

**PROPOSAL FORM 1: TECHNICAL PROPOSAL**

<b>1. OVERVIEW &amp; QUALIFICATIONS</b>									
<b>1.1. Company Information</b>									
<b>1.1.1. Company Name:</b>	Vari Sales Corporation								
<b>1.1.2. Corporate Street Address:</b>	450 N Freeport Pkwy Ste. 2100, Coppell, Texas 75019								
<b>1.1.3. Website:</b>	www.vari.com								
<b>1.1.4. Formation.</b> 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.	Vari was founded in 2012 as Varidesk LLC. In November 2018, Vari Sales Corporation was founded as a wholly owned subsidiary of Vari Holding Corporation. In February 2020, Varidesk underwent a rebrand to Vari.								
<b>1.1.5. Primary Point of Contact.</b> 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="padding: 2px;">Contact Name:</td> <td style="padding: 2px;">Candice Liles</td> </tr> <tr> <td style="padding: 2px;">Title:</td> <td style="padding: 2px;">SLED Program Manager</td> </tr> <tr> <td style="padding: 2px;">Phone:</td> <td style="padding: 2px;">(972) 538-2081</td> </tr> <tr> <td style="padding: 2px;">E-Mail Address:</td> <td style="padding: 2px;">Candice.liles@vari.com</td> </tr> </table>	Contact Name:	Candice Liles	Title:	SLED Program Manager	Phone:	(972) 538-2081	E-Mail Address:	Candice.liles@vari.com
Contact Name:	Candice Liles								
Title:	SLED Program Manager								
Phone:	(972) 538-2081								
E-Mail Address:	Candice.liles@vari.com								
<b>1.1.6. Authorized Representative.</b> 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="padding: 2px;">Contact Name:</td> <td style="padding: 2px;">Kevin Wierenga</td> </tr> <tr> <td style="padding: 2px;">Title:</td> <td style="padding: 2px;">Senior Vice President of Sales</td> </tr> <tr> <td style="padding: 2px;">Phone:</td> <td style="padding: 2px;">(469) 391-0661</td> </tr> <tr> <td style="padding: 2px;">E-Mail Address:</td> <td style="padding: 2px;">Kevin.wierenga@vari.com</td> </tr> </table>	Contact Name:	Kevin Wierenga	Title:	Senior Vice President of Sales	Phone:	(469) 391-0661	E-Mail Address:	Kevin.wierenga@vari.com
Contact Name:	Kevin Wierenga								
Title:	Senior Vice President of Sales								
Phone:	(469) 391-0661								
E-Mail Address:	Kevin.wierenga@vari.com								
<b>1.2. Financial Strength &amp; Legal Considerations</b>									
<b>1.2.1. Financial Strength.</b> 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.  <b>Note:</b> 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	As a non-public entity, Vari does not disclose financial information.								

will be redacted from any future use of the RFP response.	
<b>1.2.2. Bankruptcy &amp; Insolvency.</b> 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.
<b>1.2.3. Litigation.</b> Describe any litigation in which your company has been involved in the last three (3) years and the status of that litigation.	At Vari, we take great pride in conducting our business with the highest integrity and ethical standards. As such, we are pleased to confirm that we have not violated any laws, statutes, or standards in the past THREE years. It is important to note that as part of our commitment to protecting our intellectual property rights, we have taken legal action against parties who have infringed on our patents, trademarks, and copyrights. These actions are necessary to safeguard our business interests and ensure that our customers continue to receive the high-quality products and services they expect from Vari.
<b>1.3. Industry Qualifications</b>	
<b>1.3.1. Company Identification.</b> How is your organization best identified? Is it a manufacturer, distributor, dealer, reseller, or service provider?	Vari Sales Corporation is a wholly owned subsidiary of Vari Holding Corporation. Vari Sales Corporation is a single-source manufacturer of all Vari products.
<b>1.3.2. Manufacturer Authorization.</b> 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.	Vari is a single-source manufacturer of all products.
<b>1.3.3. Authorized Distributors, Agents, Dealers, or Resellers.</b> 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.  <b>NOTE:</b> Respondents intending to authorize distributors, agents, dealers, or resellers must complete <b><u>Proposal Form 7 - Dealer, Distributor and Reseller Authorization Form.</u></b>	Vari is a single-source manufacturer of all products.
<b>1.3.4. Network Relationship.</b> If your company is best described as a manufacturer or service provider, please describe how your	Vari has limited dealer network partners to provide Vari products on a transactional basis.

<p>dealer network operates to sell and deliver the Products &amp; Services proposed in this RFP. If applicable, is your network independent or company owned?</p>	
<p><b>1.3.5. Industry Experience.</b> How long has your company provided the products and 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>100% of Vari Sales Corporation revenue was generated through services and products outlined within this proposal over the previous three years.</p>
<p><b>1.3.6. Geographic Reach.</b> 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>Vari has established regional offices across the US in 15 markets. We also have remote Sales Executives that manage a territory that does not have a market presence. Additionally, Vari has a team of inside sales account managers solely dedicated to State, Local, Education, and Non-Profit organizations across the United States.</p>
<p><b>1.3.7. Certifications and Licenses.</b> 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><b>NOTE:</b> Provide copies of any of the certificates or licenses included in your response in <b>Proposal Form 5 - Certifications and Licenses.</b></p>	<p>NONE</p>
<p><b>1.4. Public Sector Experience</b></p>	
<p><b>1.4.1. Public Sector Cooperative Contracts.</b> 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><b>NOTE:</b> Please exclude information and data associated with Federal or GSA contracts.</p>	<p>TXMAS – Base GSA, Region 4 – ESC, Region, 1GPA, Premier, Region 7 – ESC, US General Services Administration (GSA), Tempe Union High School District – SAVE Membership. As a non-public entity, Vari does not disclose financial information.</p>
<p><b>1.4.2. Education Success.</b> What is the i) total dollar amount, and ii) percentage of your company’s total annual revenue</p>	<p>As a non-public entity, Vari does not disclose financial information.</p>

<p>generated by sales to educational institutions (i.e., K-12 schools &amp; school districts and high education)?</p>	
<p><b>1.4.3. Government Success.</b> What is the i) total dollar amount, and ii) percentage of your company’s total annual revenue generated by sales to local governments (i.e., municipalities, counties, special districts, and state agencies)?</p>	<p>As a non-public entity, Vari does not disclose financial information.</p>
<p><b>1.4.4. Customer References.</b> 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"> <li>a. Customer contact person and their title, telephone number, and email address;</li> <li>b. A brief description of the products and services provided by your company;</li> <li>c. Customer relationship starting and ending dates; and,</li> <li>d. Notes or other pertinent information relating to the customer and/or the products and services your company provided.</li> </ul>	<p>A. Frisco ISD Barbara Marr, FF&amp;E Coordinator <a href="mailto:marrb@friscoisd.org">marrb@friscoisd.org</a> 469-633-6035.</p> <p>B. Workspace Design, Full Office Furniture Renovation and New Office Installation.</p> <p>C. Customer since November 2019, with several projects pending installation as of November 2023.</p> <p>A. City of Grapevine, Texas Chris Smith, Deputy Director of Parks <a href="mailto:chriss@grapevinetexas.gov">chriss@grapevinetexas.gov</a> 817-410-3473</p> <p>B. Workspace Design, Full Office Furniture Renovation and New Office Installation.</p> <p>C. Customer since November 2020, with with numerous projects installed annually.</p> <p>A. UNTHSC Dr. Rynn Ziller Marr, Assistant Professor, Medical Education &amp; Health Systems Science Texas College of Osteopathic Medicine <a href="mailto:Rynn.Ziller@unthsc.edu">Rynn.Ziller@unthsc.edu</a> 817-735-2615</p> <p>B. Workspace Design, Full Common Area Furniture Renovation and New Office Installation.</p> <p>C. Customer since March 2023 to present.</p> <p>A. City of Frisco Jennifer Kashner, Assistant Recreation Services Manager <a href="mailto:Jkashner@friscotexas.gov">Jkashner@friscotexas.gov</a> 972-292-6542</p> <p>B. Workspace Design, Full Office Furniture Renovation</p> <p>C. Customer since November 2019 with numerous projects installed annually.</p> <p>A. Tohono O’odham Nation Bennett Chewing, Corrections Administrator <a href="mailto:Bennett.Chewing@tonation-nsn.gov">Bennett.Chewing@tonation-nsn.gov</a> 520-383-6462</p> <p>B. Workspace Design, Full Office Furniture Renovation and New</p>

	Office Installation. C. Customer since November 2019, with several projects installed since.
<b>2. <u>Products &amp; Services</u></b>	
<b>2.1. Products &amp; Services</b>	
<p><b>2.1.1. <i>Product &amp; Services Description(s).</i></b> 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 &amp; 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><b><u>IMPORTANT.</u></b> This description along with the products and services included in the <b><u>Attachment B – Cost Proposal</u></b> will be utilized to define the overall products and services available under a resulting contract.</p>	<p>As a workspace innovation company, we help growing organizations unlock the potential of their space and their people. We are dedicated to bringing speed, simplicity, and flexibility to the office furniture buying process. With Vari, companies can scale their workspace quickly and make it happier, healthier, and more productive.</p> <p>We created our first product for a colleague who needed a simple way to stand up at work to relieve his back pain. The original VariDesk® sit-stand desk converter was so successful it set the standard for the industry and inspired a whole new category. We soon discovered that our direct-to-consumer business model was just as popular as the VariDesk itself. Customers started asking us for office furniture that offered the same speed, simplicity, and flexibility, so we listened and began expanding our mission beyond the desk.</p> <p>We still proudly sell our award-winning standing desks, but at Vari we now offer everything fast growing businesses need to furnish their space. We offer electric standing desks, conference tables, lights, moveable walls, seating, storage, and more—but it’s not just about furniture. From space planning and design, to installation, we’re a fast, flexible, and knowledgeable partner along the way. By building lasting relationships with our customers, we’ve created a worldwide fanbase that appreciates our commitment to quality, simplicity, speed, and flexibility. Our journey may have started with a desk, but now we’re so much more — and we’re just getting started.</p>
<p><b>2.1.2. <i>Value-Add or Additional Offering.</i></b> Please include any additional products and services not included in the scope of the solicitation that you think will enhance and add value to this contract’s participating agencies.</p>	<p>Free workspace design and installation on all orders greater than \$30,000.</p>
<p><b>2.1.3. <i>Open Market Products.</i></b> 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</p>	<p>All products are made available to CCOG and Equalis.</p>

<p>in your standard catalog offering or non-inventoried products.</p>	
<p><b>2.1.4. Warranty.</b> 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 <b><u>Attachment B – Cost Proposal.</u></b></p>	<p><a href="https://www.vari.com/warranty-policy.html">https://www.vari.com/warranty-policy.html</a></p>
<p><b>3. Business Operations</b></p>	
<p><b>3.1. Logistics</b></p>	
<p><b>3.1.1. Store &amp; Showroom Locations; Distribution &amp; Shipping Capabilities.</b> Describe how supplier proposes to distribute the products &amp; services in Respondent’s defined geographic reach.</p> <p>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.</p>	<p>Global Headquarters - <a href="#">450 Freeport Pkwy, Suite #2100, Coppell, TX 75019</a>, Regional Offices; Phoenix, AZ - 5080 N 40th Street, Suite 455, Phoenix, AZ 85018, San Diego, CA - 225 Broadway, Suite 140, San Diego, CA 92101, Denver, CO - 1401 Lawrence St, Suite 102, Denver, CO 80202, Washington, DC - 999 E Street NW, Suite 275, Washington, DC 20004, Jacksonville, FL - 7406 Fullerton Street, Suite 110 Jacksonville, FL 32256, Tampa, FL - 4830 West Kennedy Boulevard, Suite 155, Tampa, FL 33609, Overland Park, KS - 6800 College Boulevard STE 125, Overland Park, KS 66211, Atlanta, GA - 3340 Peachtree Rd NE Tower Place 100, Suite 1230, Atlanta, GA 30326, Baltimore, MD - 300 W Pratt Street, Suite 500, Baltimore, MD 21201, Charlotte, NC - 121 W. Trade Street, Suite 1050. Charlotte, NC 28202, Raleigh-Durham, NC - 4309 Emperor Boulevard, Suite 220, Durham NC 27703, Nashville, TN - 6550 Carothers Parkway, Suite 410, Franklin, TN 37067, Austin, TX - 301 Congress Avenue, Suite 140, Austin, TX 78701, Houston, TX - 1300 Post Oak Boulevard, Suite 1075, Houston, TX 77056, San Antonio, TX - Forum One 8000 IH-10 West, Suite 201, San Antonio, TX 78230. Shipping Policy - <a href="https://www.vari.com/shipping-policy.html">https://www.vari.com/shipping-policy.html</a>.</p>
<p><b>3.2. Customer Service</b></p>	
<p><b>3.2.1. Customer Service Department.</b> Describe your company’s customer service department &amp; operations. Your description may include, but is not limited to, hours of operation, number and location of service centers, parts outlets, number of customer service representatives. Clarify if the service centers are owned by your company or if they are a network of subcontractors.</p>	<p>Vari operates a customer experience department out of our global headquarters. The team operates at least 8 hours a day 5 days a week. Customers can call toll-free to reach support at 1-800-207-2587. Additionally, each member will be assigned a territory account manager solely dedicated to public sector entities. Members may also contact <a href="mailto:governmentsales@vari.com">governmentsales@vari.com</a> for direct access to public sector customer service.</p>

3.3. Customer Set Up; Order & Invoice Processing; Payment	
<p><b>3.3.1. Proposal Development, Order, and Invoice Process.</b> Describe your company's proposal development, order, and invoice process.</p>	<p>When you work with Vari, we're your partner from first call to install — no middlemen, no long wait times, and no expensive surprises. We'll keep your project on-time and in-budget, so you'll have a brand-new workspace in as little as 28 days.</p> <p>From the initial inquiry, the sales representative (TAM or Sales Executive) will walk the customer through the Vari Way. Our team of experienced professionals including sales executives, interior designers, and project managers, will support members along the way. Once a project is designed and the member is happy with the product selection and price, the member will have the final opportunity to sign off on the project. A deposit of 50% will be required for order processing. Once the order has been processed, all products available at 100% are committed to the order and installation is scheduled. Once the project is completed, the remaining balance is due Net 30.</p>
<p><b>3.3.2. Financing.</b> Does your company offer any financing options or programs? If yes, describe the financing options available to Members.</p>	<p>Vari has teamed up with Affirm for Buy Now, Pay Later financing.</p> <p><b>Step One</b></p> <p>Add Vari products to your cart, and choose the "Monthly Payments" option at checkout.</p> <p><b>Step Two</b></p> <p>Enter some basic information on the Affirm website, and get a real-time loan decision that won't affect your credit score.</p> <p><b>VarStep Three</b></p> <p>Purchase your products using a payment plan that fits your budget. You can pay it off over 3, 6, or 12 months with no hidden costs and no surprises. For example, a \$550 purchase might cost \$49.64/mo over 12 months at 15% APR*.</p>
3.4. Sustainability, Reclamation, and Recycling Initiatives	
<p><b>3.4.1. Sustainable Company Initiatives.</b> Describe the ways in which your company is addressing the issue of sustainability.</p>	<p>The GREENGUARD Certification gives assurance that products designed for use in indoor spaces meet strict chemical emissions limits, which contribute to the creation of healthier interiors. Achieving GREENGUARD Certification gives credence to manufacturers' sustainability claims, backing them with empirical scientific data from an unbiased, third-party organization. GREENGUARD Gold Certification offers stricter certification criteria, considers safety factors to account for sensitive individuals (such as children and the elderly), and</p>

	<p>ensures that a product is acceptable for use in environments such as schools and healthcare facilities. It is referenced by both The Collaborative for High Performance Schools (CHPS) and the Leadership in Energy and Environmental Design (LEED) Building Rating System. UL issues both certifications and they apply to all the materials used in a product. Hundreds of tests are performed to measure environmental impact. Many Vari products have both GREENGUARD and GREENGUARD Gold certification which means they also automatically meet the ANSI/BIFMA X7.1 standard.</p>
<p><b>4. PRICING</b></p>	
<p><b>4.1. Cost Proposal</b></p>	
<p><b>4.1.1. Pricing Model.</b> 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>Our pricing strategy removes middlemen, unnecessary mark-ups, and the complex list and discount pricing, ensuring a hassle-free process.</p>
<p><b>4.1.2. Auditable.</b> 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>Vari has the capability of robust business intelligence reporting for associated accounts. Each member who chooses to leverage the Equalis CCOG contract will have a membership type attached to their account. Once an order is place and a member indicates that the order should be processed under the resultant contract, all sales data for the transaction will be reported into PowerBI.</p>
<p><b>4.1.3. Cost Proposal Value.</b> 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><a href="#">Click or tap here to enter text.</a></p>
<p><b>4.1.4. Additional Savings.</b> Describe any quantity or volume discounts or rebate programs included in your Cost Proposal.</p>	<p>NA</p>
<p><b>4.1.5. Cost of Shipping.</b> 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>We've spent years designing the perfect products for your workspace, and we want you to experience your happier, healthier, and more productive workspace as soon as possible. That's why we've developed the best shipping policy in the business.</p>



	<p>All Vari products include free shipping to the contiguous US. Shipping to Alaska or Hawaii will be charged only the normal FedEx posted rate. Please note that we can not ship to P.O. Boxes.</p> <p>Not only do we ship for free, we ship fast. We've got warehouses all over the world that help us get your products to you ASAP. What does this mean for you?</p> <p>Orders usually ship the next business day</p> <p>Ground shipping usually takes 2-5 days to deliver to most areas</p>
<p><b>4.1.6. Pricing Open Market or Sourced Goods.</b> 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><b>NOTE:</b> For a definition of Open Market Items, please refer to <b>Part One, Section 5.4 – Other Pricing Scenarios.</b></p>	<p>All products offered by Vari will be available under the resultant contract.</p>
<p><b>4.1.7. Total Cost of Acquisition.</b> Identify any components included in the total cost of acquisition that are <b>NOT</b> 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>NA</p>
<p><b>5. GO-TO-MARKET STRATEGY</b></p>	
<p><b>5.1. Respondent Organizational Structure &amp; Staffing of Relationship</b></p>	
<p><b>5.1.1. Key Contacts.</b> Provide contact information and resumes for the person(s) who will be responsible for the following areas;</p> <ol style="list-style-type: none"> <li>1. Executive Contact</li> <li>2. Contract Manager</li> <li>3. Sales Leader</li> <li>4. Reporting Contact</li> <li>5. Marketing Contact.</li> </ol>	<p>Kevin Wierenga, Executive Contact SVP Sales Kevin.Wierenga@vari.com (469) 391-0661</p> <p>Robert Cairry, Contract Manager RFx &amp; Contracts Manager Robert.Cairry@vari.com (469) 391-0987</p>

<p>***Indicate who the primary contact will be if it is not the Sales Leader.</p>	
<p><b>5.1.2. Sales Organization.</b> 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>Vari has a sales force of over 175 full time professionals. The sales team is established regional offices across the US in 15 markets as well as our global headquarters in Coppell, Texas. We also have remote Sales Executives that manage a territory that does not have a market presence.</p>
<p><b>5.2. Contract Implementation Strategy &amp; Expectations</b></p>	
<p><b>5.2.1. Contract Expectation.</b> What are your company's expectations in the event of a contract award?</p>	<p>In the event of a contract award, Vari expects clear communication and collaboration with Equalis. Furthermore, we hope that Equalis supports Vari's marketing efforts through co-branded marketing, access to sales team for product training, signage support for tradeshow, and periodic strategy calls. It is the hope that these efforts will contribute to the Vari's visibility and potential for future opportunities. Overall, a transparent and mutually beneficial partnership is crucial for successful contract execution.</p>
<p><b>5.2.2. Five (5) Year Sales Vision &amp; Strategy.</b> 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>Vari is revolutionizing the furniture market through four core principles:</p> <ul style="list-style-type: none"> <li>Transparency: Our pricing strategy eliminates middlemen, unnecessary mark-ups, and intricate pricing structures, streamlining the process for a hassle-free experience.</li> <li>Speed: Our efficient business model enables rapid product delivery and completion of full workspace projects, allowing customers to adapt swiftly. Vertically integrated we control manufacturing, distribution, and installation, furnishing offices in days, not months.</li> <li>Flexibility: Our modular products empower users to reconfigure spaces effortlessly, meeting evolving business needs for complete workspaces or home offices.</li> <li>Simplicity: Our simplified furniture purchasing process involves a dedicated point of contact throughout the entire journey, providing support from design to delivery and ongoing assistance.</li> </ul> <p>Additionally, Vari aims for significant growth in State, Local, and Education Markets over the next five years, supported by a contract with Equalis CCOG and strategic marketing. Our public sector account managers and sales executives will connect with members, broadcasting the contract nationwide. Collaborating with Equalis, Vari will educate customers on the contract's value through strategic conversations, a dedicated microsite, and an informative email blast upon contract award.</p>

<p><b>5.2.3. Sales Objectives.</b> What are your top line sales objectives in each of the five (5) years if awarded this contract?</p>	<p>Vari has a strong market disruption and growth mindset and therefore is focused on these top line sales objectives for each of the five (5) years on the resultant contract.</p> <p>Revenue Growth: Increase sales revenue within the SLED market.</p> <p>Market Expansion: Penetrate new markets or segments where Vari currently has limited presence.</p> <p>Product Line Expansion: Introduce and successfully sell new product lines or features, catering to emerging market demands or staying ahead of industry trends.</p> <p>Market Share Increase: Gaining a larger share of the furniture market, both nationally and in specific geographic regions or market segments.Ex. Midwest.</p> <p>Public Sector Growth: Continued focus on State, Local, and Education Markets, growth within this sector, including contract wins, customer engagement, and revenue targets.</p> <p>Brand Visibility: Enhance brand awareness and visibility in the market through marketing and sales efforts.</p>
<p><b>6. ADMIN FEE &amp; REPORTING</b></p>	
<p><b>6.1. Administration Fee &amp; Reporting</b></p>	
<p><b>6.1.1. Administrative Fee.</b> Equalis Group only generates revenue when the Winning Supplier generates revenue based on contract utilization by current and future Members.</p> <p>The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing product and services through the Master Agreement and is typically two percent (2%) to three percent (3%). In some categories, a flat fee or another fee structure may be acceptable.</p> <p><b>Please provide your organization's proposed Administrative Fee percentage or structure.</b></p> <p><b>NOTE:</b> The proposed Administrative Fee language for this contract is based on the terms disclosed in the <b>Attachment A – Model Administration Agreement</b>.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>

<p><b>6.1.2. Sales &amp; Administrative Fee Reporting.</b> Equalis Group requires monthly reports detailing sales invoiced the prior month and associated Administrative Fees earned by the 15<sup>th</sup> of each month. Confirm that your company will meet this reporting requirement. If not, explain why and propose an alternative time schedule for providing these reports to Equalis Group.</p>	<p>Vari respectfully asks for quarterly reporting, but is willing to comply with monthly reporting if necessary. The request is motivated by the potential administrative burden on staff preparing monthly reports. Adopting a quarterly reporting schedule would align with the practices of other cooperatives in which Vari participates.</p>
<p><b>6.1.3. Self-Audit.</b> 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.</p>	<p>Vari routinely reviews accounts and orders to confirm the precise application of discounts and membership benefits. If any discrepancies arise, the pertinent accounts receive timely notifications, and suitable remedies, including account credits, refunds, or fulfilling product orders, are offered according to the member agency's preferences. Additionally, annual audits are carried out for each contract to guarantee accurate administrative fee reporting and the prompt remittance of fees to the relevant parties..</p>

**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: SAM.GOV

**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.

[Click or tap here to enter text.](#)

(The rest of this page is intentionally left blank)

**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. NA

### **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. As part of our General Service Administration Master Agreement Schedule, Vari was subject to an independent pre-award examination of multiple award schedule contract extensions. The findings of this audit were reported as acceptable and resulted in an extension of Vari's contract through 2026.



**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: Click or tap here to enter text.

**PROPOSAL FORM 8: MANDATORY SUPPLIER & PROPOSAL CERTIFICATIONS**

CCOG may not enter into contracts with any suppliers who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. 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, Kevin Wierenga, hereby certify and affirm that Vari Sales Corporation, 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, Kevin Wierenga, hereby certify and affirm that Vari Sales Corporation, 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, , hereby certify and affirm that , 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**

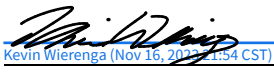
I, , hereby certify and affirm that  either is not subject to a finding for recovery under **ORC Section 9.24**, or has taken appropriate remedial steps required under that statute to resolve any findings for recovery, or otherwise qualifies under that section to enter into contracts with CCOG.

I, , hereby affirm that this proposal accurately represents the capabilities and qualifications of , 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:   
Kevin Wierenga (Nov 16, 2022 2:54 CST)

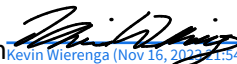
Printed Name: Kevin Wierenga  
Company Name: Vari Sales Corporation  
450 N Freeport Pkwy Ste 2100, Coppell,  
Mailing Address: Texas 75019  
Email Address: Kevin.wierenga@vari.com  
Job Title: Senior Vice President of Sales

**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: Kevin Wierenga

Mailing Address: Vari Sales Corporation  
450 N Freeport Pkwy Ste 2100, Coppel,  
Texas 75019

Signature Kevin.wierenga@vari.com  Kevin Wierenga (Nov 16, 2019 11:54 CST)


Title of Signatory: Senior Vice President of Sales

**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:   
Kevin Wierenga (Nov 16, 2023 11:54 CST)

---

Date: Nov 16, 2023  
Click or tap here to enter text.

**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:   
Kevin Wierenga (Nov 16, 2023 11:54 CST)

---

Date: Nov 16, 2023 Click here to enter text.

**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?  [Click or tap here to enter text.](#)

(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?  or tap here to enter text.

(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?  or tap here to enter text.  
(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?  or tap here to enter text.  
(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](http://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?  or tap here to enter text.  
(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? [Click](#) or tap here to enter text.  
(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? [Click](#) or tap here to enter text.  
(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? [Click](#) or tap here to enter text.  
(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? [Click or tap here to enter text.](#)  
(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? [Click or tap here to enter text.](#)  
(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? [Click or tap here to enter text.](#)  
(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?  or tap here to enter text.  
(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?  or tap here to enter text.  
(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?  or tap here to enter text.  
(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.

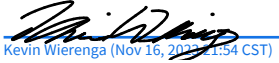
Does Respondent agree? OK or tap here to enter text.  
(Initials of Authorized Representative)

**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? OK or tap here to enter text.  
(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:   
Kevin Wierenga (Nov 16, 2022 1:54 CST)

Printed Name: Kevin Wierenga  
Company Name: Vari Sales Corporation  
Mailing Address: 450 N Freeport Pkwy Ste. 2100, Coppell, Texas 75019  
Job Title: Senior Vice President of Sales

**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?  or tap here to enter text.  
(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? [Click](#) or [tap here to enter text.](#)  
(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? [Click](#) or [tap here to enter text.](#)  
(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? [Click](#) or [tap here to enter text.](#)  
(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? [Click](#) or [tap here to enter text.](#)  
(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? [Click](#) or [tap here to enter text.](#)  
(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? [Click](#) or [tap here to enter text.](#)  
(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.

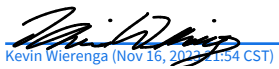
Does Respondent agree?  or tap here to enter text.  
(Initials of Authorized Representative)

**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?  or tap here to enter text.  
(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:   
Kevin Wierenga (Nov 16, 2022 1:54 CST)

Printed Name: Kevin Wierenga  
Company Name: Vari Sales Corporation  
Mailing Address: 450 N Freeport Pkwy Ste. 2100, Coppell, Texas 75019  
Job Title: Senior Vice President of Sales

**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
--	--

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? OK [Click or tap here to enter text.](#)  
(Initials of Authorized Representative)

Date: Nov 16, 2023 [Click or tap here to enter text.](#)

**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	--

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

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

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

**A. Ownership Disclosure Form (N.J.S. 52:25-24.2)**

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

**Company Name:** Vari Holding Corporation

**Street:** 450 N Freeport Pkwy Ste. 2100

**City, State, Zip Code:** Coppell, Texas 75019

**Complete as appropriate:**

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

**OR:**

I, [Click or tap here to enter text.](#), a partner in [Click or tap here to enter text.](#), do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

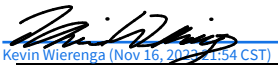
**OR:**

I, Kevin Wierenga, an authorized representative Vari Sales Corporation, 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
Jason Scott McCann	532 Layton Drive, Coppell Texas 75019	50%
Dan Flaherty	2536 Brookside Drive, Irving Texas 75019	50%

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

Signature:   
Kevin Wierenga (Nov 16, 2023 1:54 CST)

Date: Nov 16, 2023 here to enter text.

**B. Non-Collusion Affidavit**

**Respondent Name:** Vari Sales Corporation

**Street Address:** 450 N Freeport Pkwy Ste. 2100

**City, State Zip:** Coppell, Texas 75019

*State of Texas*

*County of Dallas*

*I, Kevin Wierenga of the in the County of Insert name of County, State of Insert name of State of full age, being duly sworn according to law on my oath depose and say that:*

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

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

Authorized signature:

Job Title: Insert job title here.

Subscribed and sworn before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey

My commission expires \_\_\_\_\_, 20\_\_\_\_

SEAL

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

Company Name: Vari Sales Corporation  
Street Address: 450 N Freeport Pkwy Ste 2100  
City, State, Zip Code: Coppell, Texas 75019

**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:**

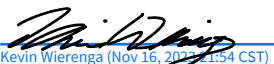
1. A photo copy of their Federal Letter of Affirmative Action Plan Approval  
OR
2. A photo copy of their Certificate of Employee Information Report  
OR
3. A complete Affirmative Action Employee Information Report (AA302)

**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:   
Kevin Wierenga (Nov 16, 2023 1:54 CST)  
Title of Signatory: Senior Vice President of Sales  
Date: Nov 16, 2023  
Click or tap here to enter text.

**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).



**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](https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)).

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



## 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.**

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.”





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

**E. Stockholder Disclosure Certification**

**Name of Business:**

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

**OR**

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

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

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

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

**Stockholders:**

Name: Jason McCann

Name: Dan Flaherty

Home Address: 532 Layton Drive  
Home Address Coppell, Texas 75918

Home Address: 2356 Brookside Drive  
Home Address Irving, Texas 75019

Name: Stockholder Name

Name: Stockholder Name

Home Address:  
Home Address

Home Address:  
Home Address

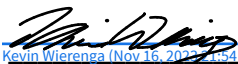
Name: Stockholder Name

Name: Stockholder Name

Home Address:  
Home Address

Home Address:  
Home Address

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2023

  
Kevin Wierenga (Nov 16, 2023 11:54 CST)  
\_\_\_\_\_  
(Affiant)

(Notary Public)

Kevin Wierenga Svp  
(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:

**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 of a price increase. **Price increases will be effective 30 days from receipt of notice. 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.

**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~~ \$2,000,000 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.

*(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 Vari Sales Corporation  
Address 450 N Freeport Pkwy Ste 2100  
City/State/Zip Coppell, Texas 75019  
Phone Number 469-391-0661  
Email Address Kevin.wierenga@vari.com  
Printed Name Kevin Wierenga  
Job Title Senior Vice President of Sales

Authorized Signature   
Kevin Wierenga (Nov 16, 2023 11:54 CST)

**Initial Term of the Master Agreement**

Contract Effective Date: January 1, 2024  
Contract Expiration Date: December 31, 2027  
Contract Number: [REDACTED]

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

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

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

By: \_\_\_\_\_  
Name: Franklyn A. Corlett  
As: CCOG Board President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Eric Merkle  
As: EVP, Procurement & Operations  
Date: \_\_\_\_\_






# RFP - CCOG Furniture (Section 2) - Vari Sales Corporation

Final Audit Report

2023-11-17

Created:	2023-11-17
By:	Robert Cairy (robert.cairy@vari.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZlwzgLfC0G4SGZOXaAXkfzPS6CeRsK2m

## "RFP - CCOG Furniture (Section 2) - Vari Sales Corporation" History

-  Document created by Robert Cairy (robert.cairy@vari.com)  
2023-11-17 - 3:00:55 AM GMT
-  Document emailed to Kevin Wierenga (kevin.wierenga@vari.com) for signature  
2023-11-17 - 3:12:05 AM GMT
-  Email viewed by Kevin Wierenga (kevin.wierenga@vari.com)  
2023-11-17 - 3:46:51 AM GMT
-  Document e-signed by Kevin Wierenga (kevin.wierenga@vari.com)  
Signature Date: 2023-11-17 - 3:54:21 AM GMT - Time Source: server
-  Agreement completed.  
2023-11-17 - 3:54:21 AM GMT