



ATTACHMENT A: PROPOSAL REQUIREMENTS & SPECIFICATIONS

EQUALIS GROUP: COMMERCIAL FLOORING MATERIALS WITH INSTALLATION AND RELATED SERVICES & SOLUTIONS

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Section 1. General Guidelines

1.1. Instructions for Completing Attachment A

The specific requirements and proposal specifications for this Program are detailed in this [Attachment A – Technical Proposal Requirements & Proposal Specifications](#). Attachment A is provided to Bidders in an editable Microsoft Word form so that it can easily serve as the base document for a Bidder's Technical Proposal. Bidders should incorporate their Technical Proposal responses directly into this document and include referenced attachments separately.

Use the following electronic file naming convention for naming your Technical Proposal prior to uploading your completed Technical Proposal to Bonfire: ***Technical Proposal – Bidder Name.docx***.

For sections of Attachment A structured like the example below, simply click in the green cell on the “Click here to enter response” text and either type in or paste (using the *Paste Special > Merge Formatting* function in Microsoft Word) your response.

1.1.1.	Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.
Click here to enter response.	

For sections of Attachment A structured like the example below, click on the “Yes” checkbox if your solution **fully provides** the defined requirement. Click on the “No” checkbox if your solution does not provide or only provides part of the defined requirement. The green cell is included for Bidders to provide any additional information or capabilities relating to that defined requirement. For example, if your solution i) provides more capabilities around that requirement, ii) meets some, but not all of that requirement, or iii) does not meet the defined requirement, but provides an alternative solution for the Proposal Review Team’s (“PRT’s”) consideration, click in the green cell on the “Click here to provide additional commentary, if necessary.” text and either type in or paste (using the *Paste Special > Merge Formatting* function in Microsoft Word) clarifying or additional information as appropriate.

1.1.2.	Installers. Is the installation service performed by a company owned installation team or one of your dealers or resellers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to provide additional commentary, if necessary.		

1.2. Trade Secrets

Bidders are encouraged to review [RFP Section 3.4 – Trade Secrets Prohibition; Public Information Disclaimer](#) in conjunction with developing their responses to this RFP. Any information provided by a Bidder in its proposal that is not marked as trade secret information shall be deemed to be public records in accordance with Ohio law.

1.3. Attachments

Bidders may incorporate additional documents by reference as part of their response to [Attachment A – Technical Proposal Requirements & Proposal Specifications](#). For example, you may want to include brochures, charts, or graphs in response to specific questions included in this Attachment A. Bidders should clearly state in their response to questions in Attachment A whether any specific documents are incorporated in their proposal by reference. In the event the attached documents are not references or referenced correctly, the PRT may exclude those attachments from consideration when scoring proposals.

The file names of such referenced documents that are included in a Bidder’s electronic Technical Proposal submissions and uploaded to Bonfire should include, in the following order: i) Technical Proposal, ii) Bidder’s name, iii) the Section number of the question for which the file is included as part of the response, and iv) a brief description of what is included in the electronic file. For example, if a Bidder



references an attachment that includes financial statements in response to Section 3.2.1., the following electronic file name would be appropriate: *Technical Proposal – Bidder Name – Section 3.2.1. – Financial Statements.pdf*.

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Section 2. Initial Qualifying Criteria

2.1. Completing & Submitting Initial Qualifying Criteria Documentation

As described in **RFP Section 5 – Criteria for Proposal Evaluation & Selection**, Bidders must complete and provide executed originals of the following documents as part of the proposal Bidders submit. Equalis Group will not consider a Bidder's Technical and Cost Proposals unless these forms are properly completed and submitted as part of the Bidder's proposal.

2.1.1.	Attachment C – Required Bidder Information & Certifications. This document includes information about the Bidder, key points of contact for proposal and legal questions that may arise during Equalis Group's review of the response, minority business enterprise and certifications, required affirmations subject to Ohio Revised Code guidelines, equal employment opportunity questions, questions regarding the subcontracting of certain elements of a Bidder's service delivery to Members, and confirmation that Bidder has reviewed and annotated, if applicable, the Equalis Group model i) Master Agreement, and ii) Administration Agreement entered into with Winning Suppliers.
Attachment C has been completed and included with this proposal.	
2.1.2.	Attachment D – W-9. Bidders must complete the W-9 form and include the completed W-9 form in their response.
Attachments D W-9 has been completed and included with this proposal.	
2.1.3.	Does your proposal include the properly completed and executed Attachment C and Attachment D ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attachment C and attachment D has been included with our proposal.	

Section 3. Bidder Overview & Qualifications

3.1. Company Information

3.1.1.	Company Name & Address.	
Company Name:	Interface Americas, Inc.	
Headquarters Street Address:	1503 Orchard Hill Road	
City, State & Zip Code:	LaGrange, GA 30240	
Main Telephone Number:	(800) 634-6032	
Website:	https://www.interface.com	
3.1.2.	Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.	
Interface Americas, Inc. Established: 1973 Incorporated: 1983 Federal ID 58-2132517		
3.1.3.	Legal Structure. Check the box next to the option that best describes the company's legal structure. Include requested narrative in the space provided.	
<input checked="" type="checkbox"/>	Corporation – provide the State of incorporation and the company ownership structure.	Georgia
<input type="checkbox"/>	Partnership – provide the State of registration and the names of all partners.	Click here to enter response.
<input type="checkbox"/>	Sole Proprietorship – provide the State of registration and the name and title of the principal.	Click here to enter response.
<input type="checkbox"/>	Joint Venture – provide the State of registration and the names and titles of all principals.	Click here to enter response.
<input type="checkbox"/>	Other – provide detailed description of corporate structure and ownership.	Click here to enter response.

3.2. Financial Strength & Legal Considerations

3.2.1.	Financial Strength. Provide three (3) years of company and any parent company financial statements or other documents that speak to the financial strength of the company, such as the most recent Annual Report to Shareholders and 10K Report (if applicable) or audited financial statements, including income statement and balance sheet. <i>Note: you may mark this information as a "Trade Secret" per the terms of RFP Section 3.4 – Trade Secrets Prohibition; Public Information Disclaimer and provide your response to this question in a separate electronic file that includes a "Trade Secret" watermark. Any company financial information provided should be included as part of the Technical Proposal. The proposal scoring of this Section 3.2.1. for Bidders that do not provide any financial information will be zero/fails to meet.</i>
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Interface is a large publicly traded corporation on the NASDAQ exchange under the symbol "TILE." Interface has grown into a billion-dollar corporation, named by Fortune as one of the "Most Admired Companies in America" and the "100 Best Companies to Work For." A copy of our 2017, 2018, and 2019 Annual Report has been provided as an attachment. Full financial details are available online at <https://investors.interface.com/financials/annual-reports-and-proxy-statements/default.aspx>

3.2.2. **Bankruptcy & Insolvency.** Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm in the last three (3) years.

None

3.2.3. **Litigation.** Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.

None

3.2.4. **Mandatory Contract Performance Disclosure.** Pursuant to **RFP Section 3.13**, disclose whether the your company's performance and/or the performance of any of the proposed subcontractor(s) under contracts for the provision of services that are the same or similar to those to be provided for the Program which is the subject of this RFP has resulted in any "formal claims" for breach of those contracts. For purposes of this disclosure, "formal claims" means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. For any such claims disclosed, fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration, or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims will not automatically disqualify a Bidder from consideration, at the sole discretion of Equalis Group, such claims and a review of the background details may result in a rejection of a Bidder's proposal. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

No we have not.

3.2.5. **Mandatory Disclosure of Governmental Investigations.** Pursuant to **RFP Section 3.14**, indicate whether your company and/or any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to your company's performance of services similar to those described in this RFP. If any such instances are disclosed, Bidders must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against the Bidder by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Bidder from consideration, such governmental action and a review of the background details may result in a rejection of the Bidder's proposal at Group's sole discretion. Equalis Group will make this decision based on the Proposal Review Team's determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the Bidder's performance of the work, and the best interests of Members.

No we have not.

3.3. Industry Qualifications

3.3.1.	Company Identification. How is your organization best identified? Is it a manufacturer, distributor/dealer/reseller, or service provider? Based on your answer, please provide a response to question 3.3.1.1 or 3.1.1.2.
Interface Americas, Inc. is our product manufacturing division and the sole source supplier of the Interface branded soft and hard surfaces.	
3.3.1.1.	Authorization. If your company is best described as a distributor/dealer/reseller (or similar entity), please provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?
N/A	
3.3.1.2.	Network Relationship. If your company is best described as a manufacturer or service provider, please describe your direct sales and service force and how your dealer network operates to sell and deliver the Products & Services proposed in this RFP. Is your direct sales force employed by your company or by a third party? Please explain.
<p>At Interface, we live where we work. We currently have hundreds of Interface employed sales representatives who interact with end-use customers as well as dealers/contractors located across the United States. We have 70+ in-house and field service team members with many talents and areas of expertise from design concepts, turn-key installation through our subsidiary InterfaceSERVICES to recycling your old carpet through our ReEntry program. Warranty and maintenance manuals can be provided, and on-site training is available.</p> <p>Interface has an extensive network of preferred 3rd party dealers in each state and throughout the world. We will make contract pricing available to local dealers. All local dealers that support the Interface brand can access this agreement to support your contract members.</p> <p>Executive Support Wendell Hadden, Interface VP of Education Cell: 706.333.0102 E: Wendell.Hadden@Interface.com</p> <p>Marketing Paula Meason, Market Segment Manager Cell: 470.825.0205 E: Paula.Meason@Interface.com</p> <p>Sales Barry Ryskamp, Sales Director T: 801.232.8192 E: Barry.Ryskamp@Interface.com</p> <p>Contract Manager Sharon Johnson, Contract Procurement Manager Tel: 706.812-6356 E: Sharon.Johnson@Interface.com</p> <p>Contract Spend Reporting Teresa Johnston, Contract Procurement Analysis Tel: 706.812.6283 E: Teresa.Johnston@Interface.com</p> <p>Technical Support Mark French, Director of Maintenance Services Tel: 706.302.1174 E: Mark.French@interface.com</p>	
3.3.2.	Industry Experience. For how long has your company been in the commercial flooring and/or related products and services industry? What percentage of your company's revenue in each of the last three (3) full calendar years was generated from the provision of commercial flooring and/or related products and services?

Interface is a commercial flooring manufacturer with an integrated collection of Interface branded carpet tiles and resilient flooring, including luxury vinyl tile (LVT) and nora® rubber flooring. Interface has been in business for 47 years providing commercial flooring and services is the majority of our revenue.

Established by Ray Anderson in 1973, Interface, Inc. is the worldwide leader in design, production, and sale of environmentally-responsible modular flooring. Interface offers soft and hard surfaces in an integrated flooring design and inhouse turn-key installation services. Today Interface is a large, diverse, publicly-traded company (NASDAQ TILE) headquartered in Georgia. Interface has manufacturing locations in the United States, Europe, China, Thailand, and Australia, with annual global sales of almost \$1 billion.

Interface employs over 3,400 employees worldwide to deepen our level of commitment and service to our multitude of customers. Innovation is also at the heart of our Mission Zero® goal to eliminate any negative environmental impact by 2020. We're not just changing our products. We're changing our business. And that includes everything from re-engineering our products to redesigning our supply chain and engaging our customers to ultimately create a sustainable system.

Key company milestones:

- 2018 Acquisition of nora® Systems
- 2018 Launch of Carbon Neutral Floors™ Program
- 2017 Launch of LVT
- 2017 Unveiling of Proof Positive, first carbon-negative carpet tile
- 2017 Climate Take Back
- 2010 We pledge to adopt environmental product declarations (EPDs) on all products globally
- 2003 We became the first carpet company to receive Environmentally Preferable Product (EPP) certification for its products
- 2003 Introduction of FLOR, our consumer-facing brand
- 2000 Inspired by Biomimicry, we began using nature as our design guide
- 1995 Introduction of ReEntry, our carpet reclamation program
- Mid 1990s Interface's Chairman and CEO Ray C. Anderson shifted the company's strategic focus on sustainability without sacrificing its business goals
- 1983 Interface went public
- 1973 Ray C. Anderson founded Interface

The company's 26-year commitment to sustainability and minimizing its impact on the environment led it to its most courageous and daring mission yet; Climate Take Back™. This mission invites industry to join us as we commit to running our business in a way that is restorative to the planet and creates a climate fit for life.

Visit our site for more information: https://www.interface.com/US/en-US/sustainability/our-history-en_US

3.3.3.	Geographic Reach. Describe your company's service area in the United States (e.g., nationwide, the continental United States, or specific states or regions). If your company does not currently provide services nationwide, describe your plans/timeframes to achieve nationwide service provision, if applicable.
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Interface is a global company with representatives in every city within the United States. We have an account team in place to service the contract members, providing a single point of contact with local sales and support staff. A local Interface representative will be identified to work with the project manager, along with a sustainability support team to provide reporting and technical advice, a reporting, and data analysis group, and an executive sponsor.

3.3.4.	<p>Certifications and Licenses. Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced certifications?</p>
<p>Yes, we are licensed to perform services within our network to service all locations requested by customers. We assure you that your account will be serviced to the highest level of attention and responsiveness.</p> <p>Interface Americas, Inc. is certified to ISO 9001, which is a Quality Management Systems standard, and ISO 14001, which is an Environmental Management System. Interface Americas has an active Quality Control department that ensures compliance with all applicable labor laws state and federal regulations concerning the manufacturing of our products.</p> <p>The Interface® leadership team brings together a broad range of backgrounds and a diversity of perspectives to lead and inspire innovation, collaboration, and a shared commitment to creating value for Interface's key stakeholders, including its customers, employees, investors, and the environment.</p> <p>Interface is an Equal Opportunity Employer and Affirmative Action Employer of Females, Minorities, Veterans, and Disabled. We are dedicated to ensuring that all decisions regarding terms, conditions, and privileges of employment are made by our principles of equal opportunity. Interface supports fundamental human rights for all people and is committed to complying with employment laws in every country in which it operates. Our EEO guidelines are publicly available at www.interface.com/US/en-US/about/careers/Equal-Opportunity-Employment-en_US</p> <p>Interface engages in honest and ethical conduct to comply with applicable governmental laws, rules, and regulations. The Interface Code of Business Conduct and Ethics can be found at the following link: https://investors.interface.com/corporate-governance/governance-documents/default.aspx.</p> <p>We expect our suppliers and dealer partners to share this commitment as well. In this spirit, we have established this Supplier Code of Conduct (the "Code") to define the key expectations and standards we have regarding the conduct and operations of our suppliers and 3rd party service providers. Suppliers must comply with all applicable governmental laws, rules, and regulations. This includes, but is not limited to, applicable laws, rules, and regulations relating to environmental protection, anti-corruption, antitrust, fair competition, fair trade practices, employment and labor practices, and occupational health and safety. Without limiting the foregoing, Suppliers must comply with the U.S. Foreign Corrupt Practices Act, the U.K. Bribery Act, and other comparable laws, as applicable to their operations. The Code is meant to act as a reference during our selection and retention of suppliers that provide goods or services supporting our operations and customers worldwide.</p>	

3.4. Public Sector Focus

3.4.1.	<p>Public Sector Contract Vehicles. What Public Sector contract vehicles (e.g., state term contracts, General Services Administration schedules, group purchasing organization contracts, etc.) does your company have in place to provide commercial flooring and/or related products and services to public sector entities under an exemption from the standard public sector bid/RFP process? For each contract vehicle, when was the contract established, what is the expiration date, and is the award sole source or multi-source (i.e., is your company the only supplier for the spending category or are multiple competing suppliers included in the contract vehicle), and how much annual revenue your company generated through the contract(s) in each of the last three (3) calendar years?</p>
<p>Interface's experience with state and education contracts is extensive. We continue to maintain cooperative agreements with Sourcwell, E&I, OMNIA Partners. Our state and education contract sales continue to grow year over year, with over thirty-six million in sales for 2019 within the public money market segments.</p>	

Interface has held a Federal GSA contract for over thirty-five years. Our GSA Contract (GS03F056AA) generates over one million in annual sales each year.

3.4.2.

Public Sector Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education) and local governments (i.e., municipalities, counties, special districts, and state agencies)?

Interface maintains a robust business within the government, education, healthcare, corporate, and retail market segments around the country. The government and higher education markets are the "greenest" of all the segments we pursue; thus, these customers are particularly drawn to Interface.

Capitalizing on our acquisition of nora, as well as our leadership in the modular carpet market for the corporate office segment, we executed a market diversification strategy. This strategy would increase our presence and market share for modular flooring in non-corporate office market segments, such as government, education, and healthcare. As a result of our efforts, over the past three years, an average of 10% of our sales has been to the government sector and 20% in the education market.

3.4.3.

Public Sector Strategic Growth Plan. Describe your company's three to five-year local government, K-12, and higher education sales objectives and the key elements of your strategic plan to achieve those objectives. What is the total annual dollar value of your company's revenue generated by sales to local governments and educational institutions in each of the last three (3) calendar years? What percentage of your company's total annual revenue is generated by sales to local governments and educational institutions?

Interface Americas, Inc. is pleased to be considered for a possible contractual relationship with the Equalis Group. "Market Segmentation" is the sales strategy of our corporation. In accordance with that strategy, we have Interface sales representatives in each state willing to pursue the governmental, education, and nonprofit members of Equalis Group.

Our sales support will engage in relationships with the Equalis Group members providing useful information, marketing tools about our products, and introducing the inherent benefits of the Equalis Group contract.

Our sales executives have worked for many years to create extensive relationships with the architectural design community. Interface will work as a team to continue and build those relationships within the architectural firms in each state that specialize in the government and education arena and help them to understand the value of specifying the Equalis Group contract products.

We intend to participate in various Equalis Group conferences and exhibits to help expose the Equalis Group contract products to your members. Interface has a dedicated marketing department and on-line tools which will provide easy access to carpet samples and specifications by the Equalis Group members. As soon as the news of the Equalis Group award is received, Interface will launch a multiple touch email campaign to all Equalis Group members in order to make them aware of the unique benefits of the Interface flooring solutions. A sample of K-12 brochure has been provided.

Our web site can be found at www.Interface.com. The website is a searchable online library of all products available on the Equalis Group contract. Here, customers can find out who we are as a company, high-level information about our products, market segment information, how to contact us, and the practices that have put us on the road to being a sustainable company.

Now, with the focus of the building industry turning to eliminate "embodied carbon" in the built environment, and so many of the public money entities have committed publicly to becoming Carbon neutral, we see ourselves as a valuable resource for the government in its war on waste because we have spent decades creating innovative solutions for managing energy usage and waste reduction.

3.5. Customer References

3.5.1.	<p>Provide references of at least five (5) local government or educational institution customers for which your company has provided products and services similar in nature and scope to those defined in this RFP in the last three (3) years. Your references should include a mix of types and sizes of public sector entities such as municipalities, K-12 schools or schools districts, and colleges and universities. Each reference should include:</p> <ul style="list-style-type: none"> • Customer name and location; • Customer contact person and their title, telephone number, and email address; • A brief description of the products and services provided by your company; • Customer relationship starting and ending dates; and, • Notes or other pertinent information relating to the customer and/or the products and services your company provided.
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REFERENCES:

Entity Name: Penn State University
Contact Name: Richard Fitzgerald
Phone Number: 814-865-1402

Entity Name: Wilson Education
Contact Name: Pam Clover
Phone Number: 812-256-8000

Entity Name: Pinellas County Schools
Contact Name: Christopher Mano
Phone Number: 727-638-2668

Entity Name: State of Missouri
Contact Name: Rob Didrikse
Phone Number: 573-751-3384

Entity Name: University of Alabama
Contact Name: Robin Schmitt
Phone Number: 205-348-5385

Top Five Government and Education Customers:

Entity Name – State of Florida
State - Florida
Scope of Work - Interface Brand Flooring and Installation
Size of Transactions – Over 200,000 sq. yds each year
Dollar Volume Past Three Years - Annual sales over 2 million

Entity Name – University of California
 State - California
 Scope of Work - Interface Brand Flooring and Installation
 Size of Transactions – Over 100,000 sq. yds each year
 Dollar Volume Past Three Years – Annual sales over 1 million

Entity Name – Penn State University
 State - Pennsylvania
 Scope of Work – Interface Brand Flooring and Installation
 Size of Transactions – Over 100,000 sq. yds each year
 Dollar Volume Past Three Years- Annual Sales over \$900,000.00

Entity Name – University of GA
 State - Georgia
 Scope of Work - Interface Brand Flooring and Installation
 Size of Transactions – Over 100,000 sq. yds each year
 Dollar Volume Past Three Years - Annual sales over \$800,000.00

Entity Name – New Mexico State University
 State – New Mexico
 Scope of Work - Interface Brand Flooring and Installation
 Size of Transactions – Over 100,000 sq. yds each year
 Dollar Volume Past Three Years - Annual sales over \$900,000.00

3.6. Insurance Coverage

3.6.1.	General Liability, Property & Automobile Insurance. If your company is selected as the Winning Supplier, during the term of any agreements between your company and Equalis Group, and for two (2) years following expiration or termination of such agreements, your company, at its own expense, will maintain and will require that its agents, subcontractors, or suppliers engaged in your company's performance of its duties under such agreements, maintain general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, or expenses arising out of its performance under such agreements. Confirm that your company either a) has, or b) will purchase insurance coverage as described herein.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Interface Americas 2020 Certificate of Insurance has been provided as an attachment.		
3.6.2.	Employee Dishonesty – Members. The Winning Supplier shall be held fully liable for any and all dishonest acts of its employees and/or its subcontractor's employees. Coverage must be provided for Third Party Employee Dishonesty, covering all employees and all officers of your company and any subcontractors, in an amount not less than \$100,000 per occurrence. Confirm that your company either a) has, or b) will purchase insurance coverage as described above covering all employees and all officers of your company, in an amount not less than \$100,000 per occurrence for each Equalis Group Member utilizing the Program.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Interface Americas 2020 Certificate of Insurance has been provided as an attachment.

3.6.3.	<p><i>Third Party Employment Practice Liability – Members.</i> The Winning Supplier shall be held fully liable for any and all employment practice acts of its employees and/or its subcontractor’s employees, such as, but not limited to, sexual harassment and discrimination. Coverage must be provided for employment practice liability, covering all employees and all officers of your company and any subcontractors, in an amount not less than \$1,000,000 per occurrence. Confirm that your company either a) has, or b) will purchase insurance coverage as described above covering all employees and all officers of your company, in an amount not less than \$1,000,000 per occurrence for each Equalis Group Member utilizing the Program.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Interface Americas 2020 Certificate of Insurance has been provided as an attachment.

Section 4. Products and Services

4.1. Products

Note: The products priced and included in Attachment B – Cost Proposal will be used to define the products that will be offered to Equalis Group Members.

4.1.1. Product Description(s). Provide a detailed description of the products you are including in your proposal.

Interface Americas is proposing our entire standard product line within the following categories:

- Interface carbon-neutral modular carpet
- Interface carbon-neutral luxury vinyl tile
- Nora by Interface carbon-neutral rubber flooring
- Nora by Interface carbon-neutral wall base, and stair treads
- Installation services and sundry items
- Carpet recycling services
 - Future Product Additions: Resilient – Luxury Vinyl Sheet (LVS) (coming 2021)

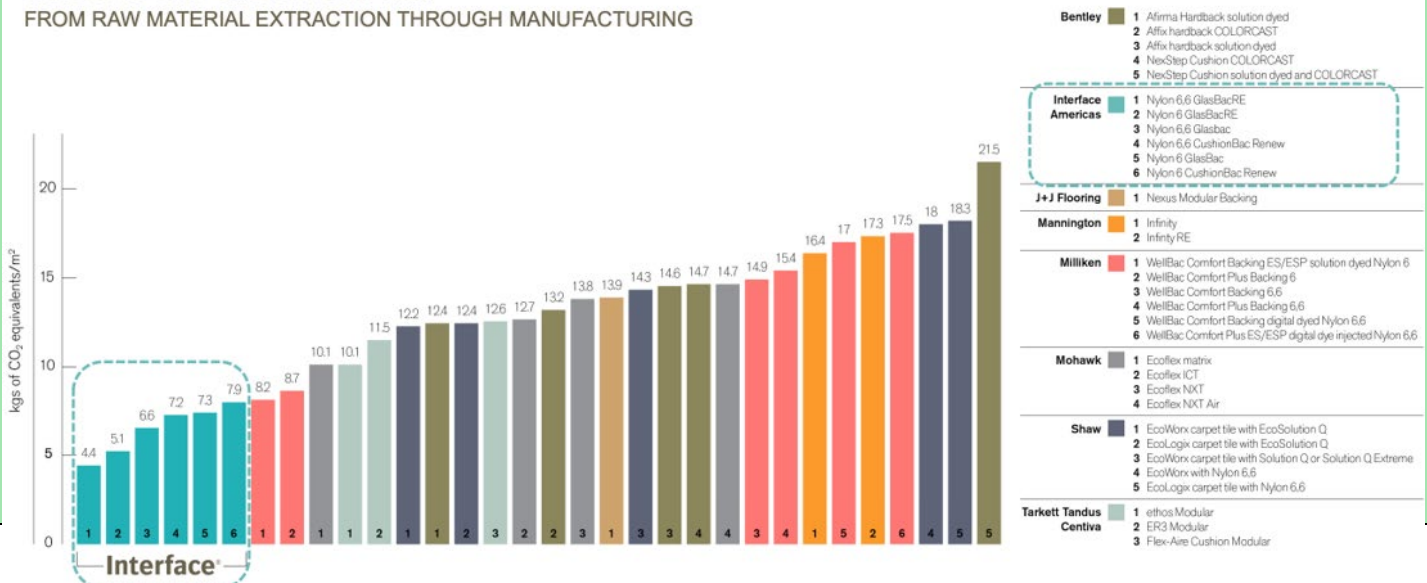
All interface products come in recyclable packaging (cardboard), install with low-VOC adhesives or glue-free, floating floor near-zero VOC installation. Interface products are certified Carbon neutral by an independent 3rd party for their full life cycle. Interface ReEntry can leverage local partners to ensure old flooring is kept out of landfills.

4.1.2. Differentiators. Describe what differentiates your company's products from your competitors.

Interface products are the industry's only "full lifecycle carbon neutral" portfolio of products - all carpet, LVT, and rubber. Our carpet tiles containing the highest recycled content (70-93%) in the industry, including post-consumer fishing nets. When it comes to sustainable purchasing, we believe one must first investigate the company behind the product. After decades of hard work, Interface declared success on our Mission Zero goal in late 2019. And, when it comes specifically to the issue of embodied Carbon, our products significantly outpace the competitors. Actually, nobody is even close. The chart below compares 3rd party certified Environmental Product Declarations of major players inside the carpet tile industry:

Carpet Tile Carbon Footprint Comparison

CRADLE-TO-GATE CARBON FOOTPRINT,
FROM RAW MATERIAL EXTRACTION THROUGH MANUFACTURING



As you begin your evaluation process, please note that most flooring manufacturers do not have a closed-loop recycling system. The industry, at large, will either landfill old products or send them waste to energy. We would make a strong recommendation to the Equalis Group moving forward, all flooring products considered for purchase have an environmentally acceptable "end of life" solution.

4.1.3. **Commercial Flooring Product Coverage.** Identify which commercial flooring products in sections 4.1.3.1. to 4.1.3.9. are available as a part of your proposal.

4.1.3.1. **Laminate Wood Flooring.** ☐ Yes ☒ No

No bid.

4.1.3.2. **Engineered Hardwood.** ☐ Yes ☒ No

No bid.

4.1.3.3. **Solid Wood Flooring.** ☐ Yes ☒ No

No bid.

4.1.3.4. **Vinyl Composite Tile (VCT).** ☐ Yes ☒ No

No bid.

4.1.3.5. **Luxury Vinyl Tile (LVT).** ☒ Yes ☐ No

Our Luxury Vinyl Tile (LVT) offers the durability, acoustics, and performance expected from our brand is compatible with our carpet tile module sizes with no transition strips required. The product also contains 39% recycled content. It is fully recyclable along with our carpet tile at the end of life through our ReEntry® system.

Interface Luxury Vinyl Tile key attributes include:

- Quiet Mark™ certified - Sound Choice™ backing.
- Abrasion-resistant Ceramor™ ceramic bead coating.
- Highest recycled content.
- Low carbon footprint.
- Integrated modular system. Transition strips are not required when installed beside Interface carpet tile.
- Performance embossing adds slip resistance and durability against scuffs and scratches
- Acoustical back to help reduce sound transmission between floors and within the space installed.

4.1.3.6. **Broadloom Carpet.** ☐ Yes ☒ No

No bid.

4.1.3.7.	Carpet Tiles.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Interface modular carpet products are premium quality from top to bottom. Our recycled content 100% solution-dyed, premium branded fiber, and innovative backing systems set the industry standard for modular performance. Each of our backing systems – Glasbac, GlasBacRE, Graphlar/Graphlex, CushionBac Renew, and ReadyBac – provide a unique benefit, but all offer superior dimensional stability and carry our standard 15-year warranty against excessive surface wear, edge ravel, backing separation, shrinking, and stretching.</p> <p>Interface modular carpet key attributes include:</p> <ul style="list-style-type: none"> Low modification ratio Premium-branded nylon, solution-dyed nylon (Aquafil & Universal) Highest recycled content Superior stain protection Low carbon footprint Glue free installation 100% recyclable Bio-based preservative permanently incorporated into backing Comprehensive moisture protection backing Appearance Retention Testing above industry TARR standards 		
4.1.3.8.	Rubber Tile.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Nora, by Interface rubber floor covering, is a powerhouse combination of sustainable quality and outstanding functionality and currently in use at several of your health campuses. Manufactured under high pressure, the tiles possess a thick, dense, non-porous surface. This makes them extremely resistant to wear and supports fast and easy cleaning.</p> <p>Nora, by Interface rubber tile and sheet goods key attributes include:</p> <ul style="list-style-type: none"> Ideal for extreme traffic and rolling loads. Superior stain resistance & durability. Seamless installation for sterile applications. Excellent slip resistance. Impervious to stains and resistant to moisture. Superior footfall sound absorption. 		
4.1.3.9.	Other Product Types. If yes, please identify and describe the other flooring types included as a part of your proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>No bid.</p>		
4.1.4.	Ancillary Products. Provide a detailed description of the ancillary products included as a part of your proposal. Your response may include, but is not limited to, adhesives, trim, or padding.	
<p>Interface offers a full line of products and services.</p> <ul style="list-style-type: none"> Rubber Stair Treads Rubber Cove Base 		

- Adhesive
- Installation and Sundry Items
- Carpet Recycling Services

4.2. Manufacturing

4.2.1.

Manufacturing. Describe your manufacturing operations. Your response may include, but is not limited to, any operational advantages and locations of your manufacturing facilities.

With facilities and teams distributed on six continents and in over 110 countries, Interface is embedded within the same communities as our customers. Our stateside manufacturing facilities are located in LaGrange and West Point, Georgia, with showrooms strategically placed throughout the United States.

Turn-key Service Location:

Interface SERVICES, Inc.

106 Northpoint Parkway, Suite 300, Acworth, GA 30102

T: (800) 909-7757 E: Contract.Services@Interface.com

Supply Source

Interface Modular Carpet and LVT:

Interface Americas, Inc., 1503 Orchard Hill Road, LaGrange, GA 30240, Tel: (800) 634-6032

Nora by Interface Rubber Flooring:

nora systems, Inc., 9 Northeastern Blvd, Salem, NH 03079, Tel: (800) 336-5096

Atlanta Showroom

1000 Marietta Street NW, Atlanta GA 30318

Chicago Showroom

345 N Wells Street, 3rd Floor, Chicago, IL 60654

Dallas Showroom

1645 Stemmons Freeway, Ste C, Dallas, TX 75207

Los Angeles Showroom

1111 South Grand Avenue, #103, Los Angeles, CA 90015

Minneapolis Showroom

10 S 5th Street, Ste 834, Minneapolis, MN 55402

New York Showroom

330 Fifth Avenue, 12th Floor, New York, NY 10001

San Francisco Showroom

457 Pacific Avenue, San Francisco, CA 94133

Washington D.C. Showroom

1010 Wisconsin Ave NW, Ste 710, Washington, DC 20007

Section 5. Services

5.1. Turnkey Capabilities

Note: The capabilities priced and included in Attachment B – Cost Proposal will be used to define the capabilities that will be offered to Equalis Group Members.

5.1.1. ***Turnkey Capabilities.*** Describe the capabilities available through your organization and, if applicable, your authorized dealers and resellers that align with providing turnkey solutions for Equalis Group Members. Please identify which of those services are available directly through your organization and which are a part of the services your dealers and resellers offer.

InterfaceSERVICES, Inc.
106 Northpoint Parkway, Suite 300
Acworth, GA 30102
T: (800) 909-7757
E: Contract.Services@Interface.com

Interface offers a mill supported installation through InterfaceSERVICES™, a division of Interface. They have been dedicated to providing a broad range of installation and project management services to our most important national accounts for more than 25 years. InterfaceSERVICES™ offers a comprehensive turnkey program. This program is a completely integrated turnkey service package that allows customers to rely on one source for floor covering projects. By taking complete responsibility for the entire process of specifying, delivering, installing, and maintaining commercial carpet.

InterfaceSERVICES™ also offers a full range of non-flooring products, including sheet goods, trims and accessories, VCT, and other flooring materials. InterfaceSERVICES provides resources dedicated to helping customers review their flooring options, simplify the flooring purchasing and installation process, minimize costs, avoid delays, and reduce downtime. It is ideal for customers who need to eliminate downtime, and need flooring installed outside of working hours. Your staff can leave in the evening and return the next day to a brand new floor – and not have a thing out of place.

Having completed over 3,000 installation projects annually, we provide you with deep experience, along with our proprietary tools and processes. With single-source accountability, you can expect the same high standards in all aspects of your flooring project's installation, from product selection and order placement to timely delivery, expert installation, and recycling of the old product.

Our services include:

- Flooring Design Support
- Project Estimating
- Project Management
- Site Evaluation
- Flooring Installation Services
- Forecasting and Inventory Management
- ReEntry™ Recycling Program

Beyond flooring, our services include specialty services that support keeping both your interior and exterior refreshed, such as lighting, design, and selective flooring or ceiling tile replacement, as well as sourcing other materials for your flooring needs.

5.2. Installation

Note: The services priced and included in Attachment B – Cost Proposal will be used to define the services that will be offered to Equalis Group Members.

5.2.1.	Installation. Is installation available as a part of your proposal? If yes, continue answering the remaining questions in 5.2.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Yes

5.2.2.	Installers. Is the installation service performed by a company owned installation team or one of your dealers or resellers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Interface firmly believes that our success as a leader in the commercial carpet industry and as a corporate role model in our global and local communities is closely tied to our relationships with our business partners. Our installation services leverage a network of local strategic partners to support our customers' unique needs. We hold longstanding relationships with multiple dedicated independent dealer partner companies. These partners are all fully vetted, certified and trusted to provide turnkey installation and project management services that meet Interface's high standards and the expectations of our customers.

5.2.3.	Qualifications. Describe the qualification of your installation crews. Your response may include, but is not limited to, training and certification requirements.	
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Interface's network of dealers and dedicated installation partners offers certified installation and other services. To be included in our network, each partner has been thoroughly vetted to ensure they meet our high standards for installation methods and our adhesive systems. All Interface dealer partners are supported by the InterfaceSERVICES labor manager who conducts periodic audits of their business, regularly attends installer summits to share best practices and training to keep them up to date on the latest trends in the industry. We expect them to provide our customers with their best installation teams and services.

5.3. Other Services

5.3.1.	Interior Design & Consultation. If yes, provide a description of your interior design and consultation capabilities including, but not limited to, if that service is offered by an employee within your company or one of your dealers or resellers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Interface offers creative solutions to designing interior spaces that fit a customer's unique needs, whether in creating zones for different types of activities or designing with wayfinding in mind.

Interface Design Studio is comprised of 70+ team members around the world. The studio's two main areas of focus are product selection and floor design layouts. Each individual's depth of product knowledge and expertise ensures global consistency in designs. While the team's experience includes creating award-winning original designs, they are also well versed in adhering to a company's workplace standards.

Our Design Studio offers the following services free of charge:

- Floor Design and Design Consultation
- Product Recommendations
- Custom Grids
- Product Re-coloring
- Product Customization
- 3D Room Scenes
- Technical Support

5.3.2.	Training. If yes, provide a description of the training services offered. Note: Training services are not limited to those provided to the members but can also extend to the training you provide you dealers, distributors, and resellers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>As a flooring manufacturer, Interface offers training and instructions on proper installation and maintenance practices free of charge. We can provide training for your in-house maintenance team that would include a detailed explanation of our maintenance recommendations, review of current equipment and chemicals and a walk-through of the facility, pointing out areas of concern. Also, if needed, we can provide a live demonstration of the proper use of the maintenance equipment. We can accommodate any special request, including multiple training sessions for off-shift employees. For maintenance instructions and training:</p> <p>Mark French, Director of Maintenance Services Tel: +1 706.302.1174 Mark.French@interface.com</p>		
5.3.3.	Maintenance Services. If yes, provide a description of the maintenance services included in your proposal.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>By implementing a routine carpet tile maintenance program, you preserve and maintain your floor covering and extend the life of your carpet tile investment.</p> <p>As a flooring manufacturer, Interface offers training and instructions on proper maintenance practices. We can provide training for your in-house maintenance team that would include a detailed explanation of our maintenance recommendations, review of current equipment and chemicals, and a walk-through of the facility, pointing out areas of concern. Also, if needed, we can provide a live demonstration of the proper use of the maintenance equipment. We can accommodate any special request, including multiple training sessions for off-shift employees.</p> <p>Routine Maintenance – Carpet Tile Routine maintenance, including daily vacuuming, spot cleaning, and regular deep cleaning, is all that's required to keep your Interface carpet tile looking like new. We will provide advice on equipment where requested.</p> <p>For full Maintenance Instructions, please visit: https://www.interface.com/US/en-US/about/modular-system/Maintenance-Instructions</p> <p>Routine Maintenance – LVT Proper care is essential to the appearance and longevity of LVT. Protect and extend the life of your LVT by following these Interface-approved guidelines, which include normal cleaning devices such as a household broom, a suction-only vacuum cleaner, or a damp microfiber mop.</p> <p>For full Maintenance Instructions, please visit: https://www.interface.com/US/en-US/about/modular-system/Maintenance-Instructions</p> <p>Routine Maintenance – Rubber nora® floor coverings leave our factory in Weinheim, Germany, as premium products. Due to nora's variety of products, cleaning should always be carried out according to the specifications of the professional building cleaners' association or the methods taught in the building cleaners' trade for each specific product.</p> <p>For full Maintenance Instructions, please visit:</p>		

https://www.nora.com/-/media/files/north-america/maintenance-guides/nora_maintenance_guide_0620_en-us-cf-es.pdf

Restorative Maintenance – Carpet Tile

To maintain the fresh look of your carpet tile and help the yarn pile from getting crushed, interim cleaning can be used in between hot water extractions. We recommend using either a liquid encapsulate system or a moist compound system. Both systems do an excellent job of lifting the carpet pile using a counter-rotating, dual cylindrical brush machine.

Although we cannot offer a maintenance service program, our approved installers may have a solution.

For maintenance instructions and training:

Mark French, Director of Maintenance Services

Tel: +1 706.302.1174 | Mark.French@interface.com

5.3.4.	Carpet Removal. If yes, provide a description of your carpet removal services.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Interface and our approved dealers offer a full range of installation and demo services. In addition to the specific floor preparation and installation instructions provided within the links below, the Carpet and Rug Institute's Carpet Installation Standard must and will be followed.

Installing flooring in any place of business needs to be quick, clean and minimally disruptive. It's why our services are designed to help you maintain business as usual without interruption. Even if your space contains a lot of furniture, we can fit your flooring without your needing to move or dismantle it. Interface's revolutionary installation system, Renovisions®, enables old flooring to be replaced quickly and efficiently. Our Renovisions jacking system lifts workstations, filing cabinets and other furniture while we fit the flooring. This means there's no need to move out, move furniture, empty drawers or cabinets or even disconnect power and data. With rapid installation performed overnight and on weekends, your flooring replacement costs can be cut by up to 50 percent.

From proper product selection to the installation method for the required project areas, many factors contribute to a successful installation. Here are two factors to consider:

Acclimation

Interface products should be stored in a secure area and acclimated 48 – 72 hours prior to delivery.

Subfloor Prep

The type and condition of the subfloor have a direct influence on the installation and performance of Interface flooring, so correct floor preparation is essential. The subfloor should be firm, smooth, and dry, and floors should be cleared of all debris and free from any defects.

5.3.5.	Carpet Reclamation and/or Recycling. If yes, provide a description of your reclamation and/or recycling services.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Through our ReEntry program, which includes partnerships with independent recyclers, Interface reclaims used carpet tile and LVT and ensures that nothing ends up in a landfill. Vinyl backed carpet tiles are given a second life primarily in Interface's recycled content GlasBac®RE backing system, which contains 98% recycled or bio-based materials. Interface provides a certificate highlighting your environmental stewardship. It quantifies the amount of carpet you have diverted from a landfill. Full detail is provide in our ReEntry Specifications attachment.

Section 6. Sustainability

6.1. Sustainability, Reclamation, and Recycling Initiatives

6.1.1. Sustainable Company Initiatives. Describe the ways in which your company is addressing the issue of sustainability.

Our environmental awareness journey started in 1994 with a bold vision, Mission Zero™ – towards a business focused on sustainability, using a cyclical model mimicking nature. By 2020 we're aiming to be at zero impact with our products, factories, and suppliers; we're getting close to proving it's possible. By 2040, we have committed, as a company, to becoming carbon negative.

In alignment with Mission Zero™, all products sold by Interface globally are third-party verified Carbon Neutral. Interface invests in verified emissions reduction projects to offset any life cycle GHG emissions that we cannot eliminate through optimization of our supply chain. Mission Zero™ has been called one of the most ambitious sustainability plans in history. After decades of hard work, Interface is poised to reach our Mission Zero® goals by 2020. Today, our global environmental footprint is as follows:

- Carpet Carbon Footprint – down 69% since 1996
- Energy Use – Energy efficiency improved by 46% since 1996
- Renewable Energy – 89% is from renewable sources
- GHG Emissions – down 96% since 1996
- Raw Materials – 61% of materials used are recycled or bio-based sources with investments made to reach at least 85%
- Water Use – down 89% since 1996, with US carpet tile processes fed by rainwater capture
- ReEntry – Recycled 1.1M square yards of carpet tile to make new carpet tile in 2018 alone
- Waste – Waste to landfills is down 92%, and total waste disposal is down 49%
- Net-Works – Collected nearly 500 thousand pounds of fishing nets from local fishing villages in Southeast Asia and West Africa for use in carpet fiber

Now, we are compelled to take on an even more audacious goal, the next powerful step in our journey: Our new mission, Climate Take Back™, is our commitment to running our business in a way that creates a climate fit for life. We are not talking about just emitting less Carbon or lowering our footprint; we are talking about going a step further – to REVERSE global warming. It's a much deeper level of thinking than our industry's infatuation with individual "product" certifications of "hero" products.

6.1.2. Sustainable Product Initiatives. Describe the ways in which your company is addressing the issue of sustainability in your product offering.

Interface was the first in the flooring industry to earn an Environmental Product Declaration (EPD). EPDs offer transparency on whether products together with the raw materials and manufacturing process or certifications are actually reducing environmental impact.

By using our EPDs to focus on our key areas of impact, oil, we have been able to change our supply chain and reduce our impacts. For example, using standard nylon systems with 75% and 95% recycled content has contributed to our reduction of our products' carbon footprint by 69%.

Modular Carpet + LVT Products

Interface has EPDs in five product categories, which covers 99% of all modular carpet and LVT products offered globally. Our EPDs provide third-party verified data (standardized to ISO 14040 and 14025) on all environmental impacts and product ingredients, allowing the true sustainability of products to be easily assessed. Our EPDs demonstrate that we have reduced the average product's life cycle carbon footprint globally by 31% since 2008.

nora® Rubber Tile and Sheet Goods

nora® was the first resilient flooring manufacturer to produce third-party verified ISO 14025 and EN 15804-compliant EPDs. Today the company has product-specific, type III EPDs certified by both UL Environment and IBU in accordance with both North American and European product category rules (PCRs). The EPDs include every phase of the product life cycle from the production through to installation, usage and maintenance, right up to the end of the product's life cycle in the building.

All Interface products are recyclable. As a company, we go beyond merely offering modular carpet tile products with recycled content to actually reclaiming used carpet in order to convert it into new. As we design our products, we carefully consider their ultimate destination, doing whatever we can to ensure no carpet, LVT or rubber ends up in the landfill.

6.1.3. **Recycled Content.** Provide a statement(s) identifying the recycled content levels used in the products in your proposal.

Interface products are the industry's only "full lifecycle carbon neutral" portfolio of products - all carpet, LVT, and rubber. As a part of our Mission Zero promise, to create no negative impact on the environment, our products have the following characteristics:

Carpet tile products:

- Made with premium, solution-dyed and integrally stain-resistant (no fluorinated coatings) nylon yarn with the highest recycled content (75% – 95%) in the industry, including post-consumer fishing nets.
- Made with 53% – 93% total recycled content.
- Manufactured with at least 89% renewable energy.
- 2020 will also see \$40M invested in technology that will increase our ability to use recycled and bio-based plastics in our carpet tile backings.
- Can be reclaimed at end of life through our ReEntry™ program (recycling capability varies by region). Our US ReEntry™ program is a third-party verified closed-loop recycling system for LVT and carpet tile.

LVT products:

- All our LVT products (3.0mm and 4.5mm) come standard with 39% recycled content. This effort will expand to add post-consumer content and bio-based materials to all Interface LVT in 2020.

Rubber products:

- We have several initiatives underway to focus on reducing the environmental impacts of our manufacturing operations for rubber including reducing energy use and procuring renewable energy. We are also working to identify recycled content materials to incorporate into our rubber products.

6.1.4. **Circular Economy.** Describe the efforts your organization makes to ensure the materials removed from a project site are recycled to make new carpet, carpet components or other consumer products.

Interface's ReEntry™ program arranges for the reclamation, reuse and recycling of our product anywhere in the world, ensuring that no product ends up in the landfill. In just the last three years, our ReEntry™ program has reclaimed over 37 million pounds of post-consumer carpet materials globally.

ReEntry™ is a program by which reclaimed modular carpet tile is collected and delivered to our LaGrange, GA, facility directly or through our network of regional recycling partners. Americas markets include Detroit, San Francisco, and New York.

Our ReEntry™ process is the most developed carpet reclamation program in the industry, focused on collecting compatible vinyl-backed modular carpet tile for use with our Cool Blue™ backing line, which makes GlasBac®RE backing. We do collect and convert a range of competitor products in both vinyl-backed modular carpet tile and LVT, as long as they do not contain undesirable additives. ReEntry™ can also help reclaim noncompatible carpet materials and ensure that they are diverted from the landfill through our network of reuse, recycling and waste-to-energy providers. Interface R&D is actively pursuing partnerships to allow us to bring this material back into our product supply chain as well.

Our ReEntry™ program offers all customers reporting on the amount of modular carpet they recycle. More information is available at <http://www.interface.com/US/en-US/about?cmsContent=%2FCarpet%2FReEntry-20.html>

6.1.5.	Embodied Carbon Impact. Describe the efforts your organization makes to reduce the Scope 3 (supply chain) emissions whenever possible.
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Through Climate Take Back™, Interface invites industry to join us as we commit to running our business in a way that is restorative to the planet and creates a climate fit for life. Incorporated in this commitment are our goals to maximize energy efficiency, use 100% renewable energy and produce products with the lowest carbon footprint. Through our Carbon Neutral Floors™ program, all flooring products are made carbon neutral across the entire product lifecycle. We have set a goal to be a carbon negative company by 2040.

We have taken a holistic approach to carbon neutrality, looking beyond carbon emissions from manufacturing to calculating emissions across the entire product lifecycle. This begins with raw materials and continues through manufacturing, delivery, installation, seven years use and ultimately end-of-life, including product takeback and recycling through ReEntry® and other disposal methods.

Through our Carbon Neutral Floors program, we offset the full lifecycle emissions of our flooring products, making them carbon neutral. Carbon Neutral Floors is standard on all our flooring products (carpet tile, LVT and rubber) for every customer at no extra cost. This helps our customers meet their own sustainability goals while also allowing them to reduce the emissions impact of their supply chain for their projects or spaces. Interface offset more than 450,000 metric tons of CO2 equivalent in 2018 as part of the program.

Interface is actively engaging stakeholders throughout our supply chain in an integrated effort to reduce emissions within our products and across industry. Through our Suppliers to Zero program, we have made it a priority to work with our suppliers to measure and reduce the carbon footprint of their raw materials.

Section 7. Business Operations

7.1. Customer Service

7.1.1.	Customer Service. Describe your company's customer service department and operations. Your description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.
<p>The way we usually work has been disrupted, but Interface is still focused on serving you. Our customer sales and support teams are 100% virtual, so we can deliver what you need while protecting the health and welfare of you and our employees. Get in contact with your local sales reps, our technical team or reach out to our Customer Success team visit https://www.interface.com/US/en-US/contactus. If you prefer a phone conversation, our team is at the ready: 800-634-6032.</p> <p>Under the Interface preferred "One Point of Contact" method, Barry Ryskamp is available to assist with any customer service needs. He will be the primary point of contact with Robin Hanscom as additional support with additional highly skilled staff operating under his direction. They can be reached at T: (800) 909-7757, E: Contract.Services@Interface.com, or by fax (770) 966-1127. Our hours of operation: Monday through Friday from 8:00 am to 6:00pm EST. Our network of local independent dealer will be available to assist you. Upon request a list of dealers in your area can be provided. The local Interface Account Executive are available 24hrs/7 days a week.</p>	
7.1.2.	Expedited Orders. Describe your approach to handling emergency orders and/or service. Your description may include, but is not limited to, response time, breadth of service coverage, and service level.
<p>Interface has program in place to support projects requiring expedited delivery. Our comprehensive QuickShip program includes 270+ carpet tile product/color combinations for shipment of up to 2,000 square yards within just 10 business days. Carpet tile accents and walk-off products ship up to 200 square yards within 10 business days. We also offer 30+ LVT product/color combinations for shipment of up to 10,000 square feet within 10 business days. Select LVT accent colors ship up to 2,500 square feet within 10 business days. Our nora by Interface rubber flooring quickship program offers an array of norament® and noraplan® products in a variety of color and product combinations, including nora® nTx and nora® cold weld. All items included in this program are available to ship within 15 business days, at a maximum order quantity of 6,458 ft² (600 m²). Visit our site for more details: https://www.interface.com/US/en-US/campaign/quickship/QuickShip-en_US</p> <p>Our standard product production lead time for non-QuickShip colors are listed below:</p> <ul style="list-style-type: none"> • Modular carpet tile (4 – 6 weeks) • LVT (4 – 6 weeks) • Rubber Flooring (4 – 6 weeks) (12 – 16 weeks for Made to Order) 	
7.1.3.	Complaint Resolution. Describe your customer complaint resolution process. Describe how unresolved complaints are handled.
<p>All inquiries, complaints, or warranty claims should be directed to the Account Representative. A Customer Quality Response Form will be completed, forwarded and assigned to one of the Field Service Directors who will review the claim. If resolution by phone is impractical, the claim will be assigned to one of the Field Service Directors and the Sales Representatives will arrange for an on-site meeting with the customer and the installing floor covering contractor. At that point, a recommendation for the resolution of the claim will be made and expedited.</p>	

7.1.4.	Product Returns. Describe your product return policy and procedures.
<p>All Customer Accommodation Returns must be approved by the Interface Sales Rep and their AVP (Area Vice President).</p> <p>Return Guidelines for Standard Product Ordered in Error by Customer (Customer Accommodation Returns): Approval to return is at the discretion of the Interface RVP.</p> <p>Return Guidelines for Non-Standard Product Ordered in Error by Customer (Customer Accommodation Returns): No returns are allowed for Custom and Non-Standard products.</p> <p>Return Guidelines for Product Shipped in Error by Vendor (Mill Error Returns): Vendor approves to return material and will be responsible for return freight cost.....No restocking fee applied. A return authorization number must be provided by Interface, in order for the material to be returned.</p>	

7.2. Order & Invoice Processing; Payment

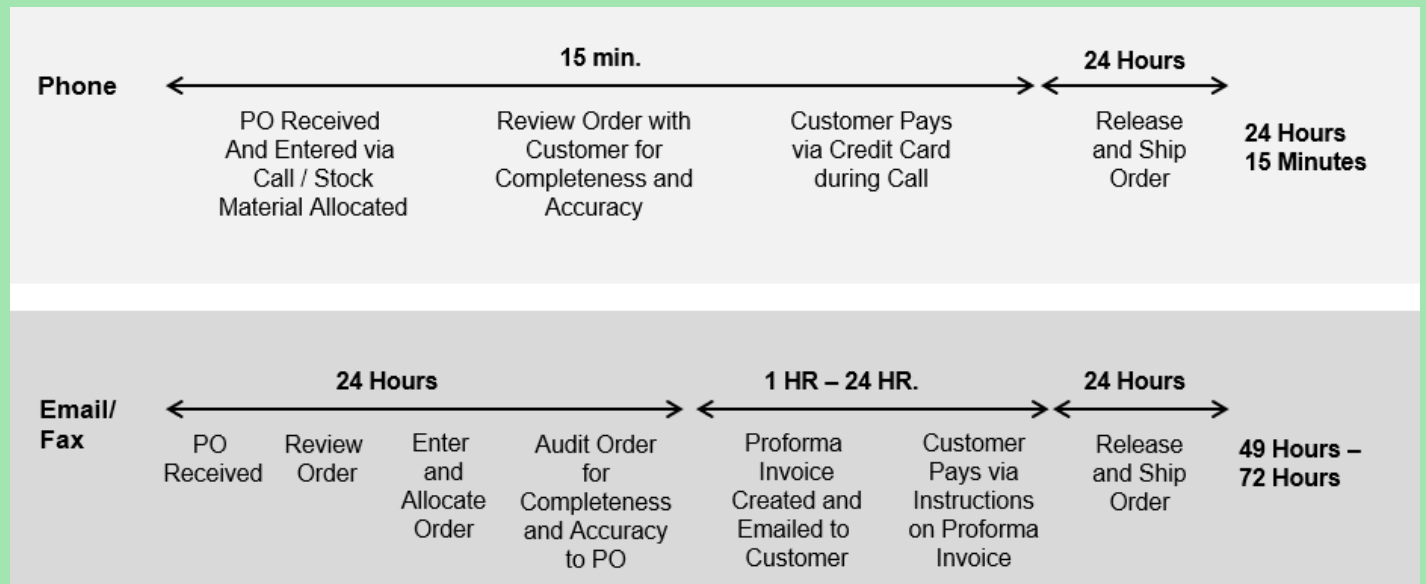
7.2.1.	Purchasing Options. Describe the different channels in which this contract will be made available to Equalis Group Members. Your response should include, but is not limited to, whether your organization will serve as the single point of contact or if the contract will be made available to your dealers and reseller to serve as the single point of contact.
<p>We successfully employ the following purchasing and installation models for our contract members.</p> <p>1) MANUFACTURER - ONE POINT OF CONTACT: Under the Interface preferred "One Point of Contact" distribution method, we promote full project management by purchasing product and services directly with the manufacturer through our turn-key division InterfaceSERVICES, Inc. The members purchase order must be issued to InterfaceSERVICES at the address noted below</p> <p>InterfaceSERVICES, Inc. 106 Northpoint Parkway, Suite 300, Acworth, GA 30102 T: (800) 909-7757 E: Contract.Services@Interface.com F: (770) 966-1127</p> <p>2) LOCAL DEALERS - DEALER ASSISTED PURCHASING: This route to market is through a network of independent dealer who carries out local delivery procedures and installation. These dealer partners and distributors are responsible for handling the project take-offs, placing the carpet material order to Interface, coordinating shipment to the job site with the customer, scheduling installation with the customer and any costs associated with these items; and the labor installation costs and labor warranty. Interface will make contract pricing available to local dealers. All local dealers that support the Interface brand can access this agreement to support our contract members. A list of dealers is available upon request if a listing is not provided with this agreement.</p> <p>3) MANUFACTURER - MATERIAL SOURCE: Members planning the installation of small projects inhouse and Local Dealers will purchase material only direct from the mill as their material source point of contact.</p> <p>Interface Modular Carpet and LVT Material Source: Interface Americas, Inc. 1503 Orchard Hill Road, LaGrange, GA 30240 Tel: (800) 634-6032 Email: Orders@Interface.com</p> <p>Interface Rubber Flooring Material Source: nora by Interface 9 Northeastern Blvd, Salem, NH 03079 Tel: (800) 336-5096</p>	

7.2.2. *Order Process.* Describe your company's proposal development and order submission process.

Interface Customer Service assigns dedicated customer service representatives for the contract client and handles all order processing and related matters for the specific client's projects. An order acknowledgment is sent to the Buyer (member or authorized dealer) prior to invoicing to avoid any discrepancy. Customers may orders by fax, email, or by original P.O. The contract naming "Equalis Group" must be noted on all purchase orders.

All Purchase Orders must contain the following information to be processed in a timely manner:

- Purchasing company – Full name, address and phone number
- Complete Delivery address along with contact and phone number
- Purchase Order Number
- Contract Name
- Sidemark (job name)
- Delivery Date Required
- Product identification: Style/Color/Size/Backing
- Product Quantity (order in full box quantities only)
- Product Pricing
- Payment Terms
- Freight Terms (Prepaid and Allow)
- Freight Carrier
- Sales Tax Status
- Special Instructions



7.2.3.	Invoice Process. Describe your company's invoicing process.
<p>All charges on an invoice will be clearly itemized with the full description of each line item charge, part number, quantities, and line item cost along with customer verification information such as their purchase order number and contract references. Depending on the customers preference, electronic and hard copy invoices are available.</p>	
7.2.4.	Payment. Provide your standard payment terms? Identify all acceptable methods of payment?
<p>All contract members or dealers purchasing on behalf of the member desiring open credit with Interface will be required to supply a signed credit application prior to order submittal. A credit line will be established at the sole discretion of Interface's Credit Department.</p> <p>Payment for product is expected Net 30 Days according to the terms of the agreement, and payment for labor is due upon installation completion. When installation is required, InterfaceSERVICES and local dealers may invoice separately for the flooring Products.</p> <p>If the customer does not qualify for open credit, 100% payment is due before the material is shipped. A 3% fee will be added to all orders paid via a credit card.</p>	
7.2.5.	Financing. Does your company offer any financing options or programs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
No, financing is not available	

7.3. Members Contracting for Services

7.3.1.	Customer Set Up. Once an Equalis Group Member decides to accept your company's proposal for services as described in this RFP, what is the process for the Member to become a customer?
<p>All contract members or dealers purchasing on behalf of the member desiring open credit with Interface will be required to supply a signed credit application prior to order submittal. A credit line will be established at the sole discretion of Interface's Credit Department. At the time of order placement a credit application will be provided to members desiring open credit.</p> <p>Payment for Product is expected Net 30 Days according to the terms of the agreement, and payment for labor is due upon installation completion. When installation is required, InterfaceSERVICES and local dealers may invoice separately for the flooring Products.</p>	
7.3.2.	Customer Agreements. Does your company have standard customer agreements? If yes, please provide copies of any standard customer agreements and provide a response to question 6.3.3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Interface has an in house legal team to assist with term agreement creation. The terms and conditions may vary per the product and services requested under an agreement.	
7.3.3.	Contracting. What is the process for reviewing, negotiating, and finalizing any customer-specific contract terms or requirements? Approximately how long does the contracting process take to complete (i.e., secure a fully executed contract document)? What is the typical term length of your customer agreements?
<p>The Interface Contracts Group will be your one point of contact for all term agreement negotiations, amendments, reporting, and continuation requests. The requested time frame to review new term agreements is five to seven days. Negotiation to the execution of the agreement should not extend beyond three to four weeks as long as each party returns any revisions promptly.</p>	

Primary Contact: Sharon Johnson, Contract Procurement Manager
 Tel: 706.812-6356 E: Contracts.Group@Interface.com

Interface Americas, Inc., and its subsidiaries
 1503 Orchard Hill Road
 LaGrange, Georgia 30240

Officer of the company: Natalie Poteran, Interface VP of Finance
 E: Contracts.Group@Interface.com

7.4. Bonding Capabilities

7.4.1.	Bonding. Describe your company's bonding capacity.
<p>Fidelity & Deposit Company of Maryland, an A Rated and Treasury Listed Surety, is prepared to issue performance and payment bonds up to \$2,000,000 single / \$10,000,000 aggregate for the above captioned principal subject to an acceptable contract and current underwriting conditions being satisfied. Fidelity and Deposit Company of Maryland has bonded Interface Services, Inc. since 2008. The bonding rate for Interface Services, Inc. is \$10/1000 for supply and \$15/1000 for supply and install.</p>	
7.4.2.	Rating. Is your bonding obtained from a surety with an "A" rating from AM Best? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Interface Americas and InterfaceSERVICES holds an "A" rating.</p>	

Section 8. Warranty

8.1. Warranty

8.1.1.	<p>Warranty. Provide a copy of the manufacturer's warranty. If required, please attach the warranty as an attachment as instructed in Section 2.3 of this document. Describe notable features and/or characteristics of the warranty that a public sector customer would find interesting or appealing. How long is the warranty? Please indicate, and describe if applicable, if there are any optional extended warranty coverage available to Members. How does your warranty coverage compare to that of your competitors? Pricing related to the any extended warranty options must be included in <u>Attachment B – Cost Proposal.</u></p>
<p>Carpet and LVT: Interface offers a non-prorated standard 15-year warranty that begins on the invoice date. Interface provides a standard 15-year product warranty on all of our modular flooring.</p> <ul style="list-style-type: none"> • 15-year, non-prorated, full replacement of any failure • Pads not required under caster wheelchairs • Comprehensive and all-inclusive program • Supported by Interface field technicians <p>Interface brand products are warranted against manufacturing defects resulting in excessive surface wear, edge ravel, backing separation, shrinkage, stretching, cupping, doming and static electricity.</p> <p>nora® Rubber</p> <ul style="list-style-type: none"> • Lifetime technical and repair support • Lifetime maintenance and restoration support • 10-year moisture failure warranty with nTx® system • 10-year heavy traffic warranty on norament® products • 10-year high-traffic warranty on stair treads 	
8.1.2.	<p>Claims. Describe your warranty claims process.</p>
<p>Interface has an extensive network of resources that will work with the customer to establish an immediate plan of action to correct any quality or service issue. Upon discovery of a possible quality or service issue, the customer should contact (via phone or email) their primary local contact at Interface to begin the remediation process. Upon contact, the closest Interface team member to the customers' site of issue will schedule a visit to review the possible issue. Upon a site review, Interface and the customer will discuss the nature and severity of the issue and put a plan of action in place for remedy, if necessary.</p>	

Section 9. Additional Features & Other Offerings

9.1. Additional Features

9.1.1.	Value Add. Describe any other features or capabilities relating to commercial flooring that would improve or enhance the Program. Your response may include, but is not limited to, ecommerce capabilities, marketing capabilities, green initiatives, and technological advancements.
<p>Sometimes complicated concepts don't need to be so complicated. That's why we've put together these bite-sized videos to talk about topics like recycling, acoustics, and even carbon. They'll challenge you to think differently about the spaces we occupy, the planet we live on, and how each individual action can make a significant impact.</p> <p>https://www.interface.com/US/en-US/campaign/transparency/Interface-FYI-en_US</p> <p>i2: An innovative approach to flooring design that mimics the random beauty, patterning, and coloring found in nature, resulting in tiles that are designed to blend together no matter when they are purchased or installed. Many i2 carpet tile products are designed to be installed in any order and orientation, which means less installation time and nearly 90% less waste than traditional broadloom carpet. This not only saves time and money but also the environment.</p> <p>Glue Free Installation: TacTiles is the proven glue-free installation system for our modular carpet tiles. The TacTiles installation system uses 3" adhesive squares. These flexible backing systems hug the floor, creating dimensional stability without glue. The tiles are connected to each other and nothing sticks to the subfloor. We developed TacTiles connectors as a faster, cleaner, more earth-friendly alternative to traditional carpet adhesives. They are easy to use and eliminate the mess, odor and drying time of spread adhesives. They also provide greater flexibility for installation and selective replacement. With virtually zero VOCs and an environmental footprint that's more than 90% lower than traditional carpet adhesives, TacTiles offers a more sustainable installation option.</p>	

9.2. Additional Offerings

9.2.1.	Other Capabilities. Identify and describe any other products and/or services your company offers outside the primary scope of this RFP that can be made available to Equalis Group Members. Include proposed pricing for any additional products or services your company offers in <u>Attachment B – Cost Proposal</u> in accordance with the directions provide in <u>RFP Section 2.3 Cost Proposal & Acceptable Pricing Formats.</u>
Thank you for interest in Interface's products and allowing us to participate in your RFP.	

Section 10. Partnering with Equalis Group

10.1. Bidder Organizational Structure & Staffing of Relationship

10.1.1.	<p>Primary Point of Contact for Equalis Group. Who is the individual that will serve as Equalis Group's primary point of contact for developing and implementing a go-to-market strategy to increase Program participation by local governments and educational institutions across the country? Include the individual's name, title, a description of their role, and a resume or biography.</p>
<p>Wendell Hadden, Interface VP of Education Cell: 706.333.0102 E: Wendell.Hadden@Interface.com</p>	
10.1.2.	<p>Key Staff. Provide the names, roles, and tenure with the company of other key staff members who will be working with Equalis Group in such areas as sales management, field sales, marketing, collateral development and approval, accounting, and reporting.</p>
<p>Executive Support Wendell Hadden, Interface VP of Education and Government Cell: 706.333.0102 E: Wendell.Hadden@Interface.com</p> <p>Marketing Paula Meason, Market Segment Manager Cell: 470.825.0205 E: Paula.Meason@Interface.com</p> <p>Sales Barry Ryskamp, Sales Director T: 801.232.8192 E: Barry.Ryskamp@Interface.com</p> <p>Contract Manager Sharon Johnson, Contract Procurement Manager Tel: 706.812-6356 E: Contracts.Group@Interface.com</p> <p>Contract Spend Reporting Teresa Johnston, Contract Procurement Analysis Tel: 706.812.6283 E: Contracts.Group@Interface.com</p> <p>Segment Sales Team Charley Knight – VP Market Segment Sales Tom Hume – VP of Healthcare Wendell Hadden – VP of Education Kelly Betts – Market Segment Manager – Healthcare Julie Stegeman – Market Segment Manager – Healthcare Donna Cannon – Market Segment Manager – Healthcare Leslie Echols – Market Segment Manager – Healthcare Ryan Akers – Market Segment Manager – Healthcare Tommy Miller – Market Segment Manager – K12 Catherine Prossen – Market Segment Manager – K12 Ben Reams – Market Segment Manager – Higher Education</p>	
10.1.3.	<p>Organizational Chart. Provide an organizational chart describing the roles and reporting relationships of senior management and departments or divisions within your company.</p>

The Interface® leadership team brings together a broad range of backgrounds and a diversity of perspectives to lead and inspire innovation, collaboration, and a shared commitment to create value for Interface's key stakeholders including its customers, employees, investors, and the environment. Leadership Team: <https://investors.interface.com/corporate-governance/leadership-team/default.aspx>

10.1.4. ***Sales Organization.*** Provide a description of your sales organization, including key staff members, the size of the organization, in-house vs. third-party sales resources, geographic territories, vertical market segmentation, segmentation by account size, inside sales, field sales, and how sales representatives are compensated (e.g., on gross revenue, profitability, or some other formula).

A sales organization chart by region has been included as an attachment with this proposal.

10.2. Contract Implementation Strategy & Expectations

10.2.1. ***Five (5) Year Sales Vision & Strategy.*** A piggybackable Master Agreement with Equalis Group provides your company with an opportunity to win new and renew existing local government and educational institution business through an exemption to the traditional bid/RFP process. In other words, public sector entities that want to purchase your company's products and services can do so without having to conduct a bid or RFP. Describe your company's vision and strategy to leverage a piggybackable Master Agreement with Equalis Group to win and retain local government and educational institution business over the next five (5) years.

Interface will market the Master Agreement to Public Agencies nationwide immediately upon award, to include, but not limited to:

- Creation and distribution of a co-branded press release to trade publications
- Announcement, contract details and contact information published on the Equalis Group's website within first 90 days
- Design, publication and distribution of co-branded marketing materials as needed per Supplier's discretion
- At Supplier's discretion, we plan to attend and participate at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement
- Ongoing marketing and promotion of the Master Agreement to Participating Public Agencies throughout its term (case studies, collateral pieces, presentations, promotions, etc.)

10.2.2. ***Driving Program Participation & Revenue.*** What geographies and public sector vertical markets will be targeted and in what timeframe?

We will continue our strategic focus on product design and marketing and sales efforts for non-corporate office market segments such as government, education, healthcare, hospitality, retail and multi-tenant residential space. We began this initiative as part of a market diversification strategy to reduce our exposure to the economic cyclicity of the corporate office segment, and it has become a principal strategy generally for growing our business and enhancing profitability. To implement this strategy, we introduced specialized product offerings tailored to the unique demands of these segments and created targeted selling techniques dedicated to penetrating certain segments.

10.2.3. ***Master Agreement Deployment with Sales Team.*** How will the piggybackable Master Agreement be deployed with your public sector sales team?

Interface commits to aggressively market the Master Agreement in this defined sector and that its sales force will be trained and engaged to offering the Master Agreement to Participating Public Agencies through Equalis Group nationwide.

10.2.4.	Sales Team Incentives. How will your sales team be incentivized to leverage the Equalis Group piggybackable Master Agreement when pursuing public sector business?
<p>Like many of our competitors in this industry, Interface maintains a robust portfolio of local, state, and regional public money contracts, in addition to various GPOs. Group purchasing is now widely accepted in the flooring industry, and each public agency chooses the appropriate purchasing instrument that best suits their needs.</p> <p>Interface believes that choice is in the best interest of, as well as the ultimate decision of the buyer and, as a result, offers our public money customers a variety of choices and allows GPOs to compete with their unique value proposition in the marketplace.</p>	
10.2.5.	Revenue Objectives. What are your revenue objectives in each of the five (5) years of the piggybackable Master Agreement?
<p>Our business strategy is to continue to use our leading position in modular carpet and our product design and global made-to-order capabilities as a platform from which to drive acceptance of our modular carpet, LVT products and rubber flooring products across several industry segments, while maintaining our leadership position for modular carpet in the corporate office market segment. These efforts generally are described in the following strategic pillars:</p> <ul style="list-style-type: none"> • Grow our core carpet tile business; • Develop a substantial resilient flooring business, which includes our nora rubber products; • Execute supply chain productivity; • Optimize selling, general and administrative ("SG&A") spending; and • Lead a world-changing sustainability movement centered around Mission Zero and Climate Take Back. <p>We will seek to increase revenues and profitability by capitalizing on the above strengths and pursuing the following key initiatives.</p> <ul style="list-style-type: none"> • Penetrate Expanding Geographic Markets for Modular Products. • Continue to Penetrate Non-Corporate Office Market Segments. • Develop a Substantial Resilient Flooring Business. • Continue to Drive Productivity and Invest Strategically. • Sustain Leadership in Product Design and Development. 	

10.3. Administrative Fee & Reporting

10.3.1.	<p>Administrative Fee. Equalis Group generates revenue as a percentage of the Winning Supplier's revenue from local government and educational institutions purchasing products and services from Winning Supplier through the piggybackable Master Agreement between the Winning Supplier and Equalis Group. The Administrative Fee is designed to align the interests of the Winning Supplier and Equalis Group – Equalis Group only generates revenue when the Winning Supplier generates revenue based on Program utilization by current and future Members. The Administrative Fee for this Program is two percent (2%) of the Winning Supplier's Program revenue, payable upon invoice issued by the Winning Supplier to participating Equalis Group Members. Confirm that, if selected as the Winning Supplier of this RFP process, Bidder agrees to this Administrative Fee structure.</p>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Interface agrees to the monthly administrative fee in the amount of 2% of the members total purchase invoice under this Master Agreement, less taxes, additional services (excluding services) and transportation. The administrative fees applicable to each month, will be paid within forty-five (45) days after the end of each calendar month.</p>		

10.3.2.	<i>Sales & Administrative Fee Reporting.</i> Equalis Group requires monthly reports detailing sales invoiced the prior month and associated Administrative Fees earned by the 15 th of each month and reports detailing the prior calendar year's sales invoiced and Administrative Fees earned within thirty (30) days following the end of the calendar year. Confirm that your company will meet or exceed this reporting requirement. If your company cannot meet this reporting requirements schedule, explain why and propose an alternative time schedule for providing these reports to Equalis Group.	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Interface agree to supply sales and administrative fee reporting within thirty (30) days after the end of each calendar month.		

ATTACHMENT B - COST PROPOSAL
EQUALIS GROUP - RFP 2101 - COMMERCIAL FLOORING MATERIALS WITH INSTALLATION & RELATED SERVICES AND SOLUTIONS PROGRAM
COST PROPOSAL QUESTIONNAIRE

Instructions

There are two parts to **Attachment B - Cost Proposal** which are required to be completed in order to evaluate a Bidder's Cost Proposal.
Part 1 - Answer the questions below which provide an opportunity to add a narrative while describing various aspects of your Cost Proposal.
Part 2 - Complete an Excel workbook which includes all requirements outlined in **Section 2.3 of RFP - Equalis Flooring**.

IMPORTANT: This Excel workbook is provide supplied as a courtesy to the Bidders. It is not a requirement to use this document when developing the

Questions

- 1) Provide a narrative description of your pricing model identifying how the model works. Describe how the proposed pricing model is able to be audited by public sector agencies to ensure they are receiving contract pricing.

When pricing product, we apply a competitive market price as a standard calculated from cost plus margin analysis. This provides our customers with consistent pricing from project to project, and leverages Interface's manufacturing footprint, distribution centers and service network.

Our pricing is based on a few key aspects:

- Efficient service model
- Transparency of the product costs material pricing
- Control of the design mix on the floor
- Visibility and control of purchases
- Competitive pricing

As a company, Interface looks at the products we manufacture and continually thinks about ways to reduce waste and raw materials to not only create environmental savings but also pass on cost savings for our customers while not compromising performance or quality. But whenever possible, we support our clients in reducing the overall cost of a project. Two key ways we implement these efficiencies are by utilizing the Interface Design Studio and InterfaceSERVICES™ turnkey installation services.

- 2) Put an X in the green cell next to the statement that best describes the answer to the following question. The prices offered in your Cost Proposal are:
- ☐ a) the same as typically offered to an individual municipality, Higher Ed or school district.
- ☒ b) the same as typically offered to group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.
- ☐ c) better than what is offered to group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.
- ☐ d) other, please describe.
- 3) Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.

The pricing proposed is a ceiling price structure, additional discounts may be available for large projects.

- 4)

Propose an Alternative Method of Costing as it relates to pricing for products, services, or solutions not covered by catalog pricing, published price list, line item price list, automated system of pricing, R.S. Means, or that needs to be custom designed , developed, manufactured and/or produced to meet the requirements of an individual project or sole source due to the projects' or application's specifications, condition, and/or requirements.

The prices in the attached price list can be used in either a traditional 3rd party sale, with your existing flooring contractor, or as part of a circular economic model through Interface's 100% owned (and fastest-growing) subsidiary, InterfaceSERVICES.

Our cost proposal offered to the Equalis Group is consistant with to pricing offered to other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.

Contract pricing include Product cost only. Sales tax, shipping, dealer service/project management fees, California AB2398 Carpet Stewardship Assessment Fee (if applicable) and installation is not included. Sales or service taxes imposed on the dealer / contractor will be charged to the contract member for reimbursement

- 5) Describe how cost associated with freight, shipping, and delivery are calculated.

Freight / Shipping Terms: FOB Destination, prepaid and added to the invoice. Freight will be prepaid by Interface and added at cost as a separate line on our quotes and invoices.

ATTACHMENT C: REQUIRED BIDDER INFORMATION & CERTIFICATIONS EQUALIS GROUP: COMMERCIAL FLOORING MATERIALS WITH INSTALLATION AND RELATED SERVICES & SOLUTIONS PROGRAM

Purpose of this Attachment C: CCOG requires the following information about Bidders who submit proposals in response to any CCOG request for proposal ("RFP") in order to facilitate the execution of the master group purchasing agreement ("Master Agreement") with the winning supplier ("Winning Supplier"). CCOG reserves the right to reject a Bidder's proposal if a Bidder fails to provide this information fully, accurately, and by the deadline set by CCOG in RFP Section 1.3 – Anticipated Procurement Timetable. Further, some of this information (as identified below) **must** be provided in order for CCOG to accept and consider a Bidder's proposal. **Failure to provide such required information may result in a Bidder's proposal being deemed nonresponsive to this RFP.**

Instructions: provide the following information about the Bidder. Bidders may a) complete this document in Microsoft Word by completing the form fields, print this attachment, and sign it in the designated signature areas, b) complete this document using the form fields, print to .pdf, and provide certified electronic signatures in the designated signature areas, or c) print this attachment, complete it, and sign it in the designated signature areas. It is mandatory that the information provided is certified with an original signature (in blue ink, please) or signed using a certified electronic signature by a person with sufficient authority and/or authorization to represent Bidder. Bidders are to provide the completed and signed information and certifications in **Tab 1** of the Technical Proposal submitted to CCOG as described in RFP Section 4.2 – Format for Organization of the Proposal.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Bidders must provide all the information outlined below

1. Equalis Group RFP Name: RFP # COG-2101	2. Proposal Due Date: September 3, 2020
3. Bidder Name: Interface Americas, Inc. <i>(legal name of the entity responding to RFP)</i>	4. Bidder Federal Tax ID # or Social Security #: 58-2132517
5. Bidder Corporate Address: 1503 Orchard Hill Road PO Box 1503 LaGrange, Georgia 30240	6. Bidder Remittance Address <i>(or "same" if same as Item #5):</i> Interface Americas, Inc. PO Box 743162 Atlanta, GA 30374-3162

7. Print or type information about the Bidder representative/contact person <u>authorized to answer questions regarding the proposal submitted by your company:</u>																
<table style="width: 100%;"> <tr> <td style="width: 30%;">Bidder Representative:</td> <td>Sharon Johnson</td> </tr> <tr> <td>Representative's Title:</td> <td>Contract Procurement Manager</td> </tr> <tr> <td>Address 1:</td> <td>1503 Orchard Hill Road</td> </tr> <tr> <td>Address 2:</td> <td>PO Box 1503</td> </tr> <tr> <td>City, State Zip:</td> <td>LaGrange, Georgia 30240</td> </tr> <tr> <td>Phone #:</td> <td>(706) 812-6356</td> </tr> <tr> <td>Fax #:</td> <td></td> </tr> <tr> <td>E-Mail Address:</td> <td>Sharon.Johnson@Interface.com</td> </tr> </table>	Bidder Representative:	Sharon Johnson	Representative's Title:	Contract Procurement Manager	Address 1:	1503 Orchard Hill Road	Address 2:	PO Box 1503	City, State Zip:	LaGrange, Georgia 30240	Phone #:	(706) 812-6356	Fax #:		E-Mail Address:	Sharon.Johnson@Interface.com
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Address 2:	PO Box 1503															
City, State Zip:	LaGrange, Georgia 30240															
Phone #:	(706) 812-6356															
Fax #:																
E-Mail Address:	Sharon.Johnson@Interface.com															
8. Print or type the name of the Bidder representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of Bidder, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function):																
<table style="width: 100%;"> <tr> <td style="width: 30%;">Bidder Representative:</td> <td>Natalie Poteran</td> </tr> <tr> <td>Representative's Title:</td> <td>VP of Finance</td> </tr> <tr> <td>Address 1:</td> <td>1503 Orchard Hill Road</td> </tr> <tr> <td>Address 2:</td> <td>PO Box 1503</td> </tr> <tr> <td>City, State Zip:</td> <td>LaGrange, Georgia 30240</td> </tr> <tr> <td>Phone #:</td> <td>(706) 812-6356</td> </tr> <tr> <td>Fax #:</td> <td></td> </tr> <tr> <td>E-Mail Address:</td> <td>Contracts.Group@Interface.com</td> </tr> </table>	Bidder Representative:	Natalie Poteran	Representative's Title:	VP of Finance	Address 1:	1503 Orchard Hill Road	Address 2:	PO Box 1503	City, State Zip:	LaGrange, Georgia 30240	Phone #:	(706) 812-6356	Fax #:		E-Mail Address:	Contracts.Group@Interface.com
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City, State Zip:	LaGrange, Georgia 30240															
Phone #:	(706) 812-6356															
Fax #:																
E-Mail Address:	Contracts.Group@Interface.com															

9. Is this Bidder an Ohio certified Minority Business Enterprise ("MBE")? Yes ☐ No ☒

If yes, attach a copy of current certification to your proposal as an appendix in the third section of your proposal.

10. Mandatory Supplier Certifications:

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Bidders responding to any CCOG RFP MUST certify that they are NOT ineligible by signing each of the four statements below. Failure to provide proper affirming signature on any of these statements will result in a Bidder's proposal being deemed nonresponsive to this RFP.

I, [Signature], hereby certify and affirm that Interface Americas, Inc., has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I, [Signature], hereby certify and affirm that Interface Americas, Inc., is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

- Not penalized or debarred from any public contracts or falsified certified payroll records or any other violation of the Fair Labor Standards Act in the last three (3) years;
- Not found to have violated any worker's compensation law within the last three (3) years;
- Not violated any employee discrimination law within the last three (3) years;
- Not have been found to have committed more than one (1) willful or repeated OSHA violation of a safety standard (as opposed to a record keeping or administrative standard) in the last three (3) years;
- Not have an Experience Modification Rating of greater than 1.5 (a penalty-rated employer) with respect to the Bureau of Workers' Compensation risk assessment rating; and
- Not have failed to file any required tax returns or failed to pay any required taxes to any governmental entity within the past three (3) years.

AND

I, [Signature], hereby certify and affirm that Interface Americas, Inc., is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I, [Signature], hereby certify and affirm that Interface Americas, Inc., either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

11. Supplemental Bidder Contract and Equal Employment Opportunity Information:

A. Provide data on Bidder employees both nationwide (inclusive of Ohio staff) and the number of Ohio employees:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	<u>1,442</u>	<u>14</u>
% of those who are Women:	<u>57%</u>	<u>44%</u>
% of those who are Minorities:	<u>18%</u>	<u>1%</u>

- B. If you are selected as the Winning Supplier and this RFP involves the provision of services to Equalis Group Members, will you subcontract any part of the work?

- ☒ NO -or-
☐ YES, but for less than 50% of the work -or-
☐ YES, for 50% or more of the work

- C. If any part of your proposal would be performed by any subcontractors, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: N/A
 Street Address 1: Street Address 1
 Street Address 2: Street Address 2
 City, State Zip: City, State Zip
 Work to be Performed: Description of Work


Estimated percentage of total proposal to be performed by subcontractors: 0 %
 (Do NOT show dollar amounts here; show % of WORK sub-contractors will perform/provide). Define the part of the work that will be performed by each subcontractor.

Subcontractor's employee information (attach additional pages if needed):

	Nationwide:	Ohio Offices:
Total Number of Employees:	<u>0</u>	<u>0</u>
% of those who are Women:	<u>0</u>	<u>0</u>
% of those who are Minorities:	<u>0</u>	<u>0</u>

12. Bidder has reviewed the Model Master Agreement attached to the RFP as Attachment E, and if awarded a contract, ☐ Bidder will not (or) ☒ Bidder will request changes to the standard language and has marked the requested changes and returned the model document with this proposal for consideration by CCOG and Equalis Group, LLC. (All requested changes to Model Master Agreement contract language are subject to negotiation and CCOG and Equalis Group, LLC approval.)

13. Bidder has reviewed the Model Administration Agreement attached to the RFP as Attachment E, and if awarded a contract, ☐ Bidder will not (or) ☒ Bidder will request changes to the standard language and has marked the requested changes and returned the model document with this proposal for consideration by Equalis Group, LLC. (All requested changes to Model Administration Agreement contract language are subject to negotiation and Equalis Group, LLC approval.)

14. I , hereby affirm that this proposal accurately represents the capabilities and qualifications of Interface Americas, Inc., and I hereby affirm that the cost(s) proposed to CCOG for the performance of services and/or provision of goods covered in this proposal in response to this CCOG RFP is a firm fixed price structure as described in the Cost Proposal, inclusive of all incidental as well as primary costs. (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal.)

15. Additional Documents:

CCOG makes every attempt to meet the varying legal requirements of public agencies across the country. The documents included in this section are intended to give our contracts the broadest geographic reach by meeting the procurement requirements of other states outside of Ohio.

15.1. Lobbying Certification

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 ten thousand dollars (\$10,000) and not more than one hundred thousand dollars (\$100,000) for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, on behalf of Bidder 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 one hundred thousand dollars (\$100,000) in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.



Signature of Bidder representative

15.2. Boycott Certification

Bidder 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.



Signature of Bidder representative

15.3. Federal Funds Certification Form (EDGAR)

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 bidders submitting proposals must complete this Federal Funds Certification Form regarding bidder'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 Members for their use while considering their purchasing options when using federal grant funds. Members may also require Supplier Partners 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, respondent should certify bidder's agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a respondent fails to complete any item in this form, CCOG will consider the respondent'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 Supplier Partner using federal funds.

15.3.1. Supplier Partner Violation or Breach of Contract Terms

Contracts for more than the simplified acquisition threshold currently set at one hundred fifty thousand dollars (\$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 Supplier Partners violate or breach contract terms, and provide for such sanctions and penalties as appropriate.


Any contract award will be subject to Terms and Conditions of the Master Agreement, as well as any additional terms and conditions in any purchase order, participating agency ancillary contract, or Member construction contract agreed upon by Supplier Partner and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the CCOG 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 Supplier Partner violation and breach of contract terms.

Does Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.2. 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 ten thousand dollars (\$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. Bidder 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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.3. 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. Supplier Partner 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 Supplier Partner agrees that it shall comply with such provision.


Does Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.4. Davis-Bacon Act

When required by Federal program legislation, Supplier Partner agrees that, for all participating agency prime construction contracts/purchases in excess of two thousand dollars (\$2,000), Supplier Partner 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, Supplier Partner 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, Supplier Partner shall pay wages not less than once a week.


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

Supplier Partner 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 Supplier Partner 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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.5. Contract Work Hours and Safety Standards Act


Where applicable, for all participating agency contracts or purchases in excess of one hundred thousand dollars (\$100,000) that involve the employment of mechanics or laborers, Supplier Partner 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, Supplier Partner is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (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 forty (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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.6. 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.


Supplier Partner agrees to comply with the above requirements when applicable.

Does Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.7. 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 one hundred fifty thousand dollars (\$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, Supplier Partner 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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.8. 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 (3 CFR Part 1989 Comp. p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Supplier Partner certifies that Supplier Partner 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. Supplier Partner further agrees to immediately notify the Cooperative and all Members with pending purchases or seeking to purchase from Supplier Partner if Supplier Partner 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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.9. Byrd Anti-Lobbying Amendment


Byrd Anti-Lobbying Amendment (31 USC 1352) – Supplier Partners that apply or bid for an award exceeding one hundred thousand dollars (\$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, Supplier Partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.10. Procurement of Recovered Materials


For participating agency purchases utilizing Federal funds, Supplier Partner 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 ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)


15.3.11. Profit as a Separate Element of Price

For purchases using federal funds in excess of one hundred fifty thousand dollars (\$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, Supplier Partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier Partner agrees that the total price, including profit, charged by Supplier Partner to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Supplier Partner's Group Purchasing Agreement.

Does Supplier Partner agree? Yes 
(Initials of Authorized Representative)


15.3.12. General Compliance and Cooperation with Members

In addition to the foregoing specific requirements, Supplier Partner agrees, in accepting any purchase order from a Member, it shall make a good faith effort to work with Members 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 Supplier Partner agree? Yes 
(Initials of Authorized Representative)

15.3.13. Applicability to Subcontractors

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

Does Supplier Partner agree? Yes 
(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.

Interface Americas, Inc.

Bidder Name



Signature of Authorized Company Official

Natalie Poteran

Printed Name

VP of Finance

Title

9/03/2020

Date

16. Required Documents for Supplier Partners Intending to Do Business in New Jersey

16.1. Ownership Disclosure Form

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

Bidder Name: Interface Americas, Inc.

Street Address: 1503 Orchard Hill Road

City, State Zip: LaGrange, Georgia 30240

Complete as appropriate:

I Click or tap here to enter text., certify that I am the sole owner of Click or tap here to enter text., that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I Click or tap here to enter text., a partner in Click or tap here to enter text., do hereby certify that the following is a list of all individual partners who own a 10 percent (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 percent (10%) or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Natalie Poteran, an authorized representative of Interface Americas, Inc., 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 percent (10%) or more of the corporation's stock or the individual partners owning a 10 percent (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	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	

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


 Natalie Poteran, VP of Finance
 Authorized Signature and Title

9/03/2020
 Date

16.2. Non-Collusion Affidavit (to be completed and included with each proposal submitted to Members in NJ)

Bidder Name: Interface Americas, Inc.

Street Address: 1503 Orchard Hill Road

City, State Zip: LaGrange, GA 30240

State of Georgia

County of Troup

I, Natalie Poteran of the LaGrange in the County of Troup, State of Georgia of full age, being duly sworn according to law on my oath depose and say that:

I am the VP of Finance of the firm of Interface Americas, Inc., the Bidder making the proposal for the goods, services, or public work specified under the 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 Customer Name 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:

Interface Americas, Inc.

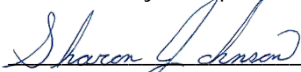


Authorized Signature

VP of Finance

Subscribed and sworn before me

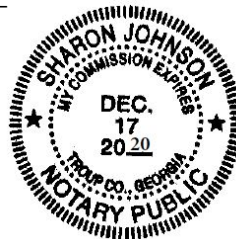
this 1st day of September, 2020



Notary Public of G

My commission expires December 17, 2020

SEAL



16.3. Affirmative Action Affidavit
(P.L. 1975, C.127)

Bidder Name: Interface Americas, Inc.

Street Address: 1503 Orchard Hill Road

City, State Zip: LaGrange, GA 30240

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)

Supplier Partners must submit with proposal:

1. A photocopy of their Federal Letter of Affirmative Action Plan Approval

OR

2. A photocopy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

Public Work – Over Fifty Thousand Dollars (\$50,000) Total Project Cost:

Check One –

☐ No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Customer Name, or

☒ 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.

Interface Americas, Inc.



Authorized Signature

VP of Finance

9/03/2020

P.L. 1995, c. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL & SERVICE CONTRACTS

During the performance of this contract, the Supplier Partner agrees as follows:

The Supplier Partner 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 Supplier Partner 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 Supplier Partner 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 Supplier Partner or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the Supplier Partner, 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 Supplier Partner 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 Supplier Partner's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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

A handwritten signature in blue ink, appearing to be "W. K. ...", is written over a horizontal line.

Signature of Procurement Agent

16.4. 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 Supplier Partners.** What follows are instructions on the use of form local units can provide to Supplier Partners 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/lfmenu.shtml).

1. The disclosure is required for all contracts in excess of seventeen thousand five hundred dollars (\$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 Supplier Partner 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 Supplier Partner and** on file at least ten (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 Supplier Partner 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 Supplier Partners be provided a list of the affected agencies. This will assist Supplier Partners 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 www.nj.gov/dca/lgs/p2p. 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 Supplier Partners 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 "Supplier Partner 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 Supplier Partner also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that Supplier Partner did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the twelve (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 Supplier Partner Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Supplier Partner Instructions

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

- 1) any State, county, or municipal committee of a political party,
- 2) any legislative leadership committee,
- 3) any continuing political committee (a.k.a., political action committee),
- 4) any candidate committee of a candidate for, or holder of, an elective office:
 - a) of the public entity awarding the contract,

- b) of that county in which that public entity is located,
- c) of another public entity within that county,
- d) 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 three hundred dollars (\$300) per election cycle that were made during the twelve (12) months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

- 1) individuals with an "interest" ownership or control of more than ten percent (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,
- 2) all principals, partners, officers, or directors of the business entity or their spouses,
- 3) any subsidiaries directly or indirectly controlled by the business entity,
- 4) 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 Supplier Partner in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the Supplier Partner'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 Supplier Partner's submission and is disclosable to the public under the Open Public Records Act. The Supplier Partner 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 N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

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 ten (10) days prior to the award of the contract.

Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount
Contributor Name	Recipient Name	Date	\$Amount

☐ 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 WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.

16.5. Stockholder Disclosure Form

Name of Business:

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

OR

☒ I certify that no one stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

☐ Partnership

☒ Corporation

☐ Sole Proprietorship

☐ Limited Partnership

☐ Limited Liability Corporation

☐ Limited Liability Partnership

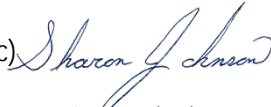
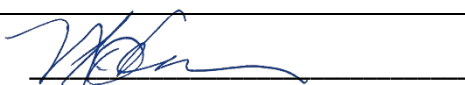
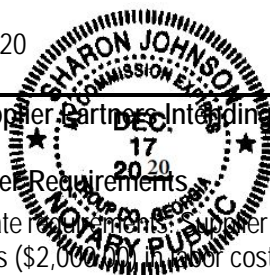
☐ Subchapter S Corporation

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

Stockholders:

Name: N/A

Name: Stockholder Name

Home Address: Home Address	Home Address: Home Address
Name: Stockholder Name	Name: Stockholder Name
Home Address: Home Address	Home Address: Home Address
Name: Stockholder Name	Name: Stockholder Name
Home Address: Home Address	Home Address: Home Address
Subscribed and sworn before me this 1st day of September, 2020. (Notary Public)  My Commission expires: 12/17/2020	 (Affiant) Natalie Poteran, Interface VP of Finance (Print name & title of affiant) 

17. Required Documents for Supplier Partners Intending to Do Business in Arizona

17.1. Arizona Supplier Partner Requirements

AZ Compliance with Federal and state requirements. Supplier Partner agrees when working on any federally assisted projects with more than two thousand dollars (\$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. Supplier Partner agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Supplier Partner must retain records for three years to allow the federal grantor agency access to these records, upon demand. Supplier Partner 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, Supplier Partner 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, Supplier Partner 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".

CCOG reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. CCOG and its members reserve the right to inspect the papers of any Supplier Partner or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Supplier Partner Employee Work Eligibility. By entering into this contract, Supplier Partner 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. CCOG and/or Equalis Group members may request verification of compliance from any Supplier Partner or subcontractor performing work under this contract. CCOG and Equalis Group members reserve the right to confirm compliance. In the event that CCOG or Equalis Group members suspect or find that any Supplier Partner or

subcontractor is not in compliance, CCOG 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 Supplier Partner. All cost associated with any legal action will be the responsibility of the Supplier Partner.

AZ Non-Compliance. All federally assisted contracts to members that exceed ten thousand dollars (\$10,000.00) may be terminated by the federal grantee for noncompliance by Supplier Partner. 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, Supplier Partner 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. Supplier Partner 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 Equalis Group member's discretion. Supplier Partner 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, CCOG and Equalis Group members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, Supplier Partner 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.



Signature of Authorized Representative

9/03/2020

INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE**. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:

Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillippine Islands and Samoa.

Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY

WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)

TO:

**NJ Department of the Treasury
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program**

P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

EXHIBIT A

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 nondiscrimination clause.

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

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter 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 N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, 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 its 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.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance 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 Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

STATE OF NEW JERSEY

Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY 582132517	2. TYPE OF BUSINESS <input checked="" type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY 138
4. COMPANY NAME Interface Americas, Inc.		
5. STREET 1503 Orchard Hill Road	CITY LaGrange	COUNTY Troup
STATE GA		ZIP CODE 30240
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) Interface, Inc.		CITY LaGrange
STATE GA		ZIP CODE 30240
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT		
CITY		COUNTY
STATE		ZIP CODE

Official Use Only	DATE RECEIVED	INAUG. DATE	ASSIGNED CERTIFICATION NUMBER


SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers	30	16	14	1	1	0	0	14	1	0	0	0	13
Professionals	55	25	30	4	0	0	3	18	3	1	0	2	24
Technicians	9	8	1	2	0	0	0	6	0	0	0	0	1
Sales Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Office & Clerical	29	3	26	2	0	0	0	1	4	0	0	0	22
Craftworkers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	123	52	71	9	1	0	3	39	8	1	0	2	60
Total employment From previous Report (if any)	138	59	79	9	0	0	7	43	12	1	0	3	63
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												
	0	0	0	0	0	0	0	0	0	0	0	0	0

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input checked="" type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input checked="" type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR 1 16 2018
13. DATES OF PAYROLL PERIOD USED From: 11/26/2018 To: 12/2/2018		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) Kim Hearn	SIGNATURE 	TITLE Director, Human Resource	DATE MO DAY YEAR 7 24 2020
17. ADDRESS NO. & STREET 1503 Orchard Hill Road	CITY LaGrange	COUNTY Troup	STATE GA
ZIP CODE 30240	PHONE (AREA CODE, NO., EXTENSION) 706 - 882 - 1892		



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: INTERFACE AMERICAS, INC.

Trade Name:

Address: 1503 ORCHARD HILL RD
LAGRANGE, GA 30240-5709

Certificate Number: 0881527

Effective Date: January 16, 2001

Date of Issuance: March 13, 2019

For Office Use Only:

20190313125345452

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

02/05/2020

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

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

PRODUCER J Smith Lanier & Co Atlanta Marsh & McLennan Agency, LLC 11330 Lakefield Drive, Suite 100 Johns Creek, GA 30097-1508	CONTACT NAME: PHONE (A/C, No, Ext): - FAX (A/C, No): E-MAIL ADDRESS: <table border="1"> <tr> <th data-bbox="816 426 1433 447">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1442 426 1572 447">NAIC #</th> </tr> <tr> <td data-bbox="816 457 1433 478">INSURER A : Hartford Fire Insurance Co.</td> <td data-bbox="1442 457 1572 478">19682</td> </tr> <tr> <td data-bbox="816 489 1433 510">INSURER B : Great American Insurance Company</td> <td data-bbox="1442 489 1572 510">16691</td> </tr> <tr> <td data-bbox="816 520 1433 541">INSURER C : PropertyandCasualty Ins Co of Hartford</td> <td data-bbox="1442 520 1572 541">34690</td> </tr> <tr> <td data-bbox="816 552 1433 573">INSURER D :</td> <td data-bbox="1442 552 1572 573"></td> </tr> <tr> <td data-bbox="816 583 1433 604">INSURER E :</td> <td data-bbox="1442 583 1572 604"></td> </tr> <tr> <td data-bbox="816 615 1433 636">INSURER F :</td> <td data-bbox="1442 615 1572 636"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Hartford Fire Insurance Co.	19682	INSURER B : Great American Insurance Company	16691	INSURER C : PropertyandCasualty Ins Co of Hartford	34690	INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															
INSURED Interface, Inc; InterfaceFLOR, LLC; Nora Systems; Interface Americas: FLOR, Inc. 1280 West Peachtree Street, Northwest Atlanta, GA 30309															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			20CSES15008	01/01/2020	01/01/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			20CSES15007	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			TUE033570307	01/01/2020	01/01/2021	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	20WNS15005 20WNS15006	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

WC Policy #20WNS15005 includes state of New Jersey

(GL) Additional Insured, Waiver of Subrogation, Primary & Non-Contributory per Form HG0001 0916 -

Commercial General Liability Coverage Form.

(Auto) Additional Insured, Waiver of Subrogation, Primary & Non-Contributory per form HA 9916 0312 -

Commercial Automobile Broad Form endorsement.

(See Attached Descriptions)

CERTIFICATE HOLDER**CANCELLATION**

****Information Only**

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

AUTHORIZED REPRESENTATIVE

PETER J. KRAUSE

DESCRIPTIONS (Continued from Page 1)

(WC) Form WC0003 13 - Waiver of Subrogation.

(UMC) Following Form per TAU9500 1197 - Excess Liability Policy Form

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Interface Americas, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see Instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1503 Orchard Hill Road

6 City, state, and ZIP code

LaGrange, GA 30240

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

____ - ____ - ____

or

Employer identification number

5 8 - 2 1 3 2 5 1 7

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Pam Monteith

Date ► **1-27-2020**

General Instructions

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

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

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

1.1 Scope of Work

Owner specifies that existing carpet, LVT and existing carpet and LVT waste be recycled in the best possible manner. A reclamation plan will be submitted that will provide directions for the reclamation of recyclable carpet and LVT at the job site. "Environmentally friendly" carpet recycling methods should be performed subsequent to job completion. In this case, "environmentally friendly" methods consist of either:

1. **Recycling** is turning waste materials into new materials of the same value, such as vinyl backing into vinyl backing.
2. **Upcycling** involves turning waste materials into more valuable products
3. **Downcycling** creates less valuable products from waste materials. Turning nylon face fiber into car parts or carpet padding, including nylon face fiber in recycled backings, or using carpet for waste-to-energy are good examples of downcycling.
4. **Repurposing** allows a product to be reused by an organization or individual. Interface assist in facilitating the donation of used carpeting and LVT to charities and other non-profit organizations.

1.2 Description of Services

Collection (Labor): Carpet and LVT must be removed from the existing installation and prepared for pickup based on the type of material and reclamation option selected. Specifications for removal from the jobsite are as stated:

- A. **Removal of Carpet tile for recycling**
 1. Approved carpet tile must be palletized and secured for shipping, i.e. shrink wrap, banding, strapping. Pallets must be a *minimum size of 40"x40"* and stacked approximately 54" high. Pallets cannot be double stacked on the trailer.
 2. Tile must be kept dry and free of any moisture damage.
 3. Trailers must be clean of any non-carpet debris, i.e. construction waste, cardboard boxes, trash.
 4. Material does not contain mold or mildew. Wet carpet will not be accepted.
 5. Material does not contain vinyl asbestos or adhesives containing asbestos.
- B. **Removal of Interface LVT for recycling**
 1. Interface Luxury Vinyl tile must be palletized and secured for shipping. Planks must be stack approximately 2' high north-south direction, alternate 2' high east- west direction. 50 cm LVT can be stacked the same as carpet tile (section A). Pallets must be a *minimum size of 40" x 40"* and stacked approximately 48" high. Pallets must be shrink wrapped and banded. Pallets cannot be double stacked on trailer
 2. LVT must be kept dry and free of any moisture damage. Wet LVT will not be accepted.
 3. Material does not contain mold or mildew.
 4. Material does not contain vinyl asbestos or adhesives containing asbestos.
- C. **Removal of Performance Broadloom for recycling (vinyl backed rolls)**
 1. Approved Performance Broadloom should be rolled or palletized and secured for shipping. Pallets must be a *minimum size of 40"x40"*. If shipment is less than 3000 yds, must be palletized.
 2. Performance Broadloom must be kept dry and free from moisture damage.
 3. Trailers must be clean of any non-carpet debris, i.e. construction waste, cardboard boxes, trash.

Performance Broadloom cont'd

4. Material does not contain mold or mildew. Wet material will not be accepted.
5. Material does not contain vinyl asbestos or adhesives containing asbestos

D. Removal of Broadloom carpet for recycling

1. For less than full truckload quantities (<3000 yds), broadloom will need to be cut or rolled and secured to a pallet by shrink wrap or banding. Pallets must be a **minimum size of 40"x40"**.
2. Full truckload quantities (> 3000 yds), Broadloom should be rolled and secured. The rolls should be neatly placed and stacked in the trailer.
5. The carpet must be accumulated and kept dry for shipping and processing. Wet carpet will not be accepted.
6. Containers must be clean of any non-carpet debris, i.e. construction waste, cardboard boxes, trash.
7. Material must not contain tac strips or metal staples.
8. Material does not contain mold or mildew.
9. Material does not contain vinyl asbestos or adhesives containing asbestos.

E. Repurposing of Carpet material

1. Approval of the material for possible donation will be determined at the jobsite or upon tile submittal.
2. Material will need to be palletized and shrink wrapped. Minimum pallet size is 40"x40".

Material Loading: **Shipper must load material on the carrier, drivers will not assist.** Notification must be given prior to quote submittal of any special requirements such as liftgate, small trucks, etc. Additional fees will apply.

Processing: All possible recycling options must be clearly presented and/or submitted on paper (ReEntry Service Request Form) prior to job start. The accepted reclamation option must be approved in writing by the party requesting the services.

Certification: A certificate will be furnished upon request verifying the reclamation of the carpet and the pounds of material diverted from the landfill.

Interface, Inc. reserves the right to refuse any load or impose penalties for loads outside these guidelines. A charge of \$ 0.25 cents per pound may be levied to any Interface customer for non-compliance to the above listed terms and conditions.

- Less than truckload quantities will be scheduled depending on freight consolidation.
Minimum truckload – 30,000 lbs (5000 yds broadloom, 3500 yds tile)
Maximum truckload – 42,000 lbs (8800 yds broadloom, 4200 yds tile)

As per the ReEntry Matrix, there is no charge for full truckloads of approved vinyl material and Interface LVT. Less than truckload, rates will apply unless consolidation is available in the area. Non vinyl and broadloom will incur freight charges and processing fee.

Please contact ReEntry @ 1888-733-6873 or 1-800-336-0225 ext 6504 to arrange pickup of material.
Email: reentry@interface.com or susan.lewis@interface.com

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

INTERFACE SERVICES, INC.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

106 NORTHPOINT PARKWAY, SUITE 300

6 City, state, and ZIP code

ACWORTH, GA 30102

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

____ - ____ - ____

or

Employer identification number

2 2 - 3 8 4 6 4 9 9

Part II Certification

Under penalties of perjury, I certify that:

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- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign
Here

Signature of
U.S. person ►

Jason Paul

Date ►

01/01/2020

General Instructions

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- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

MODULAR CARPET STANDARD WARRANTY

Interface 20 Year Warranty for Carpet in Education Facilities – Americas

Interface®

Rev. April 2019

InterfaceFLOR, LLC (Interface) warrants its Interface® brand carpet products to the original end-use customer as stated below for a period of 20 years from the date of invoice when used in classroom, corridor, office and student housing applications. Interface® brand carpet products are warranted against manufacturing defects resulting in excessive surface wear, edge ravel, backing separation, shrinking, stretching, cupping, doming, and static electricity. Excessive surface wear means loss of more than 10% by weight of face fiber, assuming proper installation and maintenance strictly in accordance with Interface's Carpet Tile Installation Instructions and Carpet Tile Maintenance Guidelines, both of which can be found on Interface's website. Products containing Intersept® antimicrobial are warranted to maintain antimicrobial effectiveness.

Products constructed of 100% solution dyed yarns are warranted against excessive color loss due to normal exposure to indoor light. This warranty covers odor from plasticizer hydrolysis of Interface carpet tiles caused by moisture (RH) and alkalinity (pH) in concrete slabs when installed strictly within the limits set forth in Interface's Carpet Tile Installation Instructions. All installations must be completed strictly in accordance with Interface's Carpet Tile Installation Instructions. In all installations, there must be no visible moisture on the surface of the concrete slab. Archived written and photographic evidence of moisture and alkalinity test results must be maintained by original end-use customer.

This warranty does not cover tears, burns, cuts, pulls or other damage, deterioration, problems or loss caused by abuse, neglect, misuse, improper installation, improper maintenance, flood, use on stairs, or use with athletic equipment, or installations over substrates where hydrostatic pressure exists. Moisture and pH testing at the installation site are not the responsibility of Interface, and issues related to or arising from excessive moisture and/or pH are specifically excluded from this warranty except as expressly set forth herein and in Interface's installation instructions. This warranty does not cover any problems or damages arising from or related to the use of adhesives or non-recommended installation techniques or conditions.

If a product fails to perform as warranted, Interface will correct the problem in the affected area either by repair or (at Interface's option) replacement with comparable products(s) at no charge to the customer (the customer must provide reasonable cooperation to facilitate Interface's repair or replacement in the affected area). Warranty claims must be made in writing to Interface within a reasonable time from the discovery of the claimed warranted defect, but in any event they must be received no more than 90 days from the time the claimed defect was discovered. Warranty claims must be addressed to: Field Services Department, InterfaceFLOR, LLC, 1503 Orchard Hill Rd., LaGrange, Georgia 30240. Warranty claims must include contemporaneous documentation that all warranty conditions were and continue to be met. This warranty will be void if its terms are not followed. No person other than an officer of Interface may authorize a waiver or modification of the terms of this warranty, which must be in writing and signed by that officer.

THE WARRANTY, REMEDY AND LIMITS OF LIABILITY CONTAINED HEREIN ARE EXPRESSLY IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, REMEDIES AND LIABILITIES, WHETHER EXPRESS OR IMPLIED. INTERFACE MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES THAT MAY ARISE BY OPERATION OF LAW, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF ITS PRODUCTS FOR ANY PARTICULAR PURPOSES. NOTE THAT SOME JURISDICTIONS DO NOT PERMIT DISCLAIMERS OF SOME IMPLIED WARRANTIES, SO YOUR RIGHTS MAY BE DIFFERENT THAN STATED HEREIN. INTERFACE WILL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN ANY CASE.

*This warranty is not valid unless signed and issued with an official control number by Interface Americas' Director, Field Services, Americas region.

Interface 20 Year Warranty for Carpet in Education Facilities – Americas

Invoice No: _____

Invoice Date: _____

Style Name/No.: _____

Color Name/No.: _____

Project Name: _____

Project Address: _____

Where installed within the building: _____

Total Square Yards: _____

Sold To: _____

Ship To: _____

Control No: _____

Issue Date: _____

Interface Director, Field Services
Americas region

Interface Standard Product Warranty – Americas

Interface

Rev. 4/1/19

InterfaceFLOR, LLC (Interface) warrants its Interface® brand carpet products to the original end-use customer as stated below for a period of 15 years from the date of invoice. Interface® brand carpet products are warranted against manufacturing defects resulting in excessive surface wear, edge ravel, backing separation, shrinking, stretching, cupping, doming, and static electricity. Excessive surface wear means loss of more than 10% by weight of face fiber, assuming proper installation and maintenance strictly in accordance with Interface's Carpet Tile Installation Instructions and Carpet Tile Maintenance Guidelines, both of which can be found on Interface's website. Products containing Intersept® antimicrobial are warranted to maintain antimicrobial effectiveness. Products constructed of 100% solution dyed yarns are warranted against excessive color loss due to normal exposure to indoor light. This warranty covers odor from plasticizer hydrolysis of Interface carpet tiles caused by moisture (RH) and alkalinity (pH) in concrete slabs when installed strictly within the limits set forth in Interface's Carpet Tile Installation Instructions. All installations must be completed strictly in accordance with Interface's Carpet Tile Installation Instructions. In all installations, there must be no visible moisture on the surface of the concrete slab. Archived written and photographic evidence of moisture and alkalinity test results must be maintained by original end-use customer.

This warranty does not cover tears, burns, cuts, pulls or other damage, deterioration, problems or loss caused by abuse, neglect, misuse, improper installation, improper maintenance, flood, use on stairs, or use with athletic equipment, or installations over substrates where hydrostatic pressure exists. Moisture and pH testing at the installation site are not the responsibility of Interface, and issues related to or arising from excessive moisture and/or pH are specifically excluded from this warranty except as expressly set forth herein and in Interface's installation instructions. This warranty does not cover any problems or damages arising from or related to the use of adhesives or non-recommended installation techniques or conditions.

If a product fails to perform as warranted, Interface will correct the problem in the affected area either by repair or (at Interface's option) replacement with comparable product(s) at no charge to the customer (the customer must provide reasonable cooperation to facilitate Interface's repair or replacement in the affected area). Warranty claims must be made in writing to Interface within a reasonable time from the discovery of the claimed warranted defect, but in any event they must be received no more than 90 days from the time the claimed defect was discovered. Warranty claims must be addressed to: Field Services Department, InterfaceFLOR, LLC, 1503 Orchard Hill Rd., LaGrange, Georgia 30240. Warranty claims must include contemporaneous documentation that all warranty conditions were and continue to be met. This warranty will be void if its terms are not followed. No person other than an officer of Interface may authorize a waiver or modification of the terms of this warranty, which must be in writing and signed by that officer.

THE WARRANTY, REMEDY AND LIMITS OF LIABILITY CONTAINED HEREIN ARE EXPRESSLY IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, REMEDIES AND LIABILITIES, WHETHER EXPRESS OR IMPLIED. INTERFACE MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES THAT MAY ARISE BY OPERATION OF LAW, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF ITS PRODUCTS FOR ANY PARTICULAR PURPOSES. NOTE THAT SOME JURISDICTIONS DO NOT PERMIT DISCLAIMERS OF SOME IMPLIED WARRANTIES, SO YOUR RIGHTS MAY BE DIFFERENT THAN STATED HEREIN. INTERFACE WILL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN ANY CASE.

LUXURY VINYL TILE
STANDARD WARRANTY

Interface Standard LVT Product Warranty – Americas

Interface

Rev. 8/5/19

InterfaceFLOR, LLC (Interface) warrants its Interface® brand Luxury Vinyl Tile (LVT) products to the original end-use customer as stated below for a period of 15 years from the date of invoice for 4.5mm Sound Choice™ products, and for a period of 10 years from the date of invoice for 3mm Basis™ LVT products:

- Interface® brand LVT products are warranted against excessive wear, provided the material was installed and maintained properly and used as intended and recommended. For these purposes, “excessive wear” is defined as the complete removal of pattern and/or color due to normal traffic and assuming proper installation and maintenance strictly in accordance with Interface’s Luxury Vinyl Tile Installation Instructions and Luxury Vinyl Tile Maintenance Guidelines, both of which can be found on Interface’s website; and
- This warranty covers odor from plasticizer hydrolysis of Interface brand LVT products, to the extent that the odor is caused by moisture (RH) and alkalinity (pH) in concrete slabs, when installed strictly within the limits set forth in Interface’s Luxury Vinyl Tile Installation Instructions.
- All installations must be completed strictly in accordance with Interface’s installation instructions for LVT, which can be found on Interface’s website. In all installations, there must be no visible moisture on the surface of the concrete slab. Archived written and photographic evidence of moisture and alkalinity test results must be maintained by the original end-use customer.

If a product fails to perform as warranted, Interface will correct the problem in the affected area either by repair or (at Interface’s option) replacement with comparable product(s) at no charge to the customer.

Interface also warrants its LVT products against defects arising out of the manufacturing process to the original end-use customer as stated below:

- If the product is determined to exhibit a manufacturing defect within the first year following the date of invoice, Interface will correct the problem in the affected area either by repair or (at Interface’s option) replacement with comparable product(s) at no charge to the customer, as well as pay the reasonable labor costs (as determined by Interface) associated with its repair or replacement;
- If the product is determined to exhibit a manufacturing defect in the second year following the date of invoice, Interface will correct the problem in the affected area either by repair or (at Interface’s option) replacement with comparable product(s) at no charge to the customer, as well as pay fifty percent (50%) of the reasonable labor costs (as determined by Interface) associated with its repair or replacement; and
- If the product is determined to exhibit a manufacturing defect in the third, fourth, or fifth years following the date of invoice, Interface will correct the problem in the affected area either by repair or (at Interface’s option) replacement with comparable product(s) at no charge to the customer, but will not be responsible for any labor costs associated with its repair or replacement.

In all cases in which a covered warranty condition is determined by Interface to exist, the customer must provide reasonable cooperation to facilitate Interface’s repair or replacement in the affected area.

This warranty does not cover cuts, loss of gloss, burns, scratches, indentations, stains or other damage, deterioration, problems, or loss caused by abuse, neglect, misuse, improper installation, improper maintenance, flood, use on stairs, subfloor irregularities, or use with athletic equipment. Moisture and pH testing at the installation site are not the responsibility of Interface, and issues related to or arising from excessive moisture and/or pH are specifically excluded from this warranty except as expressly set forth herein and in Interface’s Luxury Vinyl Tile Installation Instructions and Luxury Vinyl Tile Maintenance Guidelines. This warranty does not cover any problems or damages arising from or related to the use of adhesives or non-recommended installation techniques or conditions.

Interface does not warrant installer's workmanship unless the affected product was installed by Interface affiliate Interface Services Inc. (Interface Services), and then only in accordance with the terms of the Interface Services installation warranty.

Warranty claims must be made in writing to Interface within a reasonable time from the discovery of the claimed warranted defect, but in any event they must be received no more than 90 days from the time the claimed defect was discovered. Warranty claims must be addressed to: Field Services Department, InterfaceFLOR, LLC, 1503 Orchard Hill Rd., LaGrange, Georgia 30240 (USA). Warranty claims must include contemporaneous documentation that all warranty conditions were and continue to be met. This warranty will be void if its terms are not followed. Interface will not pay labor costs to repair or replace material with defects that were apparent before or at the time of installation. No person other than an officer of Interface may authorize a waiver or modification of the terms of this warranty, which must be in writing and signed by that officer.

THE WARRANTY, REMEDY AND LIMITS OF LIABILITY CONTAINED HEREIN ARE EXPRESSLY IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, REMEDIES AND LIABILITIES, WHETHER EXPRESS OR IMPLIED. INTERFACE MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES THAT MAY ARISE BY OPERATION OF LAW, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF ITS PRODUCTS FOR ANY PARTICULAR PURPOSES. NOTE THAT SOME JURISDICTIONS DO NOT PERMIT DISCLAIMERS OF SOME IMPLIED WARRANTIES, SO YOUR RIGHTS MAY BE DIFFERENT THAN STATED HEREIN. INTERFACE WILL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES IN ANY CASE.

RUBBER FLOORING AND
ACCESSORIES
STANDARD WARRANTY

nora® by Interface®

Product Warranty – Americas

nora systems, Inc. (nora) warrants the following nora® brand products (collectively, the “Warranted nora Brand Flooring Products”) as set forth below: norament® and noraplan® rubber flooring, norament rubber stairtread (excluding visually impaired strips), accessories (including visually impaired strips), nora® nTx 020 bond enhancer and adhesives, and the conductivity of its Electrostatic Dissipative (“ESD”) flooring system (norament ed and noraplan ed flooring and adhesive).

nora Brand Flooring Products

- The Warranted nora Brand Flooring Products listed in the table below are warranted to the original end-use customer, for the period of time indicated in the table below, against blemishes and excessive wear due to normal traffic, provided the material was installed and maintained properly and strictly in accordance with the applicable nora Installation Guides and Maintenance Guides, which can be found on the nora.com/us website and used as intended and recommended. For these purposes, “excessive wear” is defined as wear in excess of the following measurements: norament® products and norament® stairtreads, 0.0375” total; noraplan® products, 0.0525” total. All warranty claims must be made by the customer before the end of the time period stated in chart below; and
- The conductivity of ESD flooring system products are warranted to the original end-use customer for a period of 10 years from the date of invoice, provided the material was installed with nora’s conductive adhesive (acrylic or polyurethane), when tested according to the test procedures of ESD S7.1-94 and ASTM-F-150 under >30% relative humidity at room temperature to measure between 10⁶ and 10⁹ OHMS. All warranty claims must be made by the customer within the established 10 year period; and
- Installations of all Warranted nora Brand Flooring Products must be completed strictly in accordance with the applicable nora Installation Guide, which can be found on the nora.com website. In all installations, there must be no visible moisture on the surface of the concrete slab. Written and photographic evidence showing moisture and mat bond test results must be maintained by the original end-use customer.

Product	Blemish and Excessive wear warranty period (years from date of invoice)
nora® stair nosing, wall base, banister trim, sanitary base	5
noraplan® / noraplan® nTx: lona, valua	5
norament® stairtreads (exclusive of the visually impaired strips)	15
norament®, norament® nTx, norament® ed	15
noraplan®, noraplan® nTx, noraplan® acoustic, noraplan® ed	15

If nora determines that a product is covered by this limited warranty, nora will correct the problem in the affected area by either repair or replacement with comparable product(s), at nora’s option, at no charge to the customer.

nora also warrants the Warranted nora Brand Flooring Products to the original end-use customer against defects arising out of the manufacturing process as stated below:

- If the product is determined to exhibit a manufacturing defect and the customer has made a warranty claim to nora within the first year following the date of invoice, nora will correct the problem in the affected area either (at nora’s option) by repair or replacement with comparable product(s) at no charge to the customer, as well as pay the reasonable labor costs (as determined by nora) associated with its repair or replacement;
- If the product is determined to exhibit a manufacturing defect and the customer has made a warranty claim to nora in the second year following the date of invoice, nora will correct the problem in the affected area either (at nora’s option) by repair or replacement with comparable product(s) at no charge to the customer, as well as pay fifty percent (50%) of the reasonable labor costs (as determined by nora) associated with its repair or replacement; and
- If the product is determined to exhibit a manufacturing defect and the customer has made a warranty claim to nora in the third, fourth, or fifth years following the date of invoice, nora will correct the problem in the affected area either (at nora’s option) by repair or replacement with comparable product(s) at no charge to the customer, but will not be responsible for any labor costs associated with its repair or replacement.

nora Adhesive Products

As stated below, nora warrants to the original end-use customer that the following adhesives are free of manufacturing defects: nora[®] AC 100, ED 120, PU 102, 585, dryfix 750, stepfix and prefix tape.

If the adhesive is determined to exhibit a manufacturing defect and the customer has made a warranty claim to nora within the first year following the date of invoice, nora will correct the problem in the affected area either (at nora's option) by repair or replacement with comparable product(s) at no charge to the customer, as well as pay the reasonable labor costs (as determined by nora) associated with its repair or replacement.

nora Warranty Limitations

In all cases in which a covered warranty condition is determined by nora to exist, the customer must provide reasonable cooperation to facilitate nora's repair or replacement in the affected area.

This warranty does not cover cuts, loss of gloss, burns, scratches, indentations, stains or other damage, deterioration, problems, or loss caused by abuse, neglect, misuse, improper installation, improper maintenance, flood, or subfloor irregularities. This warranty does not cover fading or discoloration from prolonged, excessive exposure to sunlight or heat. Moisture testing, when applicable, at the installation site is not the responsibility of nora, and issues, problems or damage related to or arising from excessive moisture are specifically excluded from this warranty except as expressly set forth herein and in the applicable nora Installation Guides and Maintenance Guides. This warranty does not cover any issues, problems or damages arising from or related to installation techniques or conditions not strictly meeting the requirements in the applicable Installation Guide.

nora does not warrant installer's workmanship unless the affected product was installed by nora affiliate Interface Services, Inc., (Interface Services), and then only in accordance with the terms of the Interface Services installation warranty.

Warranty claims must be made in writing to nora within the timeframes indicated herein. Warranty claims must be addressed to: nora systems, Inc., Technical Operations Department, 9 Northeastern Blvd., Salem, NH 03079. Warranty claims must include contemporaneous documentation that all warranty conditions were and continue to be met. This warranty will be void if its terms are not followed. The customer must inspect all products, prior to installation, for patent defects and notify nora thereof, prior to installation; otherwise, this warranty will be void. No person other than an officer of nora may authorize a waiver or modification of the terms of this warranty, which must be in writing and signed by that officer.

This limited warranty and the applicable Installation Guides and Maintenance Guides are subject to change at nora's discretion and without notice. Please contact nora or visit the nora.com website for the latest versions. For additional information regarding usage in recommended applications, please refer to www.nora.com/us or call 1-800-332-NORA. Warranty periods commence on the date of invoice of the product to the original end-use customer.

The warranties herein are only made to the original end-use customer and no other parties. The remedies stated herein are the sole and exclusive remedies of the original end-use customer and the sole and exclusive liability of nora and its affiliates.

THE WARRANTY, REMEDY AND LIMITS OF LIABILITY CONTAINED HEREIN ARE EXPRESSLY IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES, REMEDIES AND LIABILITIES, WHETHER EXPRESS OR IMPLIED. NORA MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AND HEREBY DISCLAIMS ANY AND ALL OTHER WARRANTIES THAT MAY ARISE BY OPERATION OF LAW, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS OF ITS PRODUCTS FOR ANY PARTICULAR PURPOSES. NOTE THAT SOME JURISDICTIONS DO NOT PERMIT DISCLAIMERS OF SOME IMPLIED WARRANTIES, SO YOUR RIGHTS MAY BE DIFFERENT THAN STATED HEREIN. IN NO EVENT WILL NORA BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OR LOSS OF USE, LOSS OF BUSINESS, LOST PROFITS OR REVENUES OR DIMINUTION IN VALUE REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER NORA OR ITS AFFILIATES WERE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT OR OTHERWISE) UPON WHICH THE CLAIM IS BASED, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.

Supersedes all previous information. Effective February 2020.