



**RFP # RPS-1020**

**Non-Consumable Foodservice  
Supplies and Equipment**

**Network Distribution Response**

**April 26, 2024**



## **TABLE OF CONTENTS**

### **Letter of Introduction**

### **Network Overview**

#### **Responsibility**

- Stocked Items
- Ordering Capabilities
- Reporting
- Training
- Communication

#### **Network Service and Delivery**

- Geographic coverage
- Ordering Capabilities
- Delivery and service
- Products
- Backorders & returns
- Business continuity
- Capabilities

### **Value Adds**

#### **Required Forms and Other**

- Attachment A – Checklist - complete
- Attachment C – Vendor Pricing form - signed
- Attachment D – Contact Information and References - completed
- Attachment E – Market Basket Price List – see excel file
- Attachment F – Certification Re. Undocumented Workers – signed
- Attachment H – Certification Regarding Lobbying – signed
- Attachment I – Conclusion Affidavit – signed and notarized
- Attachment J – Certification Re. Debarment, Suspension, Ineligibility - signed
- Attachment K – EEO Compliance - signed
- Attachment M – Master Agreement Signature Form – complete
- Certificate of Insurance



April 26, 2024

Rocky Mountain Procurement Services  
333 Main Street  
Springfield, Colorado 81073

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

**RE: RFP NON-CONSUMABLE FOODSERVICE SUPPLIES & EQUIPMENT #RPS-1020**

Network Distribution is pleased to submit the attached proposal to provide foodservice supplies and equipment to Region RPS and other schools through Equalis Group.

*Network* is a Member-owned corporation comprised of national and regional market leaders in the distribution of janitorial, sanitation, food service supplies, and equipment. With over 56 years of experience, we unite the top local, regional, and national distributors to deliver quantifiable savings and exceptional service to our clients. Each individual *Network* Member distributor is uniquely prepared to serve RPS and Equalis with decades of category specific experience, specifically in the foodservice arena. *Network* insight and ongoing success reflects our commitment to providing products, resources, and solutions to better serve Public Agencies, schools, and their communities.

*Network's* relationship with Equalis and commitment to serving Public Sector agencies is demonstrated in the submitted RFP documentation. Through customized service, value-added programs, and a hands-on approach, *Network* has assisted our customers across the nation to reduce their total costs, improve their productivity, and positively impact their overall capacity to meet the expectations of their constituents. We look forward to the opportunity to provide RPS, schools, and public entities with our optimized service and value-added programs to help make the most of their resources.

**NETWORK IS DESIGNED TO DELIVER**

- Customized Supply Management Solutions to Equalis Public Agencies and schools across the nation
- Product Innovations, from sustainable products to usage training, we commit providing proven solutions to meet individual Members' unique needs
- Localized service distributors who are familiar with the needs and challenges of their local communities
- Service with access to the widest variety of manufacturers, items, adaptability, and solutions
- Competitive products, resources, and solutions to improve educational environments, governments, and public services
- Exceptional customer experiences for all participating agencies and communities, with the understanding that mutual success rests on providing value to the citizens they serve

*Network* understands the growth objectives for this contract and is prepared to support those goals, by collaborating with Equalis, marketing to new Public Agencies, and training our sales force on the benefits of this contract.

Please contact me directly with any additional questions regarding the solutions Network Distribution provides.

You have my commitment,

*Martha Renkoski*

Martha Renkoski  
Network Distribution Corporate Account Director, Public Sector

# NETWORK OVERVIEW

## Company Information

Network Distribution  
1400 American Lane, Suite 300  
Schaumburg, Illinois 60173  
Phone: 847.803.4888  
Website: [www.networkdistribution.com](http://www.networkdistribution.com)

## Contact

Martha Renkoski, Corporate Account Director, 224.361.2036, [mrenkoski@networkdistribution.com](mailto:mrenkoski@networkdistribution.com)  
Jennifer Eichorn, Proposal Manager, 224.361.2094, [jeichorn@networkdistribution.com](mailto:jeichorn@networkdistribution.com)

## Corporate History

Network Distribution (*Network*) was established in 1968 when a handful of distribution companies created a collaborative partnership which allowed them to expand their ability to provide products and related services to large regional customers. That concept is core to our business model and in 1975 *Network* began servicing national accounts. In December 2019 *Network* acquired SMA, Strategic Marketing Alliance, to create the largest Global Member-Owned Distribution Organization.

Today, *Network* is North America's leading and largest distributor, managing national programs for corporate account customers across the U.S. As an organization, *Network* focuses mainly on specific business segments: Public Sector, Healthcare, Hospitality, Retail, Foodservice, Commercial Real Estate/Building Services, Grocery, Industrial Packaging, and Commercial Print corporate accounts.

Our experience in these segments utilizes programs and products in the following categories: Janitorial supplies - including towel & tissue, can liners, hand soaps and sanitizers, chemicals, housekeeping supplies, equipment sales, personal and safety products, as well as food service disposables, industrial packaging, custom and specialty paper products, and segment or customer specific products.

*Network's* corporate headquarters located in Schaumburg, IL, houses administrative offices and a central customer service center, while *Network* Corporate Account Directors are geographically located throughout the U.S.

*Network* is Designed to Deliver. We customize our services and program uniquely to each customer, while balancing centralized management of Equalis business with the local expertise needed by individual public entities and institutions.

This unique value allows *Network* and our local distributors to serve you within your state, with businesses who live and thrive within your communities. We serve Equalis Public Agencies with the Power of Local – keeping your tax funded dollars at work within your home state.

For over five decades, *Network* has created supply management solutions that help customers source, order, and receive products needed to keep business running. We balance centralized control, delivering efficiencies and standardization of your inventory and corporate spend with providing unmatched service and expertise at a local level. As an approved supplier for every major Group Purchasing Organization in the nation, we have over thirty years of experience in the Public Sector and cooperative purchasing. *Network* has proudly served over 400 locations via our Equalis contract over the course of the last 4 years.

Our strategic alliances with best-in-class manufacturers, progressive suite of technology, the integrity of our people, and our superior customer service are only some of the strengths that drive *Network* to deliver what matters to the Public Sector.

***Network* is designed to deliver national distribution with the advantages of a locally supported program.**

For more information about Network Distribution, [visit our website to see an overview of our solutions, product categories, locations, and more.](#)

*Network* offers a complete and comprehensive line of quality food service supplies, equipment, and appliances to each public entity and location where solutions are created based on the unique customer needs. Our consultative sellers offer



customized programs and product offerings based on their unique challenges and facility needs. We listen. We collaborate and learn about you to find the right solution, the right product, and the right program. Products and supplies offered are always quality solutions that meet or exceed industry standards.

*Network* locations across North America stock a complete line of food service supplies, facility products, food service disposables, restaurant supplies, packaging, safety, laundry, and other categories that are essential for the daily operations of all food service facilities. With \$22 billion in total annual sales, we are one of the largest suppliers in the category and offer a complete array of products and services detailed in this response.

## RESPONSIBILITY

### Stocked items

*Network* will stock committed products for RPS and Equalis Members and agree to the three cases per week requested.

*Network* manages custom inventory specific to our key customers. These inventories are replenished based on historical product usage, safety stock, transit considerations, manufacturer minimums, and adjustments to usages. Our average fulfillment rate is consistently 98%.

### Ability to Service Schools

*Network's* extensive experience with school districts, Public Sector, and multi-site customers is focused on providing comprehensive solutions to enhance environmental quality and benefit to faculty, staff, students and the public with favorable programs and exceptional service. Our strength in the food service, operational, and janitorial categories allows us to provide cost effective solutions and products to schools of diverse sizes and budgets. *Network's* offerings include foodservice, janitorial supplies, paper products, industrial packaging, food service equipment and safety supplies designed specifically for the education sector. Over 20 years of service to public agencies gives us extensive experience with schools, districts, universities, and other educational institutions.

### Ordering Capabilities

*Network* provides a comprehensive online ordering platform designed with user ease in mind and has many excellent features to make ordering simple. Specifically, the system also manages the contractually set pricing methodology.

*Network's* proprietary eCommerce solution, Marketplace, was built with our customers in mind. The easy to navigate system simplifies the buying process, whether you have one location or one thousand, and allows a seamless path to procurement. Marketplace is an intuitive, multi-purpose platform to handle your organization's supply ordering needs. User-friendly and dynamic, including mobile access, the platform allows your team to quickly search, browse, and order products.

With Marketplace, you can easily review shipping, order details, and payment options before placing orders. For centralized or regional control, a set user can purchase or manage budgets for multiple ship-to locations or set parameters so all orders follow corporate guidelines. Par Ordering and Par On-Hand functionality enhance the ability to proactively manage inventory levels and improve productivity. Marketplace is supported by a lengthy list of capabilities that focus on controlling costs.

- Product images and detailed specifications
- Intuitive search functionality – Keyword, item number search, and filtering capabilities
- Sustainability and contracted item flags
- Searchable order history allows you to quickly search, browse, and order products
- Customizable shopping lists - User-defined favorites and personal lists
- Built-in business rules to help manage contract compliance
- Approval workflows including budgeting
- Flexibility to order and manage budgets for single-site or multi-site buyers
- Order status tracking
- Reporting and spend analytics
- Recently viewed items feature
- Review shipping, order details, and payment options prior to placing orders
- Quick reorder & checkout
- Side-by-side product comparison

- Easy punch-out integration - We have Punch-Out (cXML) ability to process the results of our customer's transaction on our ordering site directly into their purchasing system. We have accommodated many other EDI alternatives as well as static catalogs according to customer need.
- Inventory management with par levels for on-hand and ordering functions
- 24/7 access – internet, tablets, phone, and laptops

In addition to our Marketplace e-commerce platform, ordering options include:

- Web ordering system
- EDI
- Phone
- Local ordering system
- Fax/e-mail
- Integration with other platforms

Some of our e-commerce offerings include:

- Electronic consolidated invoicing
  - Multiple sorting options, i.e., by location, by invoice number
  - Invoices transferred via the internet or ftp
  - Consolidate into standard electronic file, i.e., delimited ASCII flat file such as .csv or .xls
  - Custom ASCII flat file format or XML file format available
  - Insertion of customer g/l codes, department, or location numbers available
  - Transfer via magnetic tape, disk, or cd available
- EDI and other electronic invoicing
  - EDI through value added (van) or ftp
  - Standard EDI 810 invoice
  - Customized EDI 810 invoice available
  - Invoice in standard ascii flat file format
  - Transfer via internet or ftp
  - Xml file format or custom ascii flat file format available payment methods
  - Electronic funds transfer (eft)
  - Automated clearing house (ach)
  - EDI 820 remittance
  - Other electronic formats

## **Reporting, Communication and Training (Requirements G-H)**

### **Reporting**

*Network* employs well established reporting capabilities and has a dedicated compliance department to monitor and ensure alignment with the Equalis Program, including adherence to pricing.

*Network* agrees to submit to Equalis a Spend Report each month, per program requirements.

*Network* agrees to provide reports as requested by RPS within five business days.

Other reports available include performance reports, stocking reports, and incentive tracking, customized to the customer's needs.

In addition to regular reporting cadence and quarterly business reviews for Equalis, *Network* provides authorized Equalis personnel access to a web-based, user-friendly, self-service reporting tool, available for self-service 24/7 or by a pre-scheduled automated report.

Report options include purchases by location, rolled up by state, purchases by product, or purchases by volume.

Reportable fields include:

- Product description
- Manufacturer
- Manufacturer item number
- Case pack
- UOM
- Price
- Quantity

Reporting options include:

- Stock or Custom reports, including
  - Specific location data
  - Supplier data, in total or by SKU
  - Analysis by date range as desired
- Tracking new locations and purchases during implementation and through year one of the program start-up
- Specific manufacturer-level reporting designed to track results and ensure high participation on targeted programs and new product introductions
- Essentially, various reporting that is needed may be provided using the SAP-based purchase history system
- 'Implementation Tracking Report' for targeted new sites, with monthly reporting of sales and summary tracking of field contact and action items at each site.

Reports can provide purchases and invoices for any period ranging from a single day to three years.

Report data is updated every 24 hours and can be downloaded to an Excel spreadsheet for further analysis.

Password protected access. Appropriate access can be given to individuals at designated levels, based on your direction. Custom roll-up structure is defined to fit your company hierarchy, i.e., locations can roll up to districts, districts to regions, regions to divisions, etc.

Customer projects and requests will be met within agreed-upon deadlines. Most requests are handled within 24-48 hours, unless custom reporting and manufacturer responses are involved. In those instances, specific timelines and deadlines will be discussed, updated, and met.

Customized Reporting may include:

- Line item detail
- Usage by location
- Summary reports
- Usage by Distributor
- KPI and CI tracking

## Training

*Network* is dedicated to improving operational efficiency by ensuring proper use of our online tools. Both *Network's* corporate and local account managers are available to provide insight and training to meet each Public Agency's individual needs. Connectivity is important to us, and we want to ensure customers are fully comfortable accessing our ecommerce and reporting sites with ease. Online training sessions, webinars, one-on-one support, and an online source to open a case 24/7 are all available options. In addition to the training that is offered upon implementation, we can schedule meetings as needed bi-annually (or a preferred cadence) to maximize customer employee participation levels.

In addition to training on *Network's* technology, we are committed to ensuring all Public Agencies are supported by introducing products and providing use training. All *Network* representatives are trained on core product categories and can provide local support to users. Training is provided for key products which are regularly purchased from *Network* as the supplier of choice. Additionally, local *Network* personnel partner with local manufacturer personnel to provide additional training at a higher level of detail and expertise, specifically when new food service equipment has been installed; the users of the equipment will be trained on the functionality of the new equipment.

Locally our distributors provide training programs on product use, cleaning techniques, recommended product application, proper use of equipment, and are available to assist in any challenging issues that may arise. Training in product use for items provided to Equalis public agencies is available as required and when requested.

*Network* is also dedicated to improving efficiency by introducing new products and ensuring proper use. *Network's* sales professionals share these solutions and proactively support a process of continuous improvement, where appropriate. Network University, an online and in-person training program, was designed to improve staff knowledge and performance while reducing operational costs. Network University delivers timely, relevant information on the key issues related to Child Nutrition, environmental services and facility professionals through convenient webinar sessions that are available and at each individual's convenience. A Network University Live event takes place bi-annually with in-person group training sessions and the opportunity to interact with peers and learn from common sales and customer experiences. In addition, *Network* distributors frequently host open house showcases including educational sessions, product introductions and relevant available seminars at their local warehouses.



## Communication

*Network* has a primary designated contact person to work with Equalis and RPS. The primary contact is Martha Renkoski, *Network* Corporate Account Director, who holds over 25 years of experience in the sanitary supply and wholesale distribution industry. In the last 10 years, she has focused solely on the Public Sector and is *Network* Distribution's company expert on cooperative purchasing. She brings value to *Network* and our customers through sales training, program development, contract knowledge, and interpersonal skills. She continues to expand her knowledge through avid engagement within the vast world of public procurement, via supplier, cooperative and procurement personnel. Furthermore, she has demonstrated highly developed organizational, territory, and account management skills during her years of service at Georgia Pacific, SCA, Strategic Market Alliance and now *Network*.

In addition, *Network* corporate assigns an Account Specialist, a dedicated Public Sector Implementation specialist, and a Public Sector marketing manager to execute and manage the program. Each individual RPS and Public Agency location will be aligned with a *Network* distributor who will have additional support staff, including sales and customer service. This is a representation and is by no means an exhaustive list of the individuals who will support the account.

Day-to-day activities are primarily handled by *Network* local distributor sales and customer service representatives, where each school or Public Agency will have a dedicated contact. This local support individual will be available for all service and product related questions, special item information, pricing development, and general inquiries on products or deliveries. *Network* local distributors will work with each individual location to provide emergency numbers and after hour contacts to ensure the ultimate service levels. As needed, additional assistance is available from the *Network* Corporate Customer Service Team Leader, Customer Service Manager, or Sales Leader.

**Service is our pledge to Rockies Procurement Services and Equalis Group Members.**



# NETWORK SERVICE AND DELIVERY

## Geographic Coverage and Delivery Capabilities

*Respondent demonstrates an ability to properly service all current RPS member district locations, both from a geographic standpoint and with a reasonable number of deliveries and delivery time windows.*

*Network can service all RPS member district locations, and anywhere within the U.S. We have the ability to service current RPS locations and new locations outside the state of Colorado.*

## Geographic Coverage

Our coverage extends to all 50 states, plus additional areas in Canada, Mexico, and the Caribbean.

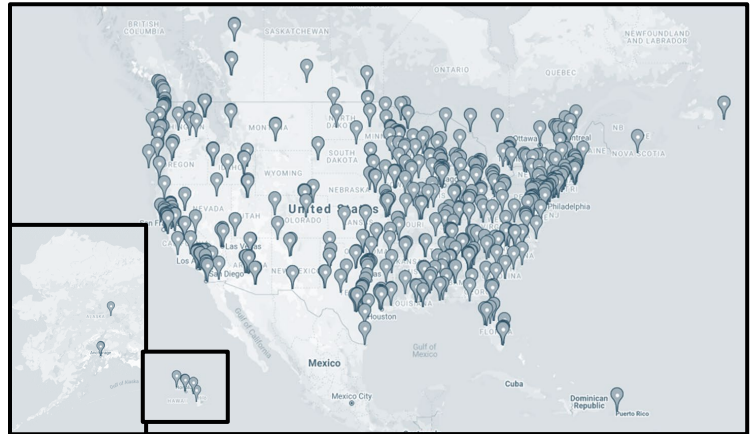
**Network has the ability to deliver products and services to 95% of the U.S. population, freight-free.**

Our Presence in North America is strong:

- 80+ Member distributors
- 800+ locations
- 5,500 delivery vehicles
- 32,000 employees
- 7,500 Market specialists

Globally, *Network* has more than 1,100 distribution centers operating in 53 countries.

For an interactive overview of *Network* locations, visit <https://us.networkdistribution.com/locations/>



**Our national presence gives *Network* the added value of redundancy within geographies. With coverage in all 50 states, the majority of locations have multiple distribution coverage options.**

## Network Distributors

To better educate you about our qualifications, history, and contribution to the industry, here is a profile of a few *Network* distributors who will service RPS and Equalis Members through this contract.

**Imperial Dade:** With 90 years of experience and *Network* Member since 1998, Imperial Dade is a leading independent distributor of foodservice packaging and janitorial supplies in North America. A privately owned, independent distributor, they leverage economies of scale while providing personalized service to all customers at the local level. We specialize in customized supply chain solutions for a variety of market segments. Founded in 1934, Imperial Dade has a rich history of serving customers in the Northeast. In 2007 Robert Tillis, Chairman, purchased the company and in 2008 Jason Tillis joined the organization. Imperial Dade now services customers across the United States and Canada. At Imperial Dade, customers' success has always been at the core of strategies, decisions, and investments. Their mission is to partner with customers, provide meaningful solutions, and foster lasting relationships.

Imperial Dade's presence in Colorado is under Western Paper. Founded in 1976, Western has two warehouses in Colorado state to serve all RPS schools: 170K sq ft in Denver, and 30K sq ft in Grand Junction.

## Singer Equipment Company:

In service for more than 100 years, Singer continues to differentiate itself from other **foodservice equipment and supply** dealers with exemplary customer service delivered by 600+ employees to more than 5,000 customers annually. This commitment to exceptional customer service has propelled Singer to become the leading equipment and supplies dealer in the Mid-Atlantic region and fifth largest in the United States.

Singer is headquartered in a 180,000-square-foot office and distribution center located in Elverson, Pennsylvania. Singer maintains eight offices throughout the Mid-Atlantic and Florida, and three distribution centers totaling over 340,000 square

feet. They stock over 12,000 unique items available for immediate delivery. Each day 52 private company trucks depart distribution centers to provide delivery to major customers in PA, NJ, NY, DE and MD.

With 130 Account Managers, 25 Contract Design-Build Foodservice Designers and 20 Contract Design-Build Project Managers throughout the U.S., Singer delivers unparalleled foodservice solutions to businesses of all sizes. Singer offers the power of a century of experience combined with highly personalized service delivered across the country.

At a national level, Singer's Contract Design-Build division is comprised of 18 market-specific teams which offers the foodservice industry's the best and most exclusive bundle of services. Those services include Interior & Foodservice Design, Procurement, Project Management, Installation and Tabletop & Smallwares. Singer's Design-Build team has completed projects in 35 states and 5 foreign countries within the past year. They offer an end-to-end solution, working with customers from design to installation.

At a regional level, Singer is the largest distributor of commercial foodservice equipment & supplies in the Mid-Atlantic. Singer is the single-source equipment and supplies solution for restaurants, bars, caterers, hospitals, nursing homes, schools, corporate serveries, hotels, churches, supermarkets and clubs. Supply-Fulfillment Account Managers are Responsive, Knowledgeable and Friendly. Familiar with the latest products and trends, they will bring you innovative solutions to your needs. Singer prides ourselves on our long-term partnerships with our customers.

- Named **2013 and 2023 Dealer of the Year** by *Foodservice Equipment & Supplies* magazine
- Winner of **Customer Choice Dealer Award** based on customer survey for quality of service
- Family owned and operated

## Delivery and Service

*Network's* power of local ensures that delivery is prioritized to meet RPS and Equalis Public Agency individual needs starting with the implementation process. *Network* will engage with your staff locally to understand your product preference, application, usage, and delivery needs. *Network* buys directly from manufacturers for our corporate accounts, allowing us to provide timely delivery to customers across North America, with competitive pricing.

Over 97% of deliveries are made on *Network* owned and operated delivery vehicles. This service is part of our commitment to providing the best possible customer care throughout the supply process. Our drivers are encouraged to build relationships with receiving personnel at your locations to provide personalized delivery support. Drivers are screened, experienced, appropriately attired, and accountable for professional, safe, and courteous service.

Historic delivery performance is in excess of 98% on the promised delivery day. Our standard lead time for core items is next business day delivery, for orders entered prior to order cut-off the previous business day. Exceptions to next day include non-core (special order) items, spot buys, items purchased in excess of typical order quantities, etc.

- The local *Network* distribution center will work with schools to determine best delivery days, times, and frequency. Delivery can be adjusted periodically, upon discussion with the *Network* local distributor.
- Orders are picked in our warehouses by our own employees and shipped within 24 hours of receipt unless locations have other requests or standing delivery appointments.
- Delivery is usually the next business day. Additional delivery time may be required for remote locations. All details would be mutually agreed upon during the implementation process.
- Orders are typically placed directly with the local *Network* distributor for the ultimate efficiency. The local *Network* distributor will also deliver, invoice, and collect payment for each order
- *Network* buys directly from manufacturers for our corporate accounts allowing us to provide timely delivery to customers
- Emergency and rush orders are available. Emergency orders would incur a pass-through of fees charged by the courier for delivery and will require written location approval prior to order processing.
- *Network* distributors routinely deliver to secure locations including federal military bases, rehabilitation centers, prisons, and other secure facilities requiring background checks and documentation of delivery personnel as well as on-site support personnel. Procedures vary at each facility and some *Network* distributors employ personnel to facilitate our access and credentialing of personnel.
- All *Network* shipments will be delivered FOB: Destination for disposable food service, janitorial supplies, and related products.

In the event a location is outside the freight free delivery areas and a *Network* delivery is not feasible, the following modes of delivery are available: Fed-Ex, UPS, USPS, LTL delivery carrier, special delivery courier, and customer pick-up (with prior notification) are options.

## Products

*Network* locally stocks core, contracted products for RPS and Equalis Public Agencies, based on historical usage, providing in-market inventory.

*Network* corporate will work with your procurement staff towards product consolidation and SKU standardization of your product list. Our main focus is to establish an overall product bundle to be utilized by all locations, however, field representatives will work with sites to assess the needs of individual facilities. If allowed, *Network* can also provide suggested products.

*Network* has the ability to provide 'spot' buys and special order products based on competitive local market pricing. Should the item be required nationally, *Network* will develop a contracted price, confirmed in writing to your procurement staff, requesting approval to add to the national program.

*Network* distributors inventory thousands of items within various product categories and manufacturers. The total number of stocked items will vary by individual distributor location as it may include additional manufacturers, private label products, customer specific products, etc.

*Network* has the ability to provide order fulfillment for all products and categories listed within this RFP, including but not limited to:

- Disposable Foodservices Supplies including Food Packaging, trays, cups, containers, bowls, lids, forks, knives, spoons, other utensils, and napkins.
- Food preparation includes film, foil, parchment and foodservice gloves, and potter kitchen supplies.
- Paper products include paper towels, napkins, bath tissues, facial tissues, seat covers, wipers, and related dispensers.
- Janitorial cleaning tools includes mops, buckets, brooms, dusters, microfiber cloths and tools, janitor carts, floor and hand pads, bottles and sprayers, window and floor cleaning tools, as well as restroom supplies.
- Cleaning chemicals and related dispensing equipment for all standard and green certified products. Sub-categories include hard floor care cleaners, strippers, sealers, finishes, etc. for a variety of surfaces including wood, stone, concrete, etc.
- Warewash and Laundry products.
- Trash collection includes can liners, waste receptacles, and bulk waste collection units.
- Hand care includes hand soaps, sanitizers, lotions, moisturizers, and related dispensers.
- Carpet care includes spotters, pre-sprays, cleaners, shampoos, extractions, and defoamers, etc. as well as carpet and upholstery soil/spill protection.
- Additional items such as PPE, air-care, specialty cleaners, drain and dumpster maintenance, fluid retention, liquid deodorizers, cleaners and disinfectants specific to kitchen and food preparation areas, etc.
- Floor matting - Interior and exterior entrance, workstation, anti-fatigue, and specialty.
- Personal apparel and safety items, including a wide variety of disposable and reusable gloves, hairnets and bonnets, aprons, disposable booties, coats and overalls, protective eye wear, ear plugs, face masks and respirators, hearing protection, spill kits, etc.
- Janitorial equipment and accessories including riding and walk-behind floor machines, vacuums, scrubbers, burnishers, shop and backpack vacs, blowers, etc.
- School Furniture - Interiors
- Copy Paper

**Food Service Equipment** used to prepare, cook, and store food may include but are not limited to:

Appliances include but are not limited to:

- Food Processing and Preparation Equipment
- Beverage Service Equipment
- Food Storage and Transportation
- Cabinets and Shelving
- Hoods and Associated Components
- Cafeteria Serving Lines
- Prep Tables
- Concession Equipment
- Reach-in Freezers
- Cooking Equipment
- Refrigeration Equipment
- Counters

- Sinks
- Dishwashing and Warewashing Equipment
- Warming Equipment

Food Service Smallwares include but are not limited to:

- Condiment Dispensers
- Mixing Bowls
- Cookware
- Pots and Pans
- Cutlery
- Racks
- Dinnerware
- Serving Trays
- Flatware
- Small Electronic Appliances and Hand Tools
- Glassware
- Tabletop Items
- Liquid Dispensers
- Temperature Monitoring Devices

Food Service Parts include but are not limited to:

- Casters
- Motors
- Compressors
- Pressure Controls and Regulators
- Copper
- Probes
- Drains
- Sil-Fos
- Filters
- Switches and Knobs
- Fittings
- Thermocouples
- Gaskets
- Thermostats
- Hardware
- Timers
- Latches
- Valves

Food Service Disposables and Soft Goods include but are not limited to:

- Aprons
- Hinged Containers
- Dish Cloths and Towels
- Paper Goods
- Foil and Plastic Wrap
- Oven Mitts
- Food Trays
- Straws and Stirrers
- Gloves
- Utensils

*Network* partners with the top manufacturers across the categories mentioned above. To see a [list of our Suppliers, visit our website.](#)

Related services to support product categories are available including dispensers, maintenance and repair, training, support, delivery, installation, and setup.

In addition, to better serve our customers, our distributors carry numerous local/regional suppliers and globally sourced solutions. We offer a broad selection of high-quality, imported, and domestic products that meet the demands of each Equalis Public Agency. We choose to purchase from companies that have proven their commitment to our customers by continually manufacturing affordable, long-lasting products.

## **Fulfillment**

Our general policy is to offer Just-In-Time Deliveries, which helps reduce the on-site inventory space required by customers. Our customer contracts outline specific performance standards which we consistently meet or exceed. A sizable portion of our customer procurement costs are transactional processing, so we strive to have it shipped, processed, and completed correctly the first time. Our average fulfillment rate is consistently 98%.

## **Backorders and Substitutions**

*Network* will work with Public Agencies to establish ordering/inventory criteria to ensure product availability for order fulfillment of core products. In the event a backorder does occur, the local *Network* Customer Service Representative will advise Public Agency of any out-of-stock product, including the anticipated delivery date. Customers have the option to accept a substitution, wait for the back-ordered product, or cancel the item. If the location does not wish to wait for the incoming product, a substitute of equal or better quality would be provided at the same price, only with prior authorization from the Cooperative member.

Public Agencies will be notified of manufacturer discontinued products as that information is made available to *Network*. Suggested replacement product and pricing information would be provided at that time. Prior approval would be required before adding and deleting these items from an established core product listing.

*Network* distributors, should they be allowed, may be able to offer alternate brands or private labeled products which could result in product and labor savings.

## **Returns**

*Network* offers a streamlined return policy. Returns can be easily coordinated locally at our distribution centers.

- Customer shall request approval from *Network* and arrange for pick-up or shipment of any products to be returned. Approval shall not be reasonably withheld.
- Custom or special ordered products are not eligible for return.
- Distributors shall exchange defective, damaged, rejected, or unordered Products without additional charge to customer and shall credit customer for the purchase price of the returned products, provided that products are unopened and are in saleable condition.
- Customer is responsible for any costs associated with returns for convenience (i.e.: incorrect product or quantity ordered by customer) and may include a Restocking Charge.

Items returned due to customer error will be charged a 15% restocking fee. If the return is a result of distributor error, the restocking fee will be waived. All returned products must be in the original container, in resalable condition and usable prior to expiration date of the product. All returns must be made within 90 days of delivery date. Prior notification is required for product return.

Product recalls are rare within our core product categories. In the event of a recall, locations would be made aware as *Network* is notified of the problem by the manufacturer. At that time, the customer would be given information on the recalled product, suggested substitutions, and any safety alerts or product warnings issued. *Network* would pick up the defective product, credit, and replace it.

## **Business Continuity and Emergency Preparation**

*Network* and our various distribution centers have local plans to quickly respond to disaster situations. While there are several universal disaster threats, we also have localized plans to address specific natural geographic threats. Our ownership is spread across North America in the communities we serve, which provides a unique perspective. Many of our local business units have over 60 years of experience working with local state, county, and city officials. Over the years we have successfully weathered many disasters (ranging from pandemic, hurricanes, floods, earthquakes, tornados to fires, building failures and other human-caused occurrences).

Our priority is making sure that our customers are serviced in a timely and accurate manner, even under the most challenging of circumstances. Our complete presence across North America gives us quick access to over 700 warehouses of products with redundant inventories. We offer a complete supply of cleaning, janitorial, sanitation and foodservice disposables which enables us to quickly maneuver in affected regions. During a disaster event, we adjust business operations to 24/7 to account for immediate and ongoing needs (several of our key hubs already operate 24 hours a day). Orders and deliveries can be processed on-site same day in most situations. Every local distributor has a formal Emergency Preparedness Plan that they immediately implement as needed.

## Capabilities

*Network* provides a broad product selection, having built strategic alliances with the industry's best in class manufacturers over many decades. Our corporate account customers have the advantage of *Network's* award-winning technology platform and dedication to superior customer service to over 1,300,000 customer locations. The average corporate account has been serviced by *Network* for over 15 years. Our national scope coupled with local market expertise is a business model that continues to provide a time-tested service model for new and existing customers. Operating over 800 distribution facilities throughout North America, Canada, Mexico, Puerto Rico and the U.S. Virgin Islands, totaling over 35 million sq. ft., there are more than 32,000 employees at our warehouse and operations centers and 7,500 market specialists across North America.

Our programs provide flexibility, accountability, and expertise, as compared to one-size-fits-all models. *Network's* suite of product and service offerings is constantly evolving and growing. The more *Network* knows about your business, the better we can continue to find new ways to help speed the delivery of products, maximize efficiency, minimize errors, and drive down costs. Collaboratively we work together to find optimal distribution and supply chain solutions.

## Mission

***Network* is Designed to Deliver. We customize our services and program uniquely to each customer.**

*Network* is the distribution solution for supply management professionals handling multi-site programs. We design programs that strike the ideal balance between the **centralized control** Equalis demands and the **local flexibility** necessary to drive success with your RPS and Public Agencies.

**Centralized control** means the supply chain and sites across your organization follow a single strategy – the one defined by Equalis purchasing leadership.

**Local flexibility** means you'll get product support and on-site expertise at your locations that keep business running across your footprint.



# VALUE ADDS

## ADDITIONAL PRODUCTS AND SERVICES

*Network* is a proven and dependable business partner to multiple national account customers, including group purchasing organizations in the public and healthcare sectors. We have worked closely with market leaders to develop supply chain solutions that meet their specific needs. Our value-added services include, but are not limited to:

**Web Ordering** – Offered via a hosted ordering site or via *Network* maintained catalogs on customer platforms such as Oracle, Ariba, or others.

**Punch-Out** – We have Punch-Out (cXML) ability wherein we are able to process the results of our customer's transaction on our ordering site directly into their purchasing system. We have accommodated many other EDI alternatives as well as static catalogs according to customer need.

**Best Practice Site Surveys** – *Network* prides itself in our consultative selling approach. As such, examining a customer's foodservices facility is the foundation of our relationship with the customer. *Network* offers a series of site surveys designed to help identify best practices currently in place and areas that can be improved to deliver clean, safe, healthy, and user-friendly facilities at the lowest total cost.

Surveys include kitchens, equipment, dining areas, disposable products, food storage and safety, regulatory guidelines, procedures, warewashing equipment, and food safety.

These surveys are developed in conjunction with the industry experts developed over years of experience with the industry's leading manufacturers and industry associations, such as ISSA.

**Continuous Improvement** – Ongoing training and educational programs are key to implementing successful Sustainable Systems. *Network* offers multiple tools to keep your staff trained on topics including proper cleaning, equipment maintenance, and packaging methods.

**Ordering Process Optimization** – *Network* ensures efficient and cost effective order processing through an evaluation of internal processes related to the purchase of housekeeping supplies. With an average order process cost of \$250+ per order, reviewing and optimizing the order process can significantly reduce operational costs. *Network* provides a thorough review of the complete order process from ordering frequency, invoice processing, to put away and inventory procedures, evaluation of each step in the supply chain leads to efficiency and related cost reduction.

**SKU Rationalization** – Most public agencies take advantage of only a fraction of the supply contracts available to them and have significant SKU proliferation which result in increased expense. *Network* improves spend with contracted manufacturers by performing a systematic review of product usage, defining an ideal core product formulary utilizing contracted suppliers, and purchasing. Once the ideal product solution has been implemented, quarterly business reviews assess adherence and resulting cost savings.

**Innovation:** *Network* has built a very highly regarded reputation in the manufacturer community as a resource for innovation. Our familiarity with end user issues and expertise in the cleaning arena affords *Network* the position of a manufacturer partner in product development. Whether a facility is in search of a more ergonomic mop or a toilet bowl cleaner with enhanced chemical properties, *Network* can identify the characteristics of a potential new product and collaborate with manufacturers to design new solutions.

**Seminars** – Training, workshops, in-servicing, equipment, and product demonstrations are included value adds that we provide to our customers. In addition to the training that is offered as needed, we schedule meetings quarterly, semi-annually, and annually in an effort to maximize the customer's participation level for all employees.

**Spend Management** – Includes budget reviews, recommended KPIs, program implementation, and benchmarking. In addition, we provide budget support via our Web Ordering platform with order approval by the customer defined dollar limits or required approval hierarchy by a supervisor(s).

**Equipment Service and Repair** – Both on-site (mobile) and in-shop equipment repairs are routinely offered to our customers by local *Network* distributors. We provide both emergency repairs and regularly scheduled maintenance as needed at the local level. Customer satisfaction is our primary goal in every situation.



**Multiple Location/User Service Support** – We are accustomed to dealing with a large number of users and multiple ship-to locations for each user.

**High Volume Transaction Processing** – We process hundreds of thousands of orders monthly from individual entities. Whether received online (Web or Punch-out), ftp, email, facsimile, postal service, via phone or will-call, each order is entered promptly and accurately.

**Fulfillment** – Our general policy is to offer Just-In-Time Deliveries, which helps reduce the on-site inventory space required by customers. Our customer contracts outline specific performance standards which we consistently meet or exceed. A sizable portion of our customer procurement costs are transactional processing, so we strive to have it shipped, processed and completed correctly the first time. Our average fulfillment rate is consistently 98%.

**Emergency Preparedness - Network** and our various distribution centers have local plans to quickly respond to disaster situations. While there are several universal disaster threats, we also have localized plans to address specific natural geographic threats. Our ownership is spread across North America in the communities we serve, which provides a unique perspective. Many of our local business units have over 60 years of experience working with local state, county, and city officials. Over the years we have successfully weathered many disasters (ranging from hurricanes, floods, earthquakes, tornados to fires, building failures and other human-caused occurrences).

Our complete presence across North America gives us quick access to over 200 warehouses full of products with redundant inventories. We offer a complete supply of cleaning, janitorial, sanitation and foodservice disposables which enables us to quickly maneuver product in affected regions. During a disaster event we adjust our business operations to 24/7 to account for immediate and ongoing needs (several of our key hubs already operate 24 hours a day). Orders and deliveries can be processed and on-site same day in most situations. Every local distributor has a formal Emergency Preparedness Plan that they immediately implement as needed.

Our priority is making sure that our customers are serviced in a timely and accurate manner, even under the most challenging of circumstances.

**Sustainability Programs** – *Network* is a member of the U.S. Green Building Council and actively involved at the chapter level – as are many of our distributors. We have a LEED® Accredited Professional on staff who monitors sustainability trends and is closely aligned with our supplier community to stay abreast of their environmental initiatives. As a strong advocate for corporate and social responsibility, *Network* offers a full line of environmentally preferred products to achieve your sustainability, sanitation, and wellness goals. *Network* can help develop Sustainable Systems that are right for each Public Agency with our consultative approach to creating customized solutions.

**Training:** *Network* is dedicated to improving operational efficiency by introducing products and ensuring proper use. All *Network* representatives are trained on core product categories and can provide local support to users. Training is provided for key products which are regularly purchased from *Network* as the supplier of choice.

Locally our distributors provide training programs on product use, cleaning techniques, recommended product application, proper use of equipment, and are available to assist in any challenging issues that may arise. Training of product use for items provided to participating agencies is available as required and when requested.

*Network* is also dedicated to improving efficiencies by introducing new products and ensuring proper use. *Network's* sales professionals share these solutions and proactively support a process of continuous improvement, where appropriate.

*Network* University, a proprietary web-based training program, was designed to improve staff knowledge and performance while reducing operational costs. *Network* University delivers timely, relevant information on the key issues related to environmental services professionals through convenient webinar sessions that are available live and at each individual's convenience.

In addition, *Network* Distributors frequently host open house showcases including educational sessions, product introductions and relevant available seminars at their local warehouses.

As noted throughout the *Network* proposed program, you'll see consultative services of inventory management and other related sales services. These services are provided when all mandatory safety guidelines are enforced, making the health and safety of all employees our primary concern.

**Equipment Installations:** *Network* will provide installation either via the manufacturer (depending on the scope of the opportunity) or by the servicing distributor. If requested, *Network* can assist in the coordination of certain installations when the expertise of electricians or plumbing is needed, for example.

**On-site Programmed/Preventative Maintenance Service:** Available as needed and offered by our manufacturer trained local service technicians and/or our highly esteemed manufacturer partners.

#### **Implementation Program:**

*Network* has a sophisticated approach for the successful implementation of large corporate programs for customers with thousands of locations.

Our detailed implementation process engages staff from *Network* corporate and distributor locations as well as the participating agency's personnel at various stages in the launch project. Implementation timelines are based upon program complexity, ordering method, availability of required information, programs in process, and timeline which are mutually agreed upon.

#### **VALUE ADDED SERVICES —**

**IN SUMMARY,** *Network* places top priority on our customizable and value added services offering. We are a proven and dependable business partner to multiple national account customers due to a solid foundation of consultative selling, always anticipating customers' needs and developing the corresponding support programs. The cornerstone of our successful strategy is the multitude of services that we provide, day in and day out. Value-added services continue to be a mainstay in our partnership contract with Equalis. The final goal of our contract is to not only provide quality products delivered at the most efficient scale of ability, but to also provide Equalis Public Agencies with solutions to the many daily challenges.

## REQUIRED FORMS AND OTHER

Attachment A – Checklist - [complete](#)

Attachment C – Vendor Pricing form - [signed](#)

Attachment D – Contact Information and References - [completed](#)

Attachment E – Market Basket Price List – [see excel file](#)

Attachment F – Certification Re. Undocumented Workers – [signed](#)

Attachment H – Certification Regarding Lobbying – [signed](#)

Attachment I – Conclusion Affidavit – [signed and notarized](#)

Attachment J – Certification Re. Debarment, Suspension, Ineligibility - [signed](#)

Attachment K – EEO Compliance - [signed](#)

Attachment M – Master Agreement Signature Form – [complete](#)

[Certificate of Insurance](#)

**Procedural Requirements** This document includes a detailed, comprehensive response for how Network Distribution plans to meet the requirements of this RFP.

**Record Keeping** *Network* agrees to ensure retention of records of the cooperative's purchases and make them available in an easily accessible manner as defined in the solicitation.

**Auditing Rights** *Network* agrees to allow auditing rights to the Cooperative to demonstrate best price.

**Insurance** 2024 COI attached

**Right to Inventions Made Under Contract** As a distributor, *Network* does not manufacture product. As applicable, we agree to comply.

**Applicable Laws** Agreed. Network Distribution addresses operations with all applicable laws, ordinances, regulations, and rules of federal, state and local authorities.

## Attachment A - Checklist

The following information and completed forms must be submitted for a complete proposal:

- ☒ Completed Product List (Firm Price and or Cost Plus Fixed Fee per case)
- ☒ Fixed Fee per case
- ☒ Description of procedures, including delivery timelines, minimum delivery quantities, payment terms, credits, special orders, communication services, and sales staff. Also include a description of how you plan to meet each of the evaluation criteria.
- ☒ Response and description of RPS requirements (Section 3 of this RFP) and how Respondent will meet these requirements.
- ☒ Description of any ancillary services that will contribute to RPS requirements, with no additional cost.
- ☒ Documentation of proof of being *minority business enterprise, women's business enterprise, or a labor surplus firm.*
- ☒ Documentation of proof of insurance as outlined in Section 4 of this RFP
- ☒ Completed and signed certifications and Vendor Proposal Form (Attachments C through M).

Additional Requirement before the winning response will be converted to a contract:

- USDA requires pricing on all products not included in the market basket. Please provide a means to determine pricing for all items. This can be via website or electronic list. The pricing of all miscellaneous goods must be reasonable. This must be submitted when the contract is signed.

[Agreed.](#)

## Attachment C – Vendor Pricing Form

**Proposer** - Complete, sign and return this “Vendor Pricing Form” along with the “Proposer Contact Information”.

Proposer failure to execute/sign proposal prior to submittal may render proposal non-responsive.

Organization Name (print):

Network Distribution

Name and Title of Authorized Representative (print):

Martha Renkoski

Address: 1400 American Lane, Suite 300

City: Schaumburg State: IL ZIP: 60173

Certify Statement:

I certify by my signature below that the PRICES quoted in this proposal are correct and that the proposal conforms to all specifications and requirements outlined in the solicitation. I further certify that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation and the vendor’s proposal, which is hereby incorporated by reference and made a part hereof. The vendor agrees to be bound by such terms and conditions. I further agree that any conflict between the terms and conditions of the solicitation and the vendor’s proposal documents will be resolved in favor of the solicitation, except as may be otherwise agreed to in writing by the vendor and the SFA.

***Accepting a Proposer proposal does not constitute award of the contract.  
If your proposal is accepted, these documents will serve as the contract with RPS.***

I understand that RPS reserves the right to reject any or all proposals, and that this proposal may not be withdrawn during a period of thirty (30) days from the time of opening of the proposal.

Martha Renkoski 4/23/2024  
Signature (of authorized representative) Date

Print Name: Martha Renkoski Title: Corporate Account Director

## **Attachment E - Market Basket Price List**

Please see the separate Attachment L file in Excel “Equalis Group - RPS Distribution RFP Template (Attachment E - Market Basket Template)”

**Submitted - Attachment E - Market Basket Equalis Group - RPS Distribution - Network 042624.xls**

## **Attachment F - CERTIFICATION STATEMENT REGARDING UNDOCUMENTED WORKERS**

The District will not enter into a Contract for services with contractors who knowingly employ or contract with undocumented workers to perform work under the Contract or who knowingly contract with subcontractors who knowingly employ or contract with undocumented workers to perform work under the contract. Accordingly, all Contracts awarded by the District will contain the following certification:

The Contractor, whose name and signature appear below, certifies and agrees as follows:

1. The Contractor shall comply with the provisions of CRS 8-17.5-102 et seq.
2. The Contractor shall not knowingly employ or contract with an undocumented worker to perform work under this Contract or enter into a contract with a subcontractor that knowingly employs or contracts with an undocumented worker.
3. If the Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an undocumented worker, the Contractor shall:
  - a. Notify the subcontractor and the Owner within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an undocumented worker, and
  - b. Terminate the subcontract if within three days of receiving actual notice the subcontractor does not stop employing or contracting with the undocumented worker, except that the Contractor shall not terminate the subcontract if during such three days the subcontract provides information to establish that the subcontractor has not knowingly employed or contracted with an undocumented worker.
4. The Contractor represents, warrants, and agrees that it (i) has verified that it does not employ any undocumented workers, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(5).
5. If the Contractor violates the provisions of this section GC-10.2, the Owner may terminate the contract for breach and the Contractor shall be liable for actual and consequential damages.

CERTIFIED and AGREED to this 18<sup>th</sup> day of April, 2024.

**CONTRACTOR:**

BY : Daniel Ceko  
Signature of Authorized Representative

Daniel Ceko  
(Printed Name)

Treasurer and Corporate Counsel  
(Position/Title)



## Attachment H - CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts  
Exceeding \$100,000 in Federal Funds.

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 a civil penalty of not less than \$100,000 and not more than \$100,000 for each such failure.

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

- (1) No federal appropriated funds have been paid or will be paid by or 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 paid 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", 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 subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

### Network Distribution

Name of Company

1400 American Lane, Suite 300

Address of Company

Schaumburg IL 60173

City

State

Zip Code

Daniel Ceko

Name of Submitting Official

Treasurer and Corporate Counsel

Title of Submitting Official

*Daniel Ceko*

Signature

April 18, 2024

Date

## Attachment I - NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Illinois )

County of Cook )

Daniel Ceko, being duly sworn, deposes and says that:  
(Printed Name)

1. He is owner, partner, officer, representative, or agent of Network Services Company, the Bidder that has submitted the attached Bid;  
(Company)
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockies Procurement Services, any Member or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owner, employees, or parties in interest, including this affiant.

Daniel Ceko (Signed)

Treasurer & Corporate Counsel (Title)

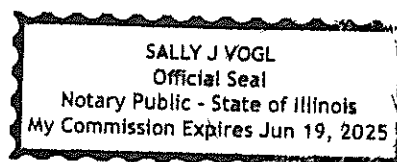
Subscribed and sworn to before me this 24<sup>th</sup> day of APRIL, 2024

Notary Public

SALLY J VOGL  
Sally J Vogl  
Address 180 SPRINGDALE LANE BLOOMINGDALE, IL 60109

My commission expires: 6/19/2025

Seal:



# Attachment J - Certification Regarding Debarment, Suspension, Ineligibility

## U.S. DEPARTMENT OF AGRICULTURE

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

#### (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Network Distribution

RFP # RPS-1020

Organization Name

PR/Award Number or Project Name

Daniel Ceko

Name(s) and Title(s) of Authorized Representative(s)

*Daniel Ceko*

April 18, 2024

Signature(s)

Date

## **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "suspended," "ineligible," "lower tiered covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "and" "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Attachment K - EQUAL OPPORTUNITY EMPLOYMENT ACT COMPLIANCE

Responding Party must make the following certification:

### CERTIFICATE

I/We hereby certify that the

Network Distribution	1400 American Lane, Suite 300 Schaumburg IL 60173	847-803-4888
Company Name	Address	Phone Number

Is an equal opportunity employer as defined in Title VII of the Civil Rights Act of 1964 and the provisions of the Civil Rights Act of 1991.

Upon request of the Business Services Department of the Cooperative, we will show proof that our employment practices do meet in every respect the requirements of Title VII of the Civil Rights Act of 1964 and the provisions of the Civil Rights Act of 1991.

*Owner/ Officer of firm:*

Daniel Ceko	Treasurer and Corporate Counsel
Printed Name	Title
<i>Daniel Ceko</i>	April 18, 2024
Signature	Date

## Attachment M – 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, including any firm fixed pricing, 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	<u>Company Name</u>	<u>Network Distribution</u>
Address	<u>Address</u>	<u>1400 American Lane, Suite 300</u>
City/State/Zip	<u>City, State, Zip</u>	<u>Schaumburg IL 60173</u>
Phone Number	<u>Phone Number</u>	<u>847-803-4888</u>
Email Address	<u>Email Address</u>	<u>dceko@networkdistribution.com</u>
Printed Name	<u>Print Name</u>	<u>Daniel Ceko</u>
Job Title	<u>Job Title</u>	<u>Treasurer &amp; Corporate Counsel</u>
Authorized Signature	<u><i>Daniel Ceko</i></u>	

### Initial Term of the Master Agreement

Contract Effective Date: 07/01/2024  
06/30/2025 – with four additional one-year renewal options through  
Contract Expiration Date: 06/30/2029  
Contract Number: \_\_\_\_\_

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

Rockies Procurement Services  
333 Main Street  
Springfield, CO 81073

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

By: *Monica Deines-Henderson*  
Monica Deines-Henderson (May 28, 2024 10:37 MDT)  
Name: Monica Deines-Henderson  
As: RPS Chairperson  
Date: 05/28/2024

By: *Eric Merkle*  
Name: Eric Merkle  
As: EVP, Procurement & Operations  
Date: 05/17/2024

## Variations & Exceptions:

The bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Proposal is non-responsive and ineligible for award:

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Sect\_\_\_\_\_ Variance\_\_\_\_\_

\_\_\_\_\_

Attach additional sheets if necessary.











# Agreement - Non-Consumable Foodservice Supplies & Equipment (RFP Response - Network)

Final Audit Report

2024-05-28

Created:	2024-05-17
By:	Eric Merkle (emerkle@equalisgroup.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtnN8xzzXwPByTDifB3fGqvMk9vKzPjmO

## "Agreement - Non-Consumable Foodservice Supplies & Equipm ent (RFP Response - Network)" History

-  Document created by Eric Merkle (emerkle@equalisgroup.org)  
2024-05-17 - 1:28:44 PM GMT
-  Document emailed to Monica Deines-Henderson (monica.deineshenderson@d49.org) for signature  
2024-05-17 - 1:28:51 PM GMT
-  Document emailed to Eric Merkle (emerkle@equalisgroup.org) for signature  
2024-05-17 - 1:28:51 PM GMT
-  Email viewed by Eric Merkle (emerkle@equalisgroup.org)  
2024-05-17 - 1:30:28 PM GMT
-  Document e-signed by Eric Merkle (emerkle@equalisgroup.org)  
Signature Date: 2024-05-17 - 1:30:42 PM GMT - Time Source: server
-  Email viewed by Monica Deines-Henderson (monica.deineshenderson@d49.org)  
2024-05-28 - 4:37:12 PM GMT
-  Document e-signed by Monica Deines-Henderson (monica.deineshenderson@d49.org)  
Signature Date: 2024-05-28 - 4:37:40 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-28 - 4:37:40 PM GMT