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

#### Risk of infection can be reduced by:

- □ Washing hands often and correctly
- Avoiding touching your eyes, mouth, or nose with unwashed hands
- □ Avoiding close contact with people who are sick
- □ Use hand sanitizer if soap and water are not readily available
- □ Wearing a mask according to federal, state or local guidelines

### Norm Knows

The 2019-nCOV is a virus. Antibiotics should not be used as a means of prevention or treatment as they are not effective against viruses.

Please note that the situation surrounding COVID-19 is evolving and that the subject matter discussed in this publication may change. There are currently no vaccines to protect against coronavirus infection



## Effective Handwashing



Wet hands under lukewarm running water.



Dispense soap.



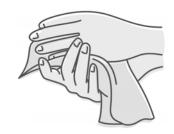


Rub hands palms together. Left over right and right over left.



Rub hands with fingers interlaced. Palm to palm, Left over right, right over left.





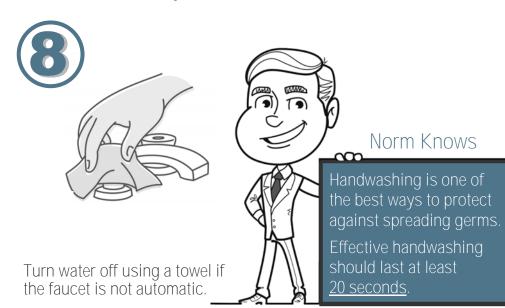
Dry hands with clean paper towels.



Rub hands, fingertips into palm to clean under nails. Scrub each thumb individually.



Rinse hands thoroughly with running water.





When combining with every day good hand hygiene and social distancing practices, face coverings are an additional step to help slow the spread of COVID-19 and other germs.

If social distancing is difficult, it is recommended staff and students (particularly older students) **wear a face covering. It is important to understand the Do's and Don'ts of face coverings since** they may be challenging for students (especially younger students) to wear in all-day settings such as school.





Social distancing means keeping enough space between people to minimize the spread of germs. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible — even if they have no symptoms. The following tips can help you maintain a healthy environment.

## Keep larger groups of people from coming together and allow for more physical space between individuals

6 ft.





E-Learning / **Distance Learning** 

- Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning
- □ Enhanced social distancing measures
- □ Limit nonessential visitors, volunteers, and activities involving external groups or organizations
- Consider temporarily closing shared spaces such as cafeterias, breakrooms, and playgrounds with shared playground equipment if possible; otherwise, stagger use and clean and disinfect between use
- □ Increase space between desks and reduce seating in commons areas to support social distancing
- Designate "up" and "down" hallways and stairwells with signage
- □ E-learning or distance learning opportunities should be provided for all students
- Dependence of the second secon
- Follow state and local guidelines regarding limits on meetings, gatherings, and events; CDC currently recommends meeting limitations of 10 people or less
- Discourage sharing of phones, desks, offices, or other tools and equipment, when possible



## Face masks may be helpful where social distancing is a challenge



- Follow CDC guidelines to maintain social distancing and follow federal, state and local mandates for wearing face masks
- Instruct students, staff, vendors, and contractors to wear face masks. Amend existing service agreements, if necessary, to include these new requirements.

#### Norm Knows

When an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air they land on others nearby.

Covering your coughs and sneezes along with social distancing can prevent the spread of infection.



Establishing carefully coordinated policies and providing training will help mitigate risks and reduce concerns. Administration should keep track of rapidly emerging developments and regulations in their areas and consider taking the steps below.

#### Keep your students & staff healthy and protected

- BB
- Pre-Screen: Measure temperature of all school occupants and assess symptoms prior to starting the day. CDC guidance states the minimum temperature that N indicates a fever is 100.4°F.
- Monitor: Watch for change in temperature and symptoms
- □ Provide Personal Protective Equipment (PPE):
  - Masks, face coverings or respirators
  - Gloves

#### Adjust, communicate, and train

- □ Train when to use PPE, how to properly put on, use, take off, and dispose of PPE
- □ Train students and staff not to share PPE
- □ Train all cleaning staff on proper cleaning procedures
- □ Train students and staff to increase the frequency of cleaning commonly touched surfaces
- □ Train students and staff on monitoring social distancing, sanitation, and hygiene protocols
- Display visible signage to remind students & staff of proper hygiene procedures and checklists to follow to keep facilities clean and protected
- □ Broadcast regular announcements on reducing the spread of COVID-19 on PA systems
- □ Encourage staff and students to bring their own water to minimize use of water fountains
- □ Bus drivers should practice all safety actions and protocols (e.g., hand hygiene, masks)
- Disinfect school buses at least daily or between use as much as possible
- □ Create distance between children on school buses (one child per row, skip rows)
- □ Increase air exchange in buildings and buses
- □ Stagger arrival and drop-off times or locations
- □ Educate all to recognize the symptoms of COVID-19
- □ Provide instructions on what to do if someone develops symptoms
- □ Reward good behavior what gets recognized gets repeated!





If a Student or Staff Member Becomes Sick

- □ Immediately send them home
- Surfaces in their workspace should immediately be cleaned and disinfected
- Gather information on anyone who had contact within 6 feet with the ill person







Every school should have a good cleaning and disinfection program taking into account the areas and materials to be cleaned and disinfected; frequency of cleaning, the proper protocols, and the cleaning and disinfecting products to be used.



#### Norm Knows

- Clean = Germs and soils removed
- Sanitize = Germ count reduced on a surface by at least 99.9%
- Disinfect = Germs and a wider range of microorganisms killed

More than ever proper cleaning, sanitizing and disinfecting plays a critical role in preventing the spread of diseases. These terms are often **used synonymously, but it's** important to know the difference.

### Plan and Order Now!

Prepare your facility by ordering cleaning and hand hygiene supplies well in advance of anticipated reopening to ensure timely delivery. Consider the products and practices that will keep your school functioning and meet the demands for safer, cleaner spaces.



## Cleaning Necessities

- □ Surface sprays
- □ Disposable wipers
- □ Disinfecting solutions and dilutions
- □ Floor cleaners/sanitizers
- □ Janitorial carts
- □ Gloves
- 🗆 Masks
- Consider upgrades to IOT technology for targeted cleaning resource deployment



## Communication and Signage

- □ Handwashing and hygiene guidelines
- □ Infection prevention best practices
- □ Steps taken in additional cleaning and disinfection
- □ Social distancing recommendations and reminders, floor tape and decals



### Main Entrances and Library

- □ Signs at entrances notifying individuals to STOP if they are sick
- Position touch-free hand sanitizer stands or wall mounts at entrances/ exits
- Add touch-free hand sanitizer stations near high touch points such as doors and elevators
- □ Floor mats at entryways
- Post social distancing signage throughout areas
- □ Social distancing signage in elevator
- □ Consider designating entrance separate from exits
- □ Consider designating one way hallways, aisles, or staircases
- Provide trash containers for tissues and face masks near entrances/exits

## Preparing to Open





- □ Touch-free soap dispensers
- □ Hand soap
- □ Hand sanitizer
- □ Touch-free paper towel dispensers
- □ Paper Towels
- □ Toilet Tissue
- □ Seat covers
- □ Seat cover dispensers
- □ Hand sanitizer station outside restrooms
- Provide trash containers for towels and tissue near exit

## Staff Brea

- Staff Break Room
- Wrapped cutlery kits
   (fork, spoon, knife, napkin/wipe, salt, pepper)
- $\hfill\square$  Touch-free single use dispensers for cutlery
- □ Single use cups and lids
- □ Touch-free paper towel dispensers
- □ Paper Towels/Napkins
- □ Touch-free hand soap and sanitizer dispensers
- □ Surface sprays
- □ Disinfecting disposable wipes for cleaning
- □ Social distancing signage



### Classrooms

- □ Space seating/desks at least 6 feet apart when feasible
- □ Hand sanitizer available
- □ Disinfecting disposable wipes at each desk
- □ Disposable desk pads to be replaced daily
- □ Facial Tissues
- 🗆 Masks
- Create a process to enter/leave classrooms, offices and meeting rooms
- □ Consider one way aisles or hallways
- □ Social distancing signage

#### Norm Knows

In the span of 24 hours, the average adult touches 7,200 surfaces<sup>1</sup> and touches their face 552 times<sup>2</sup>.

Increase frequency of hard surface disinfection using an EPA -registered disinfectant with an emerging viral pathogens claim. Disinfect ALL hard surfaces, not just high touch poin<u>ts.</u>

1. Zhang, N., Li, Y. and Huang, H., 2018. Surface touch and its network growth in a graduate student office. Indoor air, 28(6), pp.963-972 2. A frequent habit that has implications for hand hygiene Kwok, Yen Lee Angela et al. 2015. American Journal of Infection Control, Volume 43, Issue 2, 112 – 114

## Preparing to Open





## Kitchen

- □ Surface sprays
- □ Pre-wet disposable wipers
- □ Disinfecting solutions and dilutions
- □ Germicidal spray
- □ Floor cleaners/sanitizers
- □ Buckets/mops
- □ Bleach
- □ Hand sanitizers
- □ Hand Soap
- □ Paper towel dispensers
- □ Disposable food service items
- □ Appropriate PPE: gloves, mask, head covers, aprons, shoe covers, eyewear



- Encourage students to bring their own meals or serve meals in classrooms instead of cafeteria
- □ Touch-free hand sanitizer dispensers in convenient locations
- □ Post social distance signage
- Add table top signs to convey surfaces have been cleaned and sanitized
- Enable access to disposable wipers for sanitizing tables, chairs, napkin dispensers, condiments, etc.
- □ Ensure body fluid spill kits are on hand



### Gym and Playgrounds

- □ Touch-free hand sanitizer dispensers
- □ Disinfecting wipes for cleaning equipment
- Post signage to reinforce the need to clean equipment
- Encourage staff and students to bring their own water to minimize use of drinking fountains
- Drinking fountains should be cleaned and sanitized
- □ Signage reinforcing hand hygiene

For the best sanitation and foodservice disposables solutions for your multi-site locations reach us at <u>cre@networkdistribution.com</u>

### Norm Knows

Consider transmission risks in terms of

- Time less is better
- Space more is better
- People less is better
- Place outdoor is better





Many viruses can live for hours to days<sup>\*</sup> on surfaces like countertops, cutting boards, desks, tables and doorknobs. How long the virus survives depends on the material the surface is made from. Here's a guide to how long coronaviruses can live on some of the surfaces people touch on a daily basis.

| Surface         | Examples  | Duration                               |
|-----------------|---|--|
| Aluminum        | Foil, soda cans, catering pans, cooking pots and pans, food trays   | 2 to 8 hours                           |
| Cardboard       | Shipping boxes  | 24 hours                               |
| Ceramics        | Dishes, pottery, mugs   | 5 days                                 |
| Copper          | Coins, cookware, electrical wires   | 4 hours                                |
| Food/Water      | Does not seem to spread through exposure to food  | N/A                                    |
| Glass           | Screens for TVs, computers, and smartphones, windows, mirrors, drinkware  | Up to 5 days                           |
| Metals          | Door handles, metal handrails, counters, silverware, jewelry, keys  | 5 days                                 |
| Paper           | Towel, tissue, toilet paper, napkins, paper bags, letters and stationary, magazines and newspapers, paper money   | The length of time varies up to 5 days |
| Plastics        | Computer keyboards and mouse, phones, elevator buttons, light switches, remote controls, credit cards, water bottles, detergent bottles, cutlery and cups | 2 to 3 days                            |
| Stainless Steel | Door handles, metal handrails, refrigerators, sinks, counters, keys, some water bottles, industrial equipment   | 2 to 3 days                            |
| Wood            | Furniture, desks, tables, shelving  | 4 days                                 |

Table Sources: Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. N Engl J Med. 2020; (published online March 17.)DOI:10.1056/NEJMc2004973 Pan Y Zhang D Yang P Poon LLM Wang Q Viral load of SARS-CoV-2 in clinical samples. Lancet Infect Dis. 2020; (published online Feb 24.) https://doi.org/10.1016/S1473-3099(20)30113-4

#### Norm Knows

The best way to keep surfaces safe from germs is to clean AND disinfect frequently touched surfaces before each use.

Use an EPA-registered disinfectant<sup>1</sup> following the manufacturer's instructions and appropriate dwell time.



1. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

\*New England Journal of Medicine 4/16/2020; 382:1564-1567



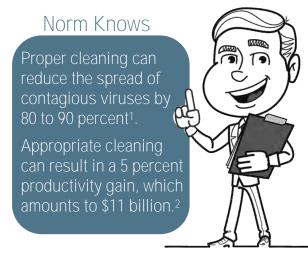
### Staying open, means staying healthy

The health condition of your staff has a direct impact on the productivity of a business and significant implications on the economy. The Integrated Benefits Institute, a U.S. health research organization, estimated the impact to be nearly \$230 billion.

With this in mind, good hygiene, cleaning and disinfecting to maintain good health in your facility is now, more than ever, an economic business imperative.

| Cleaning for Health can reduce the impact of preventable infections |  |  |  |
|---|--|--|--|
| Economic Loss*  |  |  |  |
| \$84 Billion  |  |  |  |
| \$51 Billion  |  |  |  |
| \$40 Billion  |  |  |  |
| \$35-45 Billion   |  |  |  |
|   |  |  |  |

\* Contracting Profits How Much Do Workplace Illnesses Cost Facilities? Aug. 23, 2016



<sup>1</sup> Evaluation of a Disinfectant Wipe Intervention on Fomite-to-Finger Microbial Transfers

<sup>2</sup> HLW International LLP (Buildings, 1999)

As a leading distributor in the janitorial market, NETWORK values cleaning for health. More than a decade ago the company created a proprietary program, Healthy Measures, to provide a disciplined approach to measure and monitor cleaning efforts in buildings and improve business outcomes.



Healthy Measures combines effective strategies in surface disinfection, hand hygiene, and other infection prevention activity to help eliminate environmental issues that can lead to illness. The program provides essential protocols, checklists, and assessments for a holistic solution that protects facilities against cross contamination.

Learn how NETWORK can create a consistent janitorial and disinfecting supply program for all of your locations. Reach us at 800.683.0334



NETWORK is a national distributor focused on comprehensive, customized facility cleaning programs and offers a wide selection of industry leading name-brand paper products, skin care, cleaning supplies, chemicals, equipment, and foodservice disposables.

Our aim is to make it easy to protect the wellness of your buildings with janitorial and sanitation solutions and foodservice disposable packaging that are as cost-effective as they are comprehensive. With over 7,000 responsive local facility cleaning experts, we have the category expertise needed to improve the cleanliness, health, safety and appearance of your school.

Focused on multi-site corporate operations, NETWORK strikes the ideal operational balance by providing <u>centralized control</u> with the <u>local flexibility</u> you need to drive your success.

#### With more than 600 distribution warehouses across North America, you can rely on:

- □ More than 50 years of supply chain expertise
- □ Locally stocked corporate contract-compliant branded inventory
- □ Name-brand janitorial, sanitation and foodservice disposables from top manufacturers
- □ Full line of environmentally-preferred products
- □ Order staging and quick start-up support
- □ Flexible delivery schedules
- □ Local will call and emergency order options
- □ On-site training for improved efficiency and effectiveness
- Decades of experience solving the toughest cleaning challenges as well as designing the right Grab-and-Go lunch programs

#### Norm Knows

NETWORK is here to help you with your janitorial and disinfecting supplies, and foodservice disposables. In times of crisis, certain items may be in high demand and normal delivery times impacted.



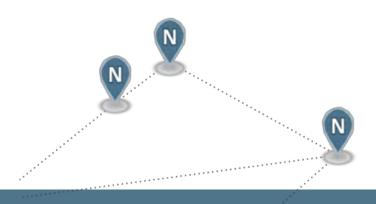
For more information call: 800.683.0334

Learn more at: www.networkdistribution.com/public-sector

Contact us: www.networkdistribution.com/contact

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## Protecting your agency, your visitors and employees under a new normal

## A GUIDE FOR PUBLIC FACILITIES OPERATIONS







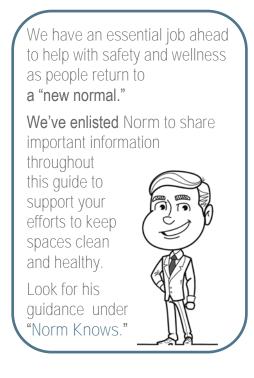
## The New Norm for Public Facilities Operations

As many public-supported facilities plan to restart operations after a crisis, they'll need to consider a new set of concerns and needs. Those who populate our buildings—officials, employees, attendees and visitors will come with a heightened sensitivity to cleaning, hygiene, and sanitation. This "new normal" will raise expectations that could determine the success and reputation of each agency moving forward.

To help federal, state and local agencies respond to these new expectations, NETWORK has collected relevant information from industry sources that you could consider as you navigate through these new challenges.

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|---|--------------------------------|
| 2 | Effective Handwashing          |
| 3 | Social Distancing              |
| 4 | Caring for your Workforce      |
| 5 | Preparing to Open              |
| 6 | Surface Safety                 |
| 7 | Cleaning for Health            |
| 8 | Distribution by Design®        |





## Coronavirus disease (COVID-19) is a respiratory disease of international public **health concern caused by a "novel coronavirus" not previously seen.**

People with COVID-19 have reported a wide range of symptoms – from mild symptoms to severe illness. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and trouble breathing. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

## The virus may spread by respiratory droplets from an infected person to others through:

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- □ The air by coughing and sneezing
- □ Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands

#### Risk of infection can be reduced by:

- □ Washing hands often and correctly
- Avoiding touching your eyes, mouth, or nose with unwashed hands
- □ Avoiding close contact with people who are sick
- □ Use hand sanitizer if soap and water are not readily available
- □ Wearing a mask according to federal, state or local guidelines

### Norm Knows

The 2019-nCOV is a virus. Antibiotics should not be used as a means of prevention or treatment as they are not effective against viruses.

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## Effective Handwashing



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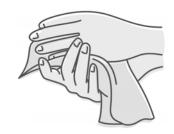


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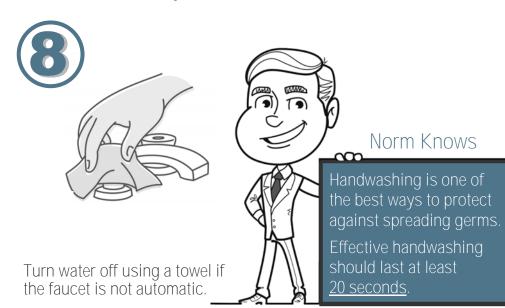
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Rinse hands thoroughly with running water.





Social distancing means keeping enough space between people to minimize the spread of germs. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible — even if they have no symptoms. The following tips can help you maintain a healthy environment.

## Keep larger groups of people from coming together and allow for more physical space between individuals







- □ Create a process to enter/leave public areas, office spaces and conference rooms
- □ Limit the number of guests/visitors as the building adjusts to re-entry
- □ Maintain social distancing by the information desk, security area and waiting areas
- □ Increase space between lobby furniture and reduce seating to support social distancing
- Place queuing marks in elevator lobbies and consider limiting riders to 4–one in each corner; to ease elevator traffic and wait times, consider opening stairwells and designate "up" and "down" stairwells
- □ Evaluate staggering visitation hours to limit building occupancy initially and for some period of time after re-entry
- □ Encourage those who can successfully perform their work from home to do so until further notice
- □ Follow state and local guidelines regarding limits on meetings, gatherings, and public events; CDC currently recommends meeting limitations of 10 people or less
- Discourage staff from using other employees' phones, desks, offices, or other work tools and equipment, when possible
- □ Install physical setups and partitioned workstations, if possible
- □ Promote virtual meetings whenever possible



## Face masks may be helpful where social distancing is a challenge



- Follow CDC guidelines to maintain social distancing and follow federal, state and local mandates for wearing face masks
- Instruct staff, vendors, and contractors to wear face masks. Amend existing service agreements, if necessary, to include these new requirements.

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Covering your coughs and sneezes along with social distancing can prevent the spread of infection.

## Caring for Your Workforce



Establishing carefully coordinated policies and providing training will help mitigate risks and reduce employee concerns. Employers should keep track of rapidly emerging developments and regulations in their areas and consider taking the steps below.

#### Keep your employees healthy and protected



- Pre-Screen: Measure employees temperature and assess symptoms prior to them starting work.
   CDC guidance states the minimum temperature that indicates a fever is 100.4°F.
- Monitor: Watch for change in temperature and symptoms
- □ Provide Personal Protective Equipment (PPE):
  - Masks, face coverings or respirators
  - Gloves
  - Goggles and glasses

#### Adjust, communicate, and train

- □ Train when to use PPE, how to properly put on, use, take off, and dispose of PPE
- □ Train employees not to share PPE
- □ Increase air exchange in the building
- □ Train all cleaning staff on proper cleaning procedures
- □ Train employees and staff to increase the frequency of cleaning commonly touched surfaces
- □ Train employees how to monitor for social distancing, sanitation, and hygiene protocols
- Display visible signage to remind employees of proper hygiene procedures and checklists to follow to keep facilities clean and protected
- □ Educate your staff how to properly interact with visitors to set good hygiene examples with special attention to hand hygiene
- □ Stagger breaks and reinforce social distancing in the break room
- Educate workers to recognize the symptoms of COVID-19
- □ Provide instructions on what to do if they develop symptoms
- □ Comply with OSHA's standards on Blood borne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132)
- □ Reward good behavior what gets recognized gets repeated!



#### If Employee Becomes Sick

- □ *Immediately* send them home
- Surfaces in their workspace should immediately be cleaned and disinfected
- Gather information on anyone who had contact within 6 feet with the ill employee

↓



Every facility should have a good cleaning and disinfection program taking into account the areas and materials to be cleaned and disinfected; frequency of cleaning, the proper protocols, and the cleaning and disinfecting products to be used.



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- Sanitize = Germ count reduced on a surface by at least 99.9%
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## Cleaning Necessities

- □ Surface sprays
- □ Disposable wipers
- □ Disinfecting solutions and dilutions
- □ Floor cleaners/sanitizers
- □ Janitorial carts
- □ Gloves
- 🗆 Masks
- Consider upgrades to IOT technology for targeted cleaning resource deployment



## Communication and Signage

- □ Handwashing and hygiene guidelines
- □ Infection prevention best practices
- □ Steps taken in additional cleaning and disinfection
- □ Social distancing recommendations and reminders, floor tape and decals



### Lobby / Public Areas

- Signs at entrances notifying visitors to STOP if they are sick
- Position touch-free hand sanitizer stands or wall mounts at entrances/ exits
- Add touch-free hand sanitizer stations near high touch points such as doors and elevators
- □ Floor mats at entryways
- Social distancing signage throughout areas
- □ Social distancing signage in elevator
- Consider designating entrance separate from exits
- Consider designating one way aisles or staircases
- Provide trash containers for tissues and face masks near entrances/exits and elevators

## Freparing to Open Your Building



# Public Restrooms

- □ Touch-free soap dispensers
- □ Hand soap
- □ Hand sanitizer
- □ Touch-free paper towel dispensers
- □ Paper Towels
- □ Toilet Tissue
- □ Seat covers
- □ Seat cover dispensers
- □ Hand sanitizer station outside restrooms
- Provide trash containers for towels and tissue near exit

## Break

## Break Room

- Wrapped cutlery kits
   (fork, spoon, knife, napkin/wipe, salt, pepper)
- □ Touch-free single use dispensers of cutlery
- □ Single use cups and lids
- □ Touch-free paper towel dispensers
- □ Paper Towels/Napkins
- □ Touch-free hand soap dispensers
- □ Touch-free hand sanitizer dispensers
- □ Surface sprays
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Increase frequency of hard surface disinfection using an EPA-registered disinfectant with an emerging viral pathogens claim. Disinfect ALL hard surfaces, not just high touch points.

1. Zhang, N., Li, Y. and Huang, H., 2018. Surface touch and its network growth in a graduate student office. Indoor air, 28(6), pp.963-972 2. A frequent habit that has implications for hand hygiene Kwok, Yen Lee Angela et al. 2015. American Journal of Infection Control, Volume 43, Issue 2, 112 – 114



## Office/Desk Space

- □ Hand sanitizer available at each desk
- □ Disinfecting disposable wipers at each desk
- □ Disposable desk pads to be replaced daily
- □ Facial Tissues
- □ Masks for staff
- □ Social distancing signage throughout office
- □ Create a process to enter/leave public areas, office spaces and conference rooms
- □ Consider one way aisles or hallways

### Norm Knows

In the span of 24 hours, the average adult touches 7,200 surfaces<sup>1</sup> and touches their face 552 times<sup>2</sup>.

Discuss the best solutions with your NETWORK distributor to plan for a better tomorrow.



Many viruses can live for hours to days<sup>\*</sup> on surfaces like countertops, tables and doorknobs. How long the virus survives depends on the material the surface is made from. Here's a guide to how long coronaviruses can live on some of the surfaces people touch on a daily basis.

| Surface         | Examples  | Duration                               |
|-----------------|---|--|
| Aluminum        | Foil, soda cans, catering pans, cooking pots and pans, food trays   | 2 to 8 hours                           |
| Cardboard       | Shipping boxes  | 24 hours                               |
| Ceramics        | Dishes, pottery, mugs   | 5 days                                 |
| Copper          | Coins, cookware, electrical wires   | 4 hours                                |
| Food/Water      | Does not seem to spread through exposure to food  | N/A                                    |
| Glass           | Screens for TVs, computers, and smartphones, windows, mirrors, drinkware  | Up to 5 days                           |
| Metals          | Door handles, metal handrails, counters, silverware, jewelry, keys  | 5 days                                 |
| Paper           | Towel, tissue, toilet paper, napkins, paper bags, letters and stationary, magazines and newspapers, paper money   | The length of time varies up to 5 days |
| Plastics        | Computer keyboards and mouse, phones, elevator buttons, light switches, remote controls, credit cards, water bottles, detergent bottles, cutlery and cups | 2 to 3 days                            |
| Stainless Steel | Door handles, metal handrails, refrigerators, sinks, counters, keys, some water bottles, industrial equipment   | 2 to 3 days                            |
| Wood            | Furniture, tables, shelving   | 4 days                                 |

Table Sources: Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. N Engl J Med. 2020; (published online March 17.)DOI:10.1056/NEJMc2004973 Pan Y Zhang D Yang P Poon LLM Wang Q Viral load of SARS-CoV-2 in clinical samples. Lancet Infect Dis. 2020; (published online Feb 24.) https://doi.org/10.1016/S1473-3099(20)30113-4

#### Norm Knows

The best way to keep surfaces safe from germs is to clean AND disinfect frequently touched surfaces before each use.

Use an EPA-registered disinfectant<sup>1</sup> following the manufacturer's instructions and appropriate dwell time.

1. https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2



\*New England Journal of Medicine 4/16/2020; 382:1564-1567



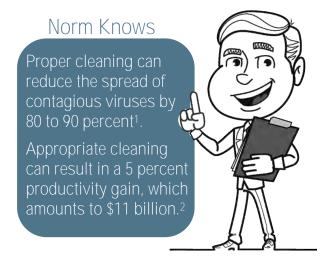
### Staying open, means staying healthy

The health condition of workers has a direct impact on the productivity of a business and significant implications on the economy. The Integrated Benefits Institute, a U.S. health research organization, estimated the impact to be nearly \$230 billion.

With this in mind, good hygiene, cleaning and disinfecting to maintain good health in your facility is now, more than ever, an economic business imperative.

| or Health       |
|-----------------|
| Economic Loss*  |
| \$84 Billion    |
| \$51 Billion    |
| \$40 Billion    |
| \$35-45 Billion |
|                 |

\* Contracting Profits How Much Do Workplace Illnesses Cost Facilities? Aug. 23, 2016



<sup>1</sup> Evaluation of a Disinfectant Wipe Intervention on Fomite-to-Finger Microbial Transfers: <sup>2</sup> HLW International LLP (Buildings, 1999)

As a leading distributor in the janitorial market, NETWORK values cleaning for health. More than a decade ago the company created a proprietary program, Healthy Measures, to provide a disciplined approach to measure and monitor cleaning efforts in buildings and improve business outcomes.



Healthy Measures combines effective strategies in surface disinfection, hand hygiene, and other infection prevention activity to help eliminate environmental issues that can lead to illness. The program provides customers essential protocols, checklists, and assessments for a holistic solution that protects facilities against cross contamination.

Learn how NETWORK can create a consistent janitorial and disinfecting supply program for all of your locations. Reach us at 800.683.0334



NETWORK is a national distributor focused on comprehensive, customized facility cleaning programs and offers a wide selection of industry leading name-brand paper products, skin care, cleaning supplies, chemicals, equipment, and breakroom supplies.

Our aim is to make it easy to protect the wellness of your facilities with janitorial and sanitation solutions and foodservice disposable packaging that are as cost-effective as they are comprehensive. With over 7,000 responsive local facility cleaning experts, we have the category expertise needed to improve the cleanliness, health, safety and appearance of your property.

Focused on multi-site building operations, NETWORK strikes the ideal operational balance by providing <u>centralized control</u> with the <u>local flexibility</u> you need to drive your success.

#### With more than 600 distribution warehouses across North America, you can rely on:

- □ More than 50 years of supply chain expertise
- □ Access to multi-location contract systems with pre-negotiated prices
- □ Improved efficiency in the bidding process
- □ Locally stocked contract-compliant branded inventory
- Name-brand janitorial, sanitation and foodservice disposables from top manufacturers
- □ Full line of environmentally-preferred products
- □ Flexible delivery schedules
- □ On-site training for improved efficiency and effectiveness
- Decades of experience solving the toughest cleaning challenges

#### Norm Knows

NETWORK is here to help you with your janitorial and disinfecting supplies, and foodservice disposables. In times of crisis, certain items may be in high demand and normal delivery times impacted.

For more information call: 800.683.0334

Learn more at: www.networkdistribution.com/public-sector

Contact us: www.networkdistribution.com/contact

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March 3

## NETWORK<sup>®</sup> Business Continuity

To our valued customers -

NETWORK is closely monitoring the changing circumstances related to the Coronavirus (COVID-19). We are issuing this communication to provide information to our customers regarding business impacts of the situation.

Our top priorities are the support and satisfaction of our customers, as well as the health and wellbeing of all constituents. As such, we want to ensure we keep you informed regarding our Business Continuity plans and the current state of the business as we see it.

- Business Continuity: NETWORK headquarters has a contingency operation plan in place. As such, our
  employees are equipped to work from home if necessary due to quarantine. Additionally, independent
  distributors are geographically dispersed to help reduce any risk tied to a single location. Based on what we
  know at this time, we do not see any concerns around our ability to support your operational needs.
- Supply Chain: As your partner, we know you may have concerns about the potential of impacts on the supply chain. At this time we are seeing some manufacturers lengthening lead times for non-critical products. This is due to products that in part, or in whole, originate in areas experiencing significant implications to supply, labor, and transportation. Given the uncertainty of short- and mid-term impacts of the Coronavirus on the supply chain, some manufacturers have instituted a level of supply pacing but at this time NETWORK has no knowledge of strict allocation programs. NETWORK will work with our distributors to aggregate inventory impacts and relay that information should it begin to significantly encumber order fulfillment capabilities.

Our goal at NETWORK is to support customers with the best people, information, and programs at our disposal. We will continue to monitor manufacturer production and our ability to meet your evolving needs. Additional information will be shared as warranted. For direct assistance, please contact your NETWORK Corporate Account Director or customer service representative.

Sincerely,

Kevin Rudd Chief Sales & Marketing Officer





March 3 | 2020

# CORONAVIRUS (COVID-19)

# Outbreak Response Kit

As information on the Coronavirus continues to develop, the Centers for Disease Control (CDC) reports that most people in the US have limited risk of exposure. Even with limited risk, the CDC recommends that companies identify **and communicate how they can help decrease and limit the spread of the disease. NETWORK's objectives, in order of** importance, are to maintain the health and safety of our employees and their families and maintain our business processes and services without disruption to customers. In support of these objectives NETWORK shares the following information from the Centers for Disease Control.

#### WHAT IS THE CORONAVIRUS DISEASE 2019?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus first identified during an investigation into an outbreak in Wuhan, China.

#### WHAT CAUSES THE CORONAVIRUS DISEASE 2019?

The disease is caused by a virus that has been named **"SARS**-CoV-**2"**, which is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats.

#### THE VIRUS AND SURFACES

An analysis of 22 studies reveals that human coronaviruses such as Severe Acute Respiratory Syndrome (SARS) coronavirus, Middle East Respiratory Syndrome (MERS) coronavirus or endemic human coronaviruses (HCoV) can persist on inanimate surfaces like metal, glass or plastic for up to 9 days. Currently, there is no US EPA registered disinfectant available on the market with the Coronavirus (2019 nCoV) efficacy claim specifically listed on their container label. With respect to the Coronavirus (2019 nCoV) on January 22, 2020, Anita Pease, the Director of the US EPA Antimicrobial Division announced that the Coronavirus (2019 nCoV) has triggered the EPA Emerging Pathogen Policy. Due to the need for guidance on disinfectants to use in cases of outbreaks, this policy-initiated criteria for disinfectants to meet which allows for professional judgements on effectiveness of disinfectants with current registrations with similar, representative microorganism families based on their cell structures and the microorganisms vulnerability to types of disinfectant chemistries.

#### SPREAD IN THE U.S.

The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is frequently updated and available on CDC's website at http://www.cdc.gov/

#### RISK ASSESSMENT

The risk from an outbreak depends on how well the virus spreads, the severity of the resulting illness, and measures available to control impact. At this time most people in the U.S. have little immediate risk of exposure to COVID-19. However it is important to focus on proper cleaning and prevention protocols to control transmission.

#### PROTECTION AND PREVENTION

Everyone can do their part to help plan, prepare, and respond to this emerging public health threat. There are simple everyday preventive actions to contribute to reduction in spread of COVID-19 and other respiratory viruses.



The following pages are a compilation of resources from NETWORK Strategic Supplier Partners and their COVID-19 information. This is not a reflection or guarantee of product availability.

Information source: The Centers for Disease Control and Prevention | www.cdc.gov



# SURFACE DISINFECTANTS EPA REGISTRATIONS

| Supplier | Product Name  | Product Number                                    | EPA Reg. No.                     | Follow directions for use against stated virus (contact time)                        |
|----------|---|---|----------------------------------|--|
| 3M       | <u>3M™ Quat Disinfectant Cleaner_Concentrate (5L, 5H, 5A)</u>   | 50051125859269                                    | 6836-78-10350                    | Norovirus or Rotavirus   |
| 3M       | <u>3M™ Neutral Quat Disinfectant Cleaner Concentrate (23L, 23H, 23A)</u>  | 50051125859276                                    | 47371-129-10350                  | Rotavirus or Adenovirus Type 7   |
| 3M       | <u>3M™ HB Quat Disinfectant Cleaner Concentrate (25L, 25H, 25A)</u>   | 50051125857913                                    | 61178-5-10350                    | Rotavirus or Norovirus   |
| 3M       | <u>3M™ Disinfectant Cleaner RCT_Concentrate (40L, 40A)</u>  | 50051125858378                                    | 6836-349-10350                   | Rotavirus  |
| 3M<br>3M | <u>3M™ Disinfectant Cleaner RCT_Concentrate</u><br>3M™ MBS Disinfectant Cleaner Fresh_Scent Concentrate (41L, 41H, 41A) | 50051125857852<br>50051125860449                  | 6836-349-10350<br>6836-361-10350 | Rotavirus or Enterovirus D68 or Norovirus (1:128 dilution)<br>Norovirus or Rotavirus |
| 3M       | 3M <sup>™</sup> MBS Disinfectant Cleaner Concentrate (42L, 42H, 42A)  | 50051125860463                                    | 6836-361-10350                   | Norovirus or Rotavirus   |
| 3M       | <u>3M™ C. diff Solution Tablets</u>   | 50051125859399                                    | 71847-6-10350                    | Norovirus  |
| Clorox   | Clorox Healthcare® Bleach Germicidal Cleaner Spray  | 68967<br>68970<br>68832<br>68973                  | 56392-7                          | Rhinovirus (1 min)   |
| Clorox   | Clorox Healthcare® Bleach Germicidal Wipes  | 68978<br>30577<br>35309<br>30358<br>30359         | 67619-12                         | Rhinovirus (1 min)   |
| Cloroy   | Claray Haaltheara® Euzian® Claanar Disinfactant   | 31469<br>31478                                    | 67610.20                         | Dhinovirus Type 27 (1 min)   |
| Clorox   | Clorox Healthcare® Fuzion® Cleaner Disinfectant   | 31478<br>30828                                    | 67619-30                         | Rhinovirus Type 37 (1 min)   |
| Clorox   | Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant   | 30829   | 67619-24                         | Rhinovirus Type 37 (1 min)   |
| Clorox   | Clorox Healthcare <sup>®</sup> Hydrogen Peroxide Cleaner Disinfectant Wipes   | 31 <i>AAA</i><br>30824<br>30825<br>30826<br>30827 | 67619-25                         | Rhinovirus (1 min)   |
| Clorox   | <u>Clorox Healthcare® VersaSure® Wipes</u>  | 31757<br>31758<br>31759<br>31760<br>31761         | 67619-37                         | Rotavirus (2 min)  |
| Clorox   | Dispatch® Hospital Cleaner Disinfectant Towels with Bleach  | 69101<br>69260<br>69150                           | 56392-8                          | Rhinovirus (1 min)   |
| Clorox   | Clorox Healthcare® Citrace® Hospital Disinfectant & Sanitizer   | 49100   | 67619-29                         | Rhinovirus (5 min)   |
| Clorox   | Clorox® Broad Spectrum Quaternary Disinfectant Cleaner  | 30649   | 67619-20                         | Rhinovirus (3 min)   |
| Clorox   | Clorox Healthcare® Disinfecting Wipes   | 31584   | 67619-31                         | Rotavirus (4 min)  |
| Clorox   | Clorox Commercial Solutions® Clorox® Disinfecting Wipes   | 15948<br>15949<br>31428                           | 67619-31                         | Rotavirus (4 min)  |
| Clorox   | <u>CloroxPro™ Clorox® Germicidal Bleach</u>   | 31009<br>30966                                    | 67619-32                         | Rhinovirus (5 min)   |
| Clorox   | Clorox Commercial Solutions® Clorox® Clean-Up Disinfectant Cleaner with Bleach (Spray)                                  | 35417   | 67619-17                         | Rhinovirus (30 sec)  |
| Clorox   | (Diluted)   | 35420   | 67619-17                         | Rhinovirus (5 min)   |
| Clorox   | Clorox Commercial Solutions® Clorox® Disinfecting Spray   | 38504   | 67619-21                         | Rhinovirus (30 sec)  |
| Clorox   | Clorox Commercial Solutions® Clorox® 4-in-One Disinfectant & Sanitizer  | 31043   | 67619-29                         | Rhinovirus (5 mins)  |
| Clorox   | Clorox Commercial Solutions® Clorox® 4-in-One Lavender Disinfectant & Sanitizer   | 32512   | 67619-29                         | Rhinovirus (5 mins)  |
| Clorox   | <u>CloroxPro™ Clorox Total 360® Disinfecting Cleaner</u>  | 31650   | 67619-38                         | Adenovirus Type 2 (2 min)  |
| Clorox   | Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach  | 00031   | 67619-16                         | Rhinovirus (10 mins)   |
| Clorox   | Clorox Commercial Solutions® Clorox® Disinfecting Bio Stain & Odor Remover  | 31903<br>31910<br>31911                           | 67619-33                         | Rhinovirus (5 min)   |
| Clorox   | Clorox Commercial Solutions® Clorox® Disinfecting Bathroom Cleaner  | 16930   | 5813-40-67619                    | Rhinovirus (10 mins)   |
| Clorox   | Clorox Commercial Solutions® Tilex® Soap Scum Remover   | 35600<br>35604                                    | 5813-40-67619                    | Rhinovirus (10 mins)   |
| Clorox   | Clorox Commercial Solutions® Hydrogen Peroxide Disinfecting Cleaners  | 30832   | 67619-24                         | Rhinovirus (1 min)   |



# SURFACE DISINFECTANTS EPA REGISTRATIONS

| Supplier       | Product Name   | Product Number   | EPA Reg. No.   | Follow directions for use against stated virus (contact time)   |
|----------------|--|--|----------------|---|
| Clorox         | Clorox Commercial Solutions <sup>®</sup> Hydrogen Peroxide Disinfecting Cleaners Wipes |  | 67619-25       | Rhinovirus (1 min)  |
| Diversey       | <u>Oxivir® 1 Wipes</u>   | 30833<br>100850922<br>100850925<br>100850924<br>100962573<br>100850923                 | 70627-60       | Enterovirus Type D68  |
| Diversey       | <u>OXIVIR® TB</u>  | 5242201<br>4277285   | 70627-74       | Poliovirus Type 1   |
| Diversey       | <u>OXIVIR® FIVE 16</u>   | 100834423<br>4963331<br>5845264<br>5271361<br>100835122<br>5019296                     | 70627-58       | Canine Parvovirus   |
| Diversey       | Avert Sporicidal Disinfectant Cleaner RTU Only   | 100842725  | 70627-72       | Poliovirus Type 1   |
| Diversey       | <u>Virex® II 256</u>   | 04329<br>04331<br>04332<br>3062768<br>5019317<br>5271416                               | 70627-24       | Adenovirus Type 2 (2 min)   |
| Diversey       | <u>Virex® Plus</u>   | 100842024<br>100842025   | 6836-349-70627 | Enterovirus Type D68  |
| Diversey       | Wide Range® II Disinfectant Cleaner  | 5769679  | 6836-75-70627  | Feline Calicivus  |
| GOJO           | PURELL Professional Surface Disinfectant Wipes   | 3340-03<br>3340-06<br>3340-12<br>4340-04   | 84368-1-84150  | Kills Coronavirus (COVID-19)* and Hepatitis A in 60 seconds<br>Kills Norovirus, Strep, and MRSA with a 30 second rapid kill<br>time |
| GOJO           | PURELL® Professional Surface Disinfectant  | 3342-03<br>3342-06<br>3342-12<br>4342-04   | 84368-1-84150  | Kills Coronavirus (COVID-19)* and Hepatitis A in 60 seconds<br>Kills Norovirus, Strep, and MRSA with a 30 second rapid kill<br>time |
| GOJO           | PURELL <sup>®</sup> Foodservice Surface Sanitizer                                      | 3341-03<br>3341-06<br>3341-06-RTI  | 84368-1-84150  | Eliminates Norovirus, Salmonella, E. coli and Listeria in 30 seconds  |
| P&G            | Spic and Span® Disinfecting All-Purpose Spray & Glass Cleaner                          | 00037000753537<br>10037000325380<br>10037000325359<br>10037000325359<br>00037000753513 |                | EPA Approved for variety of viruses   |
| P&G            | P&G Pro Line® Disinfecting Floor & Surface Cleaner II                                  | 10037000020384   | 815-23-3573    | EPA Approved for variety of viruses   |
| P&G            | Clean Quick <sup>®</sup> Chlorine Sanitizer  | 1.0037E+13   |                | EPA Approved for variety of viruses   |
| P&G            | Comet® Disinfecting Cleaner with Bleach  | 00037000753506<br>10037000303142<br>10037000302503                                     |                | EPA Approved for variety of viruses   |
| P&G            | Comet® Disinfecting - Sanitizing Bathroom Cleaner                                      | 10037000225697<br>10037000225703<br>10037000205422                                     |                | EPA Approved for variety of viruses   |
| Spartan Chemic | BNC-15®  | 1056<br>4856   | 6836-348-5741  | 3-minute kill claim   |
| Spartan Chemic | TB-Cide Quat®_   | 1017<br>1021   | 1839-83-5741   | 2-minute kill claim   |

\*\* Please note: This list of products will continue to be updated as new information becomes available Please contact your distributor for product availability





Which 3M Commercial Solutions Division disinfectant cleaners currently meet U.S. EPA's Emerging Pathogen Policy?

The below chart shows a current list of 3M disinfectant cleaners that were identified as meeting the U.S. EPA's Emerging Pathogen Policy. The products below can be used against the 2019 Novel Coronavirus (2019-nCoV), when used in accordance with the directions for use against the respective supporting viral claims on non-critical, hard, non-porous surfaces. Refer to the CDC website <a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a> for additional information.

# The 3M disinfectant cleaners that meet the U.S. EPA's Emerging Pathogen Policy and are recommended for use against Coronavirus (2019 nCoV) on non-critical, hard, non-porous surfaces are as follows:

| Product Name  | US EPA Registration Number | Supporting Viral Claim  |
|---|----------------------------|---|
| <u>3M™ Quat Disinfectant Cleaner</u><br><u>Concentrate (5L, 5H, 5A)</u>               | 6836-78-10350              | Norovirus or Rotavirus  |
| <u>3M™ Neutral Quat Disinfectant</u><br><u>Cleaner Concentrate (23L, 23H, 23A)</u>    | 47371-129-10350            | Rotavirus or Adenovirus Type 7                                |
| <u>3M™ HB Quat Disinfectant Cleaner</u><br><u>Concentrate (25L, 25H, 25A)</u>         | 61178-5-10350              | Rotavirus or Norovirus  |
| <u>3M™ Disinfectant Cleaner RCT</u><br><u>Concentrate (40L, 40A)</u>                  | 6836-349-10350             | Rotavirus   |
| <u>3M™ Disinfectant Cleaner RCT</u><br><u>Concentrate</u>                             | 6836-349-10350             | Rotavirus or Enterovirus D68 or<br>Norovirus (1:128 dilution) |
| <u>3M™ MBS Disinfectant Cleaner Fresh</u><br><u>Scent Concentrate (41L, 41H, 41A)</u> | 6836-361-10350             | Norovirus or Rotavirus  |
| <u>3M™ MBS Disinfectant Cleaner</u><br><u>Concentrate (42L, 42H, 42A)</u>             | 6836-361-10350             | Norovirus or Rotavirus  |
| <u>3M™ C. diff Solution Tablets</u>   | 71847-6-10350              | Norovirus   |

Other 3M disinfectant cleaners could be added to this list when officially confirmed.

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# CloroxPro<sup>™</sup> Products Eligible to be Used Against 2019-nCoV Based on the EPA's Emerging Viral Pathogen Policy

The products listed below have demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus (2019-nCoV) on hard, non-porous surfaces. Therefore, these products can be used against 2019-nCoV when used in accordance with the directions for use against the virus listed for each product in the table on hard, non-porous surfaces. For more information, refer to the CDC website at https://www.cdc.gov/coronavirus/2019-ncov/.

|                    | Product Name  | EPA Reg. No.  | Follow directions for use against stated virus (contact time) |
|--------------------|---|---------------|---|
|                    | Clorox Healthcare® Bleach Germicidal Cleaner Spray  | 56392-7       | Rhinovirus (1 min)  |
|                    | Clorox Healthcare® Bleach Germicidal Wipes  | 67619-12      | Rhinovirus (1 min)  |
| s.                 | Clorox® Broad Spectrum Quaternary Disinfectant Cleaner  | 67619-20      | Rhinovirus (3 min)  |
| Clorox Healthcare® | Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant   | 67619-24      | Rhinovirus Type 37 (1 min)                                    |
| Heal               | Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant Wipes   | 67619-25      | Rhinovirus (1 min)  |
| rox                | Clorox Healthcare® Citrace® Hospital Disinfectant & Sanitizer   | 67619-29      | Rhinovirus (5 min)  |
| о <mark>с</mark>   | Clorox Healthcare® Fuzion® Cleaner Disinfectant   | 67619-30      | Rhinovirus Type 37 (1 min)                                    |
|                    | Clorox Healthcare® Disinfecting Wipes   | 67619-31      | Rotavirus (4 min)   |
|                    | Clorox Healthcare® VersaSure® Wipes   | 67619-37      | Rotavirus (5 min)   |
|                    | Clorox Commercial Solutions® Hydrogen Peroxide Cleaner Disinfectant   | 67619-24      | Rhinovirus (1 min)  |
|                    | Clorox Commerical Solutions® Hydrogen Peroxide Cleaner Disinfectant Wipes                                     | 67619-25      | Rhinovirus (1 min)  |
|                    | Clorox T360 <sup>®</sup> Disinfecting Cleaner,  | 67619-38      | Adenovirus Type 2 (2 min)                                     |
|                    | Clorox Commercial Solutions® Clorox® Disinfecting Bathroom Cleaner  | 5813-40-67619 | Rhinovirus (10 mins)  |
|                    | Clorox Commercial Solutions® Tilex Soap Scum Remover  | 5813-40-67619 | Rhinovirus (10 mins)  |
| No™                | Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach,   | 67619-16      | Rhinovirus (10 mins)  |
| CloroxPro™         | Clorox Commericial Solutions® Clorox® Clean-Up Disinfectant Cleaner with Bleach, (Spray)                      | 67619-17      | Rhinovirus (30 sec)   |
| Clo                | $Clorox\ Commercial\ Solutions^{*}\ Clorox^{*}\ Clean-Up\ Disinfectant\ Cleaner\ with\ Bleach_{1}\ (Diluted)$ | 67619-17      | Rhinovirus (5 mins)   |
|                    | Clorox Commercial Solutions® Clorox® Disinfecting Spray   | 67619-21      | Rhinovirus (30 sec)   |
|                    | Clorox Commercial Solutions® Clorox® 4-in-One Disinfectant & Sanitizer  | 67619-29      | Rhinovirus (5 mins)   |
|                    | CloroxPro <sup>™</sup> Clorox <sup>®</sup> Disinfecting Wipes   | 67619-31      | Rotavirus (4 min)   |
|                    | CloroxPro™ Clorox® Germicidal Bleach  | 67619-32      | Rhinovirus (5 min)  |
|                    | Clorox Commercial Solutions® Clorox® Disinfecting Biostain & Odor Remover                                     | 67619-33      | Rhinovirus (5 min)  |

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NI-49882

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Accessed January 21, 2020 2. https://www.cdc.gov/coronavirus/index.html

3. https://www.cdc.gov/coronavirus/about/symptoms.html

4. https://www.cdc.gov/coronavirus/about/transmission.html

5. https://www.cdc.gov/coronavirus/about/prevention.html



For more information, contact your Clorox sales representative. Call: 1-800-492-9729 Visit: www.cloroxpro.com

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GOJO Industries, Inc. One GOJO Plaza, Suite 500 Akron, OH 44311 Tel: 330-255-6000 Fax: 330-255-6119 www.GOJO.com

Mailing Address: P.O. Box 991, Akron, Ohio 44309-0991

**DATE:** January 28, 2020

TO: GOJO Distributor

#### SUBJECT: Update on the 2019 Novel Coronavirus, Wuhan, China

This letter is an update to the letter published on 1/23/20. The paragraph on PURELL<sup>®</sup> Surface Disinfectants has been updated based on the latest EPA guidance.

The Centers for Disease Control and Prevention (CDC) is reporting that they are closely monitoring an outbreak caused by a novel (new) coronavirus first identified in Wuhan, Hubei Province, China. Chinese authorities identified the new coronavirus, which has resulted in thousands of confirmed cases in China, including cases outside Wuhan, with additional cases being identified in a growing number of countries internationally. There have been five confirmed cases in the United States since January 21, 2020.

Human coronaviruses are most commonly spread from someone infected to other people (person-to-person).\* Previously identified coronaviruses include SARS-CoV and MERS-CoV. According to the CDC, many of the characteristics of this novel coronavirus and how it may affect people are still unclear, but one of the ways in which human coronavirus is most commonly spread is by touching surfaces with the virus on it and then touching your mouth, nose, or eyes before washing your hands.

Common signs and symptoms of this illness include fever, cough, and difficulty breathing, which can sometimes lead to death. The elderly and those with underlying health problems or compromised immune systems are considered most at risk. The CDC provides additional information on Symptoms and Diagnosis, Transmission, Prevention and Treatment on their website at <a href="http://www.cdc.gov/coronavirus/about/index.html">www.cdc.gov/coronavirus/about/index.html</a>.

To prevent the spread of the human coronavirus, common high-touch surfaces, like doorknobs, light switches, tabletops, and phones should be disinfected using an EPA-registered product with coronavirus claims. PURELL<sup>®</sup> Surface Disinfectants have demonstrated effectiveness in 30 seconds against human coronavirus strain 229E.

We've received updated guidance from the EPA regarding claims against emerging pathogens. The EPA recognizes the new, novel coronavirus (2019-nCoV), Wuhan strain as an emerging viral pathogen, which has triggered their emerging viral pathogen guidance. EPA products previously approved with the emerging viral pathogen claim can now proactively claim efficacy against the new, novel coronavirus (2019-nCoV) when used according to label directions with the longest viral kill time. Therefore, PURELL<sup>®</sup> Surface Disinfectants are effective against the novel coronavirus (2019-nCoV) when used in accordance with the directions for use and a 1-minute contact time on hard, nonporous surfaces.

The situation continues to evolve and is being monitored closely by public health authorities, including the CDC and World Health Organization. We will continue to keep you updated as more information becomes available.

Please call GOJO Customer Service at 1-800-321-9647 with any questions. For specific technical questions, ask for extension 8400.

Stay Well,

Dai KMin

David R. Macinga, Ph.D. Product Development and Regulatory Affairs Senior Director GOJO Industries, Inc.



GOJO Industries, Inc. One GOJO Plaza, Suite 500 Tel: 330-255-6000 Fax: 330-255-6119 www.GOJO.com Mailing Address: P.O. Box 991, Akron, Ohio 44309-0991 This letter was sent electronically

DATE: January 28, 2020

TO: GOJO Customers

#### SUBJECT: Hand Hygiene Guidance for Healthcare Related to the 2019 Novel Coronavirus

The Centers for Disease Control and Prevention (CDC) has reported that they are closely monitoring an outbreak caused by a novel coronavirus (2019-nCoV) that was first identified in Wuhan, China. There are now 14 countries worldwide with confirmed cases 2019-nCoV, including the United States, indicating possible person-to-person transmission. The CDC has issued extensive <u>infection control guidance for healthcare professionals</u>. There is a lot still unknown about this outbreak and the situation continues to evolve.

Since transmission dynamics of 2019-nCoV have yet to be determined, the CDC recommends a cautious approach to patients under investigation for 2019-nCoV, including immediate notification of infection control personnel and the local health department. They also recommend healthcare workers use standard, contact and airborne precautions in addition to eye protection (e.g. goggles or a face shield).

Hand hygiene is one of the pillars of standard and transmission-based precautions in healthcare settings to prevent direct and indirect transmission of pathogens as detailed in the CDC tables below.<sup>1</sup> Hand hygiene following glove removal further ensures that hands will not carry potentially infectious materials that might have penetrated through unrecognized tears in gloves or contaminated the hands during PPE/glove removal. Hand hygiene is always the final step after removing and disposing of personal protective equipment used for standard and transmission-based precautions.<sup>2</sup>

The 2019-nCoV situation is dynamic so it's highly recommended that healthcare facilities refer to the <u>CDC's 2019 Novel Coronavirus website</u> for the latest, accurate information. Below are additional resources to assist you.

| Recomme   | ndation number, description, and category for standard precautions for hand hygiene   |          |
|-----------|---|----------|
| #*        | Recommendation  | Category |
| IV.A.1.   | During the delivery of healthcare, avoid unnecessary touching of surfaces in close proximity to the patient to prevent both contamination of clean hands from environmental surfaces and transmission of pathogens from contaminated hands to surfaces  | IB/IC    |
| IV.A.2.   | When hands are visibly dirty, contaminated with proteinaceous material, or visibly soiled with blood or body fluids, wash hands with either a nonantimicrobial soap and water or an antimicrobial soap and water  | IA       |
| IV.A.3.   | If hands are not visibly soiled, or after removing visible material with nonantimicrobial soap<br>and water, decontaminate hands in the clinical situations described in IV.A.4.a-f. The<br>preferred method of hand decontamination is with an alcohol-based hand rub. Alternatively,<br>hands may be washed with an antimicrobial soap and water. Frequent use of alcohol-based<br>hand rub immediately following handwashing with nonantimicrobial soap may increase the<br>frequency of dermatitis. | ΙB       |
|           | Perform hand hygiene ~ in the following clinical situations:  |          |
| IV.A.3.a. | Before having direct contact with patients  | IB       |
| IV.A.3.b. | After contact with blood, body fluids or excretions, mucous membranes, nonintact skin, or wound dressings   | IA       |
| IV.A.3.c. | After contact with a patient's intact skin (e.g., when taking a pulse or blood pressure or lifting a patient)   | IB       |
| IV.A.3.d. | If hands will be moving from a contaminated-body site to a clean-body site during patient care.   | 11       |
| IV.A.3.e. | After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient   | 11       |
| IV.A.3.f. | After removing gloves   | IB       |
| IV.A.4.   | Wash hands with non-antimicrobial soap and water or with antimicrobial soap and water if contact with spores (e.g., C. difficile or Bacillus anthracis) is likely to have occurred. The physical action of washing and rinsing hands under such circumstances is recommended because alcohols, chlorhexidine, iodophors, and other antiseptic agents have poor activity against spores  | 11       |
| IV.A.5.   | Do not wear artificial fingernails or extenders if duties include direct contact with patients at high risk for infection and associated adverse outcomes (e.g., those in ICUs or operating rooms)  | IA       |
| IV.A.5.a. | Develop an organizational policy on the wearing of non-natural nails by healthcare personnel who have direct contact with patients outside of the groups specified above  | 11       |
| IV.A.3.a. | Before having direct contact with patients  | IB       |

| Categorization Sch                         | eme for Recommendations  |
|--|--|
| Description of HICP                        | AC recommendation categories   |
| Category IA                                | Strongly recommended for implementation and strongly supported by well-designed<br>experimental, clinical, or epidemiologic studies.               |
| Category IB                                | Strongly recommended for implementation and supported by some experimental, clinical, or epidemiologic studies and a strong theoretical rationale. |
| Category IC                                | Required for implementation, as mandated by federal and/or state regulation or standard.   |
| Category II                                | Suggested for implementation and supported by suggestive clinical or epidemiologic studies or a theoretical rationale.                             |
| No<br>recommendation;<br>Unresolved issue. | Practices for which insufficient evidence or no consensus regarding efficacy exists.   |

#### Additional Links:

Centers for Disease Control and Prevention 2019 Novel Coronavirus Home Page: https://www.cdc.gov/coronavirus/2019-ncov/index.html

# Centers for Disease Control and Prevention 2019 Novel Coronavirus Information for Healthcare Professionals:

https://www.cdc.gov/coronavirus/2019-nCoV/guidance-hcp.html

Centers for Disease Control and Prevention Guideline for Isolation Precautions: Preventing Transmission of Infection Agents in Healthcare Settings: <u>https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html</u>

Centers for Disease Control and Prevention Guideline for Hand Hygiene In Healthcare Settings: <u>https://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf</u>

World Health Organization: Hand Hygiene When and How: https://www.who.int/gpsc/5may/resources/posters/en/

Centers for Disease Control and Prevention Sequence for Donning and Doffing PPE: https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf

#### **References:**

- 1. Centers for Disease Control and Prevention. Guidelines for hand hygiene in health-care settings—2002. Recommendations of the Healthcare Infection Control Practices Advisory Committee and the HICPAC/SHEA/APIC/IDSA Hand Hygiene Task Force. MMWR 2002;51 (RR-16):1-45.
- Siegel JD, Rhinehart E, Jackson M, et al. Guideline for isolation precautions: preventing transmission of infection agents in healthcare settings. Centers for Disease Control and Prevention website: <u>https://www.cdc.gov/infectioncontrol/pdf/guidelines/isolation-guidelines-H.pdf</u>. Accessed January 27, 2020.

Stay well,

Dai KMin

David R. Macinga, Ph.D. Product Development and Regulatory Affairs Senior Director GOJO Industries, Inc.

Megan & Dissingio

Megan DiGiorgio MSN, RN, CIC, FAPIC Clinical Manager GOJO Industries, Inc.

#### **CONFIDENTIAL – FOR DIRECT CUSTOMER ENGAGEMENT**

#### PGP Positioning towards 2019-nCoV.

#### How to prevent and control Coronavirus.

In January of 2020, the authoritative World Health Organization (WHO) released an interim guideline entitled "Infection Prevention and Control During Health Care When Novel Coronavirus (nCoV) Infection is Suspected"<sup>1</sup> in response to the recent pneumonia outbreak caused by an emerging Coronavirus strain in Wuhan, Hubei Province, China. This guideline, along with those from the CDC, recommend the disinfection of high touch surfaces (surfaces commonly touched by hands) to help prevent further transmission of nCoV.

The following is a key highlight from the guidance:

"Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly. Thorough cleaning of environmental surfaces with water and detergent and applying commonly used hospital disinfectants (such as sodium hypochlorite) is an effective and sufficient procedure. Manage laundry, food service utensils and medical waste in accordance with safe routine procedures."

Separately, the CDC also highlights the importance of washing hands frequently with soap and water for a period of at least 20 seconds to prevent the potential transmission of the virus, or in the absence of water and soap the use of alcohol-based hand sanitizers.

#### PGP Cleaning program perspective.

Coronavirus is a virus, a type of virus that is relatively easy to kill. Our broad menu of cleaners such as Spic'n Span 3-in-1 (1:14), Comet Disinfecting Cleaner with Bleach (1:4), Clean Quick Broad Range Disinfectant (1:256), Microban APC RTU, Proline Disinfecting Floor & Surface (1:128) are registered to kill a broad set of viruses including: Rhinovirus claims, Influenza virus claims, PolioV, NoroV, among others.

Given that 2019 Novel Coronavirus (2019-nCoV) is a fairly recently known virus, testing methods for EPA disinfection registration have not yet been developed or approved. Therefore, in North America, there are no marketed products that are EPA-approved for disinfection against the 2019 Coronavirus.

It will be very important to follow our existing PGP procedures in compliance with the outlined WHO and CDC guidelines<sup>2</sup> to prevent and control emerging viruses.

#### **Important References**

<sup>1</sup> <u>https://www.who.int/publications-detail/infection-prevention-and-control-during-health-care-when-novel-coronavirus-(ncov)-infection-is-suspected</u>

<sup>2</sup><u>https://www.epa.gov/pesticide-registration/guideance-registrants-process-making-claims-against-emerging-viral-pathogens</u>

# 2019-nCoV Coronavirus

## What is 2019 novel coronavirus?

**The 2019 novel coronavirus** (2019-nCoV) is a new virus that causes respiratory illness in people and can spread from person-to-person. This virus was first identified during an investigation into an outbreak in Wuhan, China.

## Can people in the U.S. get 2019-nCoV?

This 2019-nCoV virus does seem to be able to spread from person-to-person although it's not clear how easily this happens. Person-to-person spread in the United States has not yet been detected, but it's likely to occur to some extent. At this time this virus is not spreading in the United States so the likelihood of someone in the U.S. getting sick with this virus is very low. Right now, the greatest risk of infection is for people in Wuhan or people who have traveled to Wuhan and less so, other parts of China. CDC continues to closely monitor the situation.

# Have there been cases of 2019-nCoV in the U.S.?

Yes. The first infection with 2019-nCoV in the United States was reported on January 21, 2020. The current count of cases of infection with 2019-nCoV in the United States is available on CDC's webpage: <a href="https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html">www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html</a>

# How does 2019-nCoV spread?

The exact way the virus is spread is not fully known. With similar coronaviruses (MERS and SARS) person-to-person spread is thought to have happened mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other viruses that cause respiratory illness spread. There also may be some spread when a person touches a surface or object that has virus on it and then touches his or her own mouth, nose, or possibly their eyes. Spread of SARS and MERS between people has generally occurred between close contacts. There is much more to learn about 2019-nCoV and investigations are ongoing.

# Symptom of Infection

Patients with 2019-nCoV have reportedly had mild to severe respiratory illness with symptoms of:

- Fever
- Cough
- Shortness of breath

# General Precautions for Avoiding Infections

This virus is not spreading in the United States right now, but the best way to prevent infection is to avoid being exposed to this virus. There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

# **P&G Professional Disinfection Procedures**

P&G Professional recommends that you continue to follow the disinfection protocols identified for your specific business. As with most disinfection procedures, emphasize the following in your organization:

Hand Washing – hand washing can be one of the most important ways to prevent any kind of viral outbreak. <u>Click here</u> to see our handwashing video.





Clean surfaces before disinfecting – it's critical to ensure any surface is properly cleaned before attempting to disinfect. Cleaning first is the best way to ensure proper disinfection. <u>Click here</u> to read an article from P&G Professional expert, Michael Kupneski, on products that can do both.

**Disinfect** – The 2019-nCoV has been characterized as a virus. <u>Click here</u> to view a list of P&G Professional products that are EPA-approved to kill a broad set of viruses.





**High Touch Surfaces** – pay special attention to high touch surfaces when cleaning & disinfecting, including clearing & disinfecting these areas most frequently.

Download the CDC information sheet: Novel Coronavirus (2019-nCoV) and You

<u>Watch PGP webinar</u>: Hear from P&G Professional Experts Jack Liou, PhD; Beatrix Babcock, MS-HSA, LPN; and Mike Weber, Principal Scientist in our webinar: *Infection Control: How to Prepare and Protect.* 

<u>Download</u> the World Health Organization's information sheet: "*Infection* prevention and control during health care when novel coronavirus (nCoV) infection is suspected"



# 2019 Novel Coronavirus (2019-nCoV) in the News

January 29, 2020

#### **To: All Building Services Contractors**

According to the CDC's website, "2019 Novel Coronavirus (2019-nCoV) is a virus (more specifically, a coronavirus) identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China. Early on, many of the patients in the outbreak in Wuhan, China reportedly had some link to a large seafood and animal market, suggesting animal-to-person spread. However, a growing number of patients reportedly have not had exposure to animal markets, indicating person-to-person spread is occurring. At this time, it's unclear how easily or sustainably this virus is spreading between people. The latest situation summary updates are available on CDC's web page 2019 Novel Coronavirus, Wuhan, China".

#### How are coronaviruses spread?

The most common transmission of all Coronaviruses is airborne (sneezing and coughing). The second most common transmission is through close contact with an infected person (shaking hands, etc.). Coronavirus may possibly be transmitted by contacting a contaminated surface and then rubbing your eyes, ears, nose, or mouth.

# What guidance does the CDC give on preventing the spread of coronavirus?

• **Hand Hygiene** - Since coronavirus infections are primarily spread through person-to-person contact, hand hygiene is a primary part of preventing transmission. Facilities should ensure that healthcare personnel are familiar with proper hand hygiene technique as well as its rationale.

• Environmental Cleaning - Although microbiologically contaminated surfaces can serve as reservoirs of potential pathogens, generally these surfaces are not directly associated with transmission of infections to either staff or patients. The transferal of microorganisms from environmental surfaces to patients is largely via hand contact with the surface. Although hand hygiene is important to minimize the impact of this transfer, cleaning and disinfecting environmental surfaces as appropriate is fundamental in reducing their potential contribution to the spread of viruses.

#### Which Spartan disinfectants kill Coronavirus?

The EPA has not established any efficacy protocols for surface disinfectants because 2019 Novel Coronavirus (2019-nCoV) is so new. That said, it is a Coronavirus based syndrome which is an enveloped virus and are considered to be easy to inactivate on non-porous surfaces. The Scientific community believes, based on its knowledge of the structure of Coronaviruses, that when an EPA protocol is established the results will show that if your surface disinfectant is effective for other Coronavirus's, such as the Human Coronavirus, it will be effective against the 2019 Novel Coronavirus (2019-nCoV).

#### The following Spartan disinfectants have the coronavirus claim and can be used to clean and disinfect surfaces:

- Super HDQ Neutral® (1204)
- HDQ Neutral® (1202)
- hdqC 2® (4702)
- Super HDQL 10® (4704)
- GS Neutral Disinfectant Cleaner® (3502)
- GS High Dilution Disinfectant® 256 (3508, 3516)
- TB-Cide Quat® (1017, 1021)
- BNC-15® (1056, 4856)
- Profect® Healthcare Disinfecting Wipes (1091)
- Hard Surface Disinfecting Wipes (1085, 1086, 1087)
- Halt® (1018, 4806)
- PSQ II (1035)

\*View our catalog of these products here: Infection Control

\* According to Health Canada, environmental cleaning products registered in Canada with a Drug Identification Number and labelled as a broad-spectrum virucide are sufficient. Spartan's Canadian broad-Spectrum Disinfectants are:

Damp Mop Quat (106504C) and Super Neutral L (120904C)

#### How to position this to your customers:

Lead with HealthCheck® – a managed cleaning program is the most effective weapon against the spread of viruses. Facility managers need to ensure that HTPs (High Touch Points) are being properly cleaned and disinfected. HealthCheck was designed to assist managers in the training, validation and documentation of their cleaning procedures for HTPs.

**Educate** – While hand hygiene is the first line of defense against the spread of harmful bacteria such as 2019 Novel Coronavirus (2019-nCoV), disinfection of high touch surfaces helps reduce the risk of personnel coming in contact with a contaminated surface.

Recommend – The NEW foamyiQ<sup>™</sup> Antibacterial Hand Wash and Hand Sanitizers - Eucalyptus Mint (4603), Lemon Blossom (4604), and Healthcare Personnel Hand Wash (4605). Adding waterless sanitizer products leads to an increase in the frequency of hand hygiene practiced. Combined with a managed cleaning program, featuring the Spartan disinfectant of their choice, they will have a good program to prevent the spread of 2019 Novel Coronavirus (2019-nCoV) and other viruses.

Count on Spartan Chemical for products and services that make infection control simple.

Download the flyer below to help stop the spread of infection.

Download >

Keep it safe and keep it clean. Hand hygiene is the first line of defense in preventing the spread of harmful bacteria that cause illness.

#### Click below to download the Wash Hands chart!



For more information, visit the CDC website: <u>https://www.cdc.gov/coronavirus/2019-ncov/about/index.html</u>

\* Health Canada website: <u>https://www.canada.ca/en/public-</u> health/services/publications/diseases-conditions/infection-prevention-controlguidance-middle-east-respiratory-syndrome-coronavirus-mers-cov-acute-caresettings.html#s3-14

Please feel free to contact our Laboratory personnel if you have further questions on this matter at 1-800-537-8990 or:

Jason Welch, Microbiologist: jwelch@spartanchemical.com Jahmal Green, Chemist: jgreen@spartanchemical.com



Spartan Chemical Company, Inc. 1110 Spartan Drive, Maumee, OH 43537 Toll Free: 1-800-537-8990, Fax: 419-536-8423 www.spartanchemical.com



March 6 | 2020

# CORONAVIRUS (COVID-19)

# NETWORK® — Continuing to Respond

As the world absorbs the far-reaching implications of the health situation associated with COVID-19, the entire NETWORK organization continues to share information and updates.

**NETWORK's number one priority is to protect and support existing customers.** Our distributors are working hand in hand with suppliers and customers in the local market to ensure inventory and ordering levels are appropriately managed. We intend to satisfy demand for critical anti-infection items for all customers but may at some point prioritize organizations directly involved in maintaining public health — including healthcare professionals and first responders. This directive will be followed if dictated by a government agency.

Inventory Points of Emphasis:

- A number of manufacturers have instituted supply pacing programs for distribution. Supply pacing means purchases of certain products disinfectants, hand sanitizers, gloves, masks, etc., may be limited to specific quantities or to previous purchase history. This could impact our ability to deliver product. We ask for your understanding in this time of strain on the supply chain.
- We are committed to responding to your needs. Your patience is appreciated as you request order status updates. Information sharing from supplier to distributor to NETWORK has also been impacted during this time.
- Return policies will be modified to ensure customers are dissuaded from ordering excess inventory. Returns will
  not be allowed for volume outside the normal purchase history.

Beyond caring for customers, NETWORK is also taking steps to ensure the health of staff, those who support our customers. The organization has communicated and instated the following -

- Education for employees on recognition of symptoms and simple preventative activities.
- Flexible working options including telecommuting and flexible work hours have been enabled.
- Employees who become ill are encouraged to refrain from coming to the office.
- Conveying best practices on how to minimize transmission of infection social distancing, increased hand hygiene and surface cleaning, cover coughs and sneezes, avoid touching eye, nose, mouth, eliminate sharing (i.e., food, drinks, pens, phones, etc.,)

NETWORK strives to provide customers timely and accurate information during this rapidly changing and unprecedented situation. We thank you for your continued cooperation and patience as we come together to support a healthy community.

Sincerely,

Kevin Rudd Chief Sales & Marketing Officer





# CORONAVIRUS (COVID-19)

# NETWORK® — FAQs

Can you confirm how much inventory you have?

The inventory position at our facilities changes constantly, anything we provide would be dated and does not guarantee availability due to allocation by the distributor.

Will you hold inventory for a customer?

We do not hold inventory for any customers. All orders are honored on a first come/first served basis. In addition, distributors have put many items on allocation and are limiting purchases to historical purchase volumes.

#### Will you protect a customer's demand history/forecast for future purchasing?

Our distributors will make every effort to protect and support existing business, but they are also under supply pacing from several manufacturers. In addition, allocating inventory is a very manual process for our distributors. Every attempt will be made to prioritize existing customer business and existing demand history volume.

Will you prioritize orders (for Hospitals)?

All of our customers are important to us and many of them serve very important segments that can protect the spread of the virus - through our first responders, our educators, our elderly etc. Unless the CDC or the government requires it, we are not prioritizing any customer group or segment.

Will you accept new customers/orders for critical anti-infection items?

At this time, our priority is to our existing customers and their needs. Where we have new opportunities and or available inventory, we can look to add new locations/business.

Can I return product if we purchased too much.

Any purchase volume that exceeds historical purchase demand cannot be returned.

Why would a supplier put distributors on allocation, why can't they just order as much as they want? Allocating inventory is meant to ensure that every customer has access to some level of a limited product.



# SURFACE DISINFECTANTS EPA REGISTRATIONS

| Supplier         | Product Name  | Product Number          | EPA Reg. No.         | Follow directions for use against stated virus (contact time) |
|------------------|---|-------------------------|----------------------|---|
| 3M               | 3M™ Quat Disinfectant Cleaner Concentrate (5L, 5H, 5A)  | 50051125859269          | 6836-78-10350        | Norovirus or Rotavirus  |
| 3M               | 3M <sup>™</sup> Neutral Quat Disinfectant Cleaner Concentrate (23L, 23H, 23A)   | 50051125859276          | 47371-129-10350      | Rotavirus or Adenovirus Type 7                                |
| 3M               | 3M™ HB Quat Disinfectant Cleaner Concentrate (25L, 25H, 25A)  |                         | 61178-5-10350        | Rotavirus or Norovirus  |
| 3M               | 3M™ Disinfectant Cleaner RCT Concentrate (40L, 40A)   | 50051125858378          | 6836-349-10350       | Rotavirus   |
| 3M               | <u>3M™ Disinfectant Cleaner RCT_Concentrate</u>   |                         | 6836-349-10350       | Rotavirus or Enterovirus D68 or Norovirus (1:128 dilution)    |
| 3M               | <u>3M™ MBS Disinfectant Cleaner Fresh</u> Scent Concentrate (41L, 41H, 41A)   |                         | 6836-361-10350       | Norovirus or Rotavirus  |
| 3M<br>3M         | 3M <sup>™</sup> MBS Disinfectant Cleaner_Concentrate (42L, 42H, 42A)  |                         | 6836-361-10350       | Norovirus or Rotavirus  |
| 3171             | <u>3M™ C. diff Solution Tablets</u>   | 50051125859399<br>68967 | 71847-6-10350        | Norovirus   |
|                  |   | 68970                   |                      |   |
| Clorox           | Clorox Healthcare <sup>®</sup> Bleach Germicidal Cleaner Spray  | 68832                   | 56392-7              | Rhinovirus (1 min)  |
|                  |   | 68973                   |                      |   |
|                  |   | 68978                   |                      |   |
|                  |   | 30577                   |                      |   |
| Olarasi          |   | 35309                   | (7/10.10             |   |
| Clorox           | Clorox Healthcare® Bleach Germicidal Wipes  | 30358<br>30359          | 67619-12             | Rhinovirus (1 min)  |
|                  |   | 31469                   |                      |   |
| Clorox           | Clorox Healthcare® Fuzion® Cleaner Disinfectant   | 31478                   | 67619-30             | Rhinovirus Type 37 (1 min)                                    |
| oloron           |   | 30828                   | 0701700              |   |
| Clorox           | Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant   |                         | 67619-24             | Rhinovirus Type 37 (1 min)                                    |
|                  |   | 31444                   |                      |   |
|                  |   | 30824                   |                      |   |
| Clorox           | Clorox Healthcare® Hydrogen Peroxide Cleaner Disinfectant Wipes   | 30825                   | 67619-25             | Rhinovirus (1 min)  |
|                  |   | 30826                   |                      |   |
|                  |   | 30827<br>31757          |                      |   |
|                  |   | 31758                   |                      |   |
| Clorox           | Clorox Healthcare® VersaSure® Wipes   |                         | 67619-37             | Rotavirus (2 min)   |
|                  |   | 31760                   |                      |   |
|                  |   | 31761                   |                      |   |
|                  |   | 69101                   |                      |   |
| Clorox           | Dispatch® Hospital Cleaner Disinfectant Towels with Bleach  | 69260                   | 56392-8              | Rhinovirus (1 min)  |
| Clorov           | Claray Lealtheara® Citraca® Llacoital Disinfactant & Sanitizar  | 69150<br>49100          | 67610.00             | Dhinouirus (Emin)   |
| Clorox<br>Clorox | Clorox Healthcare® Citrace® Hospital Disinfectant & Sanitizer<br>Clorox® Broad Spectrum Quaternary Disinfectant Cleaner | 30649                   | 67619-29<br>67619-20 | Rhinovirus (5 min)<br>Rhinovirus (3 min)                      |
| Clorox           | Clorox Healthcare® Disinfecting Wipes   | 31584                   | 67619-31             | Rotavirus (4 min)   |
|                  |   | 15948                   | 0701701              |   |
| Clorov           | Clorox Commercial Solutions® Clorox® Disinfecting Wipes   | 15949                   | 67619-31             | Rotavirus (4 min)   |
| Clorox           | Clorox Commercial Solutions® Clorox® Distillecting wipes  | 31428                   | 0/019-31             | Roldvirus (4 min)   |
|                  |   | 31547                   |                      |   |
| Clorox           | CloroxPro™ Clorox® Germicidal Bleach  | 31009                   | 67619-32             | Rhinovirus (5 min)  |
|                  | Clorox Commercial Solutions <sup>®</sup> Clorox <sup>®</sup> Clean-Up Disinfectant Cleaner with Bleach (Spray)          | 30966                   |                      |   |
| Clorox           |   | 35417                   | 67619-17             | Rhinovirus (30 sec)   |
|                  | Clorox Commercial Solutions <sup>®</sup> Clorox <sup>®</sup> Clean-Up Disinfectant Cleaner with Bleach (Diluted)        | 05400                   |                      |   |
| Clorox           |   | 35420                   | 67619-17             | Rhinovirus (5 min)  |
| Clorox           | Clorox Commercial Solutions® Clorox® Disinfecting Spray   | 38504                   | 67619-21             | Rhinovirus (30 sec)   |
| Clorox           | Clorox Commercial Solutions® Clorox® 4-in-One Disinfectant & Sanitizer  | 31043                   | 67619-29             | Rhinovirus (5 mins)   |
| Clorox           | Clorox Commercial Solutions <sup>®</sup> Clorox <sup>®</sup> 4-in-One Lavender Disinfectant & Sanitizer                 | 32512                   | 67619-29             | Rhinovirus (5 mins)   |
| Clorox           | <u>CloroxPro™ Clorox Total 360® Disinfecting Cleaner</u>  | 31650                   | 67619-38             | Adenovirus Type 2 (2 min)                                     |
|                  | Clorox Commercial Solutions® Toilet Bowl Cleaner with Bleach  |                         |                      |   |
| Clorox           | CIORA COmmercial Solutions - Toller Dowr Cleaner with Dieach  | 00031                   | 67619-16             | Rhinovirus (10 mins)  |
|                  |   | 31903                   |                      |   |
| Clorox           | Clorox Commercial Solutions® Clorox® Disinfecting Bio Stain & Odor Remover  |                         | 67619-33             | Rhinovirus (5 min)  |
|                  |   | 31911                   |                      |   |
| Clorox           | Clorox Commercial Solutions® Clorox® Disinfecting Bathroom Cleaner  | 16930                   | 5813-40-67619        | Rhinovirus (10 mins)  |
| Clorox           | Clorox Commercial Solutions® Tilex® Soap Scum Remover   | 35600                   | 5813-40-67619        | Rhinovirus (10 mins)  |
|                  | Clorox Commercial Solutions® Hydrogen Peroxide Disinfecting Cleaners  | 35604                   |                      |   |
| Clorox           |   | 30832<br>30830          | 67619-24             | Rhinovirus (1 min)  |
| Clorox           | Clorox Commercial Solutions® Hydrogen Peroxide Disinfecting Cleaners Wipes  |                         | 67619-25             | Rhinovirus (1 min)  |
|                  |   | 30833                   |                      |   |
|                  |   | 100850922               |                      |   |
|                  |   | 100850925               |                      |   |
| Diversey         | Oxivir® 1 Wipes   | 100850924               | 70627-60             | Enterovirus Type D68  |
|                  |   | 100962573               |                      |   |
|                  |   | 100850923               |                      |   |
| Diversey         | OXIVIR® TB  | 5242201<br>4277285      | 70627-74             | Poliovirus Type 1   |
|                  |   | 100834423               |                      |   |
|                  |   | 4963331                 |                      |   |
| Divorces         |   | 5845264                 |                      | Capino Donyovinyo   |
| Diversey         | OXIVIR® FIVE 16   | 5271361                 | 70627-58             | Canine Parvovirus   |
|                  |   | 100835122               |                      |   |
|                  | Avert Sporicidal Disinfectant Cleaner RTU Only  | 5019296                 | 70/07 75             |   |
| Diversey         |   | 100842725               | 70627-72             | Poliovirus Type 1   |



# SURFACE DISINFECTANTS EPA REGISTRATIONS

| Supplier          | Product Name  | Product Number   | EPA Reg. No.   | Follow directions for use against stated virus (contact time)  |
|-------------------|---|--|----------------|--|
| Diversey          | <u>Virex® II 256</u>  | 04329<br>04331<br>04332<br>3062768<br>5019317<br>5271416                               | 70627-24       | Adenovirus Type 2 (2 min)  |
| Diversey          | <u>Virex® Plus</u>  | 100842024<br>100842025   | 6836-349-70627 | Enterovirus Type D68   |
| Diversey          | Wide Range <sup>®</sup> II Disinfectant Cleaner               | 5769679  | 6836-75-70627  | Feline Calicivus   |
| GOJO              | PURELL® Professional Surface Disinfectant                     | 3342-03<br>3342-06<br>3342-12<br>4342-04   | 84368-1-84150  | Kills Coronavirus (COVID-19)* and Hepatitis A in 60 seconds<br>Kills Norovirus, Strep, and MRSA with a 30 second rapid kill<br>time    |
| GOJO              | PURELL® Foodservice Surface Sanitizer                         | 3341-03<br>3341-06<br>3341-06-RTL<br>3341-12<br>4341-04                                | 84368-1-84150  | Kills Coronavirus (COVID-19)* and Hepatitis A in 60 seconds<br>Eliminates Norovirus, Salmonella, E. coli and Listeria in 30<br>seconds |
| P&G               | Spic and Span® Disinfecting All-Purpose Spray & Glass Cleaner | 00037000753537<br>10037000325380<br>10037000325359<br>10037000325359<br>00037000753513 |                | EPA Approved for variety of viruses  |
| P&G               | P&G Pro Line® Disinfecting Floor & Surface Cleaner II         | 10037000020384<br>10037000020391   | 815-23-3573    | EPA Approved for variety of viruses  |
| P&G               | Clean Quick <sup>®</sup> Chlorine Sanitizer                   | 1.0037E+13   |                | EPA Approved for variety of viruses  |
| P&G               | Comet® Disinfecting Cleaner with Bleach                       | 00037000753506<br>10037000303142<br>10037000302503<br>10037000246517<br>00037000753520 |                | EPA Approved for variety of viruses  |
| P&G               | Comet® Disinfecting - Sanitizing Bathroom Cleaner             | 10037000225697<br>10037000225703<br>10037000205422                                     |                | EPA Approved for variety of viruses  |
| Spartan Chemical  | BNC-15®   | 1056<br>4856   | 6836-348-5741  | 3-minute kill claim  |
| Spartan Chemical  | TB-Cide Quat®   | 1017<br>1021   | 1839-83-5741   | 2-minute kill claim  |
| RECKITT BENCKISER | PROFESSIONAL LYSOL® DISINFECTANT SPRAY                        | 0-36241-04650-7  | 777-99         |  |
| RECKITT BENCKISER | LYSOL® DISINEFCTANT MAX COVER MIST                            | 0-19200-94122-8<br>0-19200-94124-2   | 777-127        |  |
| RECKITT BENCKISER | LYSOL BRAND CLING & FRESH TOILET BOWL CLEANER                 | 0-19200-76879-5  | 777-70         |  |
| RECKITT BENCKISER | LYSOL BRAND LIME & RUST TOILET BOWL CLEANER                   | 0-19200-80088-4<br>0-19200-89957-4   | 777-81         |  |
| RECKITT BENCKISER | LYSOL BRAND BLEACH MOLD AND MILDEW REMOVER                    | 0-19200-78915-8<br>0-19200-89953-6   | 777-83         |  |
| RECKITT BENCKISER | LYSOL BRAND CLEAN & FRESH MULTI-PURPOSE CLEANER               | 0-19200-00303-2<br>0-19200-78626-3   | 777-89         |  |
| RECKITT BENCKISER | LYSOL BRAND HEAVY DUTY CLEANER DISINFECTANT CONCENTRATE       | 0-36241-94201-4  | 675-54         |  |

\*\* NOTE: This list of products will be updated should new information become available. Contact your local NETWORK distributor for product availability



# Your Distribution Partner for Janitorial & Sanitation Supplies

NETWORK® delivers the efficiency and reach with the personal accountability from locally based, best-in-class distributors.







## Janitorial & Sanitation Supply Program

Contract #: EQ-101519-03A Lead Agency: Region 10 ESC Contract Term: 01/01/2020 - 12/31/2025

- Full Line of Janitorial & Related Supplies comprehensive, customized facility cleaning solutions that offer a wide selection of industry leading paper products, cleaning supplies, chemicals, equipment, and breakroom supplies.
- Competitive Pricing a minimum discount of 25% off list price.
- Local Market Specialists 7,000 responsive, on-site facility cleaning consultants, there, inperson when needed.
- In-Market Inventory name-brand manufactures including a full line of environmentally-preferred products.

NETWORK has strong partnerships with manufacturers such as: Georgia-Pacific, Kimberly-Clark, Essity, GOJO, Heritage, Clorox, Diversey, ProTeam, and many more.

- Sustainability Programs commitment to balancing today's economic realities with the responsibility of implementing sustainable processes.
- Geographic Reach 600+ distribution centers throughout North America, enabling NETWORK to service Equalis Group members in all 50 states.

#### Contact Us



**Derek Anderson**, AVP Equalis Group Cell: 979-877-8273 Email: *danderson@equalisgroup.org* 

#### **Cleveland Office:**

Keith McDevitt, AVP Equalis Group/Sourcing Alliance Direct: 216-478-1040 Cell: 216-233-2433 Email: kmcdevitt@equalisgroup.org

# Created by Public Sector Organizations for Public Sector Organizations



## Who is Equalis Group/Sourcing Alliance?

The basic premise of any cooperative purchasing organization is to leverage its members' combined buying power to command better pricing and favorable contract terms from suppliers, and that is true of Equalis/ Sourcing Alliance. We develop and administer a diverse portfolio of cooperative purchasing programs that cover a wide range of products and services and provide our members with a legal and compliant exemption to the bid/request for proposals (**RFP**) process.

Each program in our rapidly growing portfolio provides our members with contracting compliance and the ability to configure the solution that best meets your individual needs while achieving the lowest Total Cost of Ownership.

#### Leverage Our Public Procurement Expertise

A typical bid/RFP process can easily cost you \$15,000, drain your resources, and consume months of your time. Equalis Group awards contracts to suppliers through a compliant public sector procurement process so that you don't have to invest the time and money conducting your own bid/RFP.



(With Equalis/Sourcing Alliance ~4 weeks/\$3,000)

# Become a Member of Equalis Group

If you are not already a member, you can join Equalis Group in just minutes and immediately access our portfolio of cooperative purchasing programs. Simply visit <u>www.equalisgroup.org/member-registration</u> to get started. There are no dues, fees, or obligations.

# NETWORK Distributor Locations







LIVE REPORT

## Date Printed:November 12, 2019

Currency: Shown in USD unless otherwise indicated

# NETWORK ASSOCIATES, INC. Trade Names: CLEANWISE, NETWORK MEADQUARTERS D-U-N-S 02-038-0747 Number: Company: NETWORK ASSOCIATES, INC.

| D&B Address |                             | Added to Portfolio: | 11/12/2019                     |
|-------------|-----------------------------|---------------------|--------------------------------|
| Address:    | 1100 E WOODFIELD RD STE 200 | <b>Endorsement:</b> | szanin@networkdistribution.com |
|             | SCHAUMBURG, IL, US - 60173  | Last View Date:     | 11/12/2019                     |
| Location    | HEADQUARTERS                |                     |                                |
| Туре:       |                             |                     |                                |
| Phone:      | 847-803-4888                |                     |                                |
| Fax:        |                             |                     |                                |
| Web:        |                             |                     |                                |
|             |                             |                     |                                |

# **Company Summary**

| CORE BAR                                      |          |         |   |
|---|----------|---------|---|
| PAYDEX®                                       | <b>^</b> | 80      | Paying on time.                                     |
| Commercial Credit Score Percentile            | ↑        | 85      | Low to Moderate Risk of severe payment delinquency. |
| Financial Stress Score National<br>Percentile | ↑        | 98      | Low Risk of severe financial stress.                |
| D&B Viability Rating                          |          | 2 1 B G | View More Details                                   |
| Bankruptcy Found                              |          | Ν       |   |
| D&B Rating                                    |          | 1R2     | 1R indicates 10 or more Employees,                  |
|   |          |         | Credit appraisal of 2 is good                       |

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#### **D&B 3-MONTH PAYDEX®**

#### D&B 3-month PAYDEX® : 80

Low Risk (100); High Risk (1)

When weighted by amount, Payments to suppliers average

Within terms

#### **D&B PAYDEX®**

D&B PAYDEX® : 80 📀

Low Risk (100); High Risk (1)

When weighted by amount, Payments to suppliers average generally within terms

#### **D&B COMPANY OVERVIEW**

# This is a headquarters location

| Branch(es) or Division(s) exist      | Chief Executive       | Age (Year Started) |
|--------------------------------------|-----------------------|--------------------|
| Υ                                    | TRACY EVATT, PRES-CEO | 43 years (1976)    |
| Employees                            | History Status        | SIC                |
| 140 (Undetermined Here)              | CLEAR                 | 8742,5113          |
| Line of business                     |                       |                    |
| Management consulting services, whol | NAICS                 |                    |
| industrial/service paper             | <u>541611</u>         |                    |

#### **PUBLIC FILINGS**

The following data includes both open and closed filings found in D&B's database on this company.

| <b>Record Type</b> | Number of<br>Records | Most Recent<br>Filing Date |
|--------------------|----------------------|----------------------------|
| Bankruptcies       | 0                    |                            |
| Judgments          | 0                    |                            |
| Liens              | 0                    |                            |
| Suits              | 0                    |                            |
| UCCs               | 11                   | 06/10/2016                 |

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

## **COMMERCIAL CREDIT SCORE CLASS**

Commercial Credit Score Class : 2 o

Low Risk:1 ; High Risk:5

#### FINANCIAL STRESS SCORE CLASS

Financial Stress Score Class : 1 •

Low Risk:1 ; High Risk:5

#### **PAYDEX® TREND CHART**

# **Corporate Linkage**

Increase your understanding of the links and risks between your customers and suppliers with D&B's Interactive Global Family

Tree

#### **SUBSIDIARIES (DOMESTIC)**

Company





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## **Predictive Scores**

#### **D&B VIABILITY RATING SUMMARY**

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

#### **Viability Score**

# Compared to All US Businesses within the D&B Database:

- Level of Risk: Low Risk
- Businesses ranked 2 have a probability of becoming no longer viable: 2 %
- Percentage of businesses ranked 2: 4 %
- Across all US businesses, the average probability of becoming no longer viable: 14 %

## **Portfolio Comparison**

**Compared to All US Businesses within the same MODEL SEGMENT:** 

- Model Segment : Established Trade Payments
- Level of Risk: Low Risk
- Businesses ranked 1 within this model segment have a probability of becoming no longer viable: 2 %
- Percentage of businesses ranked 1 with this model segment: 11 %
- Within this model segment, the average probability of becoming no longer viable: 5 %

# Data Depth Indicator Data Depth Indicator:

- Rich Firmographics
- Extensive Commercial Trading Activity
- Basic Financial Attributes

Greater data depth can increase the precision of the D&B Viability Rating assessment.

To help improve the current data depth of this company, you can ask D&B to make a personalized request to this company on your behalf to obtain its latest financial information. To make the request, click the link below. Note,

#### **Company Profile:**

#### **Company Profile Details:**

- Financial Data: Not Available
- Trade Payments: Available: 3+Trade
- Company Size: Large: Employees:50+ or Sales:
   \$500K+
- Years in Business: Established: 5+

#### G

| Financial | Trade      | Company | Years in    |
|-----------|------------|---------|-------------|
| Data      | Payments   | Size    | Business    |
| Not       | Available: | Large   | Established |

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the company must be saved to a folder before the request can be made.

#### **Request Financial Statements**

Reference the FINANCIALS tab for this company to

monitor the status of your request.

## **CREDIT CAPACITY SUMMARY**

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the

Available 3+Trade

| D&B Rating: 1R2  | Number of employees: 1R indicates 10 or more employees                     | <b>Composite credit appraisal:</b> 2 is good |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| The 1R and 2R ratings categories reflect company size based on the total number of employees for the business. They are assigned to business files that do not contain a current financial statement. In 1R and 2R Ratings, the 2, 3, or 4 creditworthiness indicator is based on analysis by D&B of public filings, trade payments, business age and other important factors. 2 is the highest Composite Credit Appraisal a company not supplying D&B with current financial information can receive. |  |  |  |  |  |  |  |  |
| Sales: 1,000,000,000<br>Number of Employees Total: 140 (Une  | Sales: 1,000,000,000<br>Number of Employees Total: 140 (Undetermined here) |  |  |  |  |  |  |  |
| Payment Activity   | (based on 4 expen  | riences)                                     |  |  |  |  |  |  |
| Average High Credit:   | \$1,275  |  |  |  |  |  |  |  |
| Highest Credit:  | \$2,500  |  |  |  |  |  |  |  |
| Total Highest Credit: \$5,100  |  |  |  |  |  |  |  |  |
| Below is an overview of the company's rating history since 08-21-2013.   |  |  |  |  |  |  |  |  |

| D&B Rating | Date Applied |
|------------|--------------|
| 1R2        | 05/12/2014   |
| 1R3        | 08/21/2013   |

# **D&B CREDIT LIMIT RECOMMENDATION**

Conservative credit Limit: 80,000

Risk category for this business: : LOW

Aggressive credit Limit: 200,000

Risk category for this business: LOW

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.

Risk is assessed using D&Bs scoring methodology and is one factor used to create the recommended limits. See Help for details.

#### FINANCIAL STRESS CLASS SUMMARY

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&B's extensive data files.

The Financial Stress Class of 1 for this company shows that firms with this class had a failure rate of 0.03% (3 per 10,000), which is lower than the average of businesses in D & B's database

#### **Financial Stress Class :**

#### Financial Stress Class : 1 o

Low Risk:1; High Risk:5

Lower than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

#### **Probability of Failure:**

- Risk of Severe Financial Stress for Businesses with this Class: 0.03% (3 per 10,000)
- Financial Stress National Percentile : **98** (Highest Risk: 1; Lowest Risk: 100)
- Financial Stress Score : 1605 (Highest Risk: 1,001; Lowest Risk: 1,875)
- Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48**% (48 per 10,000)

#### The Financial Stress Class of this business is based on the following factors:

- UCC Filings reported.
- Insufficient number of payment experiences.
- Unstable Paydex over last 12 months.

#### **Financial Stress Percentile Trend:**

- Notes:
- The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.
  - The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.
  - The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&B's file.
  - The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

#### **National %**

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| Region: EAST NORTH CENTRAL                                  | 50 |
|---|----|
| Industry: BUSINESS, LEGAL AND ENGINEERING<br>SERVICES       | 52 |
| Employee range: 100-499                                     | 75 |
| Years in Business: 26+                                      | 77 |
| This Business has a Financial Stress Percentile that shows: |    |

This Business has a Financial Stress Percentile that snows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Lower risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.

#### **CREDIT SCORE SUMMARY**

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms).

The Credit Score class of 2 for this company shows that 2.5% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

**Credit Score Class :** 

#### Credit Score Class : 2 o

Low Risk:1; High Risk:5

Moderate risk of severe payment delinquency over next 12 months.

#### **Incidence of Delinquent Payment**

- Among Companies with this Classification: 2.50%
- Average compared to businesses in D&B's database: 10.20%
- Credit Score Percentile : **85** (Highest Risk: 1; Lowest Risk: 100)
- Credit Score : 563 (Highest Risk: 101; Lowest Risk: 670)

#### The Credit Score Class of this business is based on the following factors:

#### **Credit Score Class Percentile Trend:**

#### **Notes**

- The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.
- The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.

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- The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.
- The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

| Norms   | National % |
|---|------------|
| This Business   | 85         |
| Region: EAST NORTH CENTRAL                              | 54         |
| Industry: BUSINESS, LEGAL AND ENGINEERING SERVICES      | 43         |
| Employee range: 100-499                                 | 89         |
| Years in Business: 26+                                  | 85         |
| This business has a Credit Score Percentile that shows: |            |

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Similar risk compared to other companies with a comparable number of years in business.

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# **Trade Payments**

#### **D&B PAYDEX®**

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references. Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

| Current PAYDEX                           | Payments Within Terms        |    | Average High Credit   |         |  |
|--|------------------------------|----|-----------------------|---------|--|
| 80                                       | 100%                         |    | \$1,275               |         |  |
| Equal to generally within terms          | Total payment Experiences in | 4  | Largest High Credit   | \$2,500 |  |
| (Pays more promptly than the average     | D&Bs File (HQ)               |    | Highest Now Owing \$0 |         |  |
| for its industry of 2 days beyond terms) | Trade Experiences with Slow  | 0% | Highest Past Due      | \$0     |  |
| <b>Industry Median</b> 79                | or Negative Payments(%)      |    |                       |         |  |
| Equal to 2 days beyond terms             | Total Placed For Collection  | 0  |                       |         |  |

#### Payment Trend

#### Unchanged

Compared to payments three months

ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is

disputed.

**Π&R PAVDEX** 

#### 3-MONTH D&R PAVDEX

| DADIAIDEA  |   |
|--|---|
|  |   |
| D&B PAYDEX : 80 o  | 3-Month D&B PAYDEX : 80 O                                   |
| Low Risk (100) ; High Risk (1)                             | Low Risk (100); High Risk (1)                               |
| When weighted by amount, newments to suppliers everage     | Pasad on neumants collected over last 3 months              |
| When weighted by amount, payments to suppliers average     | Based on payments collected over last 3 months.             |
| generally within terms                                     | When weighted by amount, payments to suppliers average      |
| □ High risk of late payment (Average 30 to 120 days beyond | days beyond terms   |
| terms)   | □ High risk of late payment (Average 30 to 120 days beyond  |
| Medium risk of late payment (Average 30 days or less       | terms)  |
| beyond terms)  | □ Medium risk of late payment (Average 30 days or less      |
| □ Low risk of late payment (Average prompt to 30+ days     | beyond terms)   |
| sooner)  | $\Box$ Low risk of late payment (Average prompt to 30+ days |
|  | sooner)   |

# **D&B PAYDEX® COMPARISON**

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#### **CURRENT YEAR**

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Management consulting services, whol industrial/service paper, based on SIC code 8742.

Shows the trend in D&B PAYDEX scoring over the past 12 months.

|                   | 12/18 | 1/19 | 2/19 | 3/19 | 4/19 | 5/19 | 6/19 | 7/19 | 8/19 | 9/19 | 10/19 | 10/19 |
|-------------------|-------|------|------|------|------|------|------|------|------|------|-------|-------|
| This Business     | 75    | 65   | 80   | 80   | 80   | 80   | 80   | 80   | 80   | 80   | 80    | 80    |
| Industry Quartile |       |      |      |      |      |      |      |      |      |      |       |       |
| Upper             | -     | 80   | -    | -    | 80   | -    | -    | 80   | -    | -    | 80    | -     |
| Median            | -     | 79   | -    | -    | 79   | -    | -    | 79   | -    | -    | 79    | -     |
| Lower             | -     | 72   | -    | -    | 72   | -    | -    | 72   | -    | -    | 71    | -     |

Current PAYDEX for this Business is 80, or equal to generally within terms

The 12-month high is 80, or equal to GENERALLY WITHIN terms

The 12-month low is 71, or equal to 14 DAYS BEYOND terms

#### **PREVIOUS YEAR**

Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Management consulting services, whol industrial/service paper, based on SIC code 8742.

| Previous Year     | 1/18<br>Q1'18 | 4/18<br>Q2'18 | 7/18<br>Q3'18 | 10/18<br>Q4'18 |
|-------------------|---------------|---------------|---------------|----------------|
| This Business     | 60            | 61            | 79            | 78             |
| Industry Quartile |               |               |               |                |
| Upper             | 80            | 80            | 80            | 80             |
| Median            | 79            | 79            | 79            | 79             |
| Lower             | 73            | 72            | 72            | 72             |

Based on payments collected over the last 4 quarters.

Current PAYDEX for this Business is 80, or equal to generally within terms

The present industry median Score is 79, or equal to 2 DAYS BEYOND terms

Industry upper quartile represents the performance of the payers in the 75th percentile

Industry lower quartile represents the performance of the payers in the 25th percentile

#### **PAYMENT HABITS**

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms.

Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

Credit Extended

Payment Experiences

**Total Amount** 

% of Payments Within Terms

| Over 100,000   |   | 07    |      |
|----------------|---|-------|------|
| 50,000-100,000 |   |       |      |
| 15,000-49,999  |   |       |      |
| 5,000-14,999   |   |       |      |
| 1,000-4,999    | 1 | 2,500 | 100% |
| Under 1,000    | 1 | 50    | 100% |

Based on payments collected over last 24 months.

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc.

## **PAYMENT SUMMARY**

There are 4 payment experience(s) in D&Bs file for the most recent 24 months, with 3 experience(s) reported during the last three month period.

The highest Now Owes on file is 0. The highest Past Due on file is 0

Below is an overview of the company's currency-weighted payments, segmented by it's supplier's primary industries:

| <b>Top Industries</b> | <u>Total Revd (#)</u>     | <u>Fotal Amount</u> | Largest High Cred | <u>it Within Terms</u> | <u>(%)</u> <b>1 - 30 Da</b> | <u>ys Late (%)</u> <u>31 - 60 Days L</u> | <u>ate (%) 61 - 90 Day</u> | <u>ys Late (%)</u> 91 + Days Late (%) |
|-----------------------|---------------------------|---------------------|-------------------|------------------------|-----------------------------|--|----------------------------|---------------------------------------|
| Whol office supplie   | es 1 2                    | ,500                | 2,500             | 100                    | 0                           | 0  | 0                          | 0                                     |
| Nonclassified         | 1 5                       | 0                   | 50                | 100                    | 0                           | 0  | 0                          | 0                                     |
| Other payme           | ent categories            |                     |                   |                        |                             |  |                            |                                       |
| Cash experie          | ences                     | 1                   | \$50              | \$50                   |                             |  |                            |                                       |
| Payment rec           | o <mark>rd unknown</mark> | 1                   | \$2,500           | \$2,500                |                             |  |                            |                                       |
| Unfavorable           | comments                  | 0                   | \$0               | \$0                    |                             |  |                            |                                       |
| Placed for co         | llections                 | 0                   | \$0               | \$0                    |                             |  |                            |                                       |
| Total in D&I          | B's file                  | 4                   | \$5,100           | \$2,500                |                             |  |                            |                                       |

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices, etc.

#### **DETAILED PAYMENT HISTORY FOR THIS COMPANY**

| Date Reported (mm/yy) | Paying Record | High Credit | Now Owes | Past Due | Selling Terms | Last Sale Within (month) |
|-----------------------|---------------|-------------|----------|----------|---------------|--------------------------|
| 10/19                 | (001)         | 50          |          |          | Cash account  | 1 mo                     |
| 09/19                 | (002)         | 2,500       | 0        | 0        |               | 6-12 mos                 |
| 08/19                 | Ppt           | 2,500       | 0        | 0        | PROX          | 6-12 mos                 |
| 08/18                 | Ppt           | 50          | 0        | 0        |               | 6-12 mos                 |

## Payments Detail Key: **3**0 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported

# **Public Filings**

| he following data i  | ncludes both open and c | losed filings found in D&B                 | s database on this company.     |                              |
|--|-------------------------|--|---------------------------------|------------------------------|
|  |                         |  |                                 |                              |
| ankruptcies  | Judgments               | Liens                                      | Suits                           | UCCs                         |
|  | 0                       | 0  | 0                               | 11                           |
| atest Filing:  | Latest Filing:          | Latest Filing:                             | Latest Filing:                  | Latest Filing: 06-10<br>2016 |
| The following Publi<br>obtained from the of<br>UCC FILINGS | -                       | nation purposes only and is                | not the official record. Certif | ied copies can only be       |
|  |                         |  |                                 |                              |
| Collateral   |                         | All Fixtures                               |                                 |                              |
| Туре   |                         | Original                                   |                                 |                              |
| Sec. Party   |                         | JPMORGAN CHASE BANK, N.A., CHICAGO, IL     |                                 |                              |
| Debtor   |                         | NETWORK ASSOCIATES, INC.                   |                                 |                              |
| Filing No.   |                         | 2016 3507116                               |                                 |                              |
| Filed With   |                         | SECRETARY OF STATE/UCC DIVISION, DOVER, DE |                                 |                              |
| Date Filed   |                         | 06-10-2016                                 |                                 |                              |
| Latest Info Rec  | eived                   | 07-15-2016                                 |                                 |                              |
| Collateral   |                         | All Fixtures                               |                                 |                              |
| Туре   |                         | Original                                   |                                 |                              |

| Sec. Party | JPMORGAN CHASE BANK, N.A., CHICAGO, IL     |
|------------|--|
| Debtor     | CLEANWISE, LLC                             |
| Filing No. | 2016 3506852                               |
| Filed With | SECRETARY OF STATE/UCC DIVISION, DOVER, DE |
| Date Filed | 06-10-2016                                 |
|            |  |

| Latest | Info | Received |
|--------|------|----------|
|        |      |          |

| Collateral                              | Equipment  |
|---|--|
| Туре                                    | Original   |
| Sec. Party                              | US BANCORP, MARSHALL, MN   |
| Debtor                                  | NETWORK SERVICES COMPANY   |
| Filing No.                              | 2009 1707584   |
| Filed With                              | SECRETARY OF STATE/UCC DIVISION, DOVER, DE   |
| Date Filed                              | 05-29-2009   |
| Latest Info Received                    | 06-24-2009   |
|   |  |
| Туре                                    | Original   |
|   | Original   |
| Sec. Party                              | FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL   |
|   |  |
| Sec. Party                              | FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL   |
| Sec. Party<br>Debtor                    | FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL<br>NETWORK SERVICES COMPANY   |
| Sec. Party<br>Debtor<br>Filing No.      | FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL   NETWORK SERVICES COMPANY   2008 4127260   |
| Sec. Party Debtor Filing No. Filed With | <ul> <li>FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL</li> <li>NETWORK SERVICES COMPANY</li> <li>2008 4127260</li> <li>SECRETARY OF STATE/UCC DIVISION, DOVER, DE</li> </ul> |

| Туре       | Assignment   |
|------------|--|
| Sec. Party | FIRST AMERICAN COMMERCIAL BANCORP, INC., CHICAGO, IL WELLS<br>FARGO EQUIPMENT FINANCE, INC., MINNEAPOLIS, MN |
| Debtor     | NETWORK SERVICES COMPANY   |
| Filing No. | 2009 0694668   |
| Filed With | SECRETARY OF STATE/UCC DIVISION, DOVER, DE   |

| Date Filed                     | 03-05-2009  |
|--------------------------------|---|
| Latest Info Received           | 04-01-2009  |
| <b>Original UCC Filed Date</b> | 12-12-2008  |
| Original Filing No             | 2008 4127260  |
| Туре                           | Assignment  |
| Sec. Party                     | FIRST AMERICAN COMMERCIAL BANCORP, INC., CHICAGO, IL WELLS<br>FARGO EQUIPMENT FINANCE, INC. |
| Debtor                         | NETWORK SERVICES COMPANY  |
| Filing No.                     | 2012 2177329  |
| Filed With                     | SECRETARY OF STATE/UCC DIVISION, DOVER, DE  |
| Date Filed                     | 06-06-2012  |
| Latest Info Received           | 06-28-2012  |
| <b>Original UCC Filed Date</b> | 12-12-2008  |
| Original Filing No             | 2008 4127260  |
| Туре                           | Continuation  |
| Sec. Party                     | FIFTH THIRD BANK, CHICAGO, IL   |
| Debtor                         | NETWORK ASSOCIATES, INC.  |
| Filing No.                     | 2015 0170745  |
| Filed With                     | SECRETARY OF STATE/UCC DIVISION, DOVER, DE  |
| Date Filed                     | 01-14-2015  |
| Latest Info Received           | 03-10-2015  |
|                                |   |
| <b>Original UCC Filed Date</b> | 05-03-2010  |

| Туре                 | Original   |
|----------------------|--|
| Sec. Party           | US BANCORP, MARSHALL, MN                             |
| Debtor               | NETWORK SERVICES COMPANY                             |
| Filing No.           | 2009 0159308   |
| Filed With           | SECRETARY OF STATE/UCC DIVISION, DOVER, DE           |
| Date Filed           | 01-15-2009   |
| Latest Info Received | 02-12-2009   |
|                      |  |
| Туре                 | Original   |
| Sec. Party           | FIRST AMERICAN COMMERCIAL BANCORP, INC., CHICAGO, IL |
| Debtor               | NETWORK SERVICES COMPANY                             |
| Filing No.           | 2008 4334452   |
| Filed With           | SECRETARY OF STATE/UCC DIVISION, DOVER, DE           |
| Date Filed           | 12-31-2008   |
| Latest Info Received | 01-29-2009   |
|                      |  |
| Туре                 | Original   |
| Sec. Party           | FIRST AMERICAN COMMERCIAL BANCORP. INC., CHICAGO, IL |
| Debtor               | NETWORK SERVICES COMPANY                             |
| Filing No.           | 2008 4121313   |

| Filed With           | SECRETARY OF STATE/UCC DIVISION, DOVER, DE |
|----------------------|--|
| Date Filed           | 12-12-2008                                 |
| Latest Info Received | 01-08-2009                                 |
|                      |  |
|                      |  |
| Туре                 | Original                                   |

| Debtor   | NETWORK SERVICES CO                | OMPANY   |
|--|------------------------------------|--|
| Filing No.   | 2008 4104681                       |  |
| Filed With   | SECRETARY OF STATE/U               | JCC DIVISION, DOVER, DE                        |
| Date Filed   | 12-10-2008                         |  |
| Latest Info Received   | 01-08-2009                         |  |
| printed.   |                                    |  |
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| This information may not be reproduce<br>story & Operations<br>OMPANY OVERVIEW<br>Company Name<br>NETWORK ASSOCIATES, INC.<br>Doing Business As  | Phone                              | History<br>CLEAR<br>Present management control |
| This information may not be reproduce<br>story & Operations<br>OMPANY OVERVIEW<br>Company Name<br>NETWORK ASSOCIATES, INC.<br>Doing Business As<br>CLEANWISE NETWORK                   | Phone                              | History<br>CLEAR<br>Present management control |
| This information may not be reproduce<br>story & Operations<br>OMPANY OVERVIEW<br>Company Name<br>NETWORK ASSOCIATES, INC.<br>Doing Business As<br>CLEANWISE NETWORK<br>Street Address | Phone                              | History<br>CLEAR<br>Present management control |

\$1,000,000,000.00

# HISTORY

The following information was reported **11/03/2018** 

**Officer(s):** • TRACY EVATT, PRES-CEO

- WALTER DETHLEFSEN, SR V-PRES
- CHERYL GILBERT, V PRES
- BOB MTCHUM, CFO
- STEVE DON, SEC

DIRECTOR(S): THE OFFICER(S) and Matthew Moore, John Miller, Brooks Lammey, Fred Kfoury Jr, Herb Sedler, James Jackson, Steve Morris, Leonard Green and Paul Weyand, David Brown.

The Delaware Secretary of State's business registrations file showed that Network Associates, Inc., was registered as a Corporation on November 12, 1968.

Business started 1976 by members. 100% of capital stock is owned by Member companies.

Four board members are re-elected every year. One vacancy open every two years.

TRACY EVATT. Antecedents not available.

WALTER DETHLEFSEN. Antecedents are unknown.

CHERYL GILBERT. Antecedents are unknown.

BOB MTCHUM. Antecedents are unknown.

STEVE DON. Antecedents are unknown.

# **BUSINESS REGISTRATION**

CORPORATE AND BUSINESS REGISTRATIONS REPORTED BY THE SECRETARY OF STATE OR OTHER OFFICIAL **01**/2 SOURCE AS OF

| Registered<br>Name:     | NETWORK ASSOCIATES, INC.  |
|-------------------------|---|
| Business type:          | CORPORATION   |
| Corporation type:       | NOT AVAILABLE   |
| Date<br>incorporated:   | 11/12/1968  |
| State of incorporation: | DELAWARE  |
| Filing date:            | 11/12/1968  |
| <b>Registration ID:</b> | 0692301   |
| Status:                 | STATUS NOT AVAILABLE  |
| Where filed:            | SECRETARY OF STATE/CORPORATIONS DIVISION, DOVER ,DE   |
| Registered agent:       | THE PRENTICE-HALL CORPORATION SYSTEM, INC., 2711 CENTERVILLE ROAD SUITE 400<br>,WILMINGTON,DE,198080000 |

# OPERATIONS 11/03/2018

# **Description:**

- Provides management consulting services, specializing in business management. Wholesales industrial or personal service paper.
- Has 120 account(s). Terms are on initiation fee and annual dues. Sells to member companies. Territory : United States and Canada.
- Nonseasonal.
- **Employees:** 140 which includes officer(s) and 5 part-time. Undetermined employed here.

Facilities: Owns 21,698 sq. ft. in a one story brick building.

# **Subsidiaries:**

- This business has one subsidiary.
- Network Services Company (Inc), Mt Prospect, IL. (100%) chartered 1975. Operates as distributor of disposable paper pdts.

# **SIC & NAICS**

# SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.

The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

- 8742 9902 Business management consultant
- 5113 0000 Industrial and personal service paper

# Financials

# **COMPANY FINANCIALS**

# D&B

Graph cannot be created

# NAICS:

- 541611 Administrative Management and General Management Consulting Services
- 424130 Industrial and Personal Service Paper Merchant Wholesalers

# ADDITIONAL FINANCIAL DATA

D & B has updated this report using available sources.

**REQUEST FINANCIALS STATEMENTS** 

You can ask D&B to make a personalized request to this company on your behalf to obtain its latest financial information by clicking the button below.

|            | <b>Financial Date Requested</b> | <b><u>Requested Period</u></b> | <b><u>Requested Year</u></b> | <b><u>Requested By</u></b> | <b><u>Received Date</u></b> | <u>Status</u> |
|------------|---------------------------------|--------------------------------|------------------------------|----------------------------|-----------------------------|---------------|
| No data fo | und                             |                                |                              |                            |                             |               |

The requested financials below were provided by NETWORK ASSOCIATES, INC. and are not DUNSRight certified.

# **KEY BUSINESS RATIOS**

D & B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

To help you in this instance, ratios for other firms in the same industry are provided below to support your analysis of this business.

# **Based on this Number of Establishments :** 27

# **Industry Norms Based On 27 Establishments**

|                           | This Business | <b>Industry Median</b> | Industry Quartile |
|---------------------------|---------------|------------------------|-------------------|
| Profitability             |               |                        |                   |
| Return on Sales %         | UN            | 4.9                    | UN                |
| Return on Net Worth %     | UN            | 8.8                    | UN                |
| Short Term Solvency       |               |                        |                   |
| Current Ratio             | UN            | 1.7                    | UN                |
| Quick Ratio               | UN            | 1.2                    | UN                |
| Efficiency                |               |                        |                   |
| Assets to Sale %          | UN            | 96.6                   | UN                |
| Sales/Net Working Capital | UN            | 5.3                    | UN                |
| Utilization               |               |                        |                   |
| Total Liabilities / Net   | UN            | 91.5                   | UN                |

# Worth %

# UN = Unavailable

# **Spread Financials**

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# **Disclaimer:**

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Customer's rights to use the Services are as described in the government contract signed between D&B and the Government

Under no circumstances will the Customer accessing the Services have greater rights in the Services provided hereunder than "Limited Rights" as that term is defined in FAR 52.227-14 (ALT II) and DFAR 252.227-7013(f) and "Restricted Rights" as that term is defined in FAR 52.227-14 (ALT III) and DFAR 252.227-7014(f), respectively.

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Network Services Company ("NETWORK<sup>\*</sup>") is a wholly-owned subsidiary of Network Associates, Inc. ("NAI"). The stock of NETWORK represents substantially all of the assets of NAI. NAI is a for-profit, member-owned C-Corporation. Its primary purpose is to attain, service and manage national accounts that its members could not otherwise access or service individually. To cover its operating costs, NAI collects dues, fees and assessments from its members. NAI's by-laws and financial model permits it to collect all amounts necessary to support its ongoing operations, retaining a minimal amount of profits at the corporate level.

NAI has received an unqualified auditor's opinion for each of the last three years. The company has continued to achieve year-over-year growth and there are no concerns regarding its continued ability to survive as a going concern.

NAI is a private corporation that does not disclose financial statements or any specific financial information to individuals or entities. As such, audited financial statements have not been included in this proposal. Regardless, NAI is willing to present its financial statements to your senior financial staff and walk such staff through the unique aspects of our business.

Thank you,

Mike Johnson, Chief Financial Officer at 224-361-2233.



# **Takeaways for ACR Customers**

As a trusted supply partner, ACR is determined to keep its customers updated on the evolving market conditions

# **Market Insights**

- We are seeing glove prices increase across all categories
  - Vinyl glove factories have instituted fixed monthly price increases until further notice
- Glove suppliers are requiring large upfront deposits for new orders
- Lead times for Nitrile and Latex glove orders have increased beyond 180 days
- Customers continue to use gloves for new and different applications, and we expect this to continue even after COVID19 peaks

# **Customer Implications**

- Customers should expect continued glove price volatility for the remainder of the year
- ACR may be forced to allocate existing supply based on customers' historical demand forecasts
- Substitution may be recommended as a solution to increase glove availability and reduce stockouts
- ACR sales team will be in constant communication regarding any future market updates and pricing changes

# Coronavirus... How Betco<sup>®</sup> Can Help

# **DISINFECTANT - CONCENTRATE & READY-TO-USE**



2 Minute Disinfectant Broad Spectrum Disinfectant Cleaner

SKU# 31112 / 31112-07 / 31155



TRIFORCE 3 Minute Disinfectant skU# 33347 / 33304



# PH7Q

1 Minute Disinfectant Neutral pH Disinfectant, Detergent and Deodorant

SKU# 31604 / 31605 / 31655



# QUAT-STAT<sup>™</sup> 5

5 Minute Disinfectant Broad Spectrum Disinfectant Cleaner

SKU# 34104 / 34148 34147 / 34155



**PINE QUAT** 10 Minute Disinfectant Pine Cleaner, Disinfectant, and Deodorant

SKU# 30404 / 30405 / 30455



# SANIBET<sup>™</sup> MULTI-RANGE

10 Minute Disinfectant Multi-Range Sanitizer Disinfectant Deodorizer

SKU# 23704 / 23725 23705 / 23755 23747 / 237B2 23704-07 / 23755-07 23747-07 / 23705-07 23725-07



Must be used at disinfectant dilution

Kill claims based on Human Coronavirus.

# HAND HYGIENE SOLUTIONS - FDA REGISTERED FACILITY

### GREEN EARTH® FOAMING SKIN CLEANSER

Luxurious Foaming Skin Cleanser

SKU# 78129 / 781C3 781C3-07 / 781C5 781C5-07 / 78104

### ADVANCED ALCOHOL FOAMING HAND SANITIZER

Fast Drying, Lightly Fragranced Foaming Sanitizer

SKU# 79504 / 79529 / 79553 79557 / 795C3 / 795C5 75529-07





Premium Antibacterial Foaming Skin Cleanser

SKU# 75957 / 75929 759C5 / 759C3

**ADVANCED** 

**GEL SANITIZER** 

Fast Drying, Lightly

Fragranced Gel Sanitizer

SKU# 79657 / 79619 / 79629

ALCOHOL



### GREEN EARTH® CLEAR FOAMING SKIN CLEANSER

Dye Free and Fragranc Free Foaming Skin Cleanser

SKU# 71529 / 715C3 715C3-07 / 715C5 715C5-07 / 71504

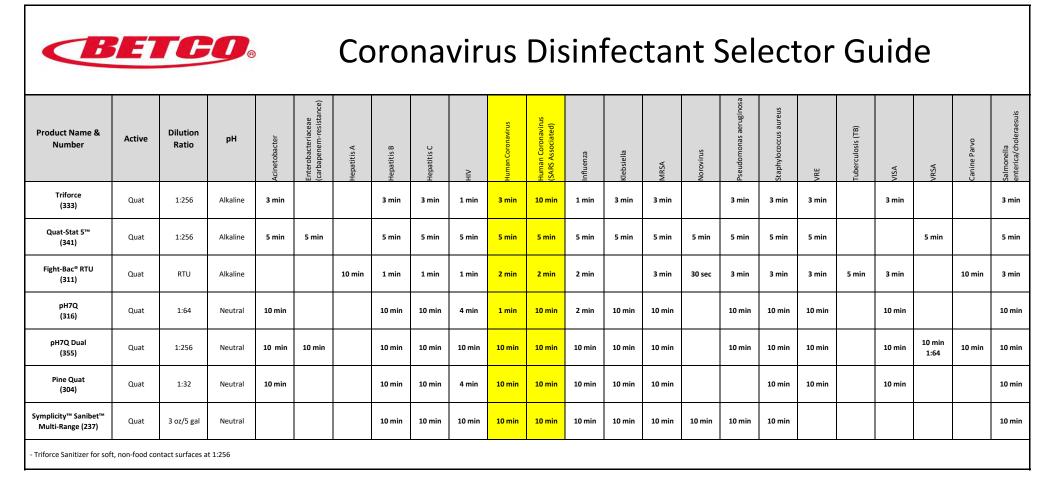


FOR MORE INFORMATION Call or Visit











# Packaging Changes Necessary During the COVID-19 Pandemic

Diversey North America continues to experience extreme levels of product demand during the COVID-19 pandemic. As the production of key products has ramped up, it has been determined that packaging changes are necessary to address critical component shortage issues. Diversey's goal is to be able to continue to provide products as quickly as possible during this time of great need. To do so will require significant flexibility in the types of packaging materials and components used in production.

Below you will find details of component changes that are going into effect immediately. Over the next several weeks, customers can expect to receive a mixed inventory of these products as they make their way from production to distributor to end-user/operator.

### <u>Trigger Sprayer Count Reduction</u> <u>Change to Spin on Caps</u> <u>Lid Change on Oxivir Tb Wipes (US Only)</u>



**Trigger Sprayer Count Reduction:** Diversey is experiencing a shortage of trigger sprayers that are included with 32 oz./946 mL ready to use products. For Diversey to be able to meet the increased demand levels, the number of trigger-sprayers included with these products will be reduced from 2 per case to 1 per case. SKU numbers will not change.

In a further effort to preserve available triggersprayers for production, Diversey empty spray bottles and silk screen printed bottle SKUs that are traditionally sold in cases with 12 bottles and 12 trigger sprayers will have the trigger count reduced to 4 per case. SKU numbers will not change. This change will be implemented as the existing inventory is depleted.





# \*

**Change to Spin-on Caps:** Due to a shortage of flip caps used on certain Diversey products, all 32 oz./946 mL bottles will now come with a CT (continuous thread) cap installed on each bottle. For a period of time customers may receive the various configurations list below depending on the current supply levels at the time of production. SKU numbers will not change.

**Configuration 1 (Preferred):** Each bottle will have a spin-on cap and there will be two white flip-top caps included in the case. Flip tops included may have smooth or ribbed sides.

**Configuration 2:** At some times, based on the product demand and fluctuations in component availability, each bottle will have a spin-on cap only – with no flip-top caps included. Diversey understands this is the least preferred configuration for customers and it will only be utilized when absolutely necessary.

**Configuration 3:** Caps on Diversey products are traditionally white in color. Depending on the availability of approved flip caps from suppliers, Diversey may choose to substitute flip caps that are a different color.

Please note that any caps or closures supplied that differ from caps that are currently used have been fully tested for compatibility and effectivity with our products to ensure the highest quality and safety standards are maintained.



**Configuration 1** 



Configuration 2



**Configuration 3** 





Diversey

Lids Oxivir<sup>®</sup> Tb Wipes U.S.: Due to the unprecedented demand for AHP<sup>®</sup> products, the supply of packaging components is severely constricted. To navigate the shortfall and continue supply we are implementing the new translucent lid for Oxivir<sup>®</sup> Tb Wipes in the U.S. Products may come in this format or the white flip top lid at this time.

**SKU Impacted**: US Oxivir<sup>®</sup> Tb Wipes, 160 eα, Wipes, 12/CT (SKU 4599516)

Download <u>directions for use of new lid</u> and a <u>poster</u> here and you can forward to your Oxivir Tb customers.



Current Lid

**New Iterations** 

# Summary of change for US Oxivir® Tb Wipes, 160 ea, Wipes, 12/CT (SKU 4599516)

- The white traditional lid will be replaced with a new and improved translucent clear lid
- Current label (below left) will slowly transition to show "New and Improved" on the right, the SKU number will not change.
- "Not for Use as Baby Wipe" sticker will be removed from the lid as we transition to the new label. A "Not for Use as Baby Wipe" icon will be on the new product label when we transition.
- Both the brackets: 9P700800 and 9P700826 will still work as shown here
- You may see differences in the wipe substrate during this time, and efficacy will not be impacted

If you have questions regarding this communication, please contact your local Diversey Sales Manager or Diversey Technical Customer Service (TCS) at (800) 558-2332.







March 24th, 2020

Dear Institutional Distributor:

We continue to monitor the novel coronavirus outbreak closely and are taking appropriate action steps to help ensure our ability to provide needed products to our customers around the world.

Ecolab and the wider hygiene market are currently experiencing significant demand increases and we are working hard to meet demand for products that can reduce the risk of COVID-19 transmission. Currently we are managing supply closely and have experienced low inventories to out of stock situations this past week on some product lines within the following product categories: Hand Sanitizers, Hand Washing, and Disinfectants & Wipes.

The unprecedented and quickly changing situation created by the coronavirus is challenging us to find creative solutions in order to optimize our ability to meet our customers' cleaning and disinfecting needs. One of the actions we are taking is to recommend products that can be used as alternatives to the existing products which might experience shortages (Table 1.) With this in mind, we are going to add these recommended alternative products to the corporate account agreements, so our corporate customers have the ability to buy them.

This letter is intended to make you aware that these products are being added to the corporate accounts and that if one of the "From" items is not available, its replacement can be ordered instead. This might create different ordering patterns for these items than the regular ordering pattern so please monitor closely the ordering and inventory of all the items shown in the table.

The list of these alternative products and their new agreement pricing is available to you on <u>www.customer.ecolab.com</u>. Products added to agreements have a change indicator of "N" for new. Additionally, we are rescinding the price increase that was planned effective April 1<sup>st</sup> 2020. Products with the price increase rescinded have a change indicator of "C" for change. Please ensure you bring these prices into your system right away.

Thank you for your business and we look forward to working together in serving the customer. If you have any questions, please do not hesitate to contact your dedicated Ecolab sales representative or Distributor Customer Service at 1-800-222-2588.

Regards,

RH him

Bill Simpson VP Distributor Sales Institutional Division

Mark R. FeBrum

Mark LeBrun VP Distributor Sales Institutional Division

# Table 1.

|  | FROM    |  |         | то                                     |  |
|--|---------|--|---------|--|--|
| Category                                       | SKU     | Description  | SKU     | Description                            |  |
|  | 6030370 | ADVANCED GEL HAND SANITIZER 12 - 540 ML            | 6000004 | GEL HAND SANITIZER 12-540 ML           |  |
|  | 6100725 | GNTL HAND SANITIZER GEL 6-750 ML                   |         |  |  |
| Hand Sanitizers                                | 6100722 | INST HAND SANITIZER NX 6X750                       |         |  |  |
| tize   | 6100723 | INST HAND SANITIZER NX 4X1200                      | 6100725 | GNTL HAND SANITIZER GEL 6-750 ML       |  |
| ine  | 6100725 | GNTL HAND SANITIZER GL 6X750 ML                    |         |  |  |
| S S  | 6100726 | GNTL HAND SANITIZER GL 4X1200 ML                   |         |  |  |
| pui  | 6100727 | FOAM HAND SANITIZER 6-750 ML                       |         |  |  |
| На   | 6100728 | FOAM HAND SANITIZER NX 4X1200                      | 6100727 | FOAM HAND SANITIZER 6-750 ML           |  |
|  | 6100729 | FS FOAM HAND NX SANITIZER 6X750                    | 0100727 | I GAIN HAND SANTIZER 0-7 50 IVIL       |  |
|  | 6100730 | FS FOAM HAND NX SANITIZER 4X1250                   |         |  |  |
|  | 6123671 | DIGICLEAN MILD FOAM 6-750ML                        | 6123671 | DIGICLEAN MILD FOAM 6-750 ML           |  |
|  | 6100313 | LIQUID HAND SOAP 4X1 GAL                           | 6100313 | LIQUID HAND SOAP 4X1 GAL               |  |
|  | 6101089 | ADV AB DIGI FOAM HAND 6X750                        | 6101089 | ADV AB DIGI FOAM HAND 6X750            |  |
|  | 6101419 | ADV AB CLEAN SMOOTH 4X1 GAL                        | 6101419 | ADV AB CLEAN SMOOTH 4X1 GAL            |  |
|  | 6100706 | CLEAN N SMOOTH NX 6-750ML                          | 6100706 |  |  |
|  | 6100707 | CLEAN N SMOOTH NX 4X1250ML                         | 6100706 | CLEAN & SMOOTH 6-750 MI                |  |
| de 6100708<br>OS 6100709<br>6101193<br>6101194 |         | FOAM HAND SOAP NX 6-750ML                          |         |  |  |
| So   | 6100709 | FOAM HAND SOAP NX 4-1250ML                         | 6400700 |  |  |
| pu   | 6101193 | MILD FOAM HAND SOAP 4X1250                         | 6100708 | FOAM HAND SOAP NX 6X750ML              |  |
| На   | 6101194 | NEXA MILD FOAM HAND 6X750                          |         |  |  |
|  | 6101090 | ADV NEXA AB FOAM HAND 6X750                        |         |  |  |
|  | 6100719 | GENTLE AB FOAM HAND NX 6X750                       |         | ADV NEXA AB FOAM HAND 6X750            |  |
|  | 6100720 | GENTLE AB FOAM HND NX 4X1250                       | 6101000 |  |  |
|  | 6101088 | ADV NXA AB FOAM HAND 4X1250                        | 6101090 |  |  |
|  | 6101420 | ADV AB CLEAN SMOOTH 4X1250                         |         |  |  |
|  | 6101421 | ADV AB CLEAN SMOOTH 6X750                          |         |  |  |
|  | 6100693 | PEROXIDE MULTISURFACE CLEANER &<br>DISINFECTANT 2G |         |  |  |
|  | 6100302 | PEROX MULTI-SURF CLNR 2.5GL                        | 6100693 | PEROXIDE MULTISURFACE CLEANER &        |  |
| Ļ  | 6100793 | QF PEROX MS DISINFECT 2.0G                         | 0100093 | DISINFECTANT 2G                        |  |
| 6100920  |         | 14 PLUS AB ALL PUR 2.5 GAL                         |         |  |  |
| ect  | 6101205 | NEUT DISINFECT CLNR 2.5GL                          |         |  |  |
| G100912  |         | 14 PLUS ANTIBAC ALL PUR 2X2                        |         |  |  |
|  | 6100460 | 20 NEUT DISINFECT 2-2LI                            | 6100791 | PEROX MS DISINFECT 2X2L                |  |
|  | 6100791 | PEROX MS DISINFECT 2X2L                            |         |  |  |
| fac  | 6100792 | PEROX MS DISINFECT 2X1.3L                          | 6100792 | PEROX MS DISINFECT 2X1.3L              |  |
| n  | 6143556 | TB DISINF CLNR RTU 12-320Z                         | 6143556 | TB DISINF CLNR RTU 12-320Z             |  |
| S  | 6166931 | A-456II DISF CLNR 2-1.3L                           | 6166021 |  |  |
|  | 6114541 | NEUT DISINFECT CLNR 2-1.3LI                        | 6166931 | A-456 II DISINFECTANT CLEANER 2x1.3 L  |  |
| Wipes  | 6101858 | MULTI PURPOSE DISINFECTING WIPES 6-185             | 6101858 | MULTI PURPOSE DISINFECTING WIPES 6-185 |  |



1 Ecolab Place St. Paul MN 55102 USA

9 March 2020

Dear Valued Customer,

We continue to monitor the novel coronavirus outbreak closely and are taking appropriate action steps to help ensure our ability to provide needed products to our customers around the world.

Ecolab and the wider hygiene market are currently experiencing significant demand increases and we are working hard to meet demand for products that can reduce the risk of COVID-19 transmission. Currently we are managing supply closely and have experienced low inventories to out of stock situations this past week on some product lines within the following product categories: Hand Sanitizers, Hand Washing, and Disinfectants & Wipes.

Our Supply Chain team has implemented business continuity plans and is working closely with our suppliers, partners and manufacturing sites around the world to help safeguard our ability to meet your product needs. We have ramped up production and are taking several action steps, including:

- We review our demand, forecast and incoming orders on a daily basis.
- We are working closely with multiple partners to establish alternative manufacturing sources.
- We are working closely with our raw material suppliers and have identified additional suppliers for use as needed.
- We've implemented additional safeguards at our facilities and have restricted travel in designated areas to reduce potential risk of infection to any of our staff.

In spite of our extensive measures, due to the fluidity of this situation, in some instances, we may be slower to deliver certain products compared to our normal delivery times.

We are taking appropriate steps to help ensure our ability to provide you with the products you need to operate. If we believe there may be a disruption to product delivery, our team will reach out to you in advance to discuss this situation.

Our hygiene and infection prevention expertise, programs, and support to help your with hygiene protocols will continue to help you manage through this successfully.

We value your business and relationship, and we will strive to work together through this situation. If you have any questions or need additional information, please do not hesitate to contact me.



# How to Remove Gloves Correctly

# PINCH

Pinch the bottom of the glove between two fingers. Get a good grip & make sure to not touch your bare skin.



# PEEL

Peel the glove downward towards the bottom of your hand, turning it inside out as you go.



STEP

4

STEP 5

STEP

STEP

STEP

2

# Remove and hold the glove in your gloved hand.

**REMOVE & HOLD** 

2 FINGER SLIDE Using your bare hand, peel off the second glove by putting your fingers inside the glove at the top of your wrist.

# PEEL

Peel the glove towards the bottom of your hand, turning it inside; creating a "bag" for the first glove. Do not to touch the outside of the glove.

# INSIDE OUT

Turn inside out so that that second glove is completely covered with the first glove and inside out.



# <sup>5тер</sup>

DISPOSE Dispose of the used gloves properly and wash your hands!





# Surge Management Update April 10, 2020

Our collective battle against the Coronavirus continues. We are all trying to do our part, meet the needs of our customers, and work to support those on the front lines of protecting public health. Thank you for all that you and your teams are doing!

# **Our core objective:**

# Deliver a consistent and predictable supply of product to our channel partners.

We are working toward continued improvement in meeting our supply pacing commitment each week to achieve our core objective. As previously communicated, we have shifted away from prioritizing direct-to-end-user shipments and drop-ships, and are focusing on meeting all end-user needs through more effective supply to our channel partners.

# High level plan for the next 2 weeks

The process for this coming week is similar to last week, but you have one extra day (Tuesday) to submit your POs to GOJO. We will:

- Continue to focus on the prioritized markets of healthcare, first responders, critical infrastructure, government, and grocery (in-store use; not retail)
- Expand (slightly) our prioritized vertical markets focus as it relates to supply pacing to include food processing market SKUs (where inventory allows) beginning with requested POs next week
- Work with channel partners, where appropriate, to reduce ship-to locations this initiative continues
- Request specific POs by channel partner ship-to location each Monday on the supply pacing report PO tab
- Channel partners must submit these POs to GOJO Tuesday-Friday this coming week

• Consider available inventory of other products, like custom brand, heavy duty, and noncore assortment products, and layer those onto requested channel partner POs each week

# **Additional information**

<u>Guidance on open orders</u>: GOJO will continue to hold all old open orders in our system. At this time, we will not formally recommend that channel partners cancel old POs, as there may be instances when we find incremental capacity to fulfill inventory we have available beyond the GOJO-requested POs.

Based on feedback from many, we are making a few changes to the supply pacing report beginning Monday, 4/13, we will:

- Decouple the supply pacing report from order detail and tracking data (and improve this data).
- Begin publishing a report with an ORDER SHIPMENT DETAIL tab every day. This report
  will be sent to you on Monday along with the supply pacing report, and will be available
  from GOJO on other days of the week if you choose. The new report will consolidate the
  old ORDER DETAIL and TRACKING tabs from the supply pacing report, will be more
  accurate, and will also include notification of any cancelled lines from prior weeks' POs.
- Include the following tabs in the supply pacing report (published on Mondays only): MESSAGE, PO, PERFORMANCE, and CORE ASSORTMENT.
- Please remember: No more PACING tab. All supply pacing quantities for the week will show up as GOJO requested POs on the PO tab. The POs that you place with GOJO Tuesday-Friday next week will ship during the week of 4/19-25.

<u>End-user Letter</u>: We provided an end-user Excel file earlier in the week that you could use to communicate to end users regarding the GOJO go-to core assortment. As requested, a standalone <u>End-user Letter</u> is now available in PDF format.

<u>Out-of-stocks within the core assortment</u>: We have built the GOJO requested POs based on specific inventory availability and defined production plans. There may be times when a core assortment SKU does not have inventory levels to support full shipments against GOJO requested POs, but that should happen very infrequently. If we are unable to ship the full PO quantity, the remainder will be cancelled.

<u>End-user contracts related to the new core assortment</u>: Updated end-user pricing contracts will be available to channel partners - reflecting the new core assortment and go-to substitute products - on Tuesday, 4/14. This will happen through a SharePoint site that will be available to specific contacts at each channel partner - more information to follow on Monday.

# If the requested POs don't meet channel partner freight minimums, GOJO will pay the freight.

Thank you, everyone!

Stay Well,

Tim Dye Chief Commercial Officer GOJO Industries, Inc.



Governments around the globe continue to implement policies to reduce the community spread of the Coronavirus, and assist those on the front lines of protecting public health – including healthcare providers, first responders, critical government/infrastructure employees, and grocery workers. GOJO products continue to be in extremely high demand, and we are implementing changes to our supply pacing process to more effectively get product to where it is needed most. We acknowledge we have not been meeting our weekly supply pacing quantities on a consistent basis. We recognize that we need new and better strategies to ensure we meet the supply commitments we are making in order to ensure a highly predictable flow of product, which will allow you to better meet the needs of prioritized end-user markets.

# CHANGES WE ARE MAKING

We're making two major changes for the short-term to maximize manufacturing capacity and shipping throughput:

- 1. We will begin to focus our manufacturing capacity on a consolidated set of SKUs that can serve priority markets
- 2. Additionally, if you have multiple ship-to locations, we will be working with you to consolidate to fewer ship-to locations in the short term (your GOJO Representative has likely already begun the dialog with you on this topic)

### PLANS: NEXT 3 WEEKS

- Week of 4/5-11: Your supply pacing quantities the week of 4/5-11 will remain similar to this week's based on historical volume in the prioritized markets of healthcare, first responders, critical government/infrastructure, and grocery (in store use; not retail). You will receive a supply pacing report on Monday (4/6) providing details of your supply pacing quantities for next week (on Pacing Tab). Note: The core assortment explained below does not kick in until the week of 4/12-18.
- **Continued prioritized market focus**: GOJO continues to focus on the needs of prioritized markets on the front lines of public health.
- Short-term core assortment beginning the week of 4/12-18: We are moving to a temporary core product assortment for a number of categories beginning the week of 4/12-18. You will see the general definition of this core assortment below and your customized core assortment (based on your purchase history) is attached to this communication. Custom brands and heavy duty products are not part of the core assortment all SKUs in those categories are being maintained and will be fulfilled as shipping capacity allows more details below. We will maintain the core assortment until demand and supply stabilizes. We recognize that additional essential businesses continue to operate beyond healthcare, first responders, critical government/infrastructure and grocery, and we have included several products (ex. counter mount and E-rated products) that we intend to begin to produce and ship over the next few weeks to serve the needs of customers like food processors and transportation infrastructure.
- \*IMPORTANT\* Weeks of 4/12-18 and 4/19-25: All GOJO shipments to channel partners during the weeks of 4/12-18 and 4/19-25 will require one unique purchase order by ship-to, by week. GOJO has developed tailored purchase order(s) for you based on 3 things: 1) supply pacing quantities for the core assortment to serve prioritized markets (based on historical rebated sales in those markets and available inventory) 2) inventory we have on hand for custom brand and heavy duty products if and when we have fulfillment capacity beyond priority markets supply pacing and 3) round-ups to full layers/pallets/truckloads where applicable. These POs, which will be located on the PO Tab in your supply pacing reports that you receive on Mondays (4/6 & 4/13), are due to GOJO during a specific calendar window only (4/8-10 & 4/14-17). All other open orders in our system, not already allocated to ship, will be put on hold at this time as the large backlog is driving shipping complexities; we will only be shipping from the GOJO requested POs. Any SKUs or quantities ordered beyond the requested PO will be cancelled. Note: Please expect supply pacing plans for the weeks of 4/26-5/2 and beyond to be similar until demand and supply stabilizes.

### OPEN ORDER BACKLOG

The 5-10X baseline in incoming orders, and the resulting 3+ month open order backlog, have created complexities in SAP that have been challenging to overcome: On the supply side, the complexities of planning for the right quantity and mix of components; and on the fulfillment side, the complexities of combining the many open orders into one shipment. We've made a decision to put all open orders not already allocated or dropped for shipping on hold as we move to customized channel partner purchase order requests. For now, we are maintaining all your historic orders – and we intend to provide guidance in the near future regarding the best process for managing old purchase orders.

# CORE ASSORTMENT

We reviewed our entire product portfolio against the needs of our priority markets and several additional essential markets we anticipate adding to our priority market list in the coming weeks. We considered every dispensing platform and looked at the highest movers. We also looked at formulations – antibacterial and bland, foam and gel – and worked to ensure

every dispenser has a refill option that fits in the dispenser. The resulting core assortment includes under 200 SKUs that represent the majority of the volume. In your customized attachment, we provide specific short-term substitution plans leveraging core assortment SKUs. All SKUs will ship to you at standard in-to-stock pricing. If temporarily eliminated SKUs were being sold to an end-user on a contract, we will add the substitute SKU that will serve as a direct substitute on the contract at the same cost (per mL/unit) as the eliminated SKU. We do not intend to penalize the end user for our move to a short-term core assortment. Additionally, on 4/6, GOJO will provide an End-user Letter that can be used by your sales teams to help inform end users about the potential need to transition to a substitute product temporarily. Keep in mind, the core assortment contains the highest movers, so most end users can continue with the products they are already using.

### What's included in the core assortment:

| Table top bottles     PURELL SINGLES™     PURELL <sup>®</sup> Wipes     55 Gallon Drums     BIB 800mL refills     ADX™ refills       OVIM opfills     E0.450mL refills     E0.450mL refills     E0.450mL refills     TEXTN opfills |                         |                  |                           |                          |                   |                          |                |
|--|-------------------------|------------------|---------------------------|--------------------------|-------------------|--------------------------|----------------|
|  | Table top bottles       | PURELL SINGLES™  | PURELL <sup>®</sup> Wipes | 55 Gallon Drums          | BIB 800mL refills | ADX <sup>™</sup> refills | CS 4/8 refills |
| CX <sup>TM</sup> refills ES 450mL refills ES 4/6/8 refills FMX <sup>TM</sup> refills LTX <sup>TM</sup> refills NXT <sup>®</sup> refills TFX <sup>TM</sup> refills  | CX <sup>™</sup> refills | ES 450mL refills | ES 4/6/8 refills          | FMX <sup>™</sup> refills | LTX™ refills      | NXT <sup>®</sup> refills | TFX™ refills   |

 What's not included in the core assortment: (Note: We'll be shipping these as inventory and shipping capacity allows)

 CS6 refills
 Custom brand products
 Heavy duty/Industrial refills & wipes
 Dispensers
 Stands

### Note:

For the weeks of 4/12-18 and 4/19-25, GOJO will include in the ship-to POs that we request:

- Supply pacing quantities of products in the core assortment, including adjustments for substitutes, where you have a history of sales to prioritized market end users (healthcare providers, first responders, critical government/infrastructure and grocery); plus
- Supply pacing quantities of custom brands and heavy duty/industrial products where we have inventory

### THANK YOU

We continue to listen to the marketplace during this challenging time. We are learning more every day. Over the past week, we've received over 600 requests for supply pacing exceptions based on urgent end-user needs – including hundreds of drop-ship requests. Reprioritizing GOJO shipping plans throughout the day is severely impacting our ability to meet our channel partner shipping commitments. We believe that the best way to get product to where it is needed most is to meet our channel partner supply pacing commitments – so you can service healthcare providers, first responders, and other people on the front lines.

We still understand that given the rate of incoming orders, and our backlog, that not everyone will be satisfied – and because of this – we are not satisfied. Over the next month, we will be intensely focused on meeting prioritized market end-user needs through shipments to our channel partners. We will also continue to increase available product supply through increased efficiencies and new production and shipping capacity. Your partnership and understanding are appreciated, and we thank you for everything your teams are doing. Let's keep the lines of communication open.

Stay Well,

Tim D. Dre

Tim Dye Chief Commercial Officer GOJO Industries, Inc.



GOJO Industries, Inc. One GOJO Plaza, Suite 500 Akron, OH 44311 Tel: 330-255-6000 Fax: 330-255-6119 www.GOJO.com

Mailing Address: P.O. Box 991, Akron, Ohio 44309-0991

**DATE:** March 23, 2020

TO: GOJO End-user Customers

### SUBJECT: GOJO is Shifting into The Next Phase Of Pandemic Response

Last week, U.S. President Donald Trump invoked the Defense Production Act in an effort to expedite and expand the supply of critical resources – like PURELL<sup>®</sup> hand hygiene and surface products – from the U.S. industrial base to support critical infrastructure including healthcare, first responders, grocery stores, the U.S. Military, and certain government facilities.

Following the President's directives, GOJO is shifting into the next phase of our pandemic response efforts and working closely with our distributor partners to help ensure products are available at the front lines of this public emergency. During the week ending March 28, 2020, GOJO will only ship product intended for critical prioritized end-users, as determined by the federal government. We will constantly evaluate our capacity against urgent demand and will make products available for other end-users as we are able.

We care deeply about protecting public health and about getting our products to all of the places and people where they are needed. We are being called upon during this difficult time to help safeguard those working so hard on the front lines to keep us all healthy and safe, and we are working with our distributor partners to rise to this challenge.

As always, if you have a specific need, please reach out to your distributor or GOJO Representative.

Stay well,

Tim D. D.

Tim Dye Chief Commercial Officer GOJO Industries, Inc.



GOJO Industries, Inc. One GOJO Plaza, Suite 500 Akron, OH 44311 Tel: 330-255-6000 Fax: 330-255-6119 www.GOJO.com

Mailing Address: P.O. Box 991, Akron, Ohio 44309-0991

**DATE:** March 8, 2020

TO: GOJO End-user Customers

### SUBJECT: Supply Pacing During Demand Surge

On 1/30/20, the World Health Organization declared a Public Health Emergency of International Concern due to the novel coronavirus (COVID-19). We have experienced demand surges in the past during other outbreaks – and the surge we are experiencing now is on the highest end of the spectrum.

The greatest increase in demand is in PURELL<sup>®</sup> Hand Sanitizer, PURELL<sup>®</sup> Hand Sanitizing Wipes, and PURELL<sup>®</sup> Surface Spray. This increase in demand is across all our markets and channels including healthcare, government, foodservice, retail, and online.

### How GOJO Manages Demand Surges

Consistent with our Purpose of Saving Lives and Making Life Better Through Well-Being Solutions, we have a team that constantly monitors public health situations around the world that can impact demand, including emerging pathogens. That team became aware of the developing situation in December, and activated our surge preparedness team at that time.

We significantly increased production many weeks ago when global demand for our products began to increase. We're now running at full capacity – 24/7, and bringing additional capacity online as quickly as possible to help ensure customers have the PURELL<sup>®</sup> and GOJO<sup>®</sup> products they need.

### **Component Supply**

All our suppliers are up and running. As part of our standard business planning, we carefully monitor all our sources of supply across the globe and ensure we have contingency plans in place should we need to make a change.

# Supply Pacing on GOJO Products

As is typical in any supply chain when there is a dramatic, sudden increase in demand, we would expect to continue to see some outages while supply ramps up. We have implemented our supply pacing process (at levels 120%-250% above standard baselines) with our channel partners for select product categories, including most PURELL<sup>®</sup> Hand Sanitizer products, to help ensure equitable supply. We've learned from experience during similar surge events that this process helps us serve our customers fairly and get product where it's needed most.

Please know that meeting the needs of our customers is our top priority. As always, if you have a specific need, please reach out to your distributor or GOJO Representative.

Stay well,

Timb) De

Tim Dye Chief Commercial Officer GOJO Industries, Inc.

# March 3, 2020

# Re: Coronavirus Update – Network Services

Dear Ms. Vidor,

Global manufacturing and supply chains continue to be negatively impacted by the Wuhan novel coronavirus outbreak. Factories are running, but at far less than capacity. Freight is moving to the ports, but far slower than normal. Goods are moving from Southeast Asia to our shores, but far less predictably than normal. In short, what we collectively face is an unprecedented set of circumstances with no absolute predictability as to when we will return to a normal state.

And while it is our hope that all of these challenges will ease significantly in the coming weeks; the reality is that a return to normal is unlikely until April, at the earliest. In fact, we were just notified by one of our supplier partners that is not even in China that our lead times are being extended immediately by 45 days. The supply chain issues we face are NOT limited to only those goods manufactured in China. This is an unprecedented Southeast Asia supply chain issue and we are responding to it as such.

We are working as hard as possible to provide continuity of supply to you and ask you to understand that in order to do that, we are now making the difficult choice to institute an allocation process designed to serve you on the items you have historically bought from us in the very best way possible. Given that the supply chain interruption is Southeast Asia Wide, our allocation process is being applied to ALL of our products manufactured in the region and not just those items manufactured in China.

We are making these allocations on a thirty-day basis and basing them on historical usage and current on hand inventories. As we approach each successive thirty-day period, we will reassess our current inventories and re-allocate to you accordingly until such time as we no longer need to engage in this process. As goods begin to flow more freely and predictably, our need to allocate will become less and less and you can expect that we will keep you informed as things evolve.

As you place your orders, our customer service team will be adjusting them as is necessary to conform to your specific allocation and will confirm back to you what you can expect to receive. We will not be technically backordering items that are unavailable so we will have no future visibility to the quantity we did not ship. Thus, you will need to understand your subsequent original orders will need to take that into account.

There is no timeline currently available for when our manufacturing, inter and intra-Asia freight and ocean freight will return to normal. Thus, the best we can do is view our sales opportunities against history, the availability of onhand inventories and in thirty-day increments while we remain vigilant in our efforts to serve you with as little disruption as possible.

We value your business tremendously and are taking this unprecedented step for the sole purpose of supporting you to the best of our ability in very uncertain times.

We will continue to keep you updated as we progress forward and thank you in advance for your patience and loyalty.

Regards,

Eric Helsel

Eric Helsel, General Manager

Duane M. Carey

Duane M. Carey, Vice President, Sales



# **IMPORTANT UPDATE:**

# Diffense® Qualified to Use the EPA Emerging Viral Pathogen Policy

April 21, 2020

# **To: All Distributors**

On January 22, 2020, the EPA triggered the Emerging Viral Pathogen policy. Under this policy, registrants of products would be allowed to use the designated <u>statement</u> in offlabel communications intended to inform the user community/public that the disinfectant product(s) may be used against the specific emerging viral pathogen, in this case SARS-CoV-2.

We are pleased to announce that Diffense, has been approved under this policy for COVID-19 using the Norovirus (Norwalk virus) and Feline Calicivirus directions for use.

# **Emerging Viral Pathogen Statement for Diffense:**

Diffense has demonstrated effectiveness against viruses similar to SARS-CoV-2, a novel coronavirus, on hard, non-porous surfaces. Therefore this product can be used against SARS-CoV-2 when used in accordance with the directions for use against Norovirus (Norwalk virus) and Feline Calicivirus on hard, nonporous surfaces. Refer to the CDC website at <u>https://www.cdc.gov/coronavirus/2019-ncov/index.html</u> for additional information.

# Diffense Virucidal Directions for Use VIRUCIDAL\* ACTIVITY

30 second contact time with 5% blood serum on hard nonporous inanimate surfaces: Hepatitis A Virus, Hepatitis B Virus, Hepatitis C Virus, Poliovirus Type 1, Norovirus (Norwalk virus), Feline Calicivirus, Rotavirus, Influenza A (H1N1) Virus, HIV Type 1 For your convenience, we have updated our COVID-19 documentation to include Diffense. Please download updated copies for your records and as always you can find the most up-to-date information on our website.

- All New! Diffense web banner
- List N: Disinfectants for use against SARS-CoV-2
- Stop the Spread of Infection <u>COVID-19 flyer</u>
- Infection Control Made Simple <u>SARS-CoV-2 PowerPoint presentation</u>
- Featured products for COVID-19 infection control

If you have any questions regarding this notice, please don't hesitate to contact your Spartan regional manager or anyone at the home office; we are here to assist you.

As always, we thank you for being a Spartan distributor and value your continued support.

Best Regards,

Vice President of Marketing and Advertising Spartan Chemical Company



Spartan Chemical Company, Inc. 1110 Spartan Drive, Maumee, OH 43537 Toll Free: 1-800-537-8990, Fax: 419-536-8423 www.spartanchemical.com

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# **Attachment C: STATE NOTICE**

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with Equalis Group and access the Vendor Contract award made pursuant to this solicitation, and hereby given notice of the foregoing Request for Proposal for purposes of complying with the procedural requirements of said statutes:

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

Nationwide:

Lists of political subdivisions and local governments in the above referenced states/districts may be found at <a href="http://www.usa.gov/Agencies/State">http://www.usa.gov/Agencies/State</a> and <a href="http://www.usa.gov/local-governments">Territories.shtml</a> and <a href="http://www.usa.gov/Agencies/State">http://www.usa.gov/Agencies/State</a> and <a href="http://www.usa.gov/local-governments">Territories.shtml</a> and <a href="http://www.usa.gov/Agencies/State">http://www.usa.gov/Agencies/State</a> and <a href="http://www.usa.gov/local-governments">http://www.usa.gov/local-governments</a>.

Certain Public Agencies and Political Subdivisions:

### CITIES, TOWNS, VILLAGES AND BOROUGHS INCLUDING BUT NOT LIMITED TO:

BAKER CITY GOLF COURSE, OR CITY OF ADAIR VILLAGE, OR CITY OF ASHLAND, OR CITY OF AUMSVILLE, OR CITY OF AURORA, OR CITY OF BAKER, OR CITY OF BAKER, OR CITY OF BATON ROUGE, LA CITY OF BEAVERTON, OR CITY OF BEND, OR CITY OF BOARDMAN, OR CITY OF BONANAZA, OR CITY OF BOSSIER CITY, LA CITY OF BROOKINGS, OR CITY OF BURNS, OR CITY OF CANBY, OR CITY OF CANYONVILLE, OR CITY OF CLATSKANIE, OR CITY OF COBURG, OR CITY OF CONDON, OR CITY OF CONDON, OR CITY OF COQUILLE, OR CITY OF COQUILLE, OR CITY OF CORVALLI, OR CITY OF CORVALLIS PARKS AND RECREATION DEPARTMENT, OR CITY OF COTTAGE GROVE, OR CITY OF DONALD, OR CITY OF EUGENE, OR CITY OF FOREST GROVE, OR CITY OF GOLD HILL, OR **CITY OF GRANTS PASS. OR** CITY OF GRESHAM, OR CITY OF HILLSBORO, OR CITY OF INDEPENDENCE, OR CITY AND COUNTY OF HONOLULU, HI CITY OF KENNER, LA CITY OF LA GRANDE, OR CITY OF LAFAYETTE, LA CITY OF LAKE CHARLES, OR CITY OF LEBANON, OR CITY OF MCMINNVILLE, OR CITY OF MEDFORD, OR CITY OF METAIRIE, LA CITY OF MILL CITY, OR CITY OF MILWAUKIE, OR CITY OF MONROE, LA CITY OF MOSIER, OR CITY OF NEW ORLEANS, LA CITY OF NORTH PLAINS, OR CITY OF OREGON CITY, OR CITY OF PILOT ROCK, OR CITY OF PORTLAND, OR CITY OF POWERS, OR CITY OF PRINEVILLE, OR CITY OF REDMOND, OR CITY OF REEDSPORT, OR CITY OF RIDDLE, OR CITY OF ROGUE RIVER, OR CITY OF ROSEBURG, OR CITY OF SALEM, OR CITY OF SANDY, OR CITY OF SCAPPOOSE, OR CITY OF SHADY COVE, OR CITY OF SHERWOOD, OR **CITY OF SHREVEPORT, LA** CITY OF SILVERTON, OR **CITY OF SPRINGFIELD, OR** CITY OF ST. HELENS, OR CITY OF ST. PAUL, OR CITY OF SULPHUR, LA CITY OF TIGARD, OR CITY OF TROUTDALE, OR CITY OF TUALATIN, OR CITY OF WALKER, LA CITY OF WARRENTON, OR CITY OF WEST LINN, OR CITY OF WILSONVILLE, OR CITY OF WINSTON, OR CITY OF WOODBURN, OR LEAGUE OF OREGON CITES THE CITY OF HAPPY VALLEY OREGON ALPINE, UT

ALTA, UT ALTAMONT, UT ALTON, UT AMALGA, UT AMERICAN FORK CITY, UT ANNABELLA, UT ANTIMONY, UT APPLE VALLEY, UT AURORA, UT BALLARD, UT BEAR RIVER CITY, UT BEAVER, UT **BICKNELL, UT BIG WATER, UT** BLANDING, UT BLUFFDALE, UT BOULDER, UT CITY OF BOUNTIFUL, UT BRIAN HEAD, UT BRIGHAM CITY CORPORATION, UT BRYCE CANYON CITY, UT CANNONVILLE, UT CASTLE DALE, UT CASTLE VALLEY, UT CITY OF CEDAR CITY, UT CEDAR FORT, UT CITY OF CEDAR HILLS, UT CENTERFIELD, UT CENTERVILLE CITY CORPORATION, UT CENTRAL VALLEY, UT CHARLESTON, UT CIRCLEVILLE, UT CLARKSTON, UT CLAWSON, UT CLEARFIELD, UT CLEVELAND, UT CLINTON CITY CORPORATION, UT COALVILLE, UT CORINNE, UT CORNISH, UT COTTONWOOD HEIGHTS, UT DANIEL, UT DELTA, UT DEWEYVILLE, UT DRAPER CITY, UT DUCHESNE, UT EAGLE MOUNTAIN, UT EAST CARBON, UT ELK RIDGE, UT ELMO, UT ELSINORE, UT ELWOOD, UT EMERY, UT

ENOCH, UT

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

KAYSVILLE, UT KINGSTON, UT KOOSHAREM, UT LAKETOWN, UT LA VERKIN, UT LAYTON, UT LEAMINGTON, UT LEEDS, UT LEHI CITY CORPORATION, UT LEVAN, UT LEWISTON, UT LINDON, UT LOA, UT LOGAN CITY, UT LYMAN, UT LYNNDYL, UT MANILA, UT MANTI, UT MANTUA, UT MAPLETON, UT MARRIOTT-SLATERVILLE, UT MARYSVALE, UT MAYFIELD, UT MEADOW, UT MENDON, UT MIDVALE CITY INC., UT MIDWAY, UT MILFORD, UT MILLVILLE, UT MINERSVILLE, UT MOAB, UT MONA, UT MONROE, UT CITY OF MONTICELLO, UT MORGAN, UT MORONI, UT MOUNT PLEASANT, UT MURRAY CITY CORPORATION, UT MYTON, UT NAPLES, UT NEPHI, UT NEW HARMONY, UT NEWTON, UT NIBLEY, UT NORTH LOGAN, UT NORTH OGDEN, UT NORTH SALT LAKE CITY, UT OAK CITY, UT OAKLEY, UT OGDEN CITY CORPORATION, UT **OPHIR, UT** ORANGEVILLE, UT ORDERVILLE, UT OREM, UT

PANGUITCH, UT PARADISE, UT PARAGONAH, UT PARK CITY, UT PAROWAN, UT PAYSON, UT PERRY, UT PLAIN CITY, UT PLEASANT GROVE CITY, UT PLEASANT VIEW, UT PLYMOUTH, UT PORTAGE, UT PRICE, UT **PROVIDENCE, UT** PROVO, UT RANDOLPH, UT REDMOND, UT RICHFIELD, UT RICHMOND, UT RIVERDALE, UT **RIVER HEIGHTS, UT RIVERTON CITY, UT** ROCKVILLE, UT ROCKY RIDGE, UT ROOSEVELT CITY CORPORATION, UT ROY, UT RUSH VALLEY, UT CITY OF ST. GEORGE, UT SALEM, UT SALINA, UT SALT LAKE CITY CORPORATION, UT SANDY, UT SANTA CLARA, UT SANTAQUIN, UT SARATOGA SPRINGS, UT SCIPIO, UT SCOFIELD, UT SIGURD, UT SMITHFIELD, UT SNOWVILLE, UT CITY OF SOUTH JORDAN, UT

SOUTH OGDEN, UT CITY OF SOUTH SALT LAKE, UT SOUTH WEBER, UT SPANISH FORK, UT SPRING CITY, UT SPRINGDALE, UT SPRINGVILLE, UT STERLING, UT STOCKTON, UT SUNNYSIDE, UT SUNSET CITY CORP, UT SYRACUSE, UT TABIONA, UT CITY OF TAYLORSVILLE, UT TOOELE CITY CORPORATION, UT TOQUERVILLE, UT TORREY, UT TREMONTON CITY, UT TRENTON, UT TROPIC, UT UINTAH, UT VERNAL CITY, UT VERNON, UT VINEYARD, UT VIRGIN, UT WALES, UT WALLSBURG, UT WASHINGTON CITY, UT WASHINGTON TERRACE, UT WELLINGTON, UT WELLSVILLE, UT WENDOVER, UT WEST BOUNTIFUL, UT WEST HAVEN, UT WEST JORDAN, UT WEST POINT, UT WEST VALLEY CITY, UT WILLARD, UT WOODLAND HILLS, UT WOODRUFF, UT WOODS CROSS, UT

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

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

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

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

<u>TO:</u>

BANKS FIRE DISTRICT, OR BATON ROUGE WATER COMPANY BEND METRO PARK AND RECREATION DISTRICT BIENVILLE PARISH FIRE PROTECTION DISTRICT 6, LA BOARDMAN PARK AND RECREATION DISTRICT CENTRAL CITY ECONOMIC OPPORTUNITY CORP, LA CENTRAL OREGON INTERGOVERNMENTAL COUNCIL CITY OF BOGALUSA SCHOOL BOARD, LA CLACKAMAS RIVER WATER CLATSKANIE PEOPLE'S UTILITY DISTRICT CLEAN WATER SERVICES CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION COOS FOREST PROTECTIVE ASSOCIATION CHEHALEM PARK AND RECREATION DISTRICT DAVID CROCKETT STEAM FIRE COMPANY #1, LA EUGENE WATER AND ELECTRIC BOARD HONOLULU INTERNATIONAL AIRPORT HOODLAND FIRE DISTRICT #74 HOUSING AUTHORITY OF PORTLAND ILLINOIS VALLEY FIRE DISTRICT LAFAYETTE AIRPORT COMMISSION, LA LAFOURCHE PARISH HEALTH UNIT - DHH-OPH REGION 3 LOUISIANA PUBLIC SERVICE COMMISSION, LA LOUISIANA WATER WORKS MEDFORD WATER COMMISSION MELHEUR COUNTY JAIL, OR METRO REGIONAL GOVERNMENT METRO REGIONAL PARKS METROPOLITAN EXPOSITION RECREATION COMMISSION METROPOLITAN SERVICE DISTRICT (METRO) MULTNOMAH EDUCATION SERVICE DISTRICT NEW ORLEANS REDEVELOPMENT AUTHORITY, LA NORTHEAST OREGON HOUSING AUTHORITY, OR PORT OF BRANDON, OR PORT OF MORGAN CITY, LA PORTLAND DEVELOPMENT COMMISSION, OR PORTLAND FIRE AND RESCUE PORTLAND HOUSING CENTER, OR

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

ACADIA PARISH SCHOOL BOARD **BEAVERTON SCHOOL DISTRICT BEND-LA PINE SCHOOL DISTRICT** BOGALUSA HIGH SCHOOL, LA **BOSSIER PARISH SCHOOL BOARD BROOKING HARBOR SCHOOL DISTRICT** CADDO PARISH SCHOOL DISTRICT CALCASIEU PARISH SCHOOL DISTRICT CANBY SCHOOL DISTRICT CANYONVILLE CHRISTIAN ACADEMY CASCADE SCHOOL DISTRICT CASCADES ACADEMY OF CENTRAL OREGON CENTENNIAL SCHOOL DISTRICT CENTRAL CATHOLIC HIGH SCHOOL CENTRAL POINT SCHOOL DISTRICT NO.6 **CENTRAL SCHOOL DISTRICT 13J** COOS BAY SCHOOL DISTRICT NO.9 CORVALLIS SCHOOL DISTRICT 509J COUNTY OF YAMHILL SCHOOL DISTRICT 29 CULVER SCHOOL DISTRICT DALLAS SCHOOL DISTRICT NO.2 DAVID DOUGLAS SCHOOL DISTRICT DAYTON SCHOOL DISTRICT NO.8 DE LA SALLE N CATHOLIC HS DESCHUTES COUNTY SCHOOL DISTRICT NO.6 DOUGLAS EDUCATIONAL DISTRICT SERVICE **DUFUR SCHOOL DISTRICT NO.29** EAST BATON ROUGE PARISH SCHOOL DISTRICT ESTACADA SCHOOL DISTRICT NO.10B FOREST GROVE SCHOOL DISTRICT GEORGE MIDDLE SCHOOL GLADSTONE SCHOOL DISTRICT

OREGON COAST COMMUNITY ACTION **OREGON HOUSING AND COMMUNITY SERVICES** OREGON LEGISLATIVE ADMINISTRATION ROGUE VALLEY SEWER, OR SAINT LANDRY PARISH TOURIST COMMISSION SAINT MARY PARISH REC DISTRICT 2 SAINT MARY PARISH REC DISTRICT 3 SAINT TAMMANY FIRE DISTRICT 4, LA SALEM MASS TRANSIT DISTRICT SEWERAGE AND WATER BOARD OF NEW ORLEANS, LA SOUTH LAFOURCHE LEVEE DISTRICT, LA TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON **TUALATIN HILLS PARK & RECREATION DISTRICT TUALATIN VALLEY FIRE & RESCUE** TUALATIN VALLEY WATER DISTRICT WILLAMALANE PARK AND RECREATION DISTRICT WILLAMETTE HUMANE SOCIETY

**GRANTS PASS SCHOOL DISTRICT 7** GREATER ALBANY PUBLIC SCHOOL DISTRICT **GRESHAM BARLOW JOINT SCHOOL DISTRICT** HEAD START OF LANE COUNTY HIGH DESERT EDUCATION SERVICE DISTRICT HILLSBORO SCHOOL DISTRICT HOOD RIVER COUNTY SCHOOL DISTRICT JACKSON CO SCHOOL DIST NO.9 JEFFERSON COUNTY SCHOOL DISTRICT 509-J JEFFERSON PARISH SCHOOL DISTRICT JEFFERSON SCHOOL DISTRICT JUNCTION CITY SCHOOLS, OR KLAMATH COUNTY SCHOOL DISTRICT **KLAMATH FALLS CITY SCHOOLS** LAFAYETTE PARISH SCHOOL DISTRICT LAKE OSWEGO SCHOOL DISTRICT 7J LANE COUNTY SCHOOL DISTRICT 4J LINCOLN COUNTY SCHOOL DISTRICT LINN CO. SCHOOL DIST. 95C LIVINGSTON PARISH SCHOOL DISTRICT LOST RIVER JR/SR HIGH SCHOOL LOWELL SCHOOL DISTRICT NO.71 MARION COUNTY SCHOOL DISTRICT MARION COUNTY SCHOOL DISTRICT 103 MARIST HIGH SCHOOL, OR MCMINNVILLE SCHOOL DISTRICT NOAO MEDFORD SCHOOL DISTRICT 549C MITCH CHARTER SCHOOL MONROE SCHOOL DISTRICT NO.1J MORROW COUNTY SCHOOL DIST, OR MULTNOMAH EDUCATION SERVICE DISTRICT MULTISENSORY LEARNING ACADEMY

**MYRTLE PINT SCHOOL DISTRICT 41 NEAH-KAH-NIE DISTRICT NO.56** NEWBERG PUBLIC SCHOOLS **NESTUCCA VALLEY SCHOOL DISTRICT NO.101** NOBEL LEARNING COMMUNITIES NORTH BEND SCHOOL DISTRICT 13 NORTH CLACKAMAS SCHOOL DISTRICT NORTH DOUGLAS SCHOOL DISTRICT NORTH WASCO CITY SCHOOL DISTRICT 21 NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT **ONTARIO MIDDLE SCHOOL** OREGON TRAIL SCHOOL DISTRICT NOA6 **ORLEANS PARISH SCHOOL DISTRICT** PHOENIX-TALENT SCHOOL DISTRICT NOA PLEASANT HILL SCHOOL DISTRICT PORTLAND JEWISH ACADEMY PORTLAND PUBLIC SCHOOLS RAPIDES PARISH SCHOOL DISTRICT REDMOND SCHOOL DISTRICT **REYNOLDS SCHOOL DISTRICT** ROGUE RIVER SCHOOL DISTRICT ROSEBURG PUBLIC SCHOOLS SCAPPOOSE SCHOOL DISTRICT 1J SAINT TAMMANY PARISH SCHOOL BOARD, LA **SEASIDE SCHOOL DISTRICT 10** SHERWOOD SCHOOL DISTRICT 88J SILVER FALLS SCHOOL DISTRICT 4J SOUTH LANE SCHOOL DISTRICT 45J3 SOUTHERN OREGON EDUCATION SERVICE DISTRICT SPRINGFIELD PUBLIC SCHOOLS SUTHERLIN SCHOOL DISTRICT SWEET HOME SCHOOL DISTRICT NO.55 TERREBONNE PARISH SCHOOL DISTRICT THE CATLIN GABEL SCHOOL TIGARD-TUALATIN SCHOOL DISTRICT UMATILLA MORROW ESD WEST LINN WILSONVILLE SCHOOL DISTRICT WILLAMETTE EDUCATION SERVICE DISTRICT WOODBURN SCHOOL DISTRICT YONCALLA SCHOOL DISTRICT ACADEMY FOR MATH ENGINEERING & SCIENCE (AMES), UT ALIANZA ACADEMY, UT ALPINE DISTRICT, UT AMERICAN LEADERSHIP ACADEMY, UT AMERICAN PREPARATORY ACADEMY, UT BAER CANYON HIGH SCHOOL FOR SPORTS & MEDICAL SCIENCES, UT BEAR RIVER CHARTER SCHOOL, UT BEAVER SCHOOL DISTRICT, UT BEEHIVE SCIENCE & TECHNOLOGY ACADEMY (BSTA), UT BOX ELDER SCHOOL DISTRICT, UT CBA CENTER, UT

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

(NUAMES), UT

NOAH WEBSTER ACADEMY, UT NORTH DAVIS PREPARATORY ACADEMY, UT NORTH SANPETE SCHOOL DISTRICT, UT NORTH STAR ACADEMY, UT NORTH SUMMIT SCHOOL DISTRICT, UT **ODYSSEY CHARTER SCHOOL, UT** OGDEN PREPARATORY ACADEMY, UT OGDEN SCHOOL DISTRICT, UT OPEN CLASSROOM, UT OPEN HIGH SCHOOL OF UTAH, UT OQUIRRH MOUNTAIN CHARTER SCHOOL, UT PARADIGM HIGH SCHOOL, UT PARK CITY SCHOOL DISTRICT, UT PINNACLE CANYON ACADEMY, UT PIUTE SCHOOL DISTRICT, UT **PROVIDENCE HALL, UT** PROVO SCHOOL DISTRICT, UT QUAIL RUN PRIMARY SCHOOL, UT QUEST ACADEMY, UT RANCHES ACADEMY, UT **REAGAN ACADEMY, UT RENAISSANCE ACADEMY, UT RICH SCHOOL DISTRICT, UT** ROCKWELL CHARTER HIGH SCHOOL, UT SALT LAKE ARTS ACADEMY, UT SALT LAKE CENTER FOR SCIENCE EDUCATION, UT SALT LAKE SCHOOL DISTRICT, UT SALT LAKE SCHOOL FOR THE PERFORMING ARTS, UT SAN JUAN SCHOOL DISTRICT, UT SEVIER SCHOOL DISTRICT, UT SOLDIER HOLLOW CHARTER SCHOOL, UT SOUTH SANPETE SCHOOL DISTRICT, UT

SOUTH SUMMIT SCHOOL DISTRICT, UT SPECTRUM ACADEMY, UT SUCCESS ACADEMY, UT SUCCESS SCHOOL, UT SUMMIT ACADEMY, UT SUMMIT ACADEMY HIGH SCHOOL, UT SYRACUSE ARTS ACADEMY, UT THOMAS EDISON - NORTH, UT TIMPANOGOS ACADEMY, UT TINTIC SCHOOL DISTRICT, UT TOOELE SCHOOL DISTRICT, UT TUACAHN HIGH SCHOOL FOR THE PERFORMING ARTS, UT **UINTAH RIVER HIGH, UT** UINTAH SCHOOL DISTRICT, UT UTAH CONNECTIONS ACADEMY, UT UTAH COUNTY ACADEMY OF SCIENCE, UT UTAH ELECTRONIC HIGH SCHOOL, UT UTAH SCHOOLS FOR DEAF & BLIND, UT UTAH STATE OFFICE OF EDUCATION, UT UTAH VIRTUAL ACADEMY, UT VENTURE ACADEMY, UT VISTA AT ENTRADA SCHOOL OF PERFORMING ARTS AND TECHNOLOGY, UT WALDEN SCHOOL OF LIBERAL ARTS, UT WASATCH PEAK ACADEMY, UT WASATCH SCHOOL DISTRICT, UT WASHINGTON SCHOOL DISTRICT, UT WAYNE SCHOOL DISTRICT, UT WEBER SCHOOL DISTRICT, UT WEILENMANN SCHOOL OF DISCOVERY, UT

### **HIGHER EDUCATION**

ARGOSY UNIVERSITY BATON ROUGE COMMUNITY COLLEGE, LA **BIRTHINGWAY COLLEGE OF MIDWIFERY BLUE MOUNTAIN COMMUNITY COLLEGE BRIGHAM YOUNG UNIVERSITY - HAWAII** CENTRAL OREGON COMMUNITY COLLEGE CENTENARY COLLEGE OF LOUISIANA CHEMEKETA COMMUNITY COLLEGE CLACKAMAS COMMUNITY COLLEGE COLLEGE OF THE MARSHALL ISLANDS COLUMBIA GORGE COMMUNITY COLLEGE CONCORDIA UNIVERSITY GEORGE FOX UNIVERSITY KLAMATH COMMUNITY COLLEGE DISTRICT LANE COMMUNITY COLLEGE LEWIS AND CLARK COLLEGE LINFIELD COLLEGE LINN-BENTON COMMUNITY COLLEGE LOUISIANA COLLEGE, LA

LOUISIANA STATE UNIVERSITY LOUISIANA STATE UNIVERSITY HEALTH SERVICES MARYLHURST UNIVERSITY MT. HOOD COMMUNITY COLLEGE MULTNOMAH BIBLE COLLEGE NATIONAL COLLEGE OF NATURAL MEDICINE NORTHWEST CHRISTIAN COLLEGE OREGON HEALTH AND SCIENCE UNIVERSITY OREGON INSTITUTE OF TECHNOLOGY OREGON STATE UNIVERSITY OREGON UNIVERSITY SYSTEM PACIFIC UNIVERSITY PIONEER PACIFIC COLLEGE PORTLAND COMMUNITY COLLEGE PORTLAND STATE UNIVERSITY REED COLLEGE RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII ROGUE COMMUNITY COLLEGE

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SOUTHEASTERN LOUISIANA UNIVERSITY SOUTHERN OREGON UNIVERSITY (OREGON UNIVERSITY SYSTEM) SOUTHWESTERN OREGON COMMUNITY COLLEGE TULANE UNIVERSITY TILLAMOOK BAY COMMUNITY COLLEGE UMPQUA COMMUNITY COLLEGE UNIVERSITY OF HAWAII BOARD OF REGENTS UNIVERSITY OF HAWAII-HONOLULU COMMUNITY COLLEGE UNIVERSITY OF OREGON-GRADUATE SCHOOL UNIVERSITY OF PORTLAND UNIVERSITY OF NEW ORLEANS WESTERN OREGON UNIVERSITY

### **STATE AGENCIES**

ADMIN. SERVICES OFFICE BOARD OF MEDICAL EXAMINERS HAWAII CHILD SUPPORT ENFORCEMENT AGENCY HAWAII DEPARTMENT OF TRANSPORTATION HAWAII HEALTH SYSTEMS CORPORATION OFFICE OF MEDICAL ASSISTANCE PROGRAMS OFFICE OF THE STATE TREASURER **OREGON BOARD OF ARCHITECTS** OREGON CHILD DEVELOPMENT COALITION OREGON DEPARTMENT OF EDUCATION OREGON DEPARTMENT OF FORESTRY OREGON DEPT OF TRANSPORTATION OREGON DEPT. OF EDUCATION **OREGON LOTTERY OREGON OFFICE OF ENERGY** OREGON STATE BOARD OF NURSING OREGON STATE DEPT OF CORRECTIONS **OREGON STATE POLICE OREGON TOURISM COMMISSION** OREGON TRAVEL INFORMATION COUNCIL SANTIAM CANYON COMMUNICATION CENTER SEIU LOCAL 503, OPEU SOH- JUDICIARY CONTRACTS AND PURCH STATE DEPARTMENT OF DEFENSE, STATE OF HAWAII STATE OF HAWAII STATE OF HAWAII, DEPT. OF EDUCATION STATE OF LOUISIANA STATE OF LOUISIANA DEPT. OF EDUCATION STATE OF LOUISIANA, 26<sup>TH</sup> JUDICIAL DISTRICT ATTORNEY STATE OF UTAH

WESTERN STATES CHIROPRACTIC COLLEGE WILLAMETTE UNIVERSITY XAVIER UNIVERSITY UTAH SYSTEM OF HIGHER EDUCATION, UT UNIVERSITY OF UTAH, UT UTAH STATE UNIVERSITY, UT WEBER STATE UNIVERSITY, UT SOUTHERN UTAH UNIVERSITY, UT SNOW COLLEGE, UT DIXIE STATE COLLEGE, UT COLLEGE OF EASTERN UTAH, UT UTAH VALLEY UNIVERSITY, UT SALT LAKE COMMUNITY COLLEGE, UT UTAH COLLEGE OF APPLIED TECHNOLOGY, UT