



# CORE

OFFICE INTERIORS

CORE OFFICE INTERIORS - A/V & TECHNOLOGY SOLUTIONS

## Equalis Group RFP Response

SPECIALLY PREPARED FOR

## REGION 10 ESC

### #R10-1130

OFFICE & CLASSROOM COLLABORATION SOLUTIONS

MARCH 10, 2022

**PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA**

**Instructions:**

Respondents should incorporate their questionnaire responses directly into the green cells below. Failure to provide responses in this format may result in the proposal being deemed as non-responsive at the sole discretion of Region 10.

Respondents may incorporate additional documents as part of their response which may be utilized by Region 10 as part of the evaluation. Additional documents must be consolidated as part of this Section 2 at the end of your response.

Region 10 has associated the evaluation criteria with the question that most closely aligns with that respective evaluation criteria. Region 10 reserves the right at its sole discretion to base its evaluation and specific evaluation criteria on any part of the respondent’s proposal.

Evaluation Criteria	Question	Answer
<b>Basic Information</b>		
Required information for notification of RFP results	<i>What is your company’s official registered name?</i>	AFMA, Inc. dba Core Office Interiors (Herein referred to as COREoi)
	<i>What is the mailing address of your company’s headquarters?</i>	10300 Metric Blvd., Suite 200, Austin, Texas 78758
	<i>Who is the main contact for any questions and notifications concerning this RFP response, including notification of award? Provide name, title, email address, and phone number.</i>	John Trump, Director of Technology & AV Sales, jtrump@coreoi.com, 281-773-5324 (cell)
<b>Products/Pricing (30 Points)</b>		
Coverage of products and services	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Ability of offered products and services to meet the needs requested in the scope	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Pricing for all available products and services, including warranties if applicable	<i>Does the respondent agree to offer all future product and services at prices that are proportionate to contract pricing offered herein?</i>	Yes, COREoi agrees to all Terms and Conditions of the Equalis Contract.
	<i>Does pricing submitted include the required administrative fee?</i>	Yes, the pricing submitted includes the required administrative fee.
	<i>Do you offer any other promotions or incentives for customers? If yes, please describe.</i>	COREoi offers a 1.5% cash rebate on orders above \$100,000. In the event a cash rebate is not a viable option, the purchasing agency has the option to choose between the rebate or a 1.5% discount. All rebates are paid upon final invoice payment.

<p>Ability of Customers to verify that they received contract pricing</p>	<p><i>Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections?</i></p>	<p>Yes, all goods and services have been made available in Attachment B.</p>
	<p><i>Outline your pricing strategy provided in Attachment B. If utilizing a list price, please indicate where agencies can find the list and your methodology for determining that list price.</i></p>	<p>We utilize a standardized discount structure taken off the respective auditable and verifiable list price (MSRP). Most recent list prices for any listed manufacturer can be requested from and will be promptly supplied from COREoi.</p>
<p>Payment methods</p>	<p><i>Define your invoicing process and methods of payments you will accept. Please include the overall process for agencies to make payments</i></p>	<p>COREoi requires a 50% deposit to place the order, a 40% deposit payment when installation is scheduled, and a final 10% on project completion. We accept ACH/Wire Payments, Checks, or Credit Card Payments with a 3% fee.</p>
<p>Other factors relevant to this section as submitted by the Respondent</p>	<p>No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination</p>	
<p><b>Performance Capability (25 Points)</b></p>		
<p>Ability to deliver, design, and install products and services</p>	<p><i>Please outline your products and services being offered, including the features and benefits and how they address the scope being requested herein. Please be specific; your answer to this question, along with products/services provided in your pricing file will be used to evaluate your offering.</i></p>	<p>At COREoi we are experts in the design and implementation of everything from interior furnishings to acoustical products, audio visual to architectural wall systems and everything in between. Our Proven Process is based in our core belief that our projects are most successful when we hold ourselves accountable. Our efforts to maintain accountability are upheld by a transparent, client-centric process, and a communications-driven client experience. We follow a common process flow which starts with listening. Our team works to identify all projects needs in the beginning and utilizes up-front contracting to result in workplaces that meet the project schedule and budget. As our process begins, it also ends with listening. We take the time to gather to your feedback, archive our projects, and develop strategies for even better results in the future. We improve upon our process and start over. Our proven process is unique because we have analytics in place to prove it is working. We call it our “Proven Process” because we measure it to ensure we are meeting goals. The “Proven” part of our process comes from our ability to monitor KPRs specifically developed to measure our service. Using our Project Dashboard, we can see immediately how we are living up to our Service Level Agreements (SLA’s) which is the commitment we make with our clients, and each other. This Dashboard is found in our HubSpot software and its monitored daily.</p>
	<p><i>Please outline your design services and how you work with clients to develop a collaboration space design.</i></p>	<p>The Design process begins with the receipt of the RFP while we simultaneously anticipate all elements necessary for managing an account of this size and complexity. The planning starts as soon as a project is awarded. The project manager will hold a mandatory Kick- Off meeting where all project members will be assigned specific responsibilities and deadlines.</p> <p>To ensure the most accurate and precise order and installation process, COREoi team members will site verify various aspects of the design, specification, and installation.</p> <p>Our budget proposal tool can quickly build out audio visual and technology solutions and the chairs, desks, workstations, etc. that make up those spaces. We consult, select the appropriate systems, select finish options, and get a preliminary budget in your hands so you can narrow down options quickly and with confidence.</p> <p>Our Design and consulting Team can work with your team in real-time to review and adjust product solutions using live design. This eliminates back-and-forth file sharing and emails, saving valuable time, as well as minimizing the chance for errors and increasing accuracy.</p> <p>We can share your space in Virtual Reality so you can walk around it and get a feel for it, as if you were there! We also offer live product demonstrations in our showrooms ranging from video teleconferencing,</p>

		<p>interactive displays, fully functioning Hi-Flex classroom, and an extensive selection of furnishings and options. Also, our Design Team can conduct live design sessions where we make edits in the virtual environment so you can see the changes in real-time, in 'real' life!</p> <p>Our client portal is a secure, real time, self-service module that provides you a gateway into the life cycle of each project. You can review accounting information, project status, and up-to-date order and work order information, whenever, wherever.</p>
	<i>States Covered - Respondent must indicate any and all states or geographies where products and services are being offered. If your services are limited to a certain area, please be specific on the area your services are provided.</i>	COREoi operates daily within the state of Texas.
	<i>List the number and location of offices, or service centers for all states being proposed in solicitation</i>	COREoi has showroom & office locations in the following places: Austin, Texas; San Antonio, Texas; and Houston, Texas.
History of meeting the delivery, installation, and maintenance timelines	<i>Outline the typical installation process, anticipated timelines and any ongoing maintenance that may be required.</i>	<p>COREoi will coordinate the delivery schedule with the Client Project Managers. The team will be notified in writing within two weeks of placing the order when we plan to deliver. Knowing that we will need to work around other trades, we will coordinate closely as dates arrive making any necessary tweaks to our delivery and deployment schedule. Because we can pinpoint an exact date and time for delivery, no unscheduled trucks will arrive to the job site.</p> <p>The COREoi Project Manager will provide the client with an installation schedule so they will know exactly what our tasks include each day and where we are expected to work. This schedule along with our highly collaborative nature will allow us to work around other trades within the building.</p> <p>COREoi will address and resolve customer quality issues through our dedicated team, escalating concerns to management when needed. We place the utmost value on managing risk and ensuring quality all while minimizing end user downtime throughout the project.</p> <p>The project manager will schedule a formal close-out meeting with the client team to ensure all project activities (including system training) and contract obligations have been completed at the team's full satisfaction.</p> <p>COREoi tracks each product using a unique bar code serial number that is tied to production date and time, as well as original sales history. Bar code labels provide a permanent record of order data and are readable Asset Management systems. This information facilitates add-on orders, tracking repairs as well as utilization of our manufacturer's Lifetime warranties. Data captured using serialized product is made available for client use in xls/csv format. COREoi will replace any item under warranty and will evaluate items if a user issue is reported; COREoi is willing to work with the client in any circumstance.</p>
Response to emergency orders and maintenance repair/requests	<i>Describe the type of emergency orders or requests your organization typically receives and how you respond to those requests</i>	ICE Product (In Case of Emergency) is stocked in both the Austin and Houston warehouses and, if we do not have it the warehouse, our supervisors have credit cards to purchase items at local suppliers. All our High-Volume Vendors process warranty orders within 24 hours of receipt shipping them overnight within three to five business days.
Return and restocking policy and applicable fees	<i>Please describe your company's return and restocking policy, including any commitments necessary for services and fees for agencies to end services early.</i>	All orders are custom and are not able to be canceled once confirmed with the manufacture. If the order can be canceled there may be a restocking fee up to 35%, depending on the manufacture.
Customer service/problem resolution	<i>Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).</i>	Customer Service is provided by the Salesperson and Project Manager and are available Monday – Friday 8 to 5. After the project is complete if service is needed you can request online via a Service Request or by contacting your salesperson or project manager.

Financial condition of vendor	<p><i>Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit &amp; bond ratings, letters of credit, and detailed reference letters</i></p> <p><i>What was your annual sales volume over last three (3) years?</i></p>	<p>See Attached: Financial Statements, Letter of Bondability, Trade References</p> <p>2018- \$ 8,500,000 2019- \$38,456,000 2020- \$32,600,000 2021- \$28,500,000</p>
Capabilities related to ordering, estimation, reporting, and overall website ease-of-use	<p><i>Provide relevant information regarding your estimation, ordering, and overall implementation.</i></p>	<p>COREoi will work with your team to establish a milestone date for receipt of Purchase Order to ensure a timely order process. All orders will be processed through RPC Core (our internal business system) where then our partners work directly with COREoi to review the order and group product to achieve the shortest lead-time and easiest customer experience. Once specifications are established and we've received approval, the order is then processed by COREoi and sent to our partners for order management, production, and configuration. The Project Management team coordinates receipt, delivery, and installation. Sign off is completed after a punch-list walk through.</p> <p>The process is underway when a purchase order is obtained; the project manager will evaluate order phasing and managing product lead times. This step also includes the manufacturing, and pre-configuration of all products as well as shipping and installation. The monitoring and controlling process focuses on tracking, reviewing, and adjusting the progress and performance of the project. Continuous examination of all aspects of the project gives the project team the necessary awareness of the state of project and identifies areas that may require particular attention.</p>
Training & Implementation	<p><i>Describe training or support you provide to help agencies understand how to utilize the spaces and technology equipment being installed.</i></p>	<p>Our Install Team and/or Account Managers will work with your staff to train them on all aspects of your new technology or product solutions. Additionally, our Installation Team will work with your employees to ensure all parts of their furnishings fit their needs from monitor arms to desk height and task chairs. As new updates come out for our technology solutions, our team will provide remote or on-site assistance as needed to ensure your product is up to date. When applicable, during an adjustment period, two members of our team will arrive on-site for wire management, adjustments, troubleshooting, updates, and proactive maintenance.</p>
Security protocols	<p><i>Describe security protocols in place, including cybersecurity and the safe transmission of data</i></p>	<p>COREoi can provide data storage in compliance with many of our client projects which are bound by HIPAA. Our systems are cloud based and all data is encrypted, backed up, and stored in AWS and Azure secure data sites. We employ multiple layers of end user and end point security including but not limited to, Multi-Factor Authentication, Firewalls, Anti-Virus software, Phishing prevention, and have a companywide Anti-Phishing training protocol.</p>
Integration with other platforms	<p><i>Describe any integrations your organization can provide with other platforms or systems.</i></p>	<p>COREoi is a technology-driven company with a team of highly skilled and trained professionals in the office and in the field. We utilize the cross-communicating systems outlined below:</p> <p>HubSpot- Is a cloud-based CRM and workflow software accessed from your phone, tablet or computer allowing the project team to monitor the progress of an opportunity. This includes team members from both inside and outside of COREoi. Common referred to as our "Domino's Pizza Tracker" all opportunities/projects are entered into HubSpot, monitored as they flow through the process, and measured to ensure we meet our commitments. COREoi has created extensions so that data collected is shared between HubSpot, RPC Core, and Microsoft Office.</p> <p>CET – Used by our designers to specify the product, CET is a total solution allowing us to work faster, be more accurate and share the results with the project team. CET generates specification and creates 2 and 3D drawings in real time. A "Live" design session is conducted with COREoi's internal designer, account</p>

		<p>manager, client and or architect which speeds up the process as we can make changes on the fly as the drawings are reviewed.</p> <p>Synergy/Compass – Created by Allsteel for their dealers, Compass, an Oracle based software, is the vehicle which orders are reviewed for accuracy, discounted with client’s contract, and transmitted to the factory for production. It acts as a safeguard and identifies specification and pricing errors prior to the quoting process.</p> <p>RPC Core – A cloud-based ERP Software written specifically for the contract furniture industry. RPC Core streamlines operations to create efficiencies. This single platform creates quotes, stores client information, generates orders, tracks orders, log receipt of products, manages punch-lists, generates invoices, and has an inventory management system. Our employees can use it in the field as easily as in the office.</p> <p>RPC Core MOSS – This is the cloud-based Mobile Operational &amp; Service System (MOSS) extension created by RPC Core. This is a field application used on tablets to allow our field service workers to address issues as they arise in the field. It gives them access to orders or drawings and allows them to take and store photos. This program allows for immediate punch resolution.</p>
Other factors relevant to this section as submitted by the Respondent	<i>Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency</i>	COREoi and our Operations Team currently has the capacity to provide monthly management reports and analytics through our joint CRM and Asset Management Software. These powerful tools would allow for this level of reporting through dashboards and data management.
	<i>Provide your safety record, safety rating, EMR and worker’s compensation rate where available.</i>	Please see attached safety logs.
<b>Qualification and Experience (25 Points)</b>		
Respondent reputation in the marketplace	<i>Provide a link to your company’s website</i>	<a href="https://www.coreoi.com">https://www.coreoi.com</a>
	<i>Please provide a brief history of your company, including the year it was established.</i>	AFMA, Inc. was incorporated in Austin, Texas in 1985. In 2018, current CEO, Nick Williams and CFO Max Dittmer purchased the company and partnered with current CRO, Brad Wells who was the owner of Furniture for Business. In 2019, the trio entered the Houston market with a merger with CRG and became the current version of CORE Office Interiors. In 2021, the San Antonio office was opened with COREoi now servicing all major markets in South Texas.
Past relationship with Region 10 ESC and/or Region 10 ESC members	<i>Have you worked with Region 10 in the past? If so, what was the timeframe for that work?</i>	No, Core Office Interiors has not had the opportunity to work with Region 10.
Experience and qualification of key employees	<i>Please provide contact information and resumes for the person(s) who will be responsible for the following areas. Region 10 requests contacts to cover the following:</i>	<p>Executive Support:  Nick Williams, CEO, 8+ Years of Industry Experience  (512) 832-6400 x 302   (563) 299-0620  nwilliams@coreoi.com  816 Camaron St, Suite #1.05, San Antonio, Texas 78212</p> <p>Brad Wells, CRO, 25+ Years of Industry Experience  713-803-0100 x106   (512) 923-7000  bwells@coreoi.com  7108 Old Katy Road, Suite 150, Houston, TX 77024</p> <p>Max Dittmer, CFO, 6+ Years of Industry Experience  563-554-7413  mdittmer@coreoi.com  10300 Metric Blvd, Suite 200, Austin, TX 78758</p>

		<p>Account Managers :</p> <p>John Trump, Director of Technology &amp; A/V Integration, 15+ Years of Industry Experience (512) 832-6400 x312   (281) 773-5324 <a href="mailto:jtrump@coreoi.com">jtrump@coreoi.com</a></p> <p>Tom Walsh, V.P. Sales   Austin, 8+ Years of Industry Experience (512) 832-6400 ext. 327   (952) 210-9914 <a href="mailto:twalsh@coreoi.com">twalsh@coreoi.com</a></p> <p>Grant Canning, V.P. Sales   Houston, 5+ Years of Industry Experience (713) 803-0100 ext. 111   (210) 887-6880 <a href="mailto:gcanning@coreoi.com">gcanning@coreoi.com</a></p> <p>Matt Hansen, V.P. Sales   San Antonio, 16+ Years of Industry Experience (512) 832-6400 x 402   (210) 420-0470 mhansen@coreoi.com</p> <p>Contract Manager:</p> <p>Crista Hanser Connell, Director of Government Contracts, 25+ Years of Industry Experience (512)832-6400 x315   (713) 829-1877 cconnell@coreoi.com</p> <p>Marketing:</p> <p>Ryne Diaz, Director of Market Strategies &amp; A&amp;D Partnerships, 12+ Years of Industry Experience (832) 577-9177 <a href="mailto:rdiaz@coreoi.com">rdiaz@coreoi.com</a></p> <p>Accounting:</p> <p>Jessica Young, Director of Accounting &amp; Admin, 3+ Years of Industry Experience (512) 832-6400 ext. 313   (480) 276-3311 <a href="mailto:jyoung@coreoi.com">jyoung@coreoi.com</a></p>
<p>Past experience working with the public sector</p>	<p><i>What are your overall public sector sales, excluding Federal Government, for last three (3) years?</i></p> <p><i>What is your strategy to increase market share in the public sector?</i></p>	<p>2019 - \$36,454,000 2020 - \$29,600,000 2021 - \$26,230,000</p> <p>COREoi has developed a vertical market dedicated to increasing market share in the public sector. In addition to this specialized team, our Technology and A/V Integration, Architectural Solutions, and Business Development and Marketing Teams work together to generate leads and healthy ongoing relationships with Entities, Development and Real Estate, and Architects and Engineers in the Public Sector Industry. COREoi frequently exhibits in various industry trade shows to further educate the market(s) on COREoi's unique and broad capabilities.</p>
<p>Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors</p>	<p><i>Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.</i></p>	<p>N/A - NONE</p>

<p>Minimum of 5 public sector customer references relating to the products and services within this RFP</p>	<p><i>Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the entity; contact name &amp; title; city &amp; state; phone number; years serviced; description of services; and annual volume</i></p>	<p><b>Austin ISD</b>  Austin, TX  Over 8 Campus Projects  Design, Delivery, Installation, Project Management  Ms. Fadia Joseph, PMP  FF&amp;E Coordinator, Austin ISD  Cell: (312) 852-8957  <a href="mailto:fadia.joseph@austinisd.org">fadia.joseph@austinisd.org</a></p> <p><b>Lake Travis ISD</b>  Austin, TX  Over 5 Campus Projects  Design, Delivery, Installation, Project Management  Susan Arbuckle, CTSBS  Buyer, Purchasing and Distribution Dept., Lake Travis ISD  office (512) 533-6039  <a href="mailto:arbuckles@ltidschools.org">arbuckles@ltidschools.org</a></p> <p><b>Georgetown ISD</b>  Austin, TX  Over 4 Campus Projects  Design, Delivery, Installation, Project Management  Angie Marsh, CTSBO  Director of Purchasing, Georgetown ISD  512.943.5000, Ext. 6080  <a href="mailto:Marsha1@georgetownisd.org">Marsha1@georgetownisd.org</a></p> <p><b>YETI Coolers</b>  Austin, TX &amp; Toronto, CA  Dual HQ Installation in Austin and Toronto, 175,000 sf  Design, Delivery, Installation, Project Management  Lauren Nuhn  (512) 914-7171</p> <p><b>SailPoint</b>  Austin, TX  New HQ, 145,000 sf  Design, Delivery, Installation, Project Management  Kenny Reynolds  (512) 744-8759</p> <p><b>University of Houston - Victoria</b>  Houston, TX  UHV Campus-Wide Installations, 63,000 sf  Design, Delivery, Installation, Project Management</p>
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Certifications in the Industry	<i>Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable</i>	Please See Attached Proposal Form 3.
Company profile and capabilities	<i>What best describes your position in the distribution channel? (Manufacturer, Authorized Distributor, Value-Add Reseller, Other</i>	COREoi is an Authorized Distributor of a myriad of goods and services, many purveyors of which already have a standing relationship with the Equalis Contract.
Other factors relevant to this section as submitted by the Respondent	<i>If your company is a privately held organization, please indicate if the company is owned or operated by anyone who has been convicted of a felony. If yes, a detailed explanation of the names and conviction is required.</i>	N/A - NONE
		Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services. These will be provided in the space provided in Form 6. No answer is required here.
<b>MWBE Status and/or Program Capabilities (10 Points)</b>		
MWBE status, subcontractor plan, and/or joint venture program	<i>Please indicate whether you hold any diversity certifications, including, but not limited to MWBE, SBE, DBE, DVBE, HUB, or HUBZone</i>	COREoi is a Service-Disabled Veteran-Owned Small-Business with HUB Certification.
	<i>Do you currently have a diversity program in place, such as a Mentor Protégé Program or</i>	Nick Williams, President and CEO, has always wanted to be in the military and originally wanted to become an officer. He enlisted and started my career as a cadet at the University of Iowa in 2007 after


	<p><i>subcontractor program? If you have a diversity program, please describe it and indicate whether you plan to offer your program or partnership through Equalis Group?</i></p>	<p>receiving a scholarship to their ROTC program. He participated as a cadet at the University of Iowa for his first year of school. That summer, Nick enlisted in the Army National Guard and went to basic training and infantry school. Once the war in Afghanistan began to pick up, he resigned his commission as a cadet, enlisted in the infantry, and was in Afghanistan from 2010-2011 for combat deployment. During his service, Nick received his combat infantry badge and two Army Commendation Medals. One for conducting over 100 sniper missions with his team in Afghanistan, and another for his actions on May 25, 2011, in Battle of The Doab. It was one of the most intense experiences of Nick's life and was the largest battle Bravo Company 1-133 INF BN had been in since World War II. When he came back from Afghanistan, he finished his service at the University of Iowa and was reserved after that. Nick started his career in sales at HON while still in the National Guard. When HON relocated Nick to Houston, Texas, his service ended. Nick partnered with Brad Wells and Max Dittmer at the beginning of 2019 to form CORE Office Interiors. COREoi's recent initiative, which ties back to my time and service, shifts the structure of the company to being a service-disabled veteran owned company. At COREoi, we are passionate about supplying our services to the federal government, military bases, and federal entities. Leaning into the governmental aspect of our industry has opened opportunities to engage our many veterans into our day-to-day workflow. Utilizing his knowledge from his time and service allow Nick to provide the best solutions to our government and veteran-owned clients. COREoi has been a member of Hiring Our Heroes since 2019. We partner with the Hiring Our Heroes program out of Fort Hood and have hired a number of veterans both through this program and outside the program. As a Veteran, Nick is proud to have a team of Veterans to support our clients and help generate a great workplace culture!</p>
<p>Please attach any certifications you have as part of your response to Form 6.</p>		
<p>Good faith efforts to involve MWBE subcontractors in response</p>	<p><i>Did your company contact MWBEs or minority chambers of commerce by telephone, written correspondence, or trade associations at least one week before the due date of this RFP to provide information relevant to this opportunity and to determine whether any MWBEs were interested in subcontracting and/or joint ventures?</i></p>	<p>As a HUB-Certified distributor, COREoi has a standing relationship with many minority-owned businesses in the Texas region that we often team with when the need for project staffing right-sizing arises. These services include but are not limited to design services, logistics, delivery, and installation.</p>
<p>Demonstrated ongoing MWBE program</p>	<p><i>Outline your subcontractor strategy and efforts your organization takes to include MWBE subcontractors in future work, including but not limited to efforts to reach out to individual MWBE businesses, minority chambers of commerce, and other minority business and trade associations.</i></p>	<p>Our organization operates as one seamless, HUB-Certified company. We are trained on and share the same proven process, technology platforms, and internal support. No matter what curve balls are thrown at us, our team of close to 70 will pull together and implement a plan to keep the project on schedule. Two primary factors contribute to Coreoi ability to provide the staff needed to complete this project. First, resources are not limited to Austin and COREoi can pull fully trained employees from any one of our three locations (Austin, San Antonio, and Houston). Second, during the implementation phase of the project, COREoi's partners with CUBIX Commercial Solutions, a minority-owned business, to provide supplemental support for furniture installation and delivery and partners with Digital Pro, a minority-owned business to provide install and configuration services for our A/V division. CUBIX and Digital Pro supply us with fully trained critical manpower allowing us to scale our resources. Our team can work overtime to fulfill the project requirements.</p>
<p><b>Commitment to Service Equalis Group Members (10 Points)</b></p>		
<p>Marketing plan, capability, and commitment</p>	<p><i>Detail how your organization plans to market and promote this contract upon award, including how this contract will fit into your</i></p>	<p>Our Director of Market Strategies and A&amp;D Partnerships, Ryne Diaz, puts a distinct focus on boosting our partners to service our clients and industry as a large portion of COREoi's go-to-market strategy. We believe in creating lasting and productive relationships with our partners and clients to provide endless resources</p>

	<i>organization's current go-to-market strategy in the public sector.</i>	and services to aid in the finished product of our industry and end-user partners to elevate the human experience within the built environment.
	<i>Detail how your organization will train your sales force and customer service representatives on this contract to ensure that they can competently and consistently present the contract to public agency customers and answer any questions they might have concerning it.</i>	Upon award COREoi will immediately schedule a strategy and training meeting with representatives of Equalis. We will schedule onsite training for ALL team members to educate them to the details, and benefits of such a contract, presenting to clients, and educating the industry. In addition, we will co-market with Equalis and our vendors via our many social media platforms and marketing strategies. We understand how valuable this contract is and we intend to share the message far and wide.
	<i>Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and Equalis Group and agrees to provide permission for reproduction of such logo in marketing communications and promotions</i>	Yes, we agree to provide our logos and permission to logos for marketing and communication purposes.
Ability to manage a cooperative contract	<i>Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.</i>	COREoi and our Accounting Team currently has the capacity to provide weekly sales reports and analytics through our joint CRM and Asset Management Software. These powerful tools would allow for monthly reporting and analytics specific to Equalis Group contract sales.
	<i>Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:</i>	COREoi currently holds contracts with GSA and BuyBoard.
Commitment to supporting agencies to utilize the contract	<i>If awarded a contract, how would you approach agencies in regards to this contract? Please indicate how this would work for both new customers to your organization, as well as existing.</i>	If awarded, the Equalis contract message will immediately be added to all marketing, presentation and proposal slide decks. Having this contract will be one of the main points of any conversation with potential and new clients. Our teams will pro-actively reach out to our existing client base via phone and email and we will push out marketing materials to our contacts at those clients.
Other factors relevant to this section as submitted by the Respondent	<i>Provide the number of sales representatives which will work on this contract and where the sales representatives are located.</i>	Austin, Texas – (7) : 1 President, 1 V.P., 5 Account Managers Houston, Texas – (8) : 1 President, 1 V.P., 3 Directors, 3 Account Managers San Antonio, Texas – (5) : 1 President, 1 V.P., 3 Directors

**PROPOSAL FORM 3: CERTIFICATIONS AND LICENSES**

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

**Texas Historically Underutilized Business (HUB) Certificate**



Statewide Historically Underutilized Business Program

Certificate/MD Number:	<b>1742387486000</b>
Approval Date:	<b>August 31, 2021</b>
Scheduled Expiration Date:	<b>August 31, 2025</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

**Afma, Inc DBA CORE office interiors**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **August 31, 2021**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

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Statewide HUB Program  
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/MD Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at **512-463-5872** or toll-free in Texas at **1-888-863-5881**.

**PROPOSAL FORM 4: CLEAN AIR WATER ACT**

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

Potential Vendor: Core Office Interiors

Title of Authorized Representative: John Trump, Director of Technology

Mailing Address: 10300 Metric Blvd., Suite 200, Austin, Texas 78758

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

**PROPOSAL FORM 5: DEBARMENT NOTICE**

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

Potential Vendor: Core Office Interiors

Title of Authorized Representative: John Trump, Director of Technology

Mailing Address: 10300 Metric Blvd., Suite 200, Austin, Texas 78758

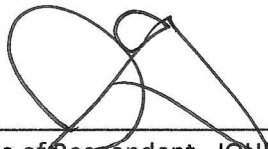
Signature:  \_\_\_\_\_

**PROPOSAL FORM 6: 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 \$10,000 and not more than \$100,000 for each such failure.

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

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.



\_\_\_\_\_  
Signature of Respondent JOHN TRUMP, DIRECTOR OF TECHNOLOGY

02/28/2022  
\_\_\_\_\_  
Date

**PROPOSAL FORM 7: CONTRACTOR CERTIFICATION REQUIREMENTS**

**Contractor’s Employment Eligibility**

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

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

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

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

Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

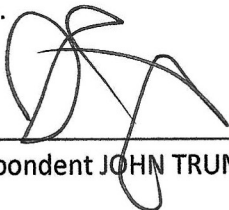
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**Fingerprint & Criminal Background Checks**

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

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

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



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Signature of Respondent JOHN TRUMP, DIR OF TECHNOLOGY

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02/28/2022

Date



**PROPOSAL FORM 8: ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

**VENDOR** Core Office Interiors

**ADDRESS** 10300 Metric Blvd, #200

Austin, TX 78758

**PHONE** 512-832-6400

**FAX** 512-957-0189

**RESPONDANT**

  
\_\_\_\_\_  
Signature

John Trump  
\_\_\_\_\_  
Printed Name

Director of Technology  
\_\_\_\_\_  
Position with Company

**AUTHORIZING OFFICIAL**

  
\_\_\_\_\_  
Signature

BRAD T. WELLS  
\_\_\_\_\_  
Printed Name

C.R.O.  
\_\_\_\_\_  
Position with Company

## **PROPOSAL FORM 9: IMPLEMENTATION OF HOUSE BILL 1295**

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

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

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

### **Filing Process:**

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

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

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

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**PROPOSAL FORM 10: BOYCOTT CERTIFICATION AND TERRORIST STATE CERTIFICATION**

**BOYCOTT CERTIFICATION**

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

Does vendor agree?  JT   
(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**TERRORIST STATE CERTIFICATION**

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

Does vendor agree?  JT   
(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**PROPOSAL FORM 11: RESIDENT CERTIFICATION**

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

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

Texas or Non-Texas Resident

- I certify that my company is a "resident Bidder"
- I certify that my company qualifies as a "nonresident Bidder"

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

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

<b>Core Office Interiors</b>	<b>10300 Metric Blvd., #200</b>	
Company Name	Address	
<b>Austin</b>	<b>Texas</b>	<b>78758</b>
City	State	Zip

**PROPOSAL FORM 12: FEDERAL FUNDS CERIFICATION FORM**

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

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

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

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

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

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

Does vendor agree?     JT    

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

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

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best

interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree?    J   

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

### 3. Equal Employment Opportunity:

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

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

Does vendor agree?    JT   

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

### 4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

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

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree? JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

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

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree? JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

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

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

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree? JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

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

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

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

Does vendor agree? JT





and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree?  JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**11. Profit as a Separate Element of Price:**

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

Does vendor agree?  JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does vendor agree?  JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**13. General Compliance and Cooperation with Participating Agencies:**

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

Does vendor agree?  JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

**14. Applicability to Subcontractors**

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

Does vendor agree?  JT

(Initials of Authorized Representative) JOHN TRUMP, DIR OF TECHNOLOGY

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.

Core Office Interiors

Company Name

  
Signature of Authorized Company Official

John Trump

Printed Name

Director of Technology

Title

02/28/2022

Date

## **PROPOSAL FORM 13: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS**

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

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

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

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

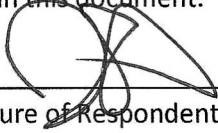
**AZ Non-Compliance:** All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition,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

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

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

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

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



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Signature of Respondent

JOHN TRUMP, DIR OF TECHNOLOGY

02/28/2022

Date

**PROPOSAL FORM 14: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)**

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

Company Name: Core Office Interiors  
Street: 10300 Metric Blvd., #200  
City, State, Zip Code: Austin, Texas 78758

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, 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 Brad Wells, a partner in Core Office Interiors, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.


**OR:**

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

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

Name	Address	Interest
SEE ATTACHED		

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

 C.R.O.  
Authorized Signature and Title      Brad Wells, Owner

02/28/2022  
Date

# Officers/Owners

Nick Williams, President

108 Dove Mountain Drive

Boerne, Texas 78006

Cell: 563-299-0620

Ownership Percentage: 51%

Max Dittmer, Chief Operating Officer

4428 Hunters Lodge Drive

Round Rock, Texas 78681

Cell: 563-554-7413

Ownership Percentage: 24.5%

Brad Wells, Chief Revenue Officer

2447 Monarch Terrace Drive

Katy, Texas 77494

Cell: 512-923-7000

Ownership Percentage: 24.5%

**PROPOSAL FORM 15: NON-COLLUSION AFFIDAVIT**

Company Name: Core Office Interiors  
Street: 10300 Metric Blvd., Suite 200  
City, State, Zip Code: Austin, Texas 78758

State of New Jersey

County of Harris

I, Elizabeth Parker of the Houston  
Name City

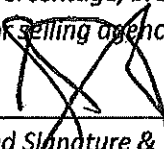
In the County of Harris, State of Texas of full  
age, being duly sworn according to law on my oath depose and say that:

I am the Dir of Technology of the firm of Core Office Interiors  
Title Company Name

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

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

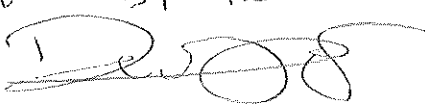
Core Office Interiors  
Company Name

  
Authorized Signature & Title John Trump, Dir of Technology

Subscribed and sworn before me

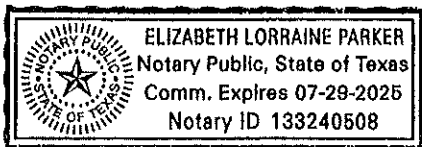
this 3rd day of March, 2022

eparker  
Notary Public of New Jersey  
My commission expires 7/29, 2025

\*UNDERSIGNED BY THE  
PREPARED BY   
RYAN DIAZ

CORE OFFICE INTERIORS  
DIRECTOR OF MARKET  
STRATEGIES & BID  
PARTNERSHIPS

SEAL



**PROPOSAL FORM 16: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)**

Company Name: Core Office Interiors

Street: 10300 Metric Blvd., Suite 200

City, State, Zip Code: Austin, Texas 78758

**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)

Vendors must submit with proposal:

- 1. A photo copy of their Federal Letter of Affirmative Action Plan Approval \_\_\_\_\_  
OR
- 2. A photo copy of their Certificate of Employee Information Report \_\_\_\_\_  
OR
- 3. A complete Affirmative Action Employee Information Report (AA302) \_\_\_\_\_

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

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education \_\_\_\_\_

B. Approved Federal or New Jersey Plan – certificate enclosed \_\_\_\_\_

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

  
\_\_\_\_\_  
Authorized Signature and Title

*D. Director of Technology*

3/2/22  
Date

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

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

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

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color,



national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

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

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

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

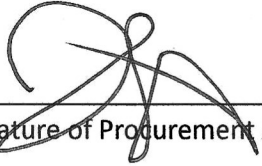
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or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

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

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

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



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Signature of Procurement Agent JOHN TRUMP, DIR OF TECHNOLOGY

## PROPOSAL FORM 17: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.**

What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 ([https://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [https://www.state.nj.us/dca/divisions/dlgs/programs/pay\\_2\\_play.html](https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html) They will be updated from time-to-time as necessary.
  - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used “as-is”, subject to edits as described herein.
  - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

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

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:
  1. of the public entity awarding the contract
  2. of that county in which that public entity is located
  3. of another public entity within that county
  4. or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

\* N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker





**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 Clerk

Sheriff

{County Executive}

Surrogate

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](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

**PROPOSAL FORM 18: STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

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

**OR**

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

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

Partnership

Sole Proprietorship

Limited Liability

Limited Partnership

Partnership

Corporation

Limited Liability

Subchapter S

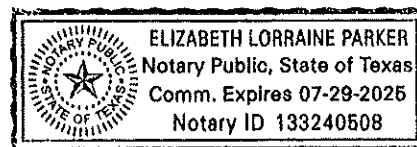
Corporation

Corporation

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

Stockholders:

Name: Nick Williams	Name: Max Dittmer
Home Address: 108 Dove Mountain Drive Boerne, Texas 78006	Home Address: 4428 Hunters Lodge Drive Round Rock, Texas 78681
Name: Brad Wells	Name
Home Address: 2447 Monarch Terrace Drive Katy, Texas 77494	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this <u>3rd</u> day of <u>March</u> , <u>2022</u>	<u>EParker</u> _____ (Affiant)
(Notary Public)	<u>Elizabeth Parker</u> _____ (Print name & title of affiant)
My Commission expires: <u>07/29/2025</u>	(Corporate Seal)





**PROPOSAL FORM 19: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM**

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

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

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

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

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

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

## PROPOSAL FORM 20: EQUALIS GROUP ADMINISTRATION AGREEMENT

### Requirements for Master Agreement To be administered by Equalis Group

**Attachment A, Equalis Group Administrative Agreement** is used in administering Master Agreements with Region 10 and is preferred by Equalis Group. Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response.**



Respondent agrees to all terms and conditions outlined in each of the Administration Agreement.



Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Administration Agreement. Negotiations will commence after sealed Proposals are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

**PROPOSAL FORM 21: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE**  
**OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE**

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

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

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

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

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

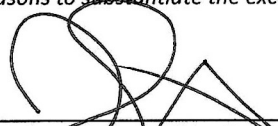
We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

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

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

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

02/28/2022  
Date

  
Authorized Signature & Title  
John Trump, Director of Technology

**PROPOSAL FORM 22: VENDOR CONTRACT AND SIGNATURE FORM**

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

**VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED**

Company name    Core Office Interiors

                    Address    10300 Metric Blvd., Suite 200

                    City/State/Zip    Austin, Texas 78758

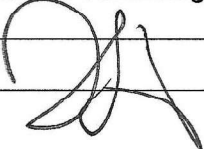
                    Telephone No.    512-832-6400

                    Fax No.    512-957-0189

                    Email address    jtrump@coreoi.com


                    Printed name    John Trump

Position with company    Director of Technology

                    Authorized signature    

Term of contract                     March 1, 2022                     to                     February 28, 2025                    

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

  
\_\_\_\_\_  
Region 10 ESC Authorized Agent

                    4/20/22                      
Date

                    Dr. Jana Melsheimer                      
Print Name

Equalis Group Contract Number                     R10-1130A



# We are best when we **work boldly**

**CORE Office Interiors** is doing things differently and we challenge ourselves to challenge conventions.

While we've helped companies create inspiring spaces since 1985, we've shed old assumptions and rebuilt our internal processes to drive an optimized client experience.

Why? Because we believe we are best when we work boldly.

**Let's Work Boldly, together.**



**John Trump**

Director of A/V & Technology Sales

[jtrump@coreoi.com](mailto:jtrump@coreoi.com)

(281) 773-5324