

April 8, 2022

Dana Carney  
Fleet Sales and Ops Manager  
Factory Motor Parts  
1380 Corporate Center Curve  
Suite 200  
Eagan, Minnesota 55121

**RE: Notice of Award Contract, #COG-2129A, to Factory Motor Parts in response to COG-2129 for Auto & Fleet Parts, Equipment, Supplies, Inventory Programs & Related Services**

Dear Dana:

On behalf of Equalis Group and The Cooperative Council of Governments, thank you for your interest and participation in this Request for Proposal (“**RFP**”) process to develop Equalis Group’s Auto & Fleet Parts, Equipment, Supplies, Inventory Programs & Related Services program. After careful review and scoring of the proposals submitted, it is the decision of the Proposal Review Team that your organization’s proposal is one of the lowest responsive and responsible proposal. As a result, The Cooperative Council of Governments, Inc. has issued the award of this cooperative purchasing contract to Factory Motor Parts.

Accompanying this Award Letter is the fully executed contract documents. The Master Agreement contract award and final agreement will be presented to the CCOG Board of Directors for ratification on behalf of Equalis Group. With the completion of Master Agreement and Administration Agreement, Equalis Group and Factory Motor Parts will be authorized to proceed under the terms of that contract and provide the goods and/or services contracted to current and future Equalis Group members in accordance with the terms, conditions, and pricing as set forth and negotiated pursuant to the RFP.<sup>1</sup>

If you have any questions or concerns, please contact me immediately.

Sincerely,

*David Robbins*

David Robbins - Director of Procurement, Equalis Group  
c: 330.328.9552 | o: 216.478.1070  
e: DRobbins@EqualisGroup.org

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<sup>1</sup> ANY PARTY SEEKING TO PROTEST THIS NOTICE OF INTENT TO AWARD MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH RFP #COG-2129.