

General Terms and Conditions of Master Agreement

THIS MASTER COOPERATIVE PURCHASING AGREEMENT (this "**Master Agreement**") is entered into by and between The Cooperative Council of Governments, Inc. ("**CCOG**"), Haskell Office d.b.a. Haskell Education ("**Winning Supplier**"), and Equalis Group, LLC ("**Equalis**" or "**Equalis Group**"). 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 a request for proposal ("**RFP**") on behalf of Equalis Group Participants and solicited responses from companies ("**Respondent**") for furniture solutions with related products and services and awarded a contract to Winning Supplier as a responsible Respondent whose proposal was most advantageous to CCOG. 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 and/or Program Participant to further define the terms and conditions of purchasing Products & Services (“**Customer Agreement**”). Notwithstanding the foregoing, by ordering products or services under this Master Agreement, all terms and conditions of this Master Agreement will be incorporated into a resulting Customer Agreement unless the Customer Agreement as mutually agreed between Winning Supplier and the Program Participant states otherwise. 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. **Respondent Contract Documents.** CCOG and Equalis Group will review proposed Respondent contract documents. Respondent's contract document shall not become part of CCOG and Equalis Groups' contract with Respondent 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, the components of the Winning Supplier's proposal, 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 of Master Agreement;
2. Specifications and scope of work, as awarded;
3. Attachments and exhibits to the Master Agreement;
4. The solicitation and all attachments thereto; and
5. The Respondent's proposal and all attachments thereto.

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, administrators, employees, and agents ("**Indemnified Parties**") against all claims, damages, losses and expenses ("**Claims**") 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 Customer Agreements with Program Participants ("**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 with 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.

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REQUEST FOR PROPOSALS:

Furniture Solutions with Related Products & Services

RFP #:

COG-2152

ISSUED BY:

The Cooperative Council of Governments

On Behalf of Equalis Group

6001 Cochran Road, Suite 333

Cleveland, Ohio 44139

DATED:

October 13, 2023

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 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 FEMA Funding Requirements Certification Form**
- Proposal Form 16: Arizona Contractor Requirements**
- Proposal Form 17: New Jersey Requirements**
- Proposal Form 18: General Terms and Conditions Acceptance Form**
- Proposal Form 19: Equalis Group Administration Agreement Declaration**
- Proposal Form 20: Master Agreement Signature Form**

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PROPOSAL FORM 1: TECHNICAL PROPOSAL

1. <u>OVERVIEW & QUALIFICATIONS</u> Type text here									
1.1. Company Information									
1.1.1. Company Name:	Haskell Office DBA Haskell Education								
1.1.2. Corporate Street Address:	273 Montgomery Ave., Bala Cynwyd, PA 19004								
1.1.3. Website:	www.haskelleducation.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.	Initially formed as Haskell of Pittsburgh in 1947. The Robins Brothers renamed it Haskell Office when they took ownership in 2002 and have operated under that name for the past 21 years. The DBA of Haskell Education was created in 2019.								
1.1.5. Primary Point of Contact. Provide information about the Respondent representative/contact person authorized to answer questions regarding the proposal submitted by your company:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Contact Name:</td> <td style="padding: 2px;">Tim Kerfien</td> </tr> <tr> <td style="padding: 2px;">Title:</td> <td style="padding: 2px;">Customer Support Supervisor/Contract Administrator</td> </tr> <tr> <td style="padding: 2px;">Phone:</td> <td style="padding: 2px;">616-278-1010</td> </tr> <tr> <td style="padding: 2px;">E-Mail Address:</td> <td style="padding: 2px;">tkerfien@haskelloffice.com</td> </tr> </table>	Contact Name:	Tim Kerfien	Title:	Customer Support Supervisor/Contract Administrator	Phone:	616-278-1010	E-Mail Address:	tkerfien@haskelloffice.com
Contact Name:	Tim Kerfien								
Title:	Customer Support Supervisor/Contract Administrator								
Phone:	616-278-1010								
E-Mail Address:	tkerfien@haskelloffice.com								
1.1.6. Authorized Representative. Print or type the name of the Respondent representative authorized to address contractual issues, including the authority to execute a contract on behalf of Respondent, 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).	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Contact Name:</td> <td style="padding: 2px;">Tim Kerfien</td> </tr> <tr> <td style="padding: 2px;">Title:</td> <td style="padding: 2px;">Customer Support Supervisor / Contract Administrator</td> </tr> <tr> <td style="padding: 2px;">Phone:</td> <td style="padding: 2px;">616-278-1010</td> </tr> <tr> <td style="padding: 2px;">E-Mail Address:</td> <td style="padding: 2px;">tkerfien@haskelloffice.com</td> </tr> </table>	Contact Name:	Tim Kerfien	Title:	Customer Support Supervisor / Contract Administrator	Phone:	616-278-1010	E-Mail Address:	tkerfien@haskelloffice.com
Contact Name:	Tim Kerfien								
Title:	Customer Support Supervisor / Contract Administrator								
Phone:	616-278-1010								
E-Mail Address:	tkerfien@haskelloffice.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.	See attachment marked 1.2.1 Financial Strength This document should be considered "Trade Secret" and redacted from any future use of the RFP response.								
Note: If the information disclosed in your response is considered "Trade Secret" as defined in Ohio Revised Code, Respondents may mark the information as a "Trade Secret" and the response									

will be redacted from any future use of the RFP response.	
1.2.2. <i>Bankruptcy & Insolvency.</i> Describe any bankruptcy or insolvency for your organization (or its predecessors, if any) or any principal of the firm in the last three (3) years.	None
1.2.3. <i>Litigation.</i> Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.	See attachment marked 1.2.3
1.3. Industry Qualifications	
1.3.1. <i>Company Identification.</i> How is your organization best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?	We are a manufacturer.
1.3.2. <i>Manufacturer Authorization.</i> If your company is best described as a distributor, dealer, reseller, or similar entity please certify that your organization is authorized to sell the products and services at the price points disclosed in this proposal.	N/A
1.3.3. <i>Authorized Distributors, Agents, Dealers, or Resellers.</i> 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. NOTE: Respondents intending to authorize distributors, agents, dealers, or resellers must complete <u>Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.</u>	Equalis Group Members will have access to our full list of national and regional dealers and resellers. See attachment marked 1.3.3 for list.
1.3.4. <i>Network Relationship.</i> 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?	We have a mixed model of employed regional sales managers and contracted rep groups with a national network of dealers and resellers at their disposal to successfully promote the products and services proposed in this RFP.
1.3.5. <i>Industry Experience.</i> How long has your company provided the products and	Haskell Office has been selling office furniture, filing and storage since its founding in 2002. Haskell Education has been selling

<p>services outlined in your proposal? 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>educational furniture to the K-12 public and private market and Higher Education since 2015.</p>
<p>1.3.6. Geographic Reach. Describe your company's <u>current</u> service area in the United States and which areas you intend to offer services under a resulting contract if awarded.</p>	<p>Our network of Regional Sales Managers, rep groups and dealers cover all 50 states, US territories and International Sales</p>
<p>1.3.7. Certifications and Licenses. Provide a detailed explanation outlining the licenses and certifications that are i) required to be held, and ii) actually held by your organization (including third parties and subcontractors that you use). Has your company maintained these certifications on an ongoing basis? If not, when and why did your company lose any referenced certifications?</p> <p>NOTE: Provide copies of any of the certificates or licenses included in your response in Proposal Form 5 - Certifications and Licenses.</p>	<p>None</p>
<p>1.4. Public Sector Experience</p>	
<p>1.4.1. Public Sector Cooperative Contracts. Provide a list of the public sector cooperative contracts (e.g., state term contracts, public sector cooperatives, etc.) you currently hold or are authorized to sell through (if contracts are held with a manufacturer) and the annual revenue through those contracts in each of the last three (3) calendar year.</p> <p>NOTE: Please exclude information and data associated with Federal or GSA contracts.</p>	<p>See Attachment 1.4.1 Public Sector Cooperative Contracts</p>
<p>1.4.2. Education Success. What is the i) total dollar amount, and ii) percentage of your company's total annual revenue generated by sales to educational institutions (i.e., K-12 schools & school districts and high education)?</p>	
<p>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</p>	

<p>(i.e., municipalities, counties, special districts, and state agencies)?</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> <ul style="list-style-type: none"> a. Customer contact person and their title, telephone number, and email address; b. A brief description of the products and services provided by your company; c. Customer relationship starting and ending dates; and, d. Notes or other pertinent information relating to the customer and/or the products and services your company provided. 	<p>See Attachment marked: 1.4.4 Customer References</p>
<p>2. <u>Products & Services</u></p>	
<p>2.1. Products & Services</p>	
<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 product or market focus, 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 understand the breadth and depth of your products and service offering.</p> <p><u>IMPORTANT.</u> This description along with the products and services included in the <u>Attachment B – Cost Proposal</u> will be utilized to define the</p>	<p>See attachment marked 2.1.1 Products and Services</p>

overall products and services available under a resulting contract.	
2.1.2. Value-Add or 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.	See attachment marked 2.1.2 Value Add
2.1.3. Open Market Products. 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.	We do not offer open market products.
2.1.4. Warranty. Provide a copy of the manufacturer’s warranty. If required, please attach the warranty as an attachment, as instructed in this document. Describe notable features and/or characteristics of the warranty that a public sector customer would find interesting or appealing. Pricing related to the any extended warranty options must be included in <u>Attachment B – Cost Proposal</u> .	See attachment marked 2.1.4 Warranty

3. Business Operations

3.1. Logistics

3.1.1. Store & Showroom Locations; Distribution & Shipping Capabilities. Describe how supplier proposes to distribute the products & services in Respondent’s defined geographic reach. Your response may include, but is not limited to, information related to the number of store or showroom locations, distribution facilities, supply chain partners, fill rates, on-time delivery rates, and your ability to accommodate expedited orders.	See attachment marked: 3.1.1 Showroom Locations/Distribution Centers
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3.2. Customer Service

3.2.1. Customer Service Department. Describe your company’s customer service department & operations. Your	See attachment marked 3.2.1 Customer Service
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<p>description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.</p>	
<p>3.3. Customer Set Up; Order & Invoice Processing; Payment</p>	
<p>3.3.1. Proposal Development, Order, and Invoice Process. Describe your company's proposal development, order, and invoice process.</p>	<p>Equalis Group Members will work with our trained dealers to select products for their proposals. Quotes will be returned within 24 hours after requested. Orders will be emailed in and processed within 24 hours. Invoices are generated 24 hours after the order ships. Invoicing terms are net 30 days.</p>
<p>3.3.2. Financing. Does your company offer any financing options or programs? If yes, describe the financing options available to Members.</p>	<p>No</p>
<p>3.4. Sustainability, Reclamation, and Recycling Initiatives</p>	
<p>3.4.1. Sustainable Company Initiatives. Describe the ways in which your company is addressing the issue of sustainability.</p>	<p>See attachment marked 3.4.1 Sustainable Company Initiatives</p>
<p>4. PRICING</p>	
<p>4.1. Cost Proposal</p>	
<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.</p>	<p>Tiered discount structure based on discount off our list prices. Discounts will be taken off submitted price list dated 8/21/23.</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>Comparing the list price provided less the volume discount awarded will allow it to be audited for compliance.</p>

<p>4.1.3. Cost Proposal Value. Which of the following statements best describes the pricing offered included in Respondent’s cost proposal.</p>	<p>The prices offered in your Cost Proposal are:</p> <p><input 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> <p>Click or tap here to enter text.</p>
<p>4.1.4. Additional Savings. Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.</p>	<p>Volume savings are noted on cost proposal.</p>
<p>4.1.5. Cost of Shipping. Is the cost of shipping included in the pricing submitted with your response? If no, describe how cost associated with freight, shipping, and delivery are calculated.</p>	<p>Yes</p>
<p>4.1.6. 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.</p> <p>NOTE: For a definition of Open Market Items, please refer to <u>Part One, Section 5.4 – Other Pricing Scenarios.</u></p>	<p>Not relevant</p>
<p>4.1.7. Total Cost of Acquisition. Identify any components included in the total cost of acquisition that are <i>NOT</i> 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 Respondent.</p>	<p>Any applicable additional charges are noted on cost proposal.</p>

5. GO-TO-MARKET STRATEGY

5.1. Respondent Organizational Structure & Staffing of Relationship	
<p>5.1.1. Key Contacts. Provide contact information and resumes for the person(s) who will be responsible for the following areas;</p> <ol style="list-style-type: none"> 1. Executive Contact 2. Contract Manager 3. Sales Leader 4. Reporting Contact 5. Marketing Contact. <p>***Indicate who the primary contact will be if it is not the Sales Leader.</p>	<p>Executive Contact/Sales Leader: Cristel Hutchinson, VP of Sales chutchinson@haskelleducation.com (360) 529-7074</p> <p>Primary contact/Contract Manager: Tim Kerfien, Customer Support Supervisor / Contract Administrator tkerfien@haskelloffice.com (616) 278-1010</p> <p>Reporting Contact: Mindy Gilbert mgilbert@haskelloffice.com (616) 278-1004</p> <p>Marketing Contact: John Myers, Director of Marketing, jmyers@haskelleducation.com (614) 980-8314</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>See attachment marked 5.1.2 Haskell Education Organizational Chart</p>
5.2. Contract Implementation Strategy & Expectations	
<p>5.2.1. Contract Expectation. What are your company's expectations in the event of a contract award?</p>	<p><u>See attachment marked 5.2.1</u></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. 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; how you will market the contract, including deployment of the contract on your company website; how you will market the contract, including deployment of the contract on your company website; and the time frames in which this will be completed.</p>	<p><u>See attachment marked 5.2.2</u></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><u>See attachment marked 5.2.3</u></p>

6. ADMIN FEE & REPORTING

6.1. Administration Fee & Reporting

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.

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.

Please provide your organization's proposed Administrative Fee percentage or structure.

NOTE: The proposed Administrative Fee language for this contract is based on the terms disclosed in the **Attachment A – Model Administration Agreement**.

Haskell Education is offering a 2% administration fee payable per the terms disclosed in Attachment A

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.

Yes, we will confirm this reporting requirement.

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 you sales organization provides and Members obtain the correct pricing, reports reflect all sales made under the Contract, and Winning Supplier remit the proper admin fee to Equalis.

We will perform monthly audits to track the status of quotes, open orders, invoiced orders and fees due.

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 Respondent's proposal submission. Respondents 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.

Respondent's Cost Proposal must include the information requested in **Section 5 – Cost Proposal & Pricing**.

NOTE: Cost Proposals will remain sealed and will only be opened and reviewed for those Respondents 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, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

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 Respondent 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 and was not already included with the requested information above.

None

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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 Respondent 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 Respondent whose name, or the name of any of the subcontractors proposed by the Respondent, 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 Respondent 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 Respondent'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 Respondent's performance of the work, and the best interests of Members.

Provide statement here. We have nothing to disclose.

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, Respondents 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 Respondent by the governmental agency. While disclosure of any governmental action will not automatically disqualify a Respondent from consideration, such governmental action and a review of the background details may result in a rejection of the Respondent'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 Respondent's performance of the work, and the best interests of Members.

Provide statement here. We have nothing to disclose.

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.

Respondent Response: See attachment marked 1.3.3 List of Dealers and Resellers



Attachment 1.3.3 Dealers/Resellers

NAME	ADDRESS1	CITY	STATE	ZIP	TELEPHONE_NO
360 OFFICE OUTFITTERS, INC.	8385 IRIS DRIVE	BROWNSBURG	IN	46112	317-456-4970
A&A MODULAR	100 TAINTER ST	WORCHESTER	MA	1610	508-410-0573
A.J. GRACK BUSINESS INTERIORS	3364 WEST 26TH STREET	ERIE	PA	16506	
ABERDEEN AREA INDIAN HEALTH SRVC	DIV OF FINANCIAL MGT-FED BLDG	ABERDEEN	SD	57401	(605) 867-3065
ABUNDANCE HOUSE FOUNDATION	CO FORWARDING AGENT	GRAND RAPIDS	MI	49523	
ACCOUNTS PAYABLE DEPARTMENT	EAST BLDG RM 1501	NEW YORK	NY	10065	212-650-3812
ACTION BUSINESS INTERIORS	39-B ALPHA PARK	HIGHLAND HTS.	OH	44143	
ADAMS CHRISTIAN SCHOOL	5539 BYRON CENTER AVE	WYOMING	MI	49519	
ADVANCED SPECIAL TOOLS	320 CLARK ROAD	BATTLE CREEK	MI	49037	269-962-9697
Alfred Williams & Co.	1050 Shop Road	Columbia	SC	29201	803-767-4225
ALFRED WILLIAMS & COMPANY	410 S SALISBURY STREET	RALEIGH	NC	27601	(919) 832-9570
ALLIED EQUIPMENT COMPANY, INC.	9 PRINCESS RD #E	LAWRENCEVILLE	NJ	08648	609-512-7236
AMERICAN INTERIORS	302 SOUTH BYRNE ROAD	TOLEDO	OH	43615	248-295-7271
AMERICAN MEDICAL CLINIC	6378 FOURTEEN MILE ROAD	WARREN	MI	48092	248-632-0814
ARRINGTON COMMERCIAL INTERIORS	1724 VIRGINIA BEACH BLVD	VIRGINIA BEACH	VA	23454	(757) 428-7898
ART WERKSMAN ASSOCIATES	6013 MISTY RIDGE LANE	CICERO	NY	13039	315-288-5212
AT EQUIPMENT SALES CORPORATION	130 BROOK STREET	SCARSDALE	NY	10583	(914) 472-7222
ATD AMERICAN	135 GREENWOOD AVENUE	WYNCOTE	PA	19095-1396	215-576-1000

AUTOLIV	1320 PACIFIC	AUBURN HILLS	MI	48326	
A-Z OFFICE RESOURCE	781A AIRWAYS BLVD	JACKSON	MI	38301	
A-Z OFFICE RESOURCE INC	3014 OWEN DRIVE	ANTIOCH	TN	37013	615-471-5746
BALKAN PLUMBING	130-01 JAMACIA AVE	RICHMOND HILL	NY	11418	
BARROWS	1302 ROCKLAND AVE NW	ROANOKE	VA	24012-3838	540-362-5700
Barry X Ball Studio	97 Grand Street	Brooklyn	NY	11249	
BEACH & BEACH ASSESSING	9751	STANWOOD	MI	49346	213-250-2986
BECKS HYBRID	6767 EAST 276TH STREET	ATLANTA	IN	46031	
BELL OFFICE FURNITURE	333 ADAMS STREET	BEDFORD HILLS	NY	10507	914-242-7474
BETHLEHEM AREA SCHOOL DISTRICT	250 E. FAIRVIEW STREET	BETHLEHEM	PA	18018	610-653-7446
B-I-OFFICE FURNITURE	61-65 METROPOLITAN AVENUE	MIDDLE VILLAGE	NY	11379	718-417-0500
BKM	340 WOODMONT RD	MILLFORD	CT	60460	(203) 874-7754
BKM OF TEXAS	9655 CLIFFORD DR	DALLAS	TX	75220	214-902-7200
BRADFORD SYSTEMS	430 COUNTRY CLUB DRIVE	BENSENVILLE	IL	60106	
BRAME SCHOOL PRODUCTS	949 WASHINGTON STREET	DURHAM	NC	27701	919-683-1331
BRIAN KERR	117 NORTH MAIN STREET	ELIZABETHTOWN	KY	42701	
Brighton Gardens of West Orange	220 Pleasant Valley Way	West Orange	NJ	7052	
BRODOVSKY ENTERPRISES	3816 BINZ-ENGLEMAN ROAD	SAN ANTONIO	TX	78219	210-386-6959
BUSINESS ENVIRONMENTS	5611 E MORGAN AVE	EVANSVILLE	IN	47715	(812) 474-4260
BUSINESS EQUIPMENT COMPANY	PO BOX 1385	SPRINGFIELD	OH	45501	
BUSINESS FURNITURE	6102 VICTORY WAY	INDIANAPOLIS	IN	46278	317-216-1606
BUSINESS INTERIORS BY STAPLES	PO BOX 102422	COLUMBIA	SC	29224	
CAMERON PARISH LIBRARY	10200 GULF HIGHWAY	LAKE CHARLES	LA	70607	337-598-5950
CAMERON PARISH LIBRARY	501 MARSHALL ST.	CAMERON	LA	70631	337-775-5421
CARMAX # 7284	2353 GALLATIN PIKE N.	MADISON	TN	37115-2007	615-855-2202
CAROLINA TRAINING ASSOCIATES	3623 LATROBE SUITE 120	CHARLOTTE	NC	28211	(704) 366-6309
CBI CHARLOTTE	4020 YANCEY ROAD	CHARLOTTE	NC	28217	919-991-1077

CG CONCEPTS	2331 FORTUNE DRIVE	LEXINGTON	KY	40509	
Charleston County School District	Charleston County SD Warehouse	North Charleston	SC	29405	

NAME	ADDRESS1	CITY	STATE	ZIP	TELEPHONE_NO
CHIEF FINANCE DIVISION	VA REGIONAL OFFICE	PITTSBURGH	PA	15222	412-365-5437
CHRISTIANA ELEMENTARY	4701 SHELBYVILLE PIKE	CHRISTIANA	TN	37037	615-896-0614
CI SELECT	11840 WESTLINE INDUSTRIAL DRIVE	MARYLAND HEIGHTS	MO	63146	314-909-1990
CI SELECT WAREHOUSE	3667 CORPORATE TRAIL DRIVE	EARTH CITY	MO	63045	314-426-5622
CINDY DOWNEY	16388 HELICOPTER DRIVE	BROOKSVILLE	FL	34604	352-797-5813 X 7421
CLAIR DAVID OFFICE FURNITURE & DESIGN	6540 W. CENTRAL AVENUE	TOLEDO	OH	43617	419-843-2300
CLUB NOVA	103 #D WEST MAIN STREET	CARRBORO	NC	27510	919-968-6682
CMF BUSINESS SUPPLIES	3622 KENNEDY ROAD	SOUTH PLAINFIELD	NJ	7080	908-753-0800
CMF BUSINESS SUPPLIES, INC	3622 KENNEDY RD	SO PLAINFIELD	NJ	7080	908-753-0800
COMMERCIAL ENVIRONMENTS	505 CARDEN JENNINGS LANE	KNOXVILLE	TN	37932	865-671-9700
COMMERCIAL ENVIRONMENTS, INC.	505 CARDEN JENNINGS LANE	KNOXVILLE	TN	37932	865-671-9700
COMMONWEALTH OF PA	PO INVOICE	HARRISBURG	PA	17106	(610) 871-4138
COMPLEX MANUFACTURING	3 WHYTE STREET	UNION BRIDGE	MD	21791	410-775-1441
COMPUTER COMFORTS	2224 E RANDOLL MILLS ROAD	ARLINGTON	TX	76011	
CONCEPTS SCHOOL AND OFFICE	27480 COLT COURT	TEMECULA	CA	92590	951-296-5591
CONCORDIA UNIVERSITY CHICAGO	7400 AUGUSTA ST	RIVER FOREST	IL	60305	708-771-8300
CONNEAUT SCHOOL DISTRICT	219 WEST SCHOOL DRIVE	LINESVILLE	PA	16424	814-683-5417
CONSTRUCTION MANAGEMENT	809 QUAIL STREET	LAKewood	CO	80215	
CONSUMER OFFICE FURNITURE	PINNACLE DESIGN	SAGINAW	MI	48603	(989) 790-6699
CONTEMPORARY GALLERIES	PO BOX 2829	CHARLESTON	WV	25330	304-344-1231
CONTINENTAL OFFICE ENVIRONMENTS	2601 SILVER DR	COLUMBUS	OH	43211	(614) 262-8088
CONTRACT CONNECTIONS INC	9125-E WHISKEY BOTTOM RD	LAUREL	MD	20723	(301) 937-7900
CONTRACT FURNISHINGS	114 N ST FRANCIS	WICHITA	KS	67202	316-267-5763
CONTRACT SOURCE INC	2 CORPORATION CENTER	BROADVIEW HTS	OH	44147	800-733-0027

COPPERFIELD CHIMNEY	4753 14 MILE RD	ROCKFORD	MI	49341	616-874-9322
CORPORATE CONCEPTS	2412 MAIN STREET	COLUMBIA	SC	29201-1948	
CORPORATE CONCEPTS	1308 COOK STREET	COLUMBIA	SC	29203	803-348-6237
CORPORATE ENVIRONMENTS	605 EAST BROAD ST	BETHLEHEM	PA	18018-6396	610-974-7990
COS BUSINESS PRODUCTS & INTERIORS	1548 RIVERSIDE DR	CHATTANOOGA	TN	37406	(423) 624-0011
COYOTE SCHOOL FURNISHINGS	32903 N MILDRED LANE	SAN TAN VALLEY	AZ	85142	(480) 227-0800
CREATIVE LIBRARY CONCEPTS	525 BOULEVARD	KENILWORTH	NJ	07033-1611	(908) 276-9200
CREATIVE OFFICE DESIGNS, INC	25600 WOODWARD AVE	ROYAL OAK	MI	48067	248-399-8107
CREATIVE STUDIO PROMOTIONS	25 JEFFERSON SE SUITE 102	GRAND RAPIDS	MI	49503	616-485-0065
CRETE-MONEE CMTY SCHOOL DISTRICT 201U	1400 S. SANGAMOND	CRETE	IL	60417	
CULVER-NEWLIN	520 E RINCON STREET	CORONA	CA	92879	
CWC	I-85 AT SPECIAL MONEY ROAD	ATLANTA	GA	30340	
CWC OFFICE FURNISHINGS	4343 NE EXPRESSWAY	ATLANTA	GA	30340	800-292-8220
CYNTHIA MARIE KEENAN	3004 WOODSBORO DR	GRAND RAPIDS	MI	49525	
DAVID LANTING	6935 EDGEVIEW AVE SW	BYRON CENTER	MI	49315	616-231-3086
DAVID PRINCE	80 WOODLAKE RD	KINCHELOE	MI	49788	
DCSD INNOVATION & DESIGN CENTER	985 S PLUM CREEK BLVD	CASTLE ROCK	CO	80104	303-387-0608
DELANEY & ASSOCIATES, INC.	20120 ROUTE 19	CRANBERRY TOWNSHIP	PA	16066	
DELVE INTERIORS	050 WILLOWSPRINGS LANE	BURLINGTON	NC	27215	704-817-1109
DEMCO					
DENSO MANUFACTURING	ONE DENSO ROAD	BATTLE CREEK	MI	49037-7356	
DEVELOPMENT OFFICE	10 GRAND ARMY PLAZA	BROOKLYN	NY	11238	718-230-2100
DEW-EL L.L.C.	10841 PAW PAW DRIVE	HOLLAND	MI	49424	(616) 396-6554
Dimation Inc.	505 West Travelers Trail	Burnsville	MN	55337	952-374-5624
DIVISION OF GAMING ENFORCEMENT	1300 ATLANTIC AVE	ATLANTIC CITY	NJ	8401	609-441-7557
DIVISION OF GAMING ENFORCEMENT	140 EAST FRONT STREET	TRENTON	NJ	8625	609-441-7551
DNI VENTURES, INC.	4208 E RIVER RD	DAYTON	OH	45439	937-294-1613

NATIONAL DEALER

DOUGLAS COUNTY SCHOOL DISTRICT	985 S PLUM CREEK BLVD	CASTLE ROCK	CO	80104	303-387-0608
DOUGLAS WAYNE RUCKER	6569 JASONVILLE FARMS BLVD	CALEDONIA	MI	49316	269-832-0349
DR CONSULTANTS	21 CHESTNUT STREET	WESTFIELD	MA	1085	413-348-3622
DREAM TEAM INSTALATIONS	2 EATON ST	HAMPTON	VA	23661	757-565-6060

NAME ADDRESS1 CITY STATE ZIP TELEPHONE_NO

DURHAM ELEMENTARY	654 HALLOWELL ROAD	DURHAM	ME	4222	
EDI / ERGOSPACE DESIGN INC	OFFICE FURNITURE GROUP	HILLSBOROUGH	NJ	08844-1909	(908) 874-4074
EDMARKET SHOW	WILL ADVISE		IL		
EDUCATORS DEPOT	7903 LOOP 540	BEASLEY	TX	77417	
ELB GLOBAL			CA		
ELEMENTS IV INTERIORS	3680 WYSE RD	DAYTON	OH	45414	937-918-1000
ELLIOTT INTERIORS	13 DUGGAN LANE	GOSHEN	NY	19024	845-321-0219
ENCORE CONSULTING LLC	1209 EL RADO STREET	CORAL GABLES	FL	33134	954-559-3117
ENVIRON CONTRACT	ATTN: PAUL LUCAS AND MIKE CEBULAK	PITTSBURGH	PA	15218	412-253-6549
ERNIE MORRIS			FL		
EVERITT MIDDLE SCHOOL	3900 KIPLING STREET	WHEAT RIDGE	CO	80033	
EXEPTIONAL INSTALLATIONS	C/O SPRINGFIELD JR - SR HIGH	SULLIVAN	OH	44880	
EXPERT OFFICE LLC (EMERSON)	2222 ROBERTSON DRIVE	RICHLAND	WA	99354	
FAISON OFFICE PRODUCTS	3206 REHOBETH CHURCH ROAD	GREENSBORO	NC	27406	336-856-0100
FEDERAL BUREAU OF PRISONS	UNITED STATES PENITENTIARY	ATLANTA	GA	30315	(404) 635-5628
FEIGUS OFFICE FURNITURE	2604 ATLANTIC AVENUE	WALL	NJ	7719	732-780-6665 X 12
FENS ASSOCIATES, LLC	PO BOX 186	GROVELAND	MA	1834	
FLINT ENERGY	3051 CITY VIEW DRIVE	MORGANTOWN	WV	26501	304-292-0041
FORECAST			MI		
FOREST ROAD SCHOOL	16 FOREST AVENUE	VALLEY STREAM	NY	11581-6134	
FORMS AND SUPPLY	1314 E FIFTH ST	LUMBERTON	NC	28358	800-286-3458 X3505
FORSYTH COUNTY BOARD OF EDUCATION	1120 DAHLONEGA HWY	CUMMING	GA	30040	

NATIONAL DEALER

FRANK COONEY COMPANY	1226 N MICHAEL DR	WOOD DALE	IL	60191	(630) 694-8800
G & G BUILDERS INC	500 CORPORATE CENTRE DRIVE	SCOTT DEPOT	WV	25560	(304) 757-9196
G & M BUSINESS INTERIORS	1099 W. LA CADENA	RIVERSIDE	CA	92501	800-686-6583
GBI	320 SEVEN SPRINGS WAY	BRENTWOOD	TN	37027	615-425-5257
GDY INSTALLATIONS	302 ARCO DR.	TOLEDO	OH	43607	
GEFE	6050 SHADOW HILLS ROAD	LAS CRUCES	NM	88012-9539	
GIBRALTAR	421 CEMTENNIAL ST	ZEELAND	MI	49464	616-748-4857
GOSHEN COLLEGE	1700 SOUTH MAIN STREET	GOSHEN	IN	46526	(574) 535-7316
GOVERNMENT & EDUCATIONAL FURNISHINGS ENT	5784 IRISH PAT MURPHY DRIVE	PARKER	CO	80134	575-312-2177
GREAT LAKES FURNITURE SUPPLY, INC.	687 COMMERCE COURT	HOLLAND	MI	49424	
GREATER SOUTHERN TIER BOCES	9579 VOCATIONAL DRIVE	PAINTED POST	NY	14870	607-739-3581
GREGORY CLARIN	6556 GRAN VIA DR	ROCKFORD	MI	49341	616-915-2106
GTK COMPANY	257 CARROLL STREET	BROOKLY	NY	11231-4901	718-237-0033
GUERNSEY, INC.	45070 OLD OX ROAD	DULLES	VA	20166	703-501-4043
GULFCOAST FURNITURE INSTALLATION	4731 TRANSPORT DR	TAMPA	FL	33605	239-940-3440
HAPPY'S OF MADISONVILLE INC.	62 SOUTH MAIN STREET	MADISONVILLE	KY	42431	270-821-6300
HARDWARE DISTIRBUTORS, INC.	PO BOX 16847	GREENSBORO	NC	27406	336-379-0112
HARDWARE DISTRIBUTERS INC	216 INDUSTRIAL AVENUE	GREENSBORO	NC	27406	336-379-0112
HARRIS OFFICE FURNITURE CO.	520 KIMBALL AVE, NE	ROANOKE	VA	24016	
HEART OF AMERICA FOUNDATION	2270 BEAVER ROAD	LANDOVER	MD	20785	202-347-6278
HENRICKSEN	1101 WEST THORNDALE AVE	ITASCA	IL	60143	630-250-9090
HENRY B. GONZALES CONVENTION CENTER	200 EAST MARKET STREET	SAN ANTONIO	TX	78205	
HERALD OFFICE SOLUTIONS	3250 TILE DRIVE	CHARLESTON	SC	29405	843-556-1007
HERCULES & HERCULES	19055 W. DAVISON	DETROIT	MI	48223	855-933-6669
HERTZ FURNITURE	95 MCKEE DRIVE	MAHWAH	NJ	7430	800-526-4677 X 1109
HILLYARD ENTERPRISES	571 GORDON INDUSTRIAL CT	BYRON CENTER	MI	49315	616-206-4784
HN-C0021	CENTRAL RECEIVING	NEW YORK	NY	10065	

HOLLAND PATENT CENTRAL SCHOOL	9601 MAIN STREET	HOLLAND PATENT	NY	13354	
HOUSTON COMMUNITY COLLEGE	5601 WEST LOOP SOUTH	HOUSTON	TX	77081	713-718-7735
HUDSON BAY ENVIRONMENTS	4707 32ND PL	LONG ISLAND CITY	NY	11101-2409	
HUDSON OFFICE SOLUTIONS	900 WEST NATIONAL HWY	WASHINGTON	IN	47501	812-254-0495
HUNTER COLLEGE	126 EAST 69TH STREET	NEW YORK	NY	10065	212-650-3812
HUNTER COLLEGE	695 PARK AVENUE	NEW YORK	NY	10065	
INDECO SALES, INC.	805 E 4TH AVE	BELTON	TX	76513	1-800-692-4256

NAME ADDRESS1 CITY STATE ZIP TELEPHONE_NO

INDEPENDENCE BUSINESS SUPPLY	4550 HINCKLEY PKWY	CLEVELAND	OH	44109	216-398-8880
INDOFF INC	PO BOX 46900	ST LOUIS	MO	63146-4206	
INDOFF, INCORPORATED	P.O. BOX 46900	ST. LOUIS	MO	63146-4206	620-724-4670
INFINITY MATH, SCIENCE, & TECHNOLOGY HS	3120 SOUTH KOSTNER AVE	CHICAGO	IL	60623	773-525-4228
INGHAM ASSOCIATES INC,	3680 BUFFALO ROAD	ROCHESTER	NY	14624	585-303-4684
INNOVATIVE OFFICE SOLUTIONS, INC.	8016 INDUSTRIAL DR	MARIA STEIN	OH	45860	419-925-5433
INTEGRITY OFFICE PRODUCTS	D/B/A LOY'S OFFICE SUPPLIES	LAGRANGE	GA	30240	706-884-1723
INTER OFFICE WORKSPACE FURNITURE	505 NORTH BROADWAY	FARGO	ND	58102	
INTERGRATED	125 STATE STREET	MOONACHIE	NJ	7074	201-994-8718
INTERIOR POSSIBILITIES OFFICE FURNITURE	55 VERMEER DRIVE	LANGHORNE	PA	19053	215-741-1727
INTERIOR WORKPLACE SOLLUTIONS LLC	6765 AMBASSADOR DRIVE	ALLENTOWN	PA	18106-9510	610-391-0733
INTEROFFICE WORKSPACE FURN	505 NORTH BROADWAY	FARGO	ND	58102	701-232-3013
ISPACE FURNITURE	811 GLENWOOD AVENUE	MINNEAPOLIS	MN	55405	612-278-9217
J & S EQUIPMENT CO.	1222 E ARAPAHO ROAD	RICHARDSON	TX	75081	972-235-8828
J K L DESIGN GROUP INC	1839 61ST STREET	SARASOTA	FL	34236-4144	(941) 358-4994
JKL DESIGN GROUP, INC.	1839 61ST STREET	SARASOTA	FL	34243	941-358-4994
JM DISTRIBUTORS	8257 LITTLE RIVER DAM ROAD	RADFORD	VA	24141	540-731-6903
JOHN P PICONE INC	PO BOX 9013	LAWRENCE	NY	11559	(516) 239-1600
JOHNSON CO LIBRARY	49 EAST	FRANKLIN	IN	46131	

JOHNSON MATTHEY TESTING	12600 UNIVERSAL DR	TAYLOR	MI	48180	734-946-4321
KAREN LANDWERLEN	5784 IRISH PAT MURPHY DRIVE	PARKER	CO	80134	575-312-2177
KAY-TWELVE.COM	5625 N. HIGH STREET	WORTHINGTON	OH	43085	888-624-5451
KDI DESIGN, INC.	427 NORTH KIRK ROAD	GENEVA	IL	6134	
KEN KEE SERVICES	7150 COUNTY ROAD 50	CARVER	MN	55315	612-750-7446
KEYLINE DISTRIBUTORS	2537 SULPHUR SPRINGS ROAD	SAUQUOIT	NY	13456	315-736-2880
KINGSBURY G.I.D	255 KINGSBURY GRADE	STATELINE	NV	89449	775-588-3548
KINGSCOTT	229 EAST MICHIGAN	KALAMAZOO	MI	49007	269-381-4880 X 294
KIRBY SCHOOL DISTRICT 140	16931 GRISSOM DR	TINLEY PARK	IL	60477	
KPC ARCHITECTURAL PRODUCTS	2464 FORTUNE DRIVE	LEXINGTON	KY	40509	859-269-3646
KRYSTAL COMPANY	1455 LINCOLN PARKWAY	DUNWOODY	GA	30346	770-351-4682
LAFAYETTE MATERIALS MANAGEMENT CO. INC	PO BOX 6187	LAFAYETTE	IN	47903-6187	(765) 447-7400
LAFAYETTE OFFICE SUPPLY	1400 TEAL ROAD	LAFAYETTE	IN	47905	
LANSING BUILDING PRODUCTS	4537 TRANSPORT DRIVE	TAMPA	FL	33605	813-44-6280
LARSON COMPANY	403 SOUTH VERMONT	PALATINE	IL	60067	847-875-7105
LAFAYETTE OFFICE SUPPLY	17 N. 10TH STREET	LAFAYETTE	IN	47901	765-742-2177
LB's Furniture Solutions, LLC	8 Clearview Drive	Spencerport	NY	14559	585-349-0336
LCHIC	1100 GRAMPLAN BLVD	WILLIAMSPORT	PA	17701	
LEE COMPANY INC	27 SOUTH 12TH STREET	TERRE HAUTE	IN	47807	(812) 235-8155
LEE DISTRIBUTORS INC.	PO BOX 447	VERNON	NJ	7462	
LEEWAY FURNITURE COMPANY	528 APPIAN WAY	MATTESON	IL	60443	(312) 730-0842
Leonard Bus Sales	7150 Apple Tree Avenue	Bergen	NY	14416	585-49-0140
LONESTAR FURNISHINGS	4301 REEDER DR	CARROLLTON	TX	75010	972-862-9900
LOUISE K WADE DESIGN	2604 SOLANA WAY	LAGUNA BEACH	CA	92651	949-494-8264
LOWERY MCDONNELL COMPANY	208 OAK RIDGE CIRCLE	WAVERLY	IA	50677	319-596-5120
LOWERY MCDONNELL COMPANY	255 MITTEL DRIVE	WOOD DALE	IL	60191	630-227-1000
LOY'S OFFICE SUPPLIES, INC.	PO BOX 1546	LAGRANGE	GA	30241-1546	

OFFICE ENVIRONMENTS	5805 BARRY ROAD	TAMPA	FL	33634	
OFFICE INSTALLATION COMPANY	804 E 8TH	WICHITA	KS	67214	316-265-2700
OFFICE PRODUCTS PROFESSIONALS	888 S CR 300 E	KNOX	IN	46534	
OFFICE SCAPES	8390 WOLF LAKE DRIVE	BARTLETT	TN	38133	(901) 385-8000
OFFICE TECHNICIANS	C/O SAN-MAN WHSE	ASSONET	MA	2702	
PARTNERS IN PLANNING	5252 CHEROKEE AVE	ALEXANDRIA	VA	22312	(703) 642-0670
PBI, INC.	123 SWEETEN CREEK ROAD	ASHEVILLE	NC	28803	828-277-7001
PEPPER HAMILTON LLP	2900 TWO LOGAN SQUARE	PHILADELPHIA	PA	19103	215-981-4000
PETTER BUSINESS SYSTEMS	PO BOX 1120	PADUCAH	KY	42002	270-443-8461
PMC COMMERCIAL INTERIORS INC.	3000 PERIMETER PARK DRIVE	MORRISVILLE	NC	27560	
PROFESSIONAL OFFICE INSTALLERS	159 WELBORN STREET	GREENVILLE	SC	29601	
R.G. MOELLER	3151 DIXIE AVE	GRANDVILLE	MI	49418	6165349661
R.M. HUFFMAN COMPANY	401 FOURTH AVE	CHARLESTON	WV	25303	800-766-0367
R.V. LEONARD COMPANY, INC.	1362 WASHINGTON ST	WEYMOUTH	MA	2189	781-331-4440
RAY-BLOCK STATIONERY CO.	3 PLAINFIELD AVENUE	FLORAL PARK	NY	11001	516-437-2222
RCF GROUP	6454 CENTRE PARK DRIVE	WEST CHESTER	OH	45069	513-612-7303
RIGHTSIZE FACILITY PERFORMANCE	5000 W ROOSEVELT ROAD	CHICAGO	IL	60644	800-815-8592
RIVER CITY BUSINESS EQUIPMENT	300 44TH ST SW	WYOMING	MI	49548	616-534-6550
RJE BUSINESS INTERIORS	621 EAST OHIO STREET	INDIANAPOLIS	IN	46202	317-293-4051
ROBERTS OFFICE INTERIORS	144 HANGAR ROAD	ROME	NY	13441	315-334-1388
RSFi	401 East Wilson Bridge Rd	Worthington	OH	43085	614-880-9110
SCHOOL FURNISHINGS	33 MAIN STREET	NASHUA	NH	03064-2776	(603) 882-9418
SCHOOL SPECIALTY	P.O. BOX 1017	APPLETON	WI	54912-1017	(920) 734-2756
Sharp School Services, Inc.	6400 Lincolnway	Hobart	IN	46342	219-942-6903
SIGNATURE GRAPHICS	608 S. 9TH ST.	NOBLESVILLE	IN	46060	317-776-8652
SOUTH TEXAS SCHOOL FURNITURE	LAVACA COUNTY OFFICE SUPPLY	HALLETTSVILLE	TX	77964	(361) 798-4364
SPRUCED INTERIORS	3605 CONFLANS ROAD	IRVING	TX	75061	817-925-5851

NATIONAL DEALER

STAPLES - VIRGINIA BEACH	5770 THURSTON AVE	VIRGINIA BEACH	VA	23455	252-436-3157
STAPLES, INC.	4170 HIGHLANDER PARKWAY	RICHFIELD	OH	44286	
STATE UNIVERSITY COLLEGE	350 NEW CAMPUS DRIVE	BROCKPORT	NY	14420	585-395-5141
STATE UNIVERSITY OF NEW YORK	BUSINESS OFFICE-S-116	ALBANY	NY	12246	518-443-5349
STEVENS OFFICE INTERIORS	6804 MANLIUS CENTER RD	E. SYRACUSE	NY	13057	315-362-4144
STUART WALSTON INC	417 WEST NASH STREET	WILSON	NC	27893-3742	(252) 243-4940
SULLIVAN WEST CSD	33 SCHOOLHOUSE RD	JEFFERSON	NY	12748	845-295-4066
SULLIVAN WEST HIGH SCHOOL	6604 STATE ROUTE 52	LAKE HUNTINGTON	NY	12752	

NATIONAL DEALER

NAME	ADDRESS1	CITY	STATE	ZIP	TELEPHONE_NO
SULLIVANS OFFICE SUPPLY	219 CENTER ST.	MASSENA	NY	13662	315-764-0295
SUPPLYSOURCE OFFICE INTERIORS	415 WEST THIRD STREET	WILLIAMSPORT	PA	17701	(570) 327-1550
SYDNYE PETTENGILL ASID	INTERIOR DESIGN INC	ALEXANDRIA	VA	22301	(703) 838-8480
SYNERGY BUSINESS ENVIRONMMENTS	111 10TH AVENUE SOUTH	NASHVILLE	TN	37203	(615) 383-6799
SYSTEMS FURNITURE INSTALLATIONS	1701 NW 5TH STREET	OKLAHOMA CITY	OK	73106	
TACTICAL OFFICE SOLLUTIONS	2 EATON ST	HAMPTON	VA	23669	757-565-6060
TANNER OF PA INC	7813 DERRY STREET	HARRISBURG	PA	17111	800-251-8437
TERRELL ENTERPRISES INC.	PO BOX 461	GREENVILLE	AL	36037	(616) 262-0044
TERRELL'S OFFICE MACHINES	PO BOX 1870	BOZEMAN	MT	59771-1870	(406) 587-4455
THE CHARLES RITTER COMPANY	35 W SIXTH ST / PO BOX 215	MANSFIELD	OH	44901	419-522-1911
THOMPSON HINE	335 MADISON AVE	NEW YORK	NY	10017	212-908-3979
THRIFTY OFFICE FURNITURE	1023 S MIAMI BLVD	DURHAM	NC	27703	919-598-8454
TOTAL OFFICE INTERIORS	527 PLYMOUTH ROAD	PLYMOUTH MEETING	PA	19462	(610) 828-8308
TURN KEY INSTALLATION	PO BOX 251	GRANDVILLE	MI	49468	
ULTIMATE OFFICE	317 FAIRFIELD ROAD	FREEHOLD	NJ	7728	732-410-4978
ULTIMATE OFFICE INC	PO BOX 688	FARMINGDALE	NJ	7707	732-780-6911
UNION OFFICE	226 ANDOVER STREET	WILMINGTON	MA	1887	617-308-7005
UNITED OFFICE PRODUCTS	601 W. DENNIS	OLATHE	KS	66061	913-782-4441

VERHALEN, INC	500 PILGRAM WAY	GREEN BAY	WI	54304	920-431-8900
VETERANS OFFICE INTERIORS	2700 BELLEVUE AVENUE	SYRACUSE	NY	13219	
W B MASON	59 CENTRE STREET	BROCKTON	MA	2303	(508) 586-3434
WASHINGTON WORKPLACE	2300 SOUTH 9TH STREET	ARLINGTON	VA	22204	703-979-7835
WB MASON	647 SUMMER STREET	BOSTON	MA	2210	508-586-3434
WB MASON	29 MILL STREET	ALBANY	NY	12204	
WILLIAMS OFFICE ENVIRONMENTS	407 RAY AVENUE	FAYETTEVILLE	NC	28301	910-483-0354
WORKPLACE INTERIORS	7910 WEST BROAD STREET	RICHMOND	VA	37115	804-270-7333
WORKSCAPES	1395 SW 22ND ST	MIAMI	FL	33145	877-967-5722
WORKSCAPES	9302 FLORIDA PALM DRIVE	TAMPA	FL	33619	
WORKSCAPES INC- ORLANDO	1173 NORTH ORANGE AVE	ORLANDO	FL	32804	813-620-0048
Worthington Contract Furniture, L.P.	3006 Longhorb Blvd.	Austin	TX	78758	512-331-1628
WORTHINGTON CONTRACT FURNITURE, L.P.	3006 LONGHORN BLVD	AUSTIN	TX	78758	
WULBERN-KOVAL COMPANY INC	1111 MORRISON DRIVE	CHARLESTON	SC	29403	843-577-7666
ZIMMERMAN SCHOOL EQUIPMENT	7335 HAVENS CORNERS ROAD	BLACKLICK	OH	43004	

NATIONAL DEALER

NATIONAL DEALER

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. Companies 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 Respondent's proposal being deemed nonresponsive to this RFP.**

I, Timothy P. Kerfien, hereby certify and affirm that Haskell Office DBA Haskell Education, 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, Timothy P. Kerfien, hereby certify and affirm that Haskell Office DBA Haskell Education, 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, (Timothy P, Kerfien), hereby certify and affirm that (Haskell Office DBA Haskell Education), 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, (Timothy P. Kerfien), hereby certify and affirm that (Haskell Office DBA Haskell Education) 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, (Timothy P. Kerfien), hereby affirm that this proposal accurately represents the capabilities and qualifications of (Haskell Office DBA Haskell Education), 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 Respondent 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:

Timothy P. Kerfien

Company Name:

Haskell Office DBA Haskell Education

273 Montgomery Ave. Bala Cynwyd, PA

19004

Mailing Address:

Email Address:

tkerfien@haskelloffice.com

Customer Support Supervisor / Contract

Job Title:

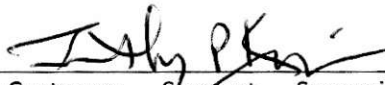
Administrator

PROPOSAL FORM 10: DEBARMENT NOTICE

I, the Respondent, 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: Timothy P. Kerfien

Mailing Address: 273 Montgomery Ave. Bala Cynwyd, PA
19004

Signature 

Title of Signatory: Customer Support Supervisor/Contract Administrator


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 Respondent 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:

10/30/23

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: 10/30/23

PROPOSAL FORM 13: BOYCOTT CERTIFICATION

Respondent 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 Respondent agree? TPK

(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 Respondents submitting proposals must complete this Federal Funds Certification Form regarding Respondent’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 Respondent fails to complete any item in this form, CCOG will consider the Respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

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 Respondent agree? TPK

(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. Respondent

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 Respondent agree? TPK

(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 Respondent agree? TPK

(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 determinate made by the Secretary of Labor. In addition, Supplier Partner shall pay wages not less than once a week.

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

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

Does Respondent agree? TPK

(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 Respondent agree? TPK

(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 Respondent agree? TPK

(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 Respondent agree? TPK

(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 Respondent agree? TPK

(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 Respondent agree? TPK

(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 Respondent agree? TPK

(Initials of Authorized Representative)

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 Respondent agree? TPK
(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 Respondent agree? TPK
(Initials of Authorized Representative)

13. Domestic preferences for procurements

For participating agency purchases utilizing Federal funds, Respondent 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 Respondent agree? TPK
(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 Respondent agree? TPK
(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 Respondent agree? TPK

(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: 

Printed Name: Timothy P. Kerfien

Company Name: Haskell Office DBA Haskell Education

Mailing Address: 273 Montgomery Ave. Bala Cynwyd, PA 19004

Job Title: Customer Support Supervisor/Contract Administrator

PROPOSAL FORM 15: FEMA FUNDING REQUIREMENTS CERTIFICATION FORMS

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

In the event of a contract award, does the Respondent intend to make their products and services available to public agencies utilizing FEMA funds or seeking reimbursement from FEMA?	<input checked="" type="checkbox"/>	Yes
	<input type="checkbox"/>	No

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). Additionally, Appendix II to Part 200 authorizes FEMA to require or recommend additional provisions for contracts.

All bidders submitting proposals who desire to work with Members utilizing FEMA funds must complete this FEMA Recommended Contract Provisions Form regarding bidder’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using FEMA funds. This completed form will be made available to Members for their use while considering their purchasing options when using FEMA 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, Bidder should certify bidder’s agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a 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.

16. Access to Records

For All Procurements

The Winning Supplier agrees to provide the participating agency, the pass-through entity (if applicable), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Winning Supplier agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Winning Supplier agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

Does Respondent agree? TPK
(Initials of Authorized Representative)

For Contracts Entered into After August 1, 2017, Under a Major Disaster or Emergency Declaration

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the participating agency, and the Winning Supplier acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.”

Does Respondent agree? TPK
(Initials of Authorized Representative)

17. Changes

FEMA recommends that all contracts include a changes clause that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may depend on the nature of the contract and the procured item(s) or service(s). The participating agency should also consult their servicing legal counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.

Does Respondent agree? TPK
(Initials of Authorized Representative)

18. Use of DHS Seal, Logo, and Flags

The Winning Supplier shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The contractor shall include this provision in any subcontracts.

Does Respondent agree? TPK
(Initials of Authorized Representative)

19. Compliance with Federal Law, Regulations, And Executive Orders and Acknowledgement of Federal Funding

This is an acknowledgement that when FEMA financial assistance is used to fund all or a portion of the participating agency's contract with the Winning Supplier, the Winning Supplier will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

Does Respondent agree? TPK
(Initials of Authorized Representative)

20. No Obligation by Federal Government

The federal government is not a party to this or any contract resulting from this or future procurements with the participating agencies and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

Does Respondent agree? TPK
(Initials of Authorized Representative)

21. Program Fraud and False or Fraudulent Statements or Related Acts

The Winning Supplier acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

Does Respondent agree? TPK
(Initials of Authorized Representative)

22. Affirmative Socioeconomic Steps

If subcontracts are to be let, the Winning Supplier is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

Does Respondent agree? TPK
(Initials of Authorized Representative)

23. License and Delivery of Works Subject to Copyright and Data Rights

The Winning Supplier grants to the participating agency, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Winning Supplier will identify such data and grant to the participating agency or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Winning Supplier will deliver to the participating agency data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the (insert name of the non-federal entity).

Does Respondent agree? TPK
(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: 

Printed Name: Timothy P. Kerfién
Company Name: Haskell Office DBA Haskell Education
Mailing Address: 273 Montgomery Ave. Bala Cynwyd, PA 19004
Job Title: Customer Support Supervisor/Contract Administrator

PROPOSAL FORM 16: ARIZONA CONTRACTOR REQUIREMENTS

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

Does the awarded supplier intend to make their products and services available to public agencies in the State of Arizona?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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 Respondent agree? TPK
(Initials of Authorized Representative)

Date: 10/30/23

PROPOSAL FORM 17: NEW JERSEY REQUIREMENTS

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

Does the awarded supplier intend to make their products and services available to public agencies in the State of New Jersey?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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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: Haskell Office DBA Haskell Education
Street: 273 Montgomery Ave.
City, State, Zip Code: Bala Cynwyd, PA 19004

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

OR:

I, , an authorized representative , 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
Alan Robins	244 Derwen Rd. Merion Station, PA 19066	50%

Type text here

Bruce Robins

2028 Mt. Vernon St. Philadelphia, PA 19130

50%

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

Signature:  _____
Date: 10/27/23

B. Non-Collusion Affidavit

Respondent Name: Timothy P. Kerfien

Street Address: 540 W North St. Apt A

City, State Zip: Geneva NY 14456

State of New York

County of Ontario

I, Timothy P Kerfien of the Geneva in the County of Ontario, State of New York of full age, being duly sworn according to law on my oath depose and say that:

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

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

Authorized signature:



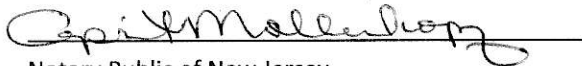
Customer Support Supervisor /

Job Title:

Contract Administrator

Subscribed and sworn before me

this 29th day of October, 2023



Notary Public of New Jersey

My commission expires Jan 4, 2027

SEAL

APRIL MOLLENKOPF
Notary Public, State of New York
Seneca County No. 01MO 6018166
Commission Expires Jan. 4, 2027

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

Company Name: Haskell Office DBA Haskell Education
Street Address: 273 Montgomery Ave.
City, State, Zip Code: Bala Cynwyd, PA 19004

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: Customer Support Supervisor/Contract Administrator
Date: 10/30/23

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

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

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

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

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

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

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

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

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

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

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

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

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

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



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:	Haskell Office DBA Haskell Education		
Address:	273 Montgomery Ave.		
City:	Bala Cynwyd	State:PA	Zip:19004

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.



Timothy P. Kerfien

Customer Support Supervisor
/Contract Administrator

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
NONE			\$

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 Clerk	Sheriff
{County Executive}	Surrogate	

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

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

E. Stockholder Disclosure Certification

Name of Business: Haskell Office LLC DBA Haskell Education **We are not publicly held. There are no stockholders.**

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	Name: Stockholder Name
Home Address: Home Address	Home Address: Home Address
Name: Stockholder Name	Name: Stockholder Name

Home Address:
Home Address

Home Address:
Home Address

Name: Stockholder Name

Name: Stockholder Name

Home Address:
Home Address

Home Address:
Home Address

Subscribed and sworn before me this ___ day of _____,
_____, 2__.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

PROPOSAL FORM 18: 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 19: 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.

- Respondent agrees to all terms and conditions in **Attachment A - Sample Administration Agreement**.
- Respondent wishes to negotiate directly with Equalis Group on terms and conditions in the Sample Administration Agreement. Negotiations will commence after CCOG has completed contract award.

PROPOSAL FORM 20: MASTER AGREEMENT SIGNATURE FORM

RESPONDENTS 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 Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Company Name Haskell Office DBA Haskell Education
Address 273 Montgomery Ave.
City/State/Zip Bala Cynwyd, PA 19004
Phone Number 616-278-1010
Email Address tkerfien@haskelloffice.com
Printed Name Timothy P. Kerfien
Job Title Customer Support Supervisor / Contract Administrator
Authorized Signature 

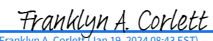
Initial Term of the Master Agreement


Contract Effective Date: January 1, 2024
Contract Expiration Date: December 31, 2027
Contract Number: COG-2152F

(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: 
Franklyn A. Corlett (Jan 19, 2024 08:43 EST)
Name: Franklyn A. Corlett
As: CCOG Board President
Date: Jan 19, 2024

By: 
Eric Merkle (Jan 18, 2024 14:47 CST)
Name: Eric Merkle
As: EVP, Procurement & Operations
Date: Jan 18, 2024

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FORT WORTH
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CHERRY HILL
LAKE TAHOE
MYANMAR

ALLIANCES IN MEXICO

October 13, 2023

VIA E-MAIL

The Cooperative Council of Governments
On Behalf of Equalis Group
6001 Cochran Road, Ste 333
Ref: RFP# COG-2152
Cleveland, OH 44139

Re: Haskell Office LLC

To whom it may concern,

I understand that your office has inquired about certain litigation filed in June 2021 by Haskell Office LLC Education against MooreCo, Inc., No. 2:21-cv-02533-CFK, in the United States District Court for the Eastern District of Pennsylvania. I represented Haskell in the district court litigation. The case was filed by Haskell against MooreCo because of MooreCo's infringement of Haskell's design of its whiteboard. We decided to end the litigation in August 2022. Accordingly, Haskell's claims were dismissed as were Mooreco's counterclaims. We intend to continue to vigorously monitor competitors for infringement of our intellectual property.

Please feel free to contact me if you have any questions.

Very truly yours,

DUANE MORRIS LLP

/s David J. Wolfsohn

David J. Wolfsohn
Partner

DJW:aw

Office of General Services
October 13, 2023
Page 2

cc: Bruce Robins

Attachment 1.4.4 References

Customer References	Products/Services Provided	Project Starting and End Dates
<p>Austin Community College Highland Campus -Make It Center 6101 Highland Campus Dr ~Bldg 2000 Austin TX 78752</p> <p>Janelle Green, Director 512-223-1472 Janelle.Green@austincc.edu</p> <p>McKinsey Siebold, Project Manager 512-630-5369 Mckinsey.siebold@austincc.edu</p>	<p>Explorer Series Rover Table Height Adjustable Voyager Table Ethos</p>	<p>June 2022 -May 2023</p>
<p>Hallsville ISD 300 Willow St Hallsville TX 75650</p> <p>Diane Hicks, Secretary to Director of Special Programs 903-668-5990 x5019 dhicks@hisd.com</p>	<p>Voyager Cubby Storage (125+ units)</p>	<p>March 2023 -July 2023</p>
<p>Passaic Community College Engineering Rooms and Classrooms</p> <p>Ned Sheehy, Engineering Teacher 973-300-2100 Lsheehy@sussex.edu</p>	<p>Explorer Series Maker Tables Explorer Series Cargo Carts</p> <p>Fuzion Sit to Stand Tall Storage Units Assemble Series Flip Top Tables</p>	<p>April 2021 -Present</p>
<p>Pennsbury School District Steve Waterson, Purchasing Manager 215-428-4156 swaterson@pennsburyisd.org</p>	<p>Ethos Chairs Echo Tables Fuzion Sit to Stands Think Nooks Explorer Series Maker Tables Assemble Series Tables</p>	<p>January 2019 -Present</p>
<p>Sierra School Equipment Company Philip McDermott, Account Representative 661-865-1003 philipmcdermott@ssecinc.com</p>	<p>Ethos Echo 360 Seating Fuzion Explorer Assemble Voyager</p>	



With our depth and breadth of distributors across the country (see Distributor Partner Document), through them, they each have and facilitate extend service and warranty needs in both a timely and professional manner. Many have their own warehouses to receive replacement products. Many also use these warehouses to pick up products and service them within said warehouse if needed. Further, they can service “on site” needs with their certified professional installers. Most of our distributors/service providers attend certification classes to ensure they have the skills in order to perform the industry services required.

Haskell also facilitates an annual review of all our distributor/partners across the country to insure required performance level expectations are being achieved.

One of the biggest advantages is that we honor our warranties and include labor reimbursement to our distributor partners, which removes any hesitation on their part to facilitate the approved warranty claim. Manufacturers who do NOT re-imburse for labor create a disincentive for their distributors to perform the warranty work and delay resolution.

Haskell Education has made it is easy for our distributors to submit a warranty/service claim by making a simple call to our customer service team which reduces the amount of time for any warranty replacements to be replaced and shipped which in turn allows for servicing arm to deploy and address any need. Any products under warranty therefore likely needing service are expedited under our “Warranty Expedite Program”.

Haskell Office LLC. dba Haskell Education has a Lifetime Warranty which means we have engineered products to last decreasing the likelihood of a service/warranty need.

Haskell has consistently preformed at the highest level of service for our distributor/partners and end users/customers without hesitancy. They believe in making certain the customer is taken care of and they are happy.



Multiple Distributors: Independent, Contract, Larger Nationals, Wholesalers and those in-between providing your members “choice” of whom they would like to work with. Our experience tells us that not all Public Sector customers like to work with the same dealer. It also provides a Public Sector customer another distributor option when a single distributor fails to perform therefore having no impact on the possible rebate dollars realized. To date, between all these distributors across the country, we have over 1500 “feet on the street” selling our products across the country. Higher number of distributors equates to an improved number of sales opportunities which in turn, increases the rebate dollars.

Leadership Team has over 70 years combined experience working with the Public Sector customers to include K12, Higher Education, State, Local and Federal Government

We manufacture unique STEAM Products i.e.: ROVER – Maker Table where the top flips up and allows the table to move through a door threshold for a “pop up” maker experience. This solution, because it can be a shared resource, results in a reduction of acquisition costs. It also is a reduction in custodian man-hours when there is a need to move the Maker Table out of a room as the top needs to be removed first and then be reattached. THIS SOLUTION ONLY EXISTS AT HASKELL EDUCATION

<https://www.haskelleducation.com/videos/the-rover-table-and-cargo-cart/>

We are steel benders! When we think about the need for Mobility and Flexibility we like to state: Steel and Mobility = Longevity providing your member with the greatest long-term return on their Investment

Interactive and easy to navigate web site with relevant content targeted directly to our education audience “Distribution Breath” of geography across the country

Due to the breadth of our distributor partners, we have experts in every Public Sector Market
Long distribution relationship

Distribution Annual Performance Reviews

Professional Development at “no charge” to your member. This service is critical as part of the early programming of deciding on product solutions as well as post purchase so stakeholders (generally educators) understand how to utilize them

EQUALIS GROUP dedicated customer service support person

Design and Space Planning Services: both with our distributor partners and direct with Haskell Education

Rendering Services: both with our distributor partners and direct with Haskell Education

Virtual Reality and “Walk Through” Services with both our distributors and Haskell Education

CEU’s offered to A & D Community. Critical component to getting products specified on a project is to have strong relationships with the A & D Community

Support at the corporate office as well as the distributor locations across the country through our distributor partners and our Independent Rep Firms

Showrooms across the county to support your members with seeing product before they purchase

Community Engagement Workshops and Research Exercises

Personalized “Look Books”. We build Look Books which is a series of digital environments for member to use with their boards and any of their stakeholders to tell the story they need in order to assist with better understanding the direction of a project

Engagement Research Partner Program

“Select your color feature” on our website. Member can see what their product color will look like online

Member Education Seminars i.e.: Trends in Higher Education or How to create deeper student Engagement

“Road Show” across the county – Product Samples come to you

Test Fit Programs – “Try before you buy”. We have programs that allow your members to try our products prior to the purchasing of said product

Student Engagement = Improved Performance – Process for “how to”



Lifetime Guarantee

The following limited Lifetime Guarantee applies to all Haskell products:

Haskell guarantees, to the Original Purchaser of this Haskell furniture, all parts to be free from defects in material and workmanship; and as long as the Original Purchaser owns this furniture, we will replace any metal part or parts thereof which our examination discloses to be defective, provided no unauthorized corrective action has been taken prior to such examination. Please note, this guarantee does not apply to product misuse, abuse, or alteration. We do not cover damage caused by accident, fire, flood or act of God.

Exceptions to the Haskell Lifetime Guarantee

Ethos Series – 12 years on casters, glides, pneumatic cylinders, tablets and tablet support arms.

360 Series – 12 years on casters, glides.

Echo™ Series – marker board laminates are subject to manufacturer's published warranty.

Explorer Series® – 12 years on casters and pneumatic cylinders.

Fuzion™ Sit Stand Series – 12 years on casters, glides, and adjust mechanism. 20 years on hydraulic cylinder.

Attachment 3.1.1 Showroom Locations / Distribution Centers

SHOWROOM LOCATIONS

Dealer	City	State
School Source	Mesa	AZ
Arizona Furnishings	Phoenix	AZ
Sierra School Equipment	Bakersfield	CA
Sierra School Equipment	Bakersfield	CA
Campbell Keller	Sacramento	CA
Cal Bennetts	Visalia	CA
W.B.Mason	Hamden	CT
Robert Lord's	Manchester	CT
Ernie Morris	Bushnell	FL
W.B.Mason	South Dayton	FL
Ernie Morris	Cumming	GA
Haskell Showroom	Dennisport	MA
W.B.Mason	Woburn	MA
W.B.Mason	Worcester	MA
Workplace Resources	Worcester	MA
American Design	Towson	MD
Haskell Education Factory Showroom	Wyoming	MI
JLM Innovators	Hampton Falls	NH
School Furnishings	Hudson	NH
Webb Contract Group Showroom	Columbus	OH
W.B.Mason	Warwick	RI
Alfred Williams	Austin	TX
Hertz Furniture	Houston	TX
Office Depot	Houston	TX

Distribution Centers

3770 Hagen Dr. Wyoming MI 49548

459 36th St., Wyoming MI 49548

350 28th St. Grand Rapids, MI



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

EQUALIS GROUP members will reach out to our distributor/dealer partners first should there be a customer service question(s). Each of our dealer partners have a resolute customer support staff to complete all resolutions to include installation, warranties, service, concealed damage, shipping, and deliveries.

Haskell Office dba Haskell Education, LLC. customer support department and their distributor partners are open in their time respective time zones from 8 am – 6 pm.

Haskell Education has a dedicated customer support team that participates in daily operations and production meetings every morning. This protocol ensures that there are clear and quick communications between sales and operations which in turn allows us to provide our distributors with expedient information for their customers.

Lean kit is just one of our order entry and production management tools that our customer support team has access to and utilizes alongside our operations and production teams. This tool allows the customer support team to quickly view all operations and production data again assisting with what might be needed in supporting our dealer partners.

We also have a company culture that calls for taking care of the end user in an expedient, efficient, fair and thoughtful manner. For example, the customer support team support an initiative that replies to quote requests the same day or at the outset no more than 24 hours. They seek “win/win” solutions always seeking the best and most efficient solution for the end user (customer). The leadership team nurtures this culture throughout the organization.



Our products are independent green certified

Haskell's primary material is steel. Steel is the most recycled post-consumer material used in North America. More steel is recycled than all other metals, paper, glass and plastic combined. The use of recycled steel does not degrade any performance characteristics of steel. Powder Coating Haskell's products are designed around the newest steel coating technology. All steel parts and products are coated with powder that is cured in an oven. This offers superior durability and performance while eliminating waste and pollutants. Powder coating is in the enviable position of eliminating ozone layer eroding VOC (Volatile Organic Compounds). Adhesives In keeping with our powder coating that helps eliminate harmful VOC's. Haskell's Marathon seating incorporates the use of virtually VOC free adhesives when producing our seating product. We follow the stringent Ansi/Bifma M7.1 guideline set for VOC adhesives. Every step in our process we are evaluating and using methods that eliminate our carbon footprint. Packaging Delivery of an undamaged unit on-site is a positive alternative to manufacturing a replacement in terms of energy and materials. For the last three years Haskell has consistently reduced the cardboard content of it's packaging by more than half while decreasing shipping damage. Corrugated cardboard used by Haskell contain at least 25% recycled materials. And More Haskell's manufacturing process and facility is a 99% solvent-free environment, and the company is as dedicated to the conservation of our natural resources as it is to the elimination of pollutants. All forklifts have been converted from gasoline to either natural gas or electric power or have been replaced by electric scissor lifts and gravity fed roller tables.

HASKELL ENVIRONMENTAL STATEMENT

Haskell has provided federal agencies, schools and the contract furniture markets, with furniture that is known for its extra- long-life cycle. Our furniture is constructed from steel, the most widely recycled material in North America. These products are a key value for Haskell in serving the community, including acting responsibly. In this vein, Haskell has demonstrated an exceptional commitment to Environmental improvement.

Haskell has always taken the commonsense approach in designing both quality and durability into its products. This equates to an item of furniture that does not have to be replaced for a long, long time. Our furniture will commonly exceed the life cycle of wood furniture by two to three times. The life cycle assessment of Haskell's products must include the many clients using our furniture that have been in service for over twenty-five years, and plan to continue to use the furniture for years to come. Simply put, if a client does not have to replace furniture every 7-10 years, no energy is expended, and no disposal issues need to be considered. This is, by definition, "waste prevention."

STEEL

Haskell's primary material is steel. Steel is the most recycled post consumer material used in North America. More steel is recycled than all other metals, paper, glass and plastic combined. Industry wide, in 1998, 70 million tons of steel scrap was recycled, for a 63.8% overall recycling rate. Steel that is recycled when compared to virgin ore requires 74% of the energy, generates 86% less air pollution, and 76% less water pollution. Recycled steel accounts for well over half of the steel produced in the U.S.

Haskell specifies steel to meet certain performance characteristics that will yield quality furniture. The advantage of steel versus other materials, such as plastics and woods, is that the content of recycled steel does not degrade these performance characteristics. The steel recycled from a thirty-year-old Haskell file can be reprocessed into a new Haskell file. Haskell's manufacturing process sends 100% of all off-fall, slugs and scrap to recycling centers as a method of waste reduction. Typical post-consumer recycling rates for major steel products include 72% of appliances and 92% of automobiles. While there is no industry data on recycling of steel-based furniture, the institutional nature of Haskell's market should place the recycling rate between that of consumer appliances and the more traditional reclamation of automobiles. This is, by definition "waste reduction."

POWDER COATING

Haskell's new facility was designed around the newest steel coating technology, products are coated with powder that is cured in an oven. This offers superior durability and performance while eliminating waste and pollutants. Powder coating is in the enviable position of eliminating ozone layer eroding VOC (Volatile Organic Compounds); while water-based paints for industrial usage (one of the best of the liquid coatings) is still likely to release 1 to 2 pounds of VOC per gallon. Traditional solvent-based liquid paint contains approximately 7.25 pounds of reducing solvents per gallon of paint. Powder has none.

When compared to wood finishing systems, to cover 1000-sq. ft., a lacquer 3-coat system will release approximately 196 pounds VOC, a good solvent-based liquid paint onto steel will release approximately 7 pounds VOC, and powder will release 0 pounds VOC. Because powder coatings do not contain solvents, exhausting or venting to the outdoors of the curing ovens are not required to remove solvent fumes.

In the powder coating process, waste is greatly reduced by overspray recovery units that recycle and reuse 95-99% of the powder, compared to the material utilization of 40-70% for a liquid paint system. With powder coatings there is no overspray sludge to accumulate and dispose. Powder coatings require no solvents, no mixing rooms and no flash-off zones. Clean up is accomplished without solvents.

Superior performance of powder coatings when compared to liquid paint will extend the useful life of the product. Haskell's powder coating is harder, more scratch resistant, less likely to peel if dented, and more chemical and corrosion resistant, than past Haskell products which themselves are performing beyond normal life cycles. As an example, salt spray resistance test results (an indication of the corrosion resistance and the adhesion of a coating) have increased from 100 hours to 700 hours with Haskell's powder coating. To add longevity to the products, the hybrid powder coatings that have been formulated for Haskell product can be repaired, touched-up and even re-painted.

Powder coatings do not interfere with the recyclability of the steel substrate and are in fact classified as a "non-hazardous" waste when disposed.

Dimensional lumber utilizes only 63% of a tree. Engineered substrates from trees, on the other hand, convert all but about 5% of the balance of the tree, processing material that was once either burnt or disposed of as solid waste into usable products. Haskell has introduced an annually renewable wheat straw-based substrate to our market that has superior moisture and mechanical properties than other typical panels, that is formaldehyde free, and that qualifies for various LEEDS categories.

PACKAGING

Delivery of an undamaged unit on-site is a positive alternative to manufacturing a replacement in terms of energy and materials. For the last three years Haskell has consistently reduced the cardboard content of its packaging by more than half while decreasing shipping damage. Recently, the company brought a "packing on demand" system online that custom tailors packaging to the size and quantity run. This has already reduced cardboard consumption and shipping damage. Corrugated cardboard used by Haskell contains at least 50% recycled materials, while the kraft papers used in packaging are from 100% recycled materials. Packaging is normally sent to a recycling center after installation by the user agency.

...AND MORE

Haskell's manufacturing process and facility is a 99% solvent-free environment, and the company is as dedicated to the conservation of our natural resources as it is to the elimination of pollutants. All forklifts have been converted from gasoline to either natural gas or electric power or have been replaced by electric scissor lifts and gravity-fed roller tables. Cooling water for spot-welding previously sent to the sewer is now recycled, saving several million gallons of water per year as well as the energy used downstream in reclamation or treatment.

Haskell Education Organizational Chart



Alan Robins
President

Bruce Robins
Vice President

Cristel Hutchinson
Vice President Sales

Adam Johnson
Operations Director

Administrative Director

John Myers
Marketing & Training
Director

Tim Kerfien
Customer Support
Manager/Contract Manager

Kathryn Pagano
Julie Griffin
Flora McClung
Regional Managers

6 Rep Firms
Multiple
Locations

Plant Floor Staff

Plant Administrative
Staff

Karen Drapela
Senior Customer
Support Specialist

Mindy Gilbert
Customer Support
Specialist

5.2.1. Contract Expectation

Haskell Educations expectations for the CCOG contract is that we expand our National Public Sector Sales. In addition to the regions where we have already realized strong public sector sales, we want to target those states where we believe there is significant opportunities with the CCOG Contract.

While we have developed a proven strategy for Public Sector sales growth, we are expecting to work directly with the CCOG Team to build joint eMarketing, Regional and National opportunities to support the growth of the contract.

We would expect to partner with the CCOG Team on building new members and growing existing members.

Haskell Education will be expecting a partnership with the CCOG Team with consistent and clear communication. As part of this partnership, we look forward to having a presence on your website with as much content as you will allow.

Finally, we would look to the CCOG Team to provide us with their guidance on what has and has not been effective with the growth of the contract and how best they feel we should interface with their members.

5.2.2. Five (5) Year Sales and Vision Strategy

Marketing and Sales Support:

Haskell Education has been in business for over 70 years. We have been extremely successful within the Public Sector communities by operating with a high degree of integrity, professionalism, innovation, reliability and always seeking solutions for our customers that solve for the “why”.

Below is a map of the steps Haskell Education will be taking to support and grow the CCOG Contract for the Five (5) Years as well as more immediate steps.

Haskell Education will use the full resources of our sales, marketing and public relations teams to fully promote our partnership with CCOG members.

We will exploit all our channel media outlets with a coordinated program of advertising and press releases around this award. In addition, we will produce and distribute full announcements targeted at our existing public sector customers, target public sector customers and any database provided by CCOG. Lastly, we will market the CCOG Contract immediately to all our distribution partners / dealers combined with full training of dealer and Haskell sales teams on use and benefits of the CCOG Contract.

1. Haskell will create a full press release program utilizing our inside and outside PR teams to effectively reach the appropriate trade publications and media outlets including but not limited to the following:
 - School and Planning Management
 - College and Planning Management
 - Interiors and Sources
 - Learning By Design
 - Issues in Education
 - Educational Dealer
 - American School & University
 - The Business of Furniture
 - The Monday Morning Quarterback
 - School Construction News
 - Workplaces Magazine
 - Christian School Products
 - A4LE
 - Contract Magazine
2. Within the First 30 days of contract award, Haskell Education will post an announcement, the Master Agreement details and specific contact information on our website, www.haskelleducation.com of the CCOG Contract award.
3. The Haskell Education marketing team will, in the first 30 days, create a co-branded marketing set of materials including the following:
 - Full color, 2 page 8 ½” x 11” announcement and guide document to be included with sales proposals and presentation materials.
 - Easy to read post card for quick leave behind on all Haskell Sales appointments with potential and existing CCOG members.
 - Trade Show Tent cards promoting the CCOG Contract
 - PDF versions of above on our web site for electronic mailing by our sales and dealership networks.

4. The Haskell Education Sales and Marketing team will support all CCOG national and regional conferences including all supplier-specific trade show, Regional Cooperative Summits and meetings throughout the term of the contract. We will support these meetings and conferences with appropriate product and marketing materials as needed. We have a proven trade show and meeting program support team that will be ready to participate in the above.

5. Within 60 Days of award of the CCOG contract, Haskell Education will develop a fully articulated, ongoing advertising campaign for both regional and national publications promoting the CCOG contract. In addition, we will create a set of tools for our regional sales teams and distributors for use at any local / regional trade show, furniture fairs etc. where public sector customers might meet the Haskell Education brand.

6. Within 90 days of award of the CCOG contract, Haskell Education will create templates for case studies, collateral pieces (2-page, 4-page and postcards) and presentations that can be utilized during the term of the contract by all of Haskell Education sales *and* distribution partners. We see it as essential to not only create these templates for Haskell sales but provide them to our national distribution network for use in their ongoing marketing efforts where co-branding of CCOG partners and Haskell Education can be included in their extensive marketing efforts.

7. Within 30 days, Haskell Education will conduct a Webinar training experience which will be required by our sales team members across the country with encouraged attendance by our national distribution team. These training sessions will review the CCOG Contract, pricing and product inclusions, and review our 90-day marketing plan.

Outside of the 90-day marketing program we will develop an ongoing marketing plan through the life of the 5-year contract. I believe it is important to understand how we utilize trade shows as a marketing tool. Please see below.

Trade Shows whether attending and/or showing are and will continue to be an important component to Haskell Education's sales strategy success in that they provide expansive visibility to multiple stakeholders. Our data base consists of thousands of Public Sector contacts that are continually scrubbed by our IT team. We use the data base gained from trade shows to introduce new contracts, eMarket, build a new customer base, support our distributor partners, gather market feedback for product and process development, case studies, market development programs when we are trying to build a new market, press releases, new product announcements, contests, and education surveys.

With all usages state above, we will be introducing the CCOG contract whether with a logo, conversation and/or printed marketing material. This number equates to many thousands of stakeholders.

SOME KEY HASKELL EDUCATION TRADE SHOWS:



Ed Spaces Trade Show. Largest K12 trade show in the United States



A4LE Shows Regional Shows: Midwest, Great Lakes, Northeast, Pacific Northwest, Southeast, Southern & Southwest.



California Coalition for Adequate School Housing (CASH) Show



California Steam Symposium



National Association of Educational Procurement



International Facility Management Association



Association of School Business Officials International. We attend regional conferences across the country

NeoCon

During the five (5) year term of the CCOG Contract, Haskell Education will provide marketing, sales, partnership development and administrative support for both our distributors, A & D communities, and our current public sector contacts as well as our newly acquired public sector contacts that directly promotes the CCOG Contract. We will be promoting the contract on a national basis.

Haskell Education will assign a dedicated customer support contact who will serve as the main point of contact for Haskell Education and will be responsible for managing the overall relationship with CCOG. The Director of Partner Development will work with the CCOG to develop a comprehensive strategy to promote the contract with appropriate stakeholders within CCOG including, Sales, Marketing, Contracting, Training, and Operations & Support.

Haskell Education's marketing team will work to promote the CCOG Contract to both existing Participating Public Agencies and prospective Public Agencies through channels that will include:

- A. Marketing collateral (print, electronic, email, presentations)
- B. Website
- C. Trade shows/conferences/meetings
- D. Advertising
- E. Social Media
- F. Regionally Hosted Events
- G. Virtual Experiences

Haskell Education sales teams will work in conjunction with our distributors and A & D communities across the country to promote the CCOG Contract to both existing Participating Public Agencies and prospective Public Agencies

through initiatives that may include:

- A. Individual sales calls
- B. Joint sales calls
- C. Webinars
- D. Joint Hosted Events

Contract Deployment:

Upon receiving the CCOG Award, Haskell Education will schedule webinars with all our stakeholders to include our Executive Management, Regional Managers, Marketing Department, Entire National Distribution base, A & D Community and Public Sector Contract List.

Upon contract award, we will immediately add the contract to our website.

On a quarterly basis, we will review sales and marketing steps with our distributors. Haskell Education will also include the CCOG Contract on every training facilitated both in person and via webinars with all our stakeholders (distributors, A & D Firms and Public Sector Contacts). We facilitate trainings at least 10+ times per week.

Haskell Education will be completing a Press Release upon the CCOG Award which will be sent out on the wire as well as emailed to our entire database of Public Sector folks as well as our distributors.

A consistent cadence of contacting our Public Sector customers will be implemented with person visits, invitations to our hosted regional events, eMarketing, participation in public sector regional events, working with CCOG staff to participate in whatever marketing opportunities they will support us with and creative offering of services (*See Value Added Services below*).

Value Added Services:

Multiple Distributors: Independent, Contract, Larger Nationals, Wholesalers, and those in-between providing your members “choice” of whom they would like to work with. Our experience tells us that not all Public Sector customers like to work with the same dealer. It also provides a Public Sector customer with another distributor option when a single distributor fails to perform, therefore having no impact on the possible rebate dollars realized. To date, among all these distributors across the country, we have over 1500 “feet on the street” selling our products across the country. A higher number of distributors equates to an improved number of sales opportunities which in turn increases the rebate dollars.

Leadership Team has over 70 years combined experience working with the Public Sector customers to include K12, Higher Education, State, Local and Federal Government

We manufacture unique STEAM Products i.e.: ROVER – Maker Table where the top flips up

and allows the table to move through a door threshold for a “pop up” maker experience. This solution, because it can be a shared resource, results in a reduction of acquisition costs. It also is a reduction in custodian man-hours when there is a need to move the Maker Table out of a room as the top needs to be removed first and then be reattached. THIS SOLUTION ONLY EXISTS AT HASKELL EDUCATION

<https://www.haskelleducation.com/videos/the-rover-table-and-cargo-cart/>

We are steel benders! When we think about the need for Mobility and Flexibility we like to state: Steel and Mobility = Longevity providing your member with the greatest long-term return on their investment

Interactive and easy to navigate web site with relevant content targeted directly to our education/public sector audience “Distribution Breath” of geography across the country.

Due to the breadth of our distributor partners, we have experts in every Public Sector Market Long distribution relationship.

Distribution Annual Performance Reviews

Professional Development at “no charge” to your members. This service is critical as part of the early programming of deciding on product solutions as well as post purchase, so stakeholders understand how to utilize them.

CCOG, Public Sector dedicated customer service support person.

Design and Space Planning Services: both offered by our distributor partners and Haskell Education

Rendering Services: both with our distributor partners and direct with Haskell Virtual

Reality and “Walk Through” Services with both our distributors and Haskell Education

CEU’s offered to A & D Community. Critical component to getting products specified on a project is to have strong relationships with the A & D Community

Support at the corporate office as well as the distributor locations across the country through our distributor partners and our Independent Rep Firms

Showrooms across the county to support your members seeing product

Community Engagement Workshops and Research Exercises

Personalized “Look Books”. We build Look Books which are a series of digital environments for members to use with their boards and any of their stakeholders to tell the story they need to assist with better understanding the direction of a project.

Engagement Research Partner Program

“Select your color feature” on our website. Members can see what their product color will look like on- line.

Member Education Seminars i.e.: Trends in Higher Education or How to create deeper student engagement.

“Road Show” across the county – Product Samples come to you.

Test Fit Programs – “Try before you buy”. We have programs that allow your members to try our products prior to the purchasing of said product.

Student Engagement = Improved Performance – Process for “how to”

5.2.3. Sales Objectives. What are your top line sales objectives in each of the five (5) years if awarded this contract?

Year one (1)

Introduce the contract features and benefits Nationally to both our stakeholders (distributors, A & D, Haskell Education Team, and Public Sector CCOF members and our public sector database).

Convert a percentage of cooperative memberships to CCOG Contract based on feedback from CCOG Team.

Add percentage of members to the CCOG Contract based on CCOG Consult

First Year Annual Sales Goal of \$500K

Year two (2)

The Haskell Education Team continues regular relationship cadence with CCOG members and distributors with a contact matrix for measurable results.

Convert a percentage of cooperative memberships to CCOG Contract based on feedback from CCOG Team.

Add percentage of members to the CCOG Contract based on CCOG Consult

Assess what was successful and what was not. Where can we improve?

Reassess Sales Growth Percentage

Year three (3)

The Haskell Education Team continues regular relationship cadence with CCOG members and distributors with a contact matrix for measurable results.

Convert a percentage of cooperative memberships to CCOG Contract based on feedback from CCOG Team.

Add percentage of members to the CCOG Contract based on CCOG Consult

Assess what was successful and what was not. Where can we improve?

Reassess Sales Growth Percentage

Year four (4)

The Haskell Education Team continues regular relationship cadence with CCOG members and distributors with a contact matrix for measurable results.

Convert a percentage of cooperative memberships to CCOG Contract based on feedback from CCOG Team.

Add percentage of members to the CCOG Contract based on CCOG Consult

Assess what was successful and what was not. Where can we improve?

Reassess Sales Growth Percentage

Year five (5)

The Haskell Education Team continues regular relationship cadence with CCOG members and distributors with a contact matrix for measurable results.

Convert a percentage of cooperative memberships to CCOG Contract based on feedback from CCOG Team.

Add percentage of members to the CCOG Contract based on CCOG Consult

Assess what was successful and what was not. Where can we improve?

Reassess Sales Growth Percentage










Agreement - Haskell & CCOG (Master) - 2024.01.01

Final Audit Report

2024-01-19

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