

THIS MASTER COOPERATIVE PURCHASING AGREEMENT (this "**Master Agreement**") is entered into by and between The Cooperative Council of Governments, Inc., the Winning Supplier, And Equalis. Throughout this Master Agreement, CCOG, Winning Supplier, and Equalis are referred to interchangeably as in the singular "**Party**" or in the plural "**Parties**."

1. RECITALS

A. CCOG is a Council of Governments formed under Chapter 167 of the Ohio Revised Code and serves as a lead agency (a "**Lead Public Agency**") for Equalis Group ("**Equalis Group**"), a national cooperative purchasing organization, by publicly procuring Master Agreements for products and services to be made available to current and prospective Equalis Group members ("**Equalis Group Member**" or "**Member**").

B. Equalis is the third-party procurement administrator for and duly authorized agent of CCOG, and in that role manages the procurement, contract management, marketing, sales, reporting, and financial activities of, for, and on behalf of CCOG at the direction and with the authorization of the CCOG Board of Directors.

C. To the extent that the laws of a state, region, territory, and/or country permit, any public sector entity may join Equalis Group as a Member. The term "**Public Sector Entities**" includes, but is not limited to, political subdivisions, municipal corporations, counties, townships, villages, school districts, special districts, public institutions of higher education or training, units of government, state/regional/territorial agencies, state/regional/territorial governments, federal/national agencies, federal/national governments, and other entities receiving financial support from tax monies and/or public funds.

D. Any organization that is exempt from federal income tax under Section 501(c)(3) of the IRS Code, and any other entity if permitted under the IRS Code and other applicable law, including for-profit companies, may also join Equalis Group as a Member.

E. Equalis Group makes its Master Agreements available through groups and associations ("**Association Partners**") that contract with Equalis for the purpose of providing additional benefits to the members of such Association Partners.

F. Members, Association Partners, and Association Partners' members are referred to throughout this Master Agreement as Equalis Group participants ("**Equalis Group Participants**").

G. CCOG issued this request for proposal ("RFP") on behalf of Equalis Group Participants for and awarded a contract to Winning Supplier as a lowest responsive and responsible bidder. The products and services made available in this contract are defined by the contents of the Winning Supplier's Cost Proposal submission ("**Products & Services**").

H. CCOG and Equalis agree to make the Products & Services from Winning Supplier available to Equalis Group Participants and Winning Supplier agrees to provide the same to Equalis Group Participants who purchase Products & Services ("**Program Participants**") subject to the terms of this Master Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree to the following terms and conditions:

2. TERMS & CONDITIONS

- 2.1. **Personnel & Equipment**. The Parties agree that the number and types of any subcontractors, dealers, distributors, personnel, or specialized equipment which may be required to furnish Products & Services to Program Participants will be determined by Winning Supplier. Winning Supplier agrees to engage the number and types of subcontractors, personnel, and/or specialized equipment necessary to furnish the types of Products & Services to all Program Participants throughout the Term of this Master Agreement and any Customer Agreement.
- 2.2. **Supplemental Agreements**. Winning Supplier may enter into separate supplemental agreements with an Equalis Group Participant to further define the terms and conditions of purchasing Products & Services. Any Customer Agreement entered into as a result of this contract is exclusively between the Program Participant and Winning Supplier. Neither CCOG, Equalis Group, its agents, Member and employees shall be made party to any claim for breach of such agreement.
- 2.3. **Pricing**
- a. **Not-To-Exceed Pricing**. All contract pricing is “*Not-To-Exceed Pricing*” where Members will receive pricing that does not exceed the per unit pricing provided by the respondent in Attachment B. Winning Supplier may adjust pricing lower if needed, without any approval needed, but cannot exceed the pricing on their contract price list.
- b. **Pricing Adjustments**. No price increases are permitted within the first ninety (90) days of this contract’s Effective Date. Should it become necessary or proper during the Term of this Agreement to make any change in design or any alterations that will increase expense, Equalis Group must be notified immediately. Price increases must be approved by CCOG and no payment for additional materials or services, beyond the amount stipulated in the Agreement, shall be paid without prior approval. All price increases must be supported by manufacturer documentation, or a formal cost justification letter.
- It is Winning Supplier’s responsibility to keep all pricing up to date and on file with Equalis Group. All price changes must be provided to Equalis Group, using the same format as was accepted in the original contract.
- c. **Rates & Charges**. The rates, fees, and charges to be charged to and paid by Program Participants for Products & Services are set forth in contract price list. Winning Supplier agrees that there are no other applicable rates, fees, charges, or other monetary incentives for Products & Services except those set forth in Winning Supplier’s cost proposal.
- 2.4. **The Term**. This Master Agreement and the Appendices attached hereto will become effective as of effective date identified in the **Master Agreement Signature Form** (the “**Effective Date**”). This Master Agreement will remain in effect for four (4) years and will expire on the date identified in the **Master Agreement Signature Form** (the “**Termination Date**”) unless extended, terminated, or cancelled as set forth in the Master Agreement (the “**Initial Term**”). This Master Agreement may be renewed for one (1) additional one (1) year period by CCOG (a “**Renewal Term**”) unless this Master Agreement is terminated as set forth herein. By mutual consent of the Parties, the

Term of this Master Agreement may be extended beyond the Initial and Renewal Term (the “**Extended Term**”). The Initial Term together with all Renewal Terms and Extended Terms exercised are hereinafter collectively referred to as the “**Term**.”

2.5. Formation of Contract

- a. **Bidder Contract Documents.** CCOG and Equalis Group will review proposed Bidder contract documents. Bidder’s contract document shall not become part of CCOG and Equalis Groups’ contract with Bidder unless and until an authorized representative of CCOG and Equalis Group reviews and approves it.
- b. **Entire Agreement.** This Master Agreement, including its Recitals, together with all components of the RFP, attachments, appendices, and exhibits hereto, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior oral or written representations and agreements with regard to the same subject matter. The Parties acknowledge that this Master Agreement has been negotiated and incorporates their collective agreement as to the provisions to be contained herein. Therefore, no presumption will arise giving benefit of interpretation by virtue of authorship of any provision of this Master Agreement, and any ambiguity may not be construed for or against any Party. Winning Supplier’s complete and final RFP response is hereby incorporated into and made part of this Master Agreement.
- c. **Modification.** No release, discharge, abandonment, waiver, alteration, or modification of any of the provisions of this Master Agreement, or any of the Appendices incorporated herein, shall be binding upon any Party unless set forth in a writing signed by authorized representatives of the Parties.
- d. **Assignment.** This Master Agreement and the rights and obligations hereunder may not be assignable by any Party hereto without the prior written consent of the other Parties, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Winning Supplier and Equalis may assign their respective rights and obligations under this Master Agreement without the consent of the other Parties in the event either Winning Supplier or Equalis shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sale to, or a transfer of all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Master Agreement will be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this section shall be null and void. This Master Agreement may be extended to additional entities affiliated with the Parties upon the mutual agreement of the Parties. No such extension will relieve the extending Party of its rights and obligations under this Master Agreement.
- e. **Order of Precedence.**
 - (1) General terms and conditions
 - (2) Specifications and scope of work
 - (3) Attachments and exhibits
 - (4) Documents referenced or included in the solicitation

2.6. Confidentiality.

- a. **Obligation.** The nature and details of the business relationship established by this Master Agreement, and the business information regarding the other Party(ies) (the “**Disclosing Party**”) to which a Party(ies) (the “**Receiving Party**”) may become privy during the Term of this Master Agreement (collectively, the “**Information**”) constitute confidential and proprietary information, the disclosure, copying, or distribution of which could result in competitive harm to the Disclosing Party. Each Party agrees to maintain the other Parties’ Information in the strictest confidence and agrees not to disclose, copy, or distribute the other Parties’ Information, whether orally or in writing, directly or indirectly, in whole or in part, except to those of the Receiving Party’s employees, agents, subcontractors, and suppliers with a need to know the Information. The foregoing will not limit a Receiving Party, for purposes of marketing, from informing actual or potential Equalis Group Participants of the existence of a contractual relationship between the Parties. The Parties further agree that they will require that all of their employees, agents, subcontractors, and suppliers abide by the terms of these confidentiality obligations. The confidentiality obligations set forth in this section will continue in effect for the Term of this Master Agreement and for a period of two (2) years after the date this Master Agreement is terminated or expires.
- b. **Exceptions.** Nothing herein will apply to any information (a) which is or becomes generally available to the public other than as a result of a disclosure by a Receiving Party or its representatives, (b) which was available on a non-confidential basis prior to its disclosure by the Disclosing Party or its representatives, (c) which becomes available to a Receiving Party on a non-confidential basis from a source other than the Disclosing Party or its representatives, provided that such source is not known to be subject to any prohibition against transmitting the information, (d) which is disclosed pursuant to an order of court; provided that in the event that proprietary information is disclosed or threatened to be disclosed pursuant to this clause (d), the Receiving Party will give the original Disclosing Party prompt, written Notice, as hereinafter defined, of such threatened disclosure and the right to defend against such disclosure, at Disclosing Party’s expense, and provided further that the original Receiving Party will cooperate reasonably in such defense, or (e) which is subject to a Freedom of Information Act Request or other public records request to which a Party is, or may be, required to respond by applicable law.

2.7. **Indemnification.** Winning Supplier shall protect, indemnify, and hold harmless both CCOG and Equalis Group and its Members, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of Winning Supplier, Winning Supplier employees or subcontractors in the preparation of the solicitation and the later performance under the contract, including any supplemental agreements with Members (“**Losses**”).

2.8. **Winning Supplier Insurance.** During the Term of this Master Agreement, and for two (2) years following expiration or termination of this Master Agreement, Winning Supplier, at its own expense, shall maintain and shall require that its agents, subcontractors, and suppliers engaged in Winning Supplier’s performance of its duties under this Master Agreement maintain general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, or expenses arising out of its performance under this Master Agreement, or any Appendix, and with respect to, or arising out of, Winning Supplier’s provision of Products & Services to Program Participants. CCOG, Equalis, and their respective officers, directors,

employees, and agents will be named as certificate holders on Winning Supplier's related insurance policies. All such insurance policies shall incorporate a provision requiring the giving of written Notice to CCOG and Equalis at least thirty (30) days prior to the cancellation, nonrenewal, and/or material modification of any such policies. Winning Supplier shall submit to Equalis within ten (10) calendar days after the Effective Date of this Master Agreement, and prior to furnishing Products & Services to any Program Participants, valid certificates evidencing the effectiveness of the foregoing insurance policies. Winning Supplier shall provide such valid certificates on an annual basis until the terms of this section are no longer applicable.

2.9. Termination Rights. The Parties shall have the termination rights set forth below.

- a. **Insolvency.** If a petition in bankruptcy is filed by any Party, or if any Party is adjudicated as bankrupt, or if any Party makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the insolvency of any Party, then the other Parties, without prejudice to any other right or remedy, may terminate this Master Agreement upon giving at least five (5) business days prior written Notice of such termination.
- b. **Mutual Consent.** This Master Agreement, or any Appendix, may be terminated at any time by the mutual written consent of the Parties.
- c. **Breach.** In the event that any Party commits a material breach of its obligations under this Master Agreement, except for a payment obligation, the non-breaching Party(ies) may provide written Notice describing the material breach to the breaching Party. The breaching Party will have thirty (30) calendar days to cure such breach or provide acceptable reassurance to the non-breaching Party(ies), or, if the Parties agree that a cure or reassurance is not feasible within thirty calendar (30) days, such period of time for cure or satisfactory reassurance as the Parties may agree in writing. If the breach is not cured within such period or if satisfactory reassurance is not accepted by the non-breaching Party(ies) in such period, then the Party(ies) not in breach may terminate this Master Agreement upon ten (10) business days written Notice at the Addresses for Notices.

2.10. Effects of Termination. Upon termination of this Agreement for any reason, all Customer Agreements entered into with Program Participants shall immediately terminate. Winning Supplier shall immediately cease any sales of Products & Services to any Program Participant under and through the terms of this Master Agreement. Following the date of termination, Winning Supplier shall not be precluded from selling its products and services to individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect either directly or through some other contract vehicle. Following the date of termination, CCOG and Equalis shall not be precluded from transitioning individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect to another agreement or Equalis Group supplier partner.

2.11. Audit of Winning Supplier. CCOG and Equalis, whether directly or through an independent auditor or accounting firm, shall have the right to perform audits, including inspection of books, records, and computer data relevant to Winning Supplier's provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, however, that such inspections

and audits will be conducted upon reasonable notice to Winning Supplier and so as not to unreasonably interfere with Winning Supplier's business or operations.

2.12. Force Majeure. This Master Agreement will be temporarily suspended during any period to the extent that any Party during that period is unable to carry out its obligations under this Master Agreement or the Appendices by reason of an Act of God or the public enemy, act of terrorism, epidemic or pandemic, fire, flood, labor disorder not caused by Winning Supplier, civil commotion, closing of the public highways not caused by Winning Supplier, government interference, government regulations, or any other event or occurrence beyond the reasonable control of the affected Party ("**Event of Force Majeure**"). No Party will have any liability to the other Party(ies) for a delay in performance nor failure to perform to the extent this Master Agreement or any Appendix is so temporarily suspended; provided that nothing contained herein shall apply to payment obligations with respect to obligations which have already been performed under this Master Agreement. If the provision of Products & Services are impeded due to an Event of Force Majeure, then Winning Supplier may apportion the provision of Products & Services among its present and future customers on a fair and reasonable basis after consulting with Equalis and the Program Participants potentially affected and in a manner that would not reasonably be expected to disproportionately affect Program Participants.

2.13. Notices. All notices, claims, certificates, requests, demands, and other communications required or permitted hereunder ("**Notice**") must be in writing and will be deemed given to the Addresses for Notices (a) when delivered personally to the recipient, (b) upon delivery by reputable overnight courier service (charges prepaid), or (c) upon delivery or refusal of delivery by certified or registered mail, return receipt requested, and addressed to the intended recipient. The Parties agree that the day-to-day business communications, including notification of a change of address, pricing updates, or revisions to any Appendix, may be made via electronic communication.

a. Addresses for Notices. Written notices for the Winning Supplier will be sent to the remittance address provided the Winning Supplier's proposal.

i. If to **CCOG**:

The Cooperative Council of
Governments, Inc.
Attn: Board President
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139
Facsimile: 440.337.0002

ii. If to **EQUALIS**:

Equalis Group, LLC.
Attn: Eric Merkle, SVP
5550 Granite Parkway,
Suite 298
Plano, Texas 75024

2.14. Waiver. Other than the rights and obligations with respect to payment provided by this Master Agreement, waiver by any Party(ies) of or the failure of any Party(ies) hereto to enforce at any time its rights with regard to any breach or failure to comply with any provision of this Master Agreement by the other Party(ies) may not be construed as, or constitute, a continuing waiver of such provision, or a waiver of any other future breach of or failure to comply with the same provision or any other provision of this Master Agreement.

- 2.15. Governing Law; Invalidity.** This Master Agreement shall be construed and enforced in accordance with, and governed by, the laws of the State of Ohio without regard to rules of conflict of laws. If any provision of this Master Agreement is declared unlawful or unenforceable by judicial determination or performance, then the remainder of this Master Agreement shall continue in force as if the invalidated provision did not exist. Any suits filed by any Party pursuant to this Master Agreement shall be brought in a court of competent jurisdiction located in Cuyahoga County, Ohio. In the event any Party initiates a suit and that suit is adjudicated by a court of competent jurisdiction, the prevailing Party shall be entitled to reasonable attorney's fees and costs from the non-prevailing Party in addition to any other relief to which the court determines the prevailing Party is entitled or awarded.
- 2.16. No Third-Party Beneficiaries; Survival of Representations.** This Master Agreement is made solely for the benefit of the Parties to it, and no other persons will acquire or have any right under or by virtue of this Master Agreement. Except as otherwise provided herein, all representations, warranties, covenants, and agreements of the Parties shall remain in full force and effect regardless of any termination of this Master Agreement, in whole or in part.
- 2.17. Execution in Counterparts.** This Master Agreement may be executed in one or more counterparts, each of which will be deemed an original. For purposes of this Master Agreement, a facsimile, scanned, or electronic signature will be deemed an original signature.
- 2.18. Nondiscrimination & Intimidation.**
- a. Winning Supplier expressly agrees that in the hiring of employees for the performance of work or services under this Master Agreement or any subcontract that takes place in the State of Ohio, Winning Supplier, its subcontractors, or any person acting on a Winning Supplier's or its subcontractor's behalf shall not discriminate in the hiring of employees by reason of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code nor shall it discriminate against any citizen of the State of Ohio in the employment of labor or workers who are qualified and available to perform the Work to which the employment relates.
 - b. Winning Supplier expressly agrees that Winning Supplier, any of its subcontractors, or any person on behalf of Winning Supplier or its subcontractors in any manner shall not discriminate against or intimidate any employee hired for the performance of work or services under this Master Agreement on account of race, creed, sex, disability as defined in **Section 4112.01** of the Ohio Revised Code, or color.
 - c. Winning Supplier expressly agrees to include principally similar provisions of this section in each of its written subcontractor agreements for the Products & Services subject to this Master Agreement.



REQUEST FOR PROPOSALS:
Sports Construction Services

RFP #:
COG-2138

ISSUED BY:
The Cooperative Council of Governments
On Behalf of Equalis Group

*6001 Cochran Road, Suite 333
Cleveland, Ohio 44139*

DATED:
October 7, 2022

SECTION TWO:
Proposal Submission Documents, Technical Proposal, Cost
Proposal and Other Required Forms

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PROPOSAL FORM CHECKLIST

The following documents must be submitted with the Proposal

The below documents can be found in Section 2; Proposal Submission and Required Bid Forms and must be submitted with the proposal. Please note Proposal Form 2 is a separate attachment (attachment B).

TECHNICAL PROPOSAL

- ☒ **Proposal Form 1: Technical Proposal**

PROPOSAL PRICING: Attachment B is provided separately in a Microsoft Excel file and is required to complete your cost proposal.

- ☒ **Proposal Form 2: Cost Proposal**

OTHER REQUIRED PROPOSAL FORMS:

- ☒ **Proposal Form 3: Diversity Vendor Certification Participation**
- ☒ **Proposal Form 4: Certifications and Licenses**
- ☒ **Proposal Form 5: Unresolved Findings for Recovery**
- ☒ **Proposal Form 6: Mandatory Disclosures**
- ☒ **Proposal Form 7: Dealer, Reseller, and Distributor Authorization**
- ☒ **Proposal Form 8: Mandatory Supplier & Proposal Certifications**
- ☒ **Proposal Form 9: Clean Air Act & Clean Water Act**
- ☒ **Proposal Form 10: Debarment Notice**
- ☒ **Proposal Form 11: Lobbying Certification**
- ☒ **Proposal Form 12: Contractor Certification Requirements**
- ☒ **Proposal Form 13: Boycott Certification**
- ☒ **Proposal Form 14 Federal Funds Certification Forms**
- ☒ **Proposal Form 15: Arizona Contractor Requirements**
- ☒ **Proposal Form 16: New Jersey Requirements**
- ☒ **Proposal Form 17: General Terms and Conditions Acceptance Form**
- ☒ **Proposal Form 18: Equalis Group Administration Agreement Declaration**
- ☒ **Proposal Form 19: Master Agreement Signature Form**

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PROPOSAL FORM 1: TECHNICAL PROPOSAL

1. OVERVIEW & QUALIFICATIONS

1.1. Company Information

1.1.1. Company Name:	The LandTek Group, Inc.	
1.1.2. Corporate Street Address:	105 Sweeneydale Ave, Bay Shore NY 11706	
1.1.3. Website:	www.TheLandTekGroup.com	
1.1.4. Formation. In what year was the company formed? For how long has your company been operating under its present business name? If your company has changed its business name, include the most recent prior business name and the year of the name change.	The LandTek Group, Inc. was organized in 1979, previously under "Mike Ryan Tree Service". The LandTek Group, Inc. officially began in 1988.	
1.1.5. Primary Point of Contact. Provide information about the Bidder representative/contact person authorized to answer questions regarding the proposal submitted by your company:	Contact Name:	John Sulinski
	Title:	Chief Operating Officer
	Phone:	(631) 691-2381
	E-Mail Address:	Jsulinski@landtekgroup.com
1.1.6. Authorized Representative. Print or type the name of the Bidder representative authorized to address contractual issues, including the authority to execute a contract on behalf of Bidder, and to whom legal notices regarding contract termination or breach, should be sent (if not the same individual as in 1.1.9., provide the following information on each such representative and specify their function).	Contact Name:	Michael Ryan
	Title:	President
	Phone:	(631) 691-2382
	E-Mail Address:	Estimatinggroup@landtekgroup.com

1.2. Financial Strength & Legal Considerations

1.2.1. Financial Strength. 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 & bond ratings, letters of credit, and detailed reference letters. Note: you may	The LandTek Group, Inc. has been operating consistently for over 40 years. Our financial history and strong balance sheet are well documented (and further provided for your review) We have earned strong financial relationships with our bonding and banking partners. The LandTek Group, Inc. also continues to grow our vendor and supplier network with our ability to provide the necessary funds to assist in project developments.
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mark this information as a "Trade Secret" per the terms outlined in the RFP.	
1.2.2. Bankruptcy & Insolvency. Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm in the last three (3) years.	The LandTek Group, Inc. and its principals have had no bankruptcies or insolvencies.
1.2.3. Litigation. Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.	As with any large, multi-faceted company such as The LandTek Group, there is the possibility of disputes or claims that may result in litigation. We pride ourselves on our due diligence in mitigating any issues that develop. Our legal knowledge and experienced compliance team has been able to eliminate any litigations within the last 3 years.
1.3. Industry Qualifications	
1.3.1. Company Identification. How is your organization best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?	The LandTek Group Inc. Is considered a turn-key service provider. As is a contracting firm and distributor of synthetic turf, and a manufacturer of fence/gate and netting systems; we are highly qualified in design, construction and maintenance of athletic facilities. LandTek is a multi-divisional organization that can handle multiple tasks depending on the scope of a particular project. While renowned for athletic facility work, LandTek also specializes in the design - build process of large-scale construction projects. The vast portfolio of satisfied LandTek customers provides testimony to the company's capabilities.
1.3.2. Manufacturer Authorization. If your company is best described as a distributor/dealer/reseller (or similar entity), please certify that your organization is authorized to sell on behalf of the products and services you represent.	Being an industry leader for over 40 years, we have obtained mutually beneficial relationships with partners in the sports equipment and construction worlds. LandTek is a certified distributor and reseller for Musco Lighting, Daktronics, Beynon Sports Surfaces, Southern Bleachers, SportsField Specialties, and the globally recognized FieldTurf Company and others. As an authorized representative we are backed by not only our own quality control along with the full support of the manufacturers. Please find attached our certification dealer letter from FieldTurf.
1.3.3. Authorized Distributors, Agents, Dealers, or Resellers.	LandTek has many qualified sales professionals and will serve as a single point of sale. We take pride in

<p>Describe the different channels in which this contract will be made available to Equalis Group Members. Your response should include, but is not limited to, whether your organization will serve as the single point of sale or if the contract will be made available through a network of distributors, agents, dealers, or resellers.</p> <p>NOTE: Bidders intending to authorize distributors, agents, dealers, or resellers must complete <u>Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.</u></p>	<p>being proactive, knowledgeable, and positive to all our customers.</p> <p>We also identify key opportunities associated with new customers via a digital marketing approach, inside sales, marketing events and public bid tracking. This is supplemented by consistently hiring new sales team members with key relationships in our target markets.</p> <p>The LandTek Group also attends local and national industry and customer-based events. Industry events include Sports Builders Association, Sports Turf Managers Association, and American Sports Builders Association. Customer based events include local school board associations, local school facility directors' associations, and local athletic directors' conferences. In addition to these events, we are equally focused on governmental and municipal agencies.</p>
<p>1.3.4. Network Relationship. If your company is best described as a manufacturer or service provider, please describe how your dealer network operates to sell and deliver the Products & Services proposed in this RFP. If applicable, is your network independent or company owned?</p>	<p>At LandTek, we utilize a sales model consisting of fulltime salespeople, sales agents and consultants along with Inside Sales, Marketing Operations. Our network of estimators, project managers, site superintendents, construction managers, site labor and installers are company owned, and all aid in our ability to sell. LandTek currently owns and operates hundreds of pieces of construction equipment with several fleet offices and hubs across the country to efficiently service all of our customers.</p>
<p>1.3.5. Industry Experience. How long has your company provided the products and services outlined in your response to this RFP? What percentage of your company's revenue in each of the last three (3) full calendar years was generated from these products and services?</p>	<p>Established in 1979, The LandTek Group is a contracting company highly qualified in design, construction and maintenance of athletic facilities throughout the east coast. LandTek has grown from a small Long Island establishment concentrating on natural grass athletic fields to a \$200 million company with a \$100 million bonding capacity. We provide specialized services including athletic facility construction, synthetic turf installation and maintenance, natural grass field construction and maintenance, general contracting, concrete, design-assist, surveying, fencing and more. LandTek's breadth of services, value engineering capabilities, proven results and experience, position the company as the leader in the athletic sports facilities construction industry. Our clients include professional sports teams such as the NY Jets, NY Giants, Philadelphia Eagles, NY Mets, NY Red Bulls, NYCFC, Pittsburgh Pirates, Inter Miami CF, Miami Dolphins and the San Diego Wave.</p>

We have worked with government agencies at both transportation hubs such as LaGuardia Airport, JFK Airport and O'Hare Airport as well as government education sites like The US Navy, The US Air Force, US Marines and the Merchant Marine Academy. We have also designed and constructed numerous athletic facilities for many municipalities, universities such as Virginia Union University, University of Miami, Fordham University, Columbia University, and over 5,000+ high schools. We have numerous large-scale vertical construction facility projects including Columbia University, Stony Brook University, Memorial Stadium and more.

LandTek's experienced team understands the processes required to complete every project as envisioned by our customers, regardless of the size or scope. From site development to athletic field installation, LandTek provides a turnkey total solution by self-performing the vast majority of our work. Our quality control and project management processes allow the company to deliver projects on time and within budget while also maintaining a safe environment for our crews and customers. With a team of certified professionals, LandTek commits to focused expertise in all aspects of sports field construction. As an exclusive supplier of FieldTurf, the industry leader of turf manufacturing, LandTek uses nothing but the best material and premier equipment and machinery. Working closely with our clients, LandTek delivers on our promise of "Building Champions from the Ground Up."

In the past five years LandTek has been recognized as a quality sports construction firm through the following industry awards:

- American Sport Builders Association- 2019 Point Pleasant HS, NJ
- American Society of Civil Engineers - 2020 Quality of Life Award- Ellsworth W. Allen Park, NY
- American Sport Builders Association- 2020 Single Field Facility- Bronze Award- Centenary University, NJ
- American Sport Builders Association- 2020 Multi-Field Facility- Silver Award- Flamingo West Park, FL
- American Sport Builders Association- 2021 Track and Field Facility of the Year- Abessinio Stadium at Salesianum School, DEL

100% of LandTek's revenue encompasses all of the products and services provided in this proposal.

<p>1.3.6. Geographic Reach. Describe your company's service area in the United States and which areas you intend to offer services under a resulting contract if awarded.</p>	<p>Currently LandTek covers a large part of the east coast and has expanded to areas such as California, Illinois and West Virginia. With the growth of operations and continued addition of Cooperative Purchasing Programs like this one we foresee LandTek continuing to grow its footprint.</p>
<p>1.3.7. <i>Certifications and Licenses.</i> Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced certifications?</p> <p>NOTE: Provide copies of any of the certificates or licenses included in your response in <u>Proposal Form 5 - Certifications and Licenses.</u></p>	<p>The LandTek Group, Inc. has business licenses in all of our current locations. Our company also has the necessary certifications required to complete a majority of work performed. Our ability to have in-house personnel and professionals work on the majority of our projects, ensures quality control on all levels. Our company has the ability to provide service in all areas, and we are confident that we can obtain any additional licensing that may be required. Our dedicated and experience compliance staff is able to assist with this endeavor. To review our current copies of our state licenses and certifications, please see the attached provided.</p>
<p>1.4. Public Sector Experience</p>	
<p>1.4.1. <i>Public Sector Cooperative Contracts.</i> Provide a list of the public sector cooperative contracts (e.g., state term contracts, public sector cooperatives, etc.) you currently hold and the annual revenue through those contracts in each of the last three (3) calendar year. Please exclude information and data associated with Federal or GSA contracts</p>	<p>We currently hold a multitude of product and service contracts. We also are an authorized distributor/installer on manufacturers cooperative contracts. The cooperative contracts that we have utilized are OGS, GSA, Sourcewell, KPN, NJPA and E & I. We have Non-Disclosure Agreements on many of these contracts but are willing to discuss certain specifics during a descope meeting if we are selected as an entity to Equalis Group deem responsive to this bid solicitation. These contracts total an average of 65million per year based on a look back of 3 years.</p> <p>The LandTek Group, Inc. is eager to have a contract with Equalis and are confident it will be equally beneficial to both parties. With the flexibility of this platform and our support, we anticipate utilizing this contract in lieu of others.</p>
<p>1.4.2. <i>Education Success.</i> What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education)?</p>	<p>Creating relationships and building upon our superior reputation, we have continued to grow our company in all aspects, especially the education driven market, to what it is today. Below is just a snapshot of our project percentages and sales revenue in education generated sales.</p>

	Education: 70% equaling to approximately 110 million dollars in revenue.
1.4.3. Government Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to local governments (i.e., municipalities, counties, special districts, and state agencies)?	<p>The LandTek Group, Inc. has the experience in all sectors of public work such as local governments, driving our growth through sales and relationships. Below is just a snapshot of our project percentages and sales revenue in government generated sales.</p> <p>Education: 25% equaling to \$35,347,000 in revenue</p>
<p>1.4.4. Customer References. Provide references of at least five (5) local government or educational institution customers for which your company has provided products and services similar in nature and scope to those defined in this RFP in the last three (3) years. Each reference should include:</p> <ol style="list-style-type: none"> Customer contact person and their title, telephone number, and email address; A brief description of the products and services provided by your company; Customer relationship starting and ending dates; and, Notes or other pertinent information relating to the customer and/or the products and services your company provided. 	<p>East Islip John Dolan School Superintendent 631-224-2010 jdolan@eischools.org Since 2012 See attached reference pdf for more details</p> <p>Mount Vernon Memorial Field Mt Vernon Ken Jenkins Deputy County Executive O: 914-995-2909 kjenkins@westchestergov.com Since 2019 See attached reference pdf for more details</p> <p>Stony Brook Indoor Adam McLeod Associate Athletic Director O: 631-632-4730 C: 845-641-7142 Adam.mcleod@stonybrook.edu Since 2002 See attached reference pdf for more details</p> <p>Verona HS Ms. Diane DiGiuseppe 973-571-2029 – ddigiuseppe@veronaschools.org Since 2017 See attached reference pdf for more details</p> <p>Centenary University Denton L. Stargel – VP of Business/Finance and CFO – 908-852-1400 ext. 2575 – stargeld@centenaryuniversity.edu Since 2012 See attached reference pdf for more details</p>

VUU

Jerome Furtado
Assistant Athletic Director for Operations
(804)257-5479
jdfurtado@vuu.edu

Since 2019

See attached reference pdf for more details

Virginia Tech

David Chinn
Director of Finance and Planning
(540) 231-3454
dchinn@vt.edu

Since 2017

See attached reference pdf for more details

Abingdon Sports Complex, VA

TOBY BRYINGTON
PROJECT MANAGER
T 276.523.0411

Since 2021

See attached reference pdf for more details

FDU

Contact is Dick Frick
VP of Facilities –
973-443-8926 –
rfrick@fdu.edu
Drew Kriemelmeyer – Derck & Edson
Design Project Manager
717-626-2054
ajk@derckandedson.com

Since 2018

See attached reference pdf for more details

Western Virginia University

Contact- FieldTurf
Scope- Replacement of their current multipurpose synthetic turf field. Removal of old turf and installation of new FieldTurf product.

Penn State University

Doug Wenger
Project Manager
814-863-9622
Jdw132@psu.edu

Since 2019

See attached reference pdf for more details

Perkiomen Valley HS

Josh Bertholf
Grounds Supervisor
215-859-3738
jbertholf@pvsd.org

Since 2020

See attached reference pdf for more details

Millersville University

Ruth Sheetz
Procurement Director
717-871-7884
Ruth.sheetz@millersville.edu

Since 2017

See attached reference pdf for more details

Littlestown HS

Victor Trone
Facility Director
717-359-4146
tronev@lasd.k12.pa.us

Since 2019

See attached reference pdf for more details

Swarthmore College

Mike Boyd
Facility Director
610-328-8577
Mboyd1@swarthmore.edu

Since 2020

See attached reference pdf for more details

The Tatnall School

Angelo Fontanazza
Director of Facilities
302-892-4339
angelofontanazza@tatnall.org

Since 2019

Scope- Track resurface and conversion of multiple fields from natural to synthetic. Including a field hockey field and a multipurpose field.

Eden Park/ City of Wilmington

Leonard Sophrin

	<p>Project manager 302-576-3825 Since 2019 Conversion of multiple fields from natural grass to synthetic.</p> <p>Wellington HS Matt Estes – Superintendant of Sports Facilities 561) 603-3881 Mestes@Wellingtonfl.Gov Since 2019 See attached reference pdf for more details</p> <p>University of Miami Jackie Candela – Sr. Project Manager (305) 284-9891 Jcandela@miami.edu Since 2017 See attached reference pdf for more details</p> <p>FAU Stadium Chris Ryder Associate Athletic Director (516)322-5882 ryderc@fau.edu Since 2017 See attached reference pdf for more details</p>
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2. Products & Services

2.1. PRODUCTS & SERVICES

<p>2.1.1. Product & Services Description(s). Provide a detailed description of the products and services you are offering as a part of your proposal.</p> <p>Your response may include, but is not limited to, information related to differentiators, manufacturing capabilities & advantages, warranty information, turnkey capabilities, installation or set-up, training services, maintenance services, or any other piece of information that would help</p>	<p>Site, Civil Work & Development</p> <ul style="list-style-type: none"> • Site Clearing • Excavation • Drainage • Laser Grading • Piping & Stormwater Storage • Irrigation Systems • Utility Infrastructure • Asphalt Paving <p>Natural Grass Construction</p> <ul style="list-style-type: none"> • Field construction • Sub-surface cooling/heating • Expert design/drainage • Laser grading
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understand the breadth and depth of your product and service offering.

IMPORTANT. This description along with the products and services included in the **Attachment B – Cost Proposal** will be utilized to define the overall products and services available under a resulting contract.

- Aeration
- Seeding
- Sodding
- Fertilization
- Top Dressing
- Clay & Infield Construction

Synthetic Turf

- Synthetic turf installation
- Turf replacement
- Custom logo/end zone designs
- Repairs
- Field Maintenance

Concrete Infrastructure

- Concrete and masonry retaining walls
- Brick pavers
- Curbs & sidewalks
- Installations & repair
- Concrete ADA walks & ramps
- Parking lots, and driveways

Athletic Fencing

- Temporary
- Chain link
- Backstops
- Removable outfield walls
- Netting Systems
- Ornamental
- Security

Site Infrastructure (Above Ground)

- Air supported structures
- Tension fabric buildings
- Press boxes
- Sports facility lighting
- Bleachers
- Scoreboards
- Concession stands
- Restroom Buildings
- Video Score Board & Sound Systems
- Playgrounds

Running Tracks, Sports Courts & Resilient Surfaces

- Acrylic Surfaces

	<ul style="list-style-type: none"> • New construction, and replacement • Surface repairs & patching • Line striping • Tennis Courts • Pickleball Courts • Basketball Courts <p>Construction & Facility Upgrades</p> <ul style="list-style-type: none"> • Bleacher modifications • Concession Stands • Restrooms • Sports Lighting
<p>2.1.2. Additional Offering. Please include any additional products and services not included in the scope of the solicitation that you think will enhance and add value to this contract's participating agencies.</p>	<p>Additional Offerings that the LandTek Group, Inc. provides:</p> <p>Specialized Natural Grass Drainage Systems</p> <ul style="list-style-type: none"> • Quick Drain <p>Sports Field Performance Testing</p> <ul style="list-style-type: none"> • Performance • Agronomic • Impact Testing <ul style="list-style-type: none"> ○ GMAX ○ CLEGG <p>Custom Fence and Netting Systems</p> <p>Emergency Repairs</p> <ul style="list-style-type: none"> • emergency assessment and maintenance to athletic facilities. This includes but is not limited to, drainage repairs, base repairs, synthetic turf repairs and inlaid line replacement, infill replenishment, tennis court crack repairs, track divots and crack repairs, storm damage remediation to athletic fields, irrigation inspection and repair as well as other activities. <p>Natural grass fields require regular maintenance in order to maintain playability. The LandTek Group's comprehensive natural turf maintenance program ensures that playing surfaces are optimized to provide the athletes utilizing the field with the best possible natural turf playing experience. Utilizing industry best</p>

	<p>practices and state-of-the-art equipment, LandTek's comprehensive natural turf maintenance program provides clients with a wide variety of services to optimize your field. In addition, LandTek has several Certified Sports Field Managers on staff, providing clients with the best improvement recommendations</p> <p>With LandTek's 40+ years of experience in sports field construction and maintenance, we are confident in providing additional services around design-build. Having Certified Field Builders and Certified Sports Field Managers on staff along with architect partners and engineers we are confident in streamlining the process from start to finish, bringing the customer's vision to life both economically but efficiently as well.</p> <p>Our certified field staff are also equipped with the most up-to-date technology to properly evaluate any field for safety, and longevity. With particular testing processes LandTek eases the minds of clients and facility owners.</p>
<p>2.1.3. <i>Open Market Products.</i> Provide a detailed description of your ability to accommodate requests for Open Market Products. Open Market Products is a category of products that cannot be found in your standard catalog offering or non-inventoried products.</p>	<p>Additional open market products that don't fall under normal list products include the assessment and installation of undersoil heating and cooling systems including sub-air systems and radiant heat. These systems are designed to help maintain natural grass and synthetic turf fields at optimal conditions for play throughout the different seasons of play.</p>
<p>2.1.4.</p>	<p>The LandTek Group Inc. has warranties that cover all products and our company installations. The LandTek Group, Inc. has warranties that cover the expense of technicians' travel time, and mileage to perform repairs. All necessary repairs will be facilitated and coordinated through our corporate headquarters in Bayshore, NY, where our fully dedicated and experienced maintenance divisions are able to help facilitate any requirements. Our warranty ensures that all products and services are covered, and that any issues that may arise. The LandTek Group, Inc. provides our clients with the satisfaction of service and product support from beginning to the end, or life cycle on each project.</p>
<p>3. <u>Business Operations</u></p>	
<p>3.1. Customer Service</p>	

3.1.1. Customer Service Department.

Describe your company's customer service department & operations. Your description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.

LandTek's sales and technical team will respond within 24 hours after request. We will review with the client what they need and try and meet all their goals. LandTek has a unique differentiation in that account managers are assigned to each entity allowing a focal point for all issues, concerns, opportunities, and services. Account managers adhere to the philosophy that any customer issue will be documented and proactively addressed.

The LandTek Group's standard operating procedure requires that our Project Management team at the onset of any operation define a master plan consisting of the following points:

- Develop an itemized list of desired achievements
- Create general project timeline
- List of potential challengers and/or external factors that could impact overall quality and customer satisfaction
- Establish a plan of action to facilitate the successful completion of a specific project
- Communication is paramount for a successful outcome
- Focus on safety
- Work within budgets and offer value engineered solutions when applicable

During the project our onsite management staff are required to make daily control assessments which are logged in our system. Including any corrective measure required to ensure we meet overall project expectations.

At the end of any project/operation, LandTek's management team conducts a thorough review accessing the following key factors:

- Quality of workmanship
- Overall Cost
- Timeliness
- Project issues and the manner that they were resolved
- How to best grow from the issues and build on the successes of the project

This cycle enables LandTek to continue to grow without sacrificing quality and customer satisfaction.

	<p>Project Phases</p> <ol style="list-style-type: none"> 1. Before the commencement of activities or establishment of a field office for our construction management staff, we will prepare a plan for mobilization and security at the site, and review with representatives for concurrence. The plan will designate areas on the site for contractor parking, field offices, storage areas and routes for material delivery. It is developed to make the most efficient use of the areas available to construction personnel while also accommodating any on-going construction activities. We integrate any field office requirements for the project consultants and representatives. 2. The creation of project controls will provide a vehicle to monitor the physical construction and financial reporting of the project. Before project commencement, we will require that these controls be in place. Issues related to scheduling/coordination of construction, cost control, flow of funds, changes in scope of work, procurement, drawing control, quality assurance, and safety all require proactive monitoring. 3. A detailed recordkeeping system will be prepared and maintained throughout the course of the project. Records shall include but not necessarily be limited to shop drawings, daily logs, progress schedules, quality control reports, change order Logs, and requisition reports. 4. As we approach the end of a project, a punch list is developed in order to ensure even the smallest issues are addressed prior to project completion. But our involvement doesn't end when the project is finished. Moving forward, we continue our customer-oriented approach with ongoing accountability and maintenance. We are a specialized site contractor, performing the vast majority of work in-house in order to control quality and ensure your project is maintained to our high standards. If ever there is an issue, we facilitate all product and labor warranties. Our experienced, in-house local crews, estimators, project managers, operators and builders are not assembled by job. When and if problems do arise, our model minimizes finger pointing, facilitating expedited problem identification and resolution.
3.2. Customer Set Up; Order & Invoice Processing; Payment	
3.2.1. Order & Invoice Process. Describe your company's proposal	The LandTek Group, Inc. has policies and procedures set in place to ensure proper proposal development,

<p>development, order, and invoice process. Your response should include, but is not limited to, acceptable payment methods and standard payment terms.</p>	<p>order processing and successful completion of invoicing.</p> <p>Proposals are generated by our highly experienced Sales & Estimating team, alongside our project management professionals. All aspects of the project are considered when formulating the cost, and the outcome is well thought out in regard to timing, profits and customer/owner satisfaction.</p> <p>The LandTek Group, Inc. produces orders which provide enough detailed information to ensure the customer/owner a simple, standardized, and streamlined representation of the project/service.</p> <p>Our orders include the following:</p> <p>Description of the product or materials Quantity Price Payment terms Shipment method/dates Order reference number Other, job specific information, can always be added if requested or needed.</p> <p>The LandTek Group, inc. always ensures to carefully review an order prior to distribution. Our highly experienced and dedicated staff is committed to the accuracy on each job order.</p> <p>It is a strong focus of LandTek to properly invoice for each one of our projects and orders. LandTek takes pride in ensuring that one of the most crucial steps to managing our company's accounts receivables, is done in an accurate and timely manner.</p> <p>The LandTek Group, inc. keeps its invoicing procedures aligned with our high standards of accuracy and time sensitive needs of all parties involved.</p> <p>Our invoices typically include:</p> <ul style="list-style-type: none"> • The date the invoice was created • Names and addresses of both parties • Description of the goods and services • The price and quantities for those goods and services • The terms of payment • Name and address of the contractor
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	<ul style="list-style-type: none"> • Invoice date and invoice number • Contract number or other authorization for supplies delivered or services performed • Description, quantity, unit of measure, unit price, and extended price of supplies delivered, or services performed • Delivery/Shipping and payment terms • Name and address of contractor official to whom payment is to be sent • Name, title, phone number, and mailing address of person to notify in the event of a defective invoice • Any other information or documentation that may be job specific • Contract number or authorization • Description of supplies delivered, or services performed. • Quantities of supplies received and accepted, or services performed, if applicable. • Date supplies were either delivered or services were performed. • Acceptance of the supplies or services; or
<p>3.2.2. <i>Financing.</i> Does your company offer any financing options or programs? If yes, describe the financing options available to Members.</p>	<p>Via a partnership with Venture Funding Specialists Banking, founded by two lease financing veterans with over 70 years of combined experience, LandTek provides:</p> <ul style="list-style-type: none"> • A full range of programs designed to help equipment manufacturers and distributors enhance sales by offering a financing or leasing option to customers. • Banking relationships with over 30 financial institutions
<p>3.3. Bonding Capabilities</p>	
<p>3.3.1. <i>Bonding.</i> Describe your company's bonding capacity. Your response may include, but is not limited to, the bonding company's surety rating.</p>	<p>The LandTek Group, Inc is bonded by The Hanover Insurance Company (Hanover).</p> <p>Hanover Insurance Company provides a \$25,000,000 single project / \$150,000,000 aggregate program to The LandTek Group, Inc.</p> <p>The Hanover Insurance Company would favorably consider a request from The LandTek Group, Inc. to provide performance and payment bonds that may be required. Such prequalification and approval would be conditioned upon applicable underwriting considerations such as, but not limited to, acceptable</p>

	<p>contract terms and bond forms, confirmation of satisfactory financing and favorable review of the underwriting information at the time of actual request for the bonds.</p> <p>Contact Information: Hanover Insurance (732) 805-2000 USI Insurance Services Lou Spina (516) 419-4092</p> <p>Please find the attached Bonding letter, for your review.</p>
<h2>4. <u>PRICING</u></h2>	
<h3>4.1. Cost Proposal</h3>	
<p>4.1.1. Pricing Model. Provide a description of your pricing model or methodology identifying how the model works for the products and services included in your proposal. Your response should describe how the proposed pricing model is able to be audited by an Equalis Group member to assure compliance with the pricing in the Master Agreement.</p>	<p>Our pricing model is based on a selection of unit priced goods for commonly used athletic products and construction solutions. Additional pricing is provided for items outside of the scope in the attached labor pricing RS Means. RS Means covers the all-inclusive turn-key solutions with a complete list of all products, supplies, material, equipment, services, accessories and options with their description, specification, terms and conditions, and associated pricing for each item.</p>
<p>4.1.2. Auditable. Describe how the proposed pricing model is able to be audited by public sector agencies or CCOG to assure compliance with pricing in the Master Agreement.</p>	<p>The pricing model included in our proposal is based on current market rates. These rates are consistently at or below similar constructs and can be solicited by third party agencies (i.e: RS Means-see 4.1.1)</p>
<p>4.1.3. Cost Proposal Value. Which of the following statements best describes the pricing offered included in Bidder's cost proposal.</p>	<p>The prices offered in your Cost Proposal are:</p> <p><input checked="" type="checkbox"/> lower than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input checked="" type="checkbox"/> equal to what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> higher than what you offer other group purchasing organizations, cooperative purchasing organizations, or state purchasing departments.</p> <p><input type="checkbox"/> not applicable. Please explain below.</p>

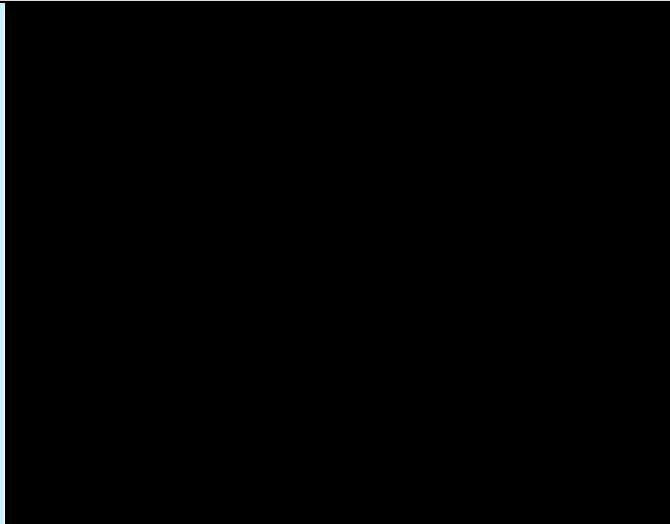
	We have checked both boxes above due to variations in project scope, specifications and contract dollar value.
4.1.4. Additional Savings. Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.	As the Equalis relationship is cultivated we expect increased volumes to result in further discounting capability. Please refer to the attached VPA schedule to determine additional discounts based on volume. See attached table for percentage breakdown.
4.1.5. Pricing Open Market or Sourced Goods. If relevant, propose a method for the pricing of Open Market Items. For example, you may supply such items "at cost" or "at cost plus a percentage" or you supply a quote for each such request. NOTE: For a definition of Open Market Items, please refer to Part One, Section 5 – Pricing.	Product offerings will be priced accordingly to our cost schedule. Items that fall under the cost-plus percentage will be determined by a competitive procurement process. We will provide multiple quotes for comparison and determine the best products meet the customers project specifications and budget.
4.1.6. Total Cost of Acquisition. Identify any total cost of acquisition costs that are <u>NOT</u> included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Bidder.	Our pricing model includes unit costs for standard items including freight, installation etc, Hourly labor rates will be based on units provided and adjusted with labor coefficients for each specific region. RS Means will be utilized to price additional work not specifically identified in the solicitation. Additional fees that may be required: <ul style="list-style-type: none"> • Bonding 1.5% • RSMeans (If Required) 3rd party validation with a fee of 1.4% • Additional insurance requirements (project specific)
5. <u>Go-To-Market Strategy</u>	
5.1. Bidder Organizational Structure & Staffing of Relationship	
5.1.1. Key Contacts. Provide contact information and resumes for the person(s) who will be responsible for the following areas; <ol style="list-style-type: none"> 1. Executive Contact 2. Contract Manager 3. Sales Leader 4. Reporting Contact 	<ol style="list-style-type: none"> 1. Executive Contact- John Sulinski 2. Contract Manager- Lisa Bove 3. Sales Leader- John Nitti 4. Reporting Contact- Melissa Kraus 5. Marketing Contact—Bradley Richtman Please refer to the attached resumes for all key contacts.

<p>5. Marketing Contact.</p> <p>Indicate who the primary contact will be if it is not the Sales Leader</p>	
<p>5.1.2. Sales Organization. Provide a description of your sales organization, including key staff members, the size of the organization, in-house vs. third-party sales resources, geographic territories, vertical market segmentation, etc.</p>	<p>At LandTek, we utilize a sales model consisting of fulltime salespeople, sales agents and consultants along with Inside Sales, Marketing and Sales Operations. Project Managers and division heads also contribute to the LandTek brand awareness and selling. We provide capabilities relative to expertise in tracks, natural turf, synthetic turf, site infrastructure construction, tennis courts, bleachers, lights, concession stands, press boxes, etc.</p> <p>The key staff responsible for the sales team are: John Nitti, VP of Sales & Marketing Marty Lyons, VP of PR, US Wide Sales AJ McCabe: US Sales Operations Brad Richtman: US Marketing</p> <p>Account Manager, Nassau County Account Manager, NJ, PA, DE, MD Account Manager, VA, NC, SC & Certified Sports Field Manager (CSFMS) Relates Sales Consultant - US Sales Agent, Carolinas Account Manager, Long Island and GCs Sales Agent, Mid-Atlantic Account Manager, Long Island and Certified Sports Field Manager (CSFMS) Relates Sales Kevin Slattery, US Inside Sales Account Manager, Suffolk County Account Manager, US Private Sector US Municipalities Account Manager, Southeast & FL</p>
<p>5.2. Contract Implementation Strategy & Expectations</p>	
<p>5.2.1. Contract Expectation. What are your company's expectations in the event of a contract award?</p>	<p>The LandTek Group, Inc. is confident that we can provide a multitude of services and products and become a great ambassador for Equalis. Our goal is to provide exceptional customer service and introduce and utilize our team of dedicated professionals that have the ability and expertise to grow this platform. We are confident that our company assets will provide a reputable and profitably outcome for all.</p>
<p>5.2.2. Five (5) Year Sales Vision & Strategy. Describe your company's vision and strategy to leverage a resulting contract with Equalis over the next five (5) years.</p>	<p>The LandTek Group understands how to successfully market and leverage cooperative purchasing contracts to a variety of public institutions.</p>

<p>Your response may include but is not limited to; the geographic or public sector vertical markets being targeted; your strategy for acquiring new business and retaining existing business; how the contract will be deployed with your sales team; and the time frames in which this will be completed.</p>	<p>Immediately upon award, LandTek will begin marketing the Equalis contract. These steps include but are not limited to:</p> <p>The LandTek Sales and Marketing team will demonstrate to current and future EQUALIS members the value and benefits on Contract purchasing.</p> <ul style="list-style-type: none"> • Provide familiarity/knowledge of member cooperative procurement options. • Cross brand marketing materials with LandTek and Equalis branding for coherent messaging. • Add Equalis logo and information to our website where cooperative purchasing is referenced. • Attendance of national and local conferences promoting partnership. • Educate current subcontractors/ engineers and architects into the EQUALIS fold by explaining the value-added nature of the contract highlighting: <ul style="list-style-type: none"> a) Its simplicity and ease of use. b) Its defined, preferential pricing c) Its proven potency in the marketplace d) Customer references and stories f) Demonstrate (through sales figures and other data) the current success of the contract and its potential to grow with continued understanding and participation. <p>Sales teams will work with Equalis member regarding project scope of work, sports facility construction needs (including infrastructure and additional sports equipment), budget and time frame. LandTek Estimators and the Sales Team will generate customer proposals with relative EQUALIS pricing and language. Customer's will review and approve proposal and then issue a PO to LandTek.</p> <p>The marketing strategy will be handled by the Marketing Manager and Sales Operations to educate all account managers and sales agents in all LandTek territories. LandTek has a commitment to all all our cooperative purchasing agreements. Understanding of the benefits and usage of the Equalis contract will be reviewed with all LandTek employees.</p> <p>The Marketing team will push Equalis content and information regarding the ease of use and benefit to our customers though all marketing channels.</p>
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	<ul style="list-style-type: none"> • Social media post explaining the usage and benefits of cooperative purchasing • Dedicated e-blasts to our data base regarding information about Equalis and our partnership. <ul style="list-style-type: none"> • Marketing at trade shows with EQUALIS. • Generate co-branded fliers. • Sponsor & attend events to get in front of EQUALIS clients. <p>Based on geographical needs and requirements we intend to attend relevant shows and events that coincide with the reach and need of this contract.</p> <p>Relative Sample of Current Trade Shows and Events for 2023</p> <ul style="list-style-type: none"> • NJ Parks And Rec • North Carolina Athletic Directors Show • National Soccer Coaches Association of America • ASBO MD/DC Maryland • Maryland Park and Rec (MRPA) • Illinois Athletic Directors (IADA) • Georgia Athletic Coaches Ass. (GACA) • Sports Turfs Managers Ass. (STMA) • AIA - American Institute of Architects • American School Business Officials (ASBO) • NFHS - National HS ADs • Build Expo • PA School Business Officials • NJ Directors of Athletics Association • NJ School Building and Grounds • NY Purchasing • NYS Parks and Rec • National Athletic Director Conference • Virginia Inter-Scholastic Athletic Administrators Association • NY Suffolk Facilities Annual Golf Outing • NYS Athletics Association • ASLA NY • ASLA Florida • ASLA Virginia • Florida Purchasing • Florida Venue Managers • Florida Educational Facilities Planners • Florida Parks and Rec • NY School Superintendents • NJ School Board Association • Virginia Parks and Rec • Virginia School Board Association • Associated Builders and Contractors Annual National Conference
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	<ul style="list-style-type: none"> • North Carolina Athletic Directors Show • North Carolina Tec and Park Association • Florida ASLA Conference <p>Digital Marketing Website- LandTekGroup.com – Average 2,600 visits a month (30,000 a year) Email Data base – approx. 12,000 (roughly 32 e-blasts a year)</p> <p>Social Media Platforms include: Facebook- 1,800 Followers Twitter- 811 Followers Instagram- 1,066 Followers LinkedIn- 1,413 Followers YouTube- Average of 250 views a month Average: 32,000 impressions/reach across all platforms each month</p>
<p>5.2.3. Sales Objectives. What are your top line sales objectives in each of the five (5) years if awarded this contract?</p>	<p>As a company, we have been very successful leveraging requirements contracts and cooperative purchasing agreements. Over the past five years we have over \$170 million in realized revenue associate with such vehicles. We have also grown overall in the last five years from \$120 million to \$200 million or about 66%. Given that such contract revenue would be more correlated with our sales team, which would be most utilizing the Equalis Contract, that growth over the last five years would be more applicable and is actually 340%. Our customer relationships, proven results, vast experience and value engineering capabilities differentiate LandTek among prospects and customers who want to partner with LandTek for their important projects. Utilizing such contracts gives them the opportunity to choose LandTek while also following procurement guidelines. Many do not want to be forced to work with an inexperienced, low-priced vendor who may experience financial issues on a project and attempts to recoup margins with change orders. Given our success leveraging contracts such as Equalis, we expect the following associated revenue across the east coast and beyond:</p> <p>2023: \$10 million 2024: \$15 million 2024: \$22.5 million 2025: \$27 million 2026: \$32.4 million</p>

6. <u>ADMIN FEE & REPORTING</u>	
6.1. Bidder Organizational Structure & Staffing of Relationship	
<p>6.1.1. Administrative Fee. Equalis Group only generates revenue when the Winning Supplier generates revenue based on contract utilization by current and future Members.</p> <p>The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing product and services through the Master Agreement and is typically two percent (2%) to three percent (3%). In some categories, a flat fee or another fee structure may be acceptable.</p> <p>Please provide your proposed Administrative Fee percentage or structure.</p> <p>NOTE: The proposed Administrative Fee language for this contract is based on the terms disclosed in the <u>Attachment A – Model Administration Agreement</u>.</p>	
<p>6.1.2. Sales & Administrative Fee Reporting. Equalis Group requires monthly reports detailing sales invoiced the prior month and associated Administrative Fees earned by the 15th of each month. Confirm that your company will meet this reporting requirement. If not, explain why and propose an alternative time schedule for providing these reports to Equalis Group.</p>	<p>Based on our experience of using contracts we feel quarterly reporting provides a more accurate view of results based on phases of project completion. Quarterly reports would fall in line with typical project timelines that encompass a large scope and would be in accordance with our accounting procedures.</p>
<p>6.1.3. Self-Audit. Describe any self-audit process or program that you plan to employ to verify compliance with your proposed contract with Equalis Group. This process includes ensuring that</p>	<p>Having been a successful, full-service company for over 40 years, The LandTek Group, Inc. takes pride in our ability to oversee all aspects of the work that we provide. We are able to confidently claim that all aspects of the work, from expediting to execution, ensure correct pricing, reporting and contract</p>

Members obtain the correct pricing, reports reflect all sales made under the Contract, and Winning Supplier remit the proper admin fee to Equalis.	stipulations. Our company encourages communicational meetings within all parties to review the process of a project moving forward. Our goal is to provide exceptional customer service, and we are confident that this is achievable through our already established project management team. Our company has set in place policies and procedures that ensure project quality and progress. Our quality control and project management processes allow the company to deliver projects on time and within budget. Our resources of industry professionals, from certified turf managers, project managers, engineers and experienced corporate staff work together to assist in the day-to-day operations. Our experience, dedication and ability to adapt and overcome challenges on any project have allowed us to be a highly regarded general contractor that specializes in athletic facility construction throughout the United States.
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PROPOSAL FORM 2: COST PROPOSAL

A template for the Cost Proposal has been included as **Attachment B** and must be uploaded as a separate attachment to a Bidder's proposal submission. Bidders are permitted to revise any part of the spreadsheet to the Cost Proposal to accurately reflect the column titles, details, discounts, pricing categories of products, services, and solutions being offered to Equalis Group Members.

Bidder's Cost Proposal must include the information requested in **Section 5 - Pricing**.

NOTE: Cost Proposals will remain sealed and will only be opened and reviewed for those Bidders that meet the minimum Technical Proposal score threshold as described in **Section 6.2 - Evaluation and Scoring of Proposals**.

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PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

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

a. Minority Women Business Enterprise

Respondent certifies that this firm is an MWBE: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise ("DBE")

Respondent certifies that this firm is a SBE or DBE: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

c. Disabled Veterans Business Enterprise (DVBE)

Respondent certifies that this firm is an DVBE: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

d. Historically Underutilized Businesses (HUB)

Respondent certifies that this firm is an HUB: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

e. Historically Underutilized Business Zone Enterprise (HUBZone)

Respondent certifies that this firm is an HUBZone: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

f. Other

Respondent certifies that this firm is a recognized diversity certificate holder: ☐ Yes ☒ No

List certifying agency: [Click or tap here to enter text.](#)

PROPOSAL FORM 4: 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 Bidder to provide the products and services included in their proposal which can include, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable

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

[illegible]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
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PROPOSAL FORM 5: UNRESOLVED FINDINGS FOR RECOVERY

O.R.C. Chapter 9.24 prohibits CCOG from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if such finding for recovery is “unresolved” at the time of award. By submitting a proposal, a Bidder warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under **O.R.C. Chapter 9.24** prior to the award of any contract arising out of this RFP, without notifying CCOG of such finding. The Proposal Review Team will not evaluate a proposal from any Bidder whose name, or the name of any of the subcontractors proposed by the Bidder, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

Is your company the subject of any unresolved findings for recoveries?

- ☐ Yes
☒ No

PROPOSAL FORM 6: MANDATORY DISCLOSURES

1. *Mandatory Contract Performance Disclosure.*

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

Provide statement here. In the course of conducting our construction business, in the past 5 years we were subjected to new claims, most of which we were plaintiffs. The list of which is enclosed with this proposal. We take all formal claims seriously and proactively, and address them as they arise.

2. *Mandatory Disclosure of Governmental Investigations.*

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

Provide statement here. LandTek is proud to disclose that during the past 5 years we had no adverse administrative government action to report.

PROPOSAL FORM 7: DEALER, RESELLER, AND DISTRIBUTOR AUTHORIZATION

CCOG allows Suppliers to authorize dealers, distributors, and resellers to sell the products and services made available through, and consistent with the Terms and Conditions set forth in, the Master Agreement. If Supplier intends to authorize their dealers, distributors, or resellers access to the Master Agreement in the event of a contract award Supplier must provide a list, either in the form of a document or a weblink, to identify those organizations who are being authorized access to the Master Agreement.

Will the Supplier authorize dealers, distributors, resellers access to Master Agreement?

☐ **Yes**

☒ **No**

If yes, how will Supplier disclose which organization(s) will have access to the Master Agreement? This list can be updated from time to time upon CCOG's approval.

Bidder Response: Click or tap here to enter text.

PROPOSAL FORM 8: MANDATORY SUPPLIER & PROPOSAL CERTIFICATIONS

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

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

AND

I, Michael Ryan, President, hereby certify and affirm that The LandTek Group, Inc., is in compliance with all federal, state, and local laws, rules, and regulations, including but not limited to the Occupational Safety and Health Act and the Ohio Bureau of Employment Services and the following:

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

AND

I, Michael Ryan, President, hereby certify and affirm that The LandTek Group, Inc., is not on the list established by the Ohio Secretary of State, pursuant to **ORC Section 121.23**, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

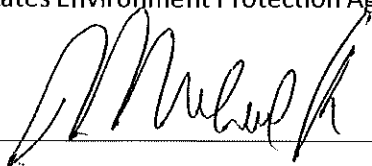
I, Michael Ryan, President, hereby certify and affirm that The LandTek Group, Inc. either is not subject to a finding for recovery under **ORC Section 9.24**, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

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

PROPOSAL FORM 9: CLEAN AIR ACT & CLEAN WATER ACT

The Bidder is 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.

Authorized signature:



Printed Name:

Michael Ryan, President

Company Name:

The LandTek Group, Inc.

105 Sweeneydale Ave, Bay Shore

Mailing Address:

New York 11706

Email Address:

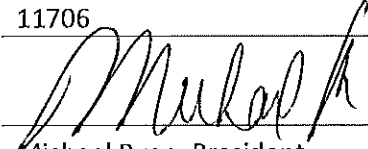
Estimatinggroup@landtekgroup.com

Job Title:

President

PROPOSAL FORM 10: DEBARMENT NOTICE

I, the Bidder, 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.

Respondents Name:	Michael Ryan, President
Mailing Address:	105 Sweeneydale Ave, Bay Shore NY 11706
Signature	
Title of Signatory:	Michael Ryan, President

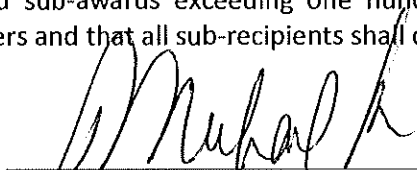
PROPOSAL FORM 11: LOBBYING CERTIFICATIONS

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

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

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

Signature:



Date:

11/10/2022 Michael Ryan, President

PROPOSAL FORM 12: CONTRACTOR CERTIFICATION REQUIREMENTS

1. *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 CCOG Participating entities in which work is being performed.

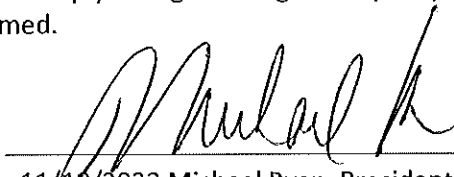
2. *Fingerprint & Criminal Background Checks*

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.

Signature:



Date:

11/10/2022 Michael Ryan, President

PROPOSAL FORM 13: BOYCOTT CERTIFICATION

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

Does Bidder agree? ☒ Yes NR
(Initials of Authorized Representative)

PROPOSAL FORM 14: FEDERAL FUNDS CERTIFICATION FORMS

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements).

All bidders submitting proposals must complete this Federal Funds Certification Form regarding bidder's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to Members for their use while considering their purchasing options when using federal grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

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

1. *Supplier Partner Violation or Breach of Contract Terms*

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

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


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

Does Bidder agree? Yes MR
(Initials of Authorized Representative)

2. *Termination for Cause or Convenience*

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of ten thousand dollars (\$10,000) resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. Participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Bidder will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this


procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does Bidder agree? Yes 
(Initials of Authorized Representative)

3. Equal Employment Opportunity

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

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


Does Bidder agree? Yes 
(Initials of Authorized Representative)

4. Davis-Bacon Act

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


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

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

Does Bidder agree? Yes 
(Initials of Authorized Representative)

5. Contract Work Hours and Safety Standards Act


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

Does Bidder agree? Yes 
(Initials of Authorized Representative)

6. Right to Inventions Made Under a Contract or Agreement

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


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

Does Bidder agree? Yes 
(Initials of Authorized Representative)

7. Clean Air Act and Federal Water Pollution Control Act

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

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

Does Bidder agree? Yes 
(Initials of Authorized Representative)

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

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

Does Bidder agree? Yes *NA*
(Initials of Authorized Representative)

9. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 USC 1352) – Supplier Partners that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Supplier Partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does Bidder agree? Yes *NR*
(Initials of Authorized Representative)

10. Procurement of Recovered Materials

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

Does Bidder agree? Yes *NA*

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of one hundred fifty thousand dollars (\$150,000), a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a participating agency, Supplier Partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Supplier Partner agrees that the total price, including profit, charged by Supplier Partner to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Supplier Partner's Group Purchasing Agreement.

Does Bidder agree? Yes NR
(Initials of Authorized Representative)

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 Bidder agree? Yes NR
(Initials of Authorized Representative)

13. Domestic preferences for procurements

For participating agency purchases utilizing Federal funds, Bidder agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Does Bidder agree? Yes NR
(Initials of Authorized Representative)

14. General Compliance and Cooperation with Members

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a Member, it shall make a good faith effort to work with Members to provide such information and to satisfy

such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does Bidder agree? Yes MR
(Initials of Authorized Representative)

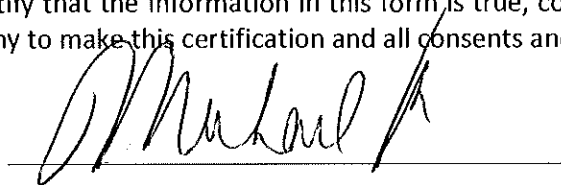
15. Applicability to Subcontractors

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

Does Bidder agree? Yes MR
(Initials of Authorized Representative)

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

Authorized
signature:

A handwritten signature in black ink, appearing to read "Michael Ryan", is written over a horizontal line.

Printed Name: Michael Ryan, President
Company Name: The LandTek Group, Inc.
Mailing Address: 105 Sweeneydale Ave, Bay Shore NY 11706
Job Title: President

PROPOSAL FORM 15: ARIZONA CONTRACTOR REQUIREMENTS

Please answer the following question. If yes, please complete Proposal Form 15.

Does the awarded supplier intend to make their products and services available to public agencies in the State of Arizona?	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of Arizona, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the respondent with documentation that could be relevant to the providing products & services to public agencies in the State of Arizona. It is the responsibility of the public agency to ensure they are in compliance with local 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"

CCOG reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. CCOG and its members reserve the right to inspect the papers of any 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. CCOG and/or CCOG members may request verification of compliance from any contractor or sub-contractor performing work under this contract. CCOG and CCOG members reserve the right to confirm compliance. In the event that CCOG or CCOG members suspect or find that any contractor or subcontractor is not in compliance, CCOG may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the 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 upon 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 CCOG 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, CCOG and CCOG 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.

Does Bidder agree? ☒ Yes. 
(Initials of Authorized Representative)

Date: ☐ November 10, 2022

PROPOSAL FORM 16: NEW JERSEY REQUIREMENTS

Please answer the following question. If yes, please complete Proposal Form 15.

Does the awarded supplier intend to make their products and services available to public agencies in the State of New Jersey?	<input checked="checked" type="checkbox"/> Yes
	<input type="checkbox"/> No

In the event the Awarded Supplier desires to pursue public sector opportunities in the State of New Jersey, it is important to understand the requirements for working with those public agencies. The documentation and information contained in this proposal form are intended to provide the respondent with documentation that could be relevant to the providing products & services to public agencies in the State of New Jersey. It is the responsibility of the public agency to ensure they are in compliance with local requirements.

New Jersey vendors are also required to comply with the following New Jersey statutes when applicable:

- All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38.
- Compliance with Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act.
- Compliance with Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26
- Bid and Performance Security, as required by the applicable municipal or state statutes.

A. 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: The LandTek Group, Inc.
Street: 105 Sweeneydale Ave
City, State, Zip Code: Bay Shore, New York 11706

Complete as appropriate:

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

OR:

I, Click or tap here to enter text., a partner in Click or tap here to enter text., do hereby certify that the following is a list of all individual partners who own a 10% 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, Michael Ryan, President, an authorized representative The LandTek Group, Inc., a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% 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
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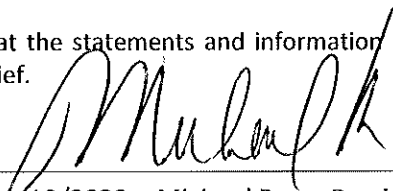
Michael Ryan President
75%
105 Sweeneydale Ave,
Bay Shore New York
11706

Edward Ryan LandTek
Trust 25%
105 Sweeneydale Ave,
Bay Shore, New York
11706

Edward Ryan, VP,
Treasurer & Secretary
0%
105 Sweeneydale Ave
Bay Shore, New York
11706

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

Signature:



Date:

11/10/2022 – Michael Ryan, President

B. Non-Collusion Affidavit

Bidder Name: The LandTek Group, Inc.
Street Address: 105 Sweeneydale Ave
City, State Zip: Bay Shore, New York 11706

State of New York

County of Suffolk

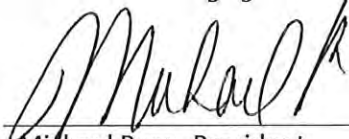
I, Michael Ryan, President of the Bay Shore in the County of Suffolk, State of New York of full age, being duly sworn according to law on my oath depose and say that:

Michael Ryan

I am the President of the firm of The LandTek Group, Inc. the Bidder 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

Authorized signature:

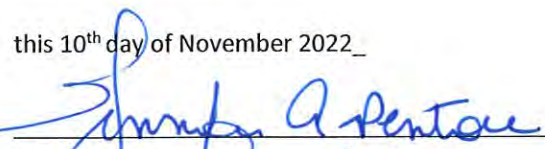


Michael Ryan, President

Job Title:

Subscribed and sworn before me

this 10th day of November 2022_


Notary Public of New Jersey

My commission expires , 20__

JENNIFER A PERITORE

NOTARY PUBLIC-STATE OF NEW YORK

SEAL

No. 01PE6215464

Qualified in Suffolk County

My Commission Expires 12/28/25

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

Company Name: The LandTek Group, Inc.
Street Address: 105 Sweeneydale Ave
City, State, Zip Code: Bay Shore, New York 11706

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)

Suppliers must submit with proposal:

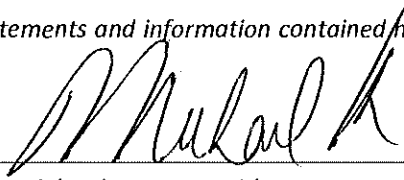
1. A photo copy of their Federal Letter of Affirmative Action Plan Approval
OR
2. A photo copy of their Certificate of Employee Information Report
OR
3. A complete Affirmative Action Employee Information Report (AA302)

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

☐ 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

☒ 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: 
Title of Signatory: Michael Ryan, President
Date: 11/10/2022

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

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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

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

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

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

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

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

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

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

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

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

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

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

Signature of Procurement Agent

D. 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).

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. 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.**

CONTRACTOR INSTRUCTIONS

Business entities (contractors) receiving contracts from a public agency in the state of New Jersey 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:

- any State, county, or municipal committee of a political party
- any legislative leadership committee^{*}
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See 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:

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

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

¹ N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

Part I – Vendor Information

Vendor Name:	The LandTek Group, Inc.		
Address:	105 Sweeneydale Ave		
City:	Bay Shore	NY	11706

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



Michael Ryan

President

Signature of Vendor

Printed Name

Title

Part II – Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
The LandTek Group, Inc.	Joseph Divincenzo – Essex County	9/15/2016	\$2,600.00
The LandTek Group, Inc.	Joseph Divincenzo – Essex County	01/31/2022	\$300.00
The LandTek Group, Inc.	Friends of Howard Phillips – Town of Haverstraw	12/07/2021	\$400.00

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

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

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

E. 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
- ☐ Corporation
- ☐ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Limited Liability Corporation
- ☐ Limited Liability Partnership
- ☒ Subchapter S Corporation

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

Stockholders:

Name: Stockholder Name Michael Ryan, President 75% Home Address: 264 Secatogue Lane West Islip NY 11795 Home Address	Name: Stockholder Name Edward Ryan LandTek Trust 25% Home Address: 105 Sweeneydale Ave Bay Shore NY 11706 Home Address
Name: Stockholder Name	Name: Stockholder Name

Home Address:
Home Address

Home Address:
Home Address

Name: Stockholder Name

Name: Stockholder Name

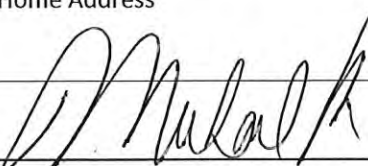
Home Address:
Home Address

Home Address:
Home Address

Subscribed and sworn before me this 10 day of
November, 2022

(Notary Public)

My Commission expires:


(Affiant)

Michael Ryan President
(Print name & title of affiant)

(Corporate Seal)

JENNIFER A PERITORE
NOTARY PUBLIC-STATE OF NEW YORK
No. 01PE6215464
Qualified in Suffolk County
My Commission Expires 12/28/25

PROPOSAL FORM 17: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Check one of the following responses to the General Terms and Conditions in this solicitation, including the Master Agreement:

☒ 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:

Click or tap here to enter text.

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

PROPOSAL FORM 18: EQUALIS GROUP ADMINISTRATION AGREEMENT DECLARATION

Attachment A - Sample Administration Agreement of this solicitation is for reference only. Contracting with Equalis Group and the Winning Supplier will occur after contract award.

Execution of the Administration Agreement is required for the Master Agreement to be administered by Equalis Group. **Attachment A - Sample Administration Agreement** defines i) the roles and responsibilities of both parties relating to marketing and selling the Program to current and prospective Members, and ii) the financial terms between Equalis Group and Winning Supplier.

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.

☐ Bidder agrees to all terms and conditions outlined in the **Attachment A - Sample Administration Agreement**.

☒ Bidder wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Sample Administration Agreement. Negotiations will commence after CCOG has completed contract award.

PROPOSAL FORM 19: MASTER AGREEMENT SIGNATURE FORM

BIDDERS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED FOR AWARD.

The undersigned hereby proposes and agrees to furnish Products & Services in strict compliance with the terms, specifications, and conditions contained within this RFP and the Master Agreement at the prices proposed within the submitted proposal 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 Bidder 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.

Company Name The LandTek Group, Inc.
Address 105 Sweeneydale
City/State/Zip Bay Shore, New York 11706
Phone Number (631) 691-2381
Email Address Estimatinggroup@landtekgroup.com
Printed Name Michael Ryan, President
Job Title President
Authorized Signature 
Michael Ryan, President

Initial Term of the Master Agreement

Contract Effective Date: January 1, 2023
Contract Expiration Date: December 31, 2026
Contract Number: **COG-2138C**

(Note: Contract Number will be applied prior to CCOG and Equalis Group countersigning.)

The Cooperative Council of Governments, Inc.
6001 Cochran Road, Suite 333
Cleveland, Ohio 44139

Equalis Group, LLC.
5550 Granite Parkway, Suite 298
Plano, Texas 75024

By: _____
Name: Scott A. Morgan
As: CCOG Board President
Date: _____

By: _____
Name: Eric Merkle
As: SVP, Procurement & Operations
Date: _____