



# 2020

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METEOR Education™

Proposal for Region 10 ESC - Furniture and  
Storage, related products and services

RFP #EQ-052920-01  
Due: July 9, 2020 at 2:00 p.m.

**METEOR**  
CONNECTING THE DOTS

# About MeTEOR

MeTEOR Education's team of educational consultants, learning environment designers and industry experts help communities create transformational learning experiences. Through purposeful design we effectively combine methods, tools and environments in a way that empowers teacher-student and student-to-student relationships. The end result is an increase in student engagement, capacity and overall achievement.

Our firm has focused on K-12 "turn-key" projects for the past 30 years and has successfully completed over 600 school packages – over \$500 million of school furnishings – during that time. Our firm is nationally recognized as a highly experienced and reputable project-focused furniture company.

MeTEOR Education stands out in the furnishings industry as a firm that provides unparalleled services to customers. Our customers desire and benefit from extra attention to detail, higher quality products, full in-house support and long-term service.

MeTEOR Education - Our Story: <https://youtu.be/6qgmiKJm2fo>

## Who we are

### Our Mission

To inspire and support communities and their students in creating transformational learning experiences.

### Our Vision

We will be a recognized leader and trusted partner in the design of sustainable, engaging, humanized learning experiences.







## Services

- + Needs Assessment
- + Furniture Assessment
- + Overall Budget Analysis
- + Educational Training
- + Professional Development
- + Classroom Strategy & Lesson Plan Development
- + Bid/Contract Documentation
- + MeTEOR Connect Online Project Management System
- + Complete In-House Space Planning & Design Services
- + Inventory Existing Assets
- + Recycle or Repurpose Furniture
- + Logistics Management
- + Local Sales & Project Management Staff
- + Professional Installation
- + Full Warranty Service
- + Warehousing
- + Full-Time Customer Service Staff



### Design Studio (Needs Assessment + Professional Development + Coaching)

Develop teacher fluency and ensure transfer of best practice teaching and learning to the classroom and Professional Learning Community.

### Learning Design Services (High-Impact Learning Experiences)

Our expert consultants can help you develop your teams to enable improved learning outcomes.

### Modernization Program Management

Needs assessment and sustainable program design for end-to-end modern learning environments district-wide.

### High-Impact Environment Design (Interior Design)

Tailored interior design services to meet your environment needs and instructional priorities.

### Project Management & Installation of Furnishings

Project management for delivery and installation of your environments. We offer a turn-key solution to your furnishing needs. From initial planning and product selection, to delivery, installation and punch-list resolution, MeTEOR Education will be with you every step of the way.

### Recycle, Repurpose, Reuse

Go green! Ensure materials are reused in your next project or recycled to another user. MeTEOR Education can do a full inventory of existing assets and plan to recycle, repurpose or reuse your existing assets.



Check out our YouTube channel for great videos about the MeTEOR journey and customer success stories!

Or visit our website  
[meteoreducation.com/](https://meteoreducation.com/)



# REQUEST FOR PROPOSAL FOR FURNITURE AND STORAGE RELATED PRODUCTS AND SERVICES

## EDUCATION SERVICE CENTER, REGION 10

400 E Spring Valley Rd  
Richardson, TX 75081  
Telephone: (972) 348-1110



Publication date	05/29/2020
Product or service	Furniture and Storage, related products and services
RFP #	EQ-052920-01
Proposal due date	07/09/2020 at 2:00 PM CST
Proposal submittal location	<a href="https://region10.bonfirehub.com/portal/?tab=login">https://region10.bonfirehub.com/portal/?tab=login</a>
Principle contract officer	Ms. Sue Hayes Chief Financial Officer
Public opening location	Region 10 ESC 400 E Spring Valley Rd Richardson, TX 75081

Education Service Center, Region 10 ("Region 10 ESC") is seeking proposals for the procurement of Furniture and Storage, related products and services. Responses will be accepted until 07/09/2020 at 2:00 PM. All times are Central Standard Time.

In general, Coop members will reference this RFP when purchasing from the vendor. Region 10 ESC will not charge a fee to public agencies for participation in the purchasing coop.

Faxed responses will not be considered. By submitting a response, responder certifies to the best of his/her knowledge that all information is true and correct. All proposals must be submitted electronically as directed in the Bonfire procurement application. Scanned submissions are acceptable where PDF files are requested.

Responses should be submitted on the forms provided. Only responses received by the date and time specified will be considered. PRICE, QUALITY, AND SUITABILITY: It is not the policy of Region 10 ESC to purchase services solely based on low price alone; quality and suitability to purpose are taken into consideration. Term discount, if any, must be indicated on Deviation Statement & Signature Page and will be considered.

The public bid opening will be held via Zoom meeting. Interested parties who wish to attend the bid opening should email Clint Pechacek at [clint.pechacek@region10.org](mailto:clint.pechacek@region10.org) by 12:00 pm on July 9, 2020 to receive an invitation.

The Region 10 ESC Board of Directors anticipates awarding this category to more than one vendor. The Board of Directors also reserves the right to reject all proposals if it determines in its sole discretion that a reasonable basis exists for doing so.

## LEAD AGENCY AGREEMENT

The purpose of Region 10 ESC soliciting this Request for Proposal is to create a Lead Agency Agreement for **Furniture and Storage, related products and services** for use by public agencies supported under this contract. Region 10 ESC, as the Lead Agency, as defined in Attachment A, has come together with the Equalis Group to make the resultant contract (also known as the “Lead Agency Agreement”) from this Request for Proposal available to other public agencies not only locally, but also nationally, including county, city, state, special district, local government, school district, private K-12 school, higher education institution, other government agency or non-profit organization (“Public Agencies”), for the public benefit through the Equalis Group’s cooperative purchasing program. Region 10 ESC will serve as the contracting agency for any other Public Agency that elects to access the resulting Lead Agency Agreement.

Access to the Lead Agency Agreement by any Public Agency must be preceded by its registration with Equalis Group as a Participating Public Agency in Equalis Group’s cooperative purchasing program. Attachment A contains additional information on Equalis Group and the cooperative purchasing program. Equalis Group provides marketing and administrative support for the awarded vendor (“Supplier”) that promotes the successful vendors’ products and services to the Participating Public Agencies nationwide.

Participating Public Agencies benefit from pricing based on aggregate spending and the convenience of a contract that has already been advertised and competitively awarded. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier’s need to respond to multiple competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the Equalis Group documents (Attachment A).





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## **A. INTRODUCTION**

### **I. Background on Region 10 Education Service Center**

Region 10 Education Service Center (“Region 10 ESC” herein “Lead Agency”) on behalf of itself and, potentially, all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agencies”) solicits proposals from qualified Respondents to enter into a Vendor Contract (“contract”) for the goods or services solicited in this invitation.

Contracts are approved and awarded by a single governmental entity, Region 10 ESC, and are only available for use and benefit of all entities complying with their respective state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities).

### **II. What is the role of Equalis Group**

Equalis Group assists Region 10 ESC in helping other public agencies and non-profits reap the benefits of national leveraged pricing, with no cost to the participating member. Equalis Group leverages one of the largest pools of purchasing potential. This is accomplished by competitively soliciting proposals and awarding contracts for commonly purchased products and services.

### **III. Purpose of Region 10 ESC**

The mission of Region 10 is to be a trusted, student-focused partner that serves the learning community through responsive, innovative educational solutions. It is Region 10’s intent to:

- Provide governmental and public entities opportunities for greater efficiency and economy in procuring goods and services.
- Take advantage of state-of-the-art purchasing procedures to ensure the most competitive contracts.
- Provide competitive price and bulk purchasing for multiple government or public agencies that yields economic benefits unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services.
- Equalize purchasing power for smaller agencies that are unable to command the best contracts for themselves.
- Help in assisting customers with use of best business practices.

### **IV. Customer Service**

- Region 10 ESC is dedicated to making its contracts successful for both its members and its awarded vendors.
- Region 10 ESC is committed to providing its members and awarded vendors with high quality service.
- Region 10 ESC has dedicated staff available to answer questions, offer guidance and help in any way possible.

## B. SCOPE

### Products and Services Covered:

It is the intention of Region 10 ESC to establish a contract with Respondent(s) for Furniture and Storage, related products and services and is seeking proposals from manufacturers, dealers, distributors and other value-added resellers or service providers. Respondents may elect to limit their proposals to a single product or service line, or multiple products and services within all classifications listed below.

### Products:

All furniture, storage and related products are being considered for this RFP. Specific venues to be furnished include but are not limited to:

- Offices
- Conference/meeting spaces
- Lobbies
- Lounges
- Common areas
- Classrooms
- Labs
- Music rooms
- Studios
- Libraries
- Media/technology rooms
- Computer centers
- Outdoor spaces
- Food service or dining areas
- Student union spaces
- Residence halls
- Other areas where the scope defined herein might be utilized

### Services:

#### Design Services

- Design services may include but are not limited to; space planning, installation plans, furniture migration strategies, reconfiguration of existing systems, assistance with furniture selection, interior office design, and computerized installation drawings.

#### Installation

- Installation may include but is not limited to: All delivery, receiving, uncrating, inspection, assembly and installation of all furniture and components and the removal of packing and other wastes from the site
- Any other service or product related to installation.

#### Other Services

All other related services including rental, safety inspection, repair, renovation, refurbishment, and re-manufacture, retrofit or recycling services for the furniture solutions described above; and any other related services or solutions that support the product lines listed above.



## C. KEY DEFINITIONS

**Days:** means calendar days.

**Lead agency:** means Region 10 in its capacity as the government entity advertising, soliciting, evaluating and awarding the contract.

**Procurement:** means buying, purchasing, renting, leasing or otherwise acquiring any materials, services or construction. Procurement also includes all functions that pertain to the obtaining of any material, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

**Responsive Respondent:** means a person, company, firm, corporation, partnership or other organization who submits a proposal which conforms in all material respects to the invitation for bids or request for proposals.

**Solicitation:** means an invitation for bids, a request for technical offers, a request for proposals, a request for quotations or any other solicitation or request by which we invite a person to participate in a procurement.

**Specifications:** means any description of physical or functional characteristics, or of the nature of a material, service or construction of item. Specifications may include a description or any requirement for inspecting, testing or preparing a material, service or construction item for delivery.

**Vendor:** means any provider or seller of goods and/or services that has a contractual relationship with Equalis Group or Region 10 ESC.

## D. GENERAL TERMS AND INSTRUCTIONS TO RESPONDENTS

### SUBMISSION FORMAT AND COMMUNICATION

It is the responsibility of the vendor to make certain that the company submitting a proposal, along with appropriate contact information, is on file with Region 10 ESC for the purpose of receiving addenda.

- I. **Response Submission:** All responses must be submitted electronically as directed in the Bonfire procurement application. Scanned submissions are acceptable where PDF files are requested. Responses received outside the Bonfire procurement application will not be accepted.

Sealed responses may be submitted on any or all items, unless stated otherwise. Responses may be rejected for failure to comply with the requirements set forth in this invitation. Region 10 ESC reserves the right to cancel solicitation, reject any or all proposals, to accept any proposal deemed most advantageous to the participants in Region 10 ESC and to waive any informality in the proposal process. Participating agency or entity also reserves the right to cancel solicitation and reject any or all proposals if it is advantageous to the school district.

Deviations from any terms, conditions and/or specifications must be conspicuously noted in writing by the Respondent and shall be included with the response. (See Appendix F, Doc #17).

- II. **Proposal Format:** The electronic narrative portion and the materials presented in response to this Request for Proposal should be submitted in the same order as requested. Responses should be consolidated into one PDF

file for the RFP response, one PDF file for the Attachment A (Equalis Group Exhibits) response and one Excel file for the Attachment B (pricing) response.

- III. **Time for receiving proposals:** Proposals received prior to the submittal deadline will be kept secure and unopened. No proposals received after the submittal time and deadline will be considered. Late proposals will be returned to sender unopened.
- IV. **Inquiries and/or discrepancies:** Questions regarding this solicitation must be submitted [in](#) the Bonfire procurement application. All questions and answers will be posted to [the Bonfire procurement application](#). Respondents are responsible for viewing the Bonfire procurement application to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Respondent of the obligations set forth in this invitation.
- V. **Restricted and Prohibited Communications with Region 10 ESC and Equalis Group:** During the period between the date Region 10 ESC issues this RFP and the selection of the vendor who is awarded a contract by Region 10 ESC, if any, Respondents shall restrict all contact with Region 10 ESC and Equalis Group, and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the Bonfire procurement application in the specified manner. **Do not contact members of the Board of Directors, other employees of Region 10 ESC, any of Region 10 ESC's agents or administrators or Equalis Group employees. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made, may result in disqualification of the Respondent.**

The communications prohibition shall terminate when the contract is recommended by the administration, considered by the Board of Directors at a noticed public meeting, and a contract has been awarded. In the event the Board of Directors refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed. Additionally, during the time period between the award by the Board of Directors and the execution of the contract, Respondents shall not engage in any prohibited communications as described in this section.

Prohibited communications include direct contact, discussion, or promotion of any Respondent's response with any member of Region 10 ESC's Board of Directors or employees except for communications with Region 10 ESC's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, to assure that decisions are made in public, and to protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

Communications between a potential vendor, service provider, Respondent, offeror, lobbyist or consultant and any member of Region 10 ESC's Board of Directors;

Communications between any director and any member of a selection or evaluation committee; and

Communications between any director and administrator or employee.

The communications prohibition shall not apply to the following:

1. Communications with Region 10 ESC's purchasing agent specifically named and authorized to conduct and receive such communications under this RFP or upon the request of Region 10 ESC, with Region 10 ESC's legal counsel; and
2. Presentations made to the Board of Directors during any duly noticed public meeting at which the solicitation is under consideration and the Vendor has been invited to present to the Board.

Nothing contained herein shall prohibit any person or entity from publicly addressing Region 10 ESC's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP, or in connection with a presentation requested by Region 10 ESC's representatives. Communication with any employee of Equalis Group

VI. **Addenda:** if required, will be issued by Region 10 ESC to all those known to have received a complete set of Proposal documents. The vendor shall acknowledge on the Signature Form the number of addenda received.

VII. **Calendar of events (subject to change):**

<b>Event</b>	<b>Date:</b>
Issue RFP	05/29/2020
Deadline for questions	06/18/2020
Issue Addendum/a (if required)	06/19/2020
Proposal Due Date	07/09/2020
Approval from Region 10 ESC	08/12/2020
Contract Effective Date	09/01/2020

**CONDITIONS OF SUBMITTING PROPOSALS**

VIII. **Amendment of Proposal:** A proposal may be amended up to the time of opening by amending the proposal submitted in the Bonfire procurement application.

IX. **Withdrawal of proposals:** Withdrawal of proposals prior to the opening date will be permitted. Withdrawal of proposal will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal. However, consideration may be given in cases where Respondent advises that it made a clerical error that is substantially lower than it intended. In such case, Respondent must provide written notice of their desire to withdraw, along with supporting documents, within three (3) business days of receiving the acceptance letter. Any contracts entered into prior to Region 10 ESC receiving notice must be honored.

No Respondent should assume that their withdrawal request has been accepted unless, and until, they receive written acknowledgment and acceptance of their proposal withdrawal.

X. **Clarifications:** Region 10 ESC may, by written request, ask a Respondent for additional information or clarification after review of the proposals received for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give Respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. Region 10 ESC will not assist Respondent in bringing its proposal up to the level of other proposals through discussions. Region 10 ESC will not indicate to Respondent a cost or price that it must meet to either obtain further consideration nor will it provide any information about other Respondents' proposals or prices.

XI. **Best and Final Offer:** Region 10 ESC, in its sole discretion, may request all Offerors in the competitive range to submit a Best and Final Offer. Offerors must submit their Best and Final Offers in writing. If an Offeror does not respond to the request for a Best and Final Offer, that Offeror's most recent prior offer will be considered to be its Best and Final Offer.

**XII. Specifications:** When a solicitation contains a specification that states no substitutions, no deviation from this requirement will be permitted. Respondent must comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, Region 10 ESC specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the members.

References to manufacturer's specifications (Design Guides), when used by Region 10 ESC, are to be considered informative to give the Respondent information as to the general style, type and kind requested. Responses proposing goods, materials or equipment regularly produced by a reputable manufacturer shall be evaluated by Region 10 ESC which will, in its sole discretion, determine whether such proposed goods, materials or equipment are substantially equivalent to the Design Guides, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Respondents should include all documentation required to evaluate whether or not their proposed goods, materials or equipment are substantially equivalent to the Design Guides.

**XIII. Quality of Materials or Services:** Respondent shall state the brand name and number of the materials being provided. If none is indicated, then it is understood that the Respondent is quoting on the exact brand name and number specified or mentioned in the solicitation.

However, unless specifically stated otherwise and in accordance with purchasing laws and regulations, comparable substitutions will be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended.

**XIV. Deviations and Exceptions:** Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 10 ESC to award a manufacturer's complete line of products, when possible.

**XV. Change Orders:** The awarded vendor shall follow the requirements of all specifications and drawings as closely as construction will permit. Should existing conditions or limitations require a major change or rearrangement, the change shall be allowed only upon issuance by Region 10 ESC of a written change order. Participating agency and awarded vendor shall establish a procedure for identifying and approving changes to the work. Procedure shall include provisions for field change orders. Change orders shall be properly documented in writing.

**XVI. Manufacturer's Representative:** Respondents submitting proposals as a manufacturer's representative shall be able to supplement offer with a letter from the manufacturer certifying that Respondent is an actual dealer for that manufacturer and that the Respondent is authorized to submit a proposal for that product, and which guarantees that if the Respondent should fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume the Respondent's obligations or arrange for fulfillment through another competent dealer to complete the balance of the project.

**XVII. Formation of Contract:** A response to this solicitation is an offer to contract with Region 10 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is awarded by Region 10 ESC. A contract is formed when Region 10 ESC's board or designee signs the Vendor Contract Signature Form. The prospective vendor must submit a signed Vendor Signature Form with the response, thus eliminating the need for a formal signing process.

**XVIII. Estimated Quantities:** Region 10 ESC anticipates that a substantial number of participating members will enter into contracts resulting from this solicitation; however, Region 10 ESC makes no guarantee or commitment of any kind concerning quantities or usage of contracts resulting from this solicitation. The annual volume for this contract is estimated to be over \$150 million annually by year three (3) of the contract. This information is

provided solely as an aid to contract vendors in preparing proposals only, and performance will be determined by other factors such as awarded supplier's competitiveness, and overall performance and support of the contract. The successful Vendor(s) discount and pricing schedule shall apply regardless of the volume of business under the contract.

**XIX. Multiple Awards:** It is the preference of Region 10 ESC to limit the number of awarded suppliers. Due to the broad and diverse nature of this RFP, combined with the large number of potential entities which may utilize this contract throughout the nation, it is anticipated that multiple awards will be needed to provide adequate coverage. Region 10 ESC reserves the right to award contract(s) to multiple vendors. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Region 10 ESC.

**XX. Non-Exclusive:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience and benefit of participating members. Region 10 ESC and participating entities reserve the right to obtain like goods and services from other sources.

### **AWARD PROCESS**

**XXI. Award or rejection of proposals:** In accordance with applicable laws, rules, and regulations for public purchasing, award(s) will be made to the responsive and responsible Respondent(s) whose proposal(s) is/are determined to be the lowest cost and most responsible to participating agencies, price and other factors considered. Region 10 ESC reserves the right to use a "Market Basket Survey" method, based on randomly selected criteria to determine the most responsible response. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document. Proposals that are materially non-responsive will be rejected and Region 10 ESC will provide notice of rejection to the Respondent.

**XXII. Evaluation Process:** In evaluating the responses the following predetermined criteria is considered:

#### **Products/Pricing (40 Points)**

1. All products and services available
2. Pricing for all available products and services
3. Pricing for warranties on all products and services
4. Ability of Customers to verify that they received contract pricing
5. Payment methods
6. Delivery is freight pre-paid, FOB destination
7. Other factors relevant to this section as submitted by the Respondent

#### **Performance Capability (30 Points)**

1. Ability to provide products and services nationally
2. Overall product and service solutions being offered
3. Shipping timelines
4. Return and restocking policy and applicable fees
5. History of meeting the shipping and delivery timelines
6. Ability to meet service and warranty needs of members
7. Customer service/problem resolution
8. Invoicing process
9. Contract implementation/Customer transition
10. Financial condition of vendor
11. Availability, and capabilities related to ordering, returns and reporting



12. Respondent's safety record
13. Instructional materials
14. Other factors relevant to this section as submitted by the Respondent

**Qualification and Experience (20 Points)**

1. Respondent reputation in the marketplace
2. Reputation of products and services in the marketplace
3. Past relationship with Region 10 ESC and/or Region 10 ESC members
4. Experience and qualification of key employees
5. Location and number of sales persons who will work on this contract
6. Policies for installation services (if offered)
7. Past experience working with the government sector
8. Exhibited understanding of cooperative purchasing
9. Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors
10. Minimum of 3 customer references relating to the products and services within this RFP
11. Certifications in the Industry
12. Company profile and capabilities
13. Other factors relevant to this section as submitted by the Respondent

**Value Add (10 Points)**

1. Marketing plan and capability
2. Sales force training
3. Other factors relevant to this section as submitted by the Respondent

XXIII. **Competitive Range:** It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range are unacceptable and do not receive further award consideration.

XXIV. **Evaluation:** A committee will review and evaluate all responses and make a recommendation for award of contract(s). The recommendation for contract awards will be based on the predetermined criteria factors outlined in this solicitation, where each factor is assigned a point value based on its importance. Recommendation for award of a contract will be presented to the Region 10 ESC board of directors for final approval.

XXV. **Past Performance:** A vendor's performance and actions under previously awarded contracts regarding a vendor's actions under previously awarded contracts to schools, local, state, or federal agencies are relevant in determining whether or not the vendor is likely to provide quality goods and services to our members; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Respondent's businesslike concern for the interests of the customer.

XXVI. **Taxes (State of AZ Respondents only):** All applicable taxes in the offer will be considered by the School District/public entity when determining the lowest proposal or evaluating proposals, except when a responsive Respondent which is otherwise reasonably susceptible for award is located outside of Arizona and is not subject to a transaction privilege or use tax of a political subdivision of this state. In that event, all applicable taxes which are the obligation of Respondents in state and out of state, shall be disregarded in the Contract Award. At all times, payment of taxes and the determination of applicable taxes and rates are the sole responsibility of the Contractor.

## PROTEST OF NON-AWARD

XXVII. **Protest Procedure:** Any protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm Central Time. No protest shall lie for a claim that the selected Vendor is not a responsible Respondent. Protests shall be filed with *Ms. Sue Hayes at Region 10 ESC, 400 E Spring Valley Rd, Richardson, TX 75081*. Protests shall follow Region 10 ESC complaint policy EF(LOCAL), a copy of which is available at <https://pol.tasb.org/Policy/Code/374?filter=EF>, and it must be on a form provided by Region 10 ESC, which will include the following:

1. Name, address and telephone number of protester
2. Original signature of protester or its representative
3. Identification of the solicitation by RFP number
4. Detailed statement of legal and factual grounds including copies of relevant documents; and the form of relief requested
5. Any protest review and action shall be considered final with no further formalities being considered.

## NON-COLLUSION, EMPLOYMENT AND SERVICES

XXVIII. **By signing the Offer and Acceptance form or other official contract form, the Respondent certifies that:**

6. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and
7. It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability and that it complies with all applicable federal, state, and local laws and executive orders regarding employment.

## LIMITATION OF LIABILITY

- XXIX. **Waiver:** BY SUBMITTING A PROPOSAL, OFFER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH EQUALIS GROUP AND REGION 10 EDUCATION SERVICE CENTER, ITS DIRECTORS, OFFICERS, OR AGENTS AND THE MEMBERS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.
- XXX. NEITHER REGION 10 ESC NOR EQUALIS GROUP SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY RESPONDENTS OR THE SELECTED VENDOR IN CONNECTION WITH RESPONDING TO THE RFP, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF A CONTRACT, OR ANY OTHER EXPENSES INCURRED BY A RESPONDENT. THE RESPONDENT OR SELECTED VENDOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY REGION 10 ESC OR EQUALIS GROUP.

## Appendix A: QUESTIONNAIRE

### COMPANY PROFILE

1. What is your company's official registered name? MeTEOR Education, LLC.
2. What is your company's Dun & Bradstreet (D&B) number? Duns #967285672
3. What is/are your corporate office location(s)? Please see attached.
4. Please provide a brief history of your company, including the year it was established. Please see attached.
5. Who is your competition in the marketplace? Other K-12 educational furniture and services providers.
6. [REDACTED]
7. What are your overall public sector sales, excluding Federal Government, for last three (3) years?  
MeTEOR's public sector sales is over 98% - please see response provided for #6 above.
8. What is your strategy to increase market share in the public sector? Please see attached.
9. What differentiates your company from competitors specifically in the public sector? Please see attached.
10. Please provide your company's environmental policy and/or sustainability initiative. Please see attached.
11. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?  
☒ Yes  
☐ No
  - a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?  
☒ Yes  
☐ No  

*(If the answer is yes, attach a statement detailing the structure of your program, along with a list of your diversity alliances and a copy of their certifications.)* Please see attached.
  - b. Will the products accessible through your diversity program or partnership be offered to Equalis Group members at the same pricing offered by your company? Yes  

*(If answer is no, attach a statement detailing how pricing for participants would be calculated.)* N/A
12. Diversity Vendor Certification Participation - It is the policy of some entities 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.

## Appendix A: QUESTIONNAIRE Continued:

### 3. What is/are your corporate office location(s)?

MeTEOR Education, LLC. – Corporate Headquarters  
690 NE 23 Avenue  
Gainesville, FL 32609

Central Headquarters  
5000 Quorum Drive, Ste. 625  
Dallas, TX 75254

West Headquarters  
1318 E. Shaw, Ste. 415  
Fresno, CA 93710

### 4. Please provide a brief history of your company, including the year it was established.

With a parent company established in 1967, MeTEOR Education is a Limited Liability Company with headquarters in Gainesville, Florida. The company is a full turn-key service provider of High Impact Learning Experiences.

- 1967 – JR Office Furniture and Equipment Co. was established by Gary Junior as a reseller of used office furniture from offices in New York, NY. Within a few years, the company was also selling new office furniture.
- 1987 – Florida changed its state government and agency purchasing rules from a bid system to a more open buying system by use of “piggybacking” on existing contracts. This was an important development to the original formation of Contrax Furnishings (d.b.a. – JR Office Furniture), as the new business unit began selling to educational institutions, primarily in casework and some loose furnishings.
- By 1992 – JR Office refocused almost exclusively on contract selling through Contrax Furnishings division. The first full turnkey project was completed in 1993.
- 2001 – Company legally changed name to “Contrax Furnishings”
- 2008 – Company expanded from Florida. (Presently, MeTEOR Education offers products and services in over 25 states.)
- 2016 – Changed name to MeTEOR Education, LLC to encompass all products and services available.

### 8. What is your strategy to increase market share in the public sector?

Nearly all of our current operations are in the public sector. Our sales and project management staff are dispersed across the country which allows for all projects to have a local team in place. In addition, our quoting and design teams are assigned a specific region. Immersing our firm into the local market allows us to dive deeper into the marketplace with a more intimate understanding of our customers. Building relationships and understanding the local market are our strategy to increase market share. As opportunities arise in regions across the United States, we will expand our sales force as needed. We are also, in the process of expanding to

some international clients, so we look forward to that new endeavor. Please note, orders to Hawaii, Alaska, U.S. Territories or other outlying areas will require freight and install to be quoted.

9. What differentiates your company from competitors specifically in the public sector?

- K-12 Turn-Key Solutions. Over 98% of our business is done in the K-12 marketplace. MeTEOR specializes in helping schools to create high impact learning experiences.
- The MeTEOR Connect Online Project Management System. It is a one-of-a-kind, 24/7 online client interface. This technology enables total control, provides complete information, and allows for thorough collaboration for our clients throughout the entire project. Additional details will be provided later in our proposal.
- Innovative and Instructional Design. Our entire process is design driven with our interior and instructional designers involved from start to finish. We have a team of full-time in-house designers ensuring we meet every design need. Once project goals are defined, we will work to develop a custom design to meet your unique needs. MeTEOR excels at developing flexible, functional environments and experiences. We bring cutting edge product design and combine the latest teaching methods (i.e. – collaborative learning product and instruction) into that design. Our project design includes the use of easy technology that enables the client to walkthrough the various spaces in 3D renderings – without the use of complicated software or training. These programs and more, are available through our online MeTEOR Connect Project Management System.
- Organizational Size and Strength. These qualities are seen in our focus in the educational market. MeTEOR operates regularly in over 38 states. In addition, our team consists of professional sales associates, full-time design teams, project managers, installation professionals, and logistics options. This ensures that the smallest project details are accurately managed throughout your project.
- Product Offerings. MeTEOR represents numerous manufacturers. The abundance of manufacturers we represent, ensures we can provide competitive furnishings to meet any need.
- Learning Organization. As part of their professional development, MeTEOR personnel are encouraged to never stop learning. Many of our team members have professional certifications. This formal training, complemented with their experience, is another clear distinction between MeTEOR personnel and our competition.
- Professional Development Consulting. We have a full team of professional educational consultants to help ensure teachers and district personnel are trained so they can provide the best learning experience possible for their students.
- Service and Support. Our service after the sales is unparalleled in the industry.
  - The MeTEOR Connect Project Management system allows clients to request service for any item in their facility, at any time (day or night), with the simple click of the mouse. All equipment lists and their locations are tagged and available online so clients can communicate any issues and submit requests for service. Our full-time service team ensures no lag time in the repair process.
  - MeTEOR warrants all products sold to the end user with a one-year parts and labor warranty (above any manufacturer's warranty). No such warranty exists from our competitors to cover labor associated with manufacturer defects.
  - MeTEOR offers additional maintenance contracts for large-ticket items to conduct annual manufacturer recommended preventative maintenance. This ensures the maximum life out of the products in your facility.



10. Please provide your company's environmental policy and/or sustainability initiative.

As a national supplier, primarily for public schools, MeTEOR is very familiar with the desire of school districts to go green. MeTEOR is committed to providing the highest quality items using manufacturers committed to the environment, while staying within your budget. As a dealer for over 130 manufacturers, we have numerous product offerings that comply with various environmentally friendly standards and requirements.

Our Learning Environment Specialists are highly trained and able to provide solutions to meet any LEED goal, from "certified" to "platinum." In addition, MeTEOR has two LEED Accredited Professionals on staff that can assist with any green building needs. MeTEOR is dedicated to utilizing manufacturers that are committed to protecting the environment. MeTEOR's strategic vendors must pursue programs that promote green manufacturing practices. Examples of these programs include:

- Using environmentally friendly and/or recycled materials in the production of products (ex: using post-consumer recycled material like steel)
- Pursuing green product certifications (ex: Forest Stewardship Council certified wood)
- Implementing other programs that demonstrate a commitment to environmental protection. (ex: using local materials)

Below are descriptions of some of the certifications our manufacturers hold. Once final products are selected, specific product certificates can be provided.



**Forest Stewardship Council** – FSC certification is a voluntary, market-based tool that supports responsible forest management worldwide. FSC certified forest products are verified from the forest of origin through the supply chain. The FSC label ensures that the forest products used are from responsibly harvested and verified sources. The FSC's purpose is to coordinate the development of forest management standards throughout the different biogeographic regions of the U.S., to provide public information about certification and FSC, and to work with certification organizations to promote FSC certification in the U.S. FSC-US has a national presence through the work of its Board of Directors, members, staff, and regional standards coordinators. Website: <https://fsc.org/en/page/about-us>

**GREENGUARD** - GREENGUARD Certification is part of UL Environment, a business unit of UL (Underwriters Laboratories). GREENGUARD Certification helps manufacturers create--and helps buyers identify--interior products and materials that have low chemical emissions, improving the quality of the air in which the products are used. UL



Environment acquired GREENGUARD in 2011, further advancing its mission of promoting global sustainability, environmental health, and safety.

Website: <http://greenguard.org/en/about.aspx>



**MAS Certified Green** - MAS Certified Green is a registered trademark to delineate low VOC emitting products in the marketplace so that purchasers and specifiers of those products know that they can earn credits in sustainability programs like LEED and California CHP program.

Website: <https://www.mascertifiedgreen.com/about-us>

### GreenSafeCertified –

**Safety** – All products displaying the GreenSafeCertified™ emblem are made of materials and components that have been rigorously tested to meet all applicable safety regulations.

**Healthy** – All products displaying the GreenSafeCertified™ emblem are manufactured using materials and components that have been certified to meet or exceed all applicable health regulations for lead and VOC's.

**Compliant** – All products displaying the GreenSafeCertified™ emblem are manufactured using materials and components have been tested and certified as compliant with all applicable regulations.

**Environmentally Conscious** - All products displaying the GreenSafeCertified™ emblem are manufactured using the most advanced techniques to insure minimal environmental impact.

**Sustainability** – All products displaying the GreenSafeCertified™ emblem are manufactured of materials that have been selected for their sustainability and environmental friendliness.

Website: <https://greensafecertified.com>



**Cradle to Cradle** – Cradle to Cradle® Certification is a multi-attribute eco-label that assesses a product's safety to humans and the environment and design for future life cycles. The program provides guidelines to help businesses implement the Cradle to Cradle framework, which focuses on using safe materials that can be disassembled and recycled as technical nutrients or composted as biological nutrients. Unlike single-attribute eco-labels, MBDC's certification

program takes a comprehensive approach to evaluating the design of a product and the practices employed in manufacturing the product. The materials and manufacturing practices of each product are assessed in five categories: Material Health, Material Reutilization, Renewable Energy Use, Water Stewardship, and Social Responsibility.

Website: <http://mbdc.com/how-to-get-your-product-cradle-to-cradle-certified/>

**Green Label Plus** – Green Label Plus is an example of CRI's (The Carpet and Rug Institute) leadership in the best practices of environmental responsibility. Look for the CRI Green Label Plus logo as proof that the product has been tested and certified by an independent laboratory and has met stringent criteria for low emissions.

Website: <http://www.carpet-rug.org/green-label-plus.html>



**EPP Downstream Program** - CPA's EPP Downstream Program is an easy way for consumers to identify environmentally responsible products. Products carrying the EPP Downstream logo were manufactured by a company that has demonstrated their environmental commitment by purchasing at least 50% CPA EPP certified composite wood products. Website: <http://www.ecolabelindex.com/ecolabel/epp-downstream>

**ISO Certification** - ISO 14001 is the benchmark international standard for the implementation and operation of an environmental management system. Certification requires a commitment to continuously improve practices that protect the environment. To meet that responsibility specific environmental objectives and targets need to be set, as well as a program to reach those goals and a system that evaluates both the process management and results. Website: <http://www.iso.org/iso/home.html>





**Green-e** - Green-e is the nation's leading independent certification and verification program for renewable energy and greenhouse gas emission reductions in the retail market. It has two certification and one verification programs: Green-e Climate is a voluntary certification program launched in 2008 that sets consumer-protection and environmental-integrity standards for greenhouse gas (GHG) emission reductions sold in the voluntary market. Green-e Energy is the nation's leading independent certification and verification program for renewable energy. Green-e Marketplace is a program that allows companies to display the logo when they have purchased a qualifying amount of renewable energy and passed our verification standards.

Website: <http://www.green-e.org/about.shtml>

11a. We will work with customer to support their diversity inclusion initiatives. Some of our diversity partners are as follows:

- AmTab – Supplier Partner. Chicago Minority Supplier Development Council Certificate attached.
- Integra Seating – Supplier Partner. WOSB and WBE Certificates attached.
- Office Furniture Masters – Installation Partner. HUB Certificate attached.

13. Please summarize the products and services you are offering.

- + Needs Assessment
- + Furniture Assessment
- + Overall Budget Analysis
- + Educational Training
- + Professional Development
- + Classroom Strategy & Lesson Plan Development
- + Bid/Contract Documentation
- + METEOR Connect Online Project Management System
- + Complete In-House Space Planning & Design Services
- + Inventory Existing Assets
- + Recycle or Repurpose Furniture
- + Logistics Management
- + Local Sales & Project Management Staff
- + Professional Installation
- + Full Warranty Service
- + Warehousing
- + Full-Time Customer Service Staff

14. What makes your offering unique from other similar competitors?

MeTEOR Education strives to provide customers with the best product at a great value.

Nationally, MeTEOR represents over 130 vendors. The abundance and variety of our suppliers, along with our qualified studio team(s) enable MeTEOR the ability to offer our customers a complete turnkey furniture solution to meet all of their furnishing needs. MeTEOR's local Learning Environment Specialists (sales representative) work with the school district to determine which manufacturers will be best suited for each individual project utilizing one of said contracts.

- a. Minority Women Business Enterprise  
Respondent certifies that this firm is an MWBE ☐Yes ☒No  
List certifying agency: \_\_\_\_\_
- 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: \_\_\_\_\_
- c. Disabled Veterans Business Enterprise (DVBE)  
Respondent certifies that this firm is an DVBE ☐Yes ☒No  
List certifying agency: \_\_\_\_\_
- d. Historically Underutilized Businesses (HUB)  
Respondent certifies that this firm is an HUB ☐Yes ☒No  
List certifying agency: \_\_\_\_\_
- e. Historically Underutilized Business Zone Enterprise (HUBZone)  
Respondent certifies that this firm is an HUBZone ☐Yes ☒No  
List certifying agency: \_\_\_\_\_
- f. Other  
Respondent certifies that this firm is a recognized diversity certificate holder ☐Yes ☒No  
List certifying agency: \_\_\_\_\_

#### PRODUCTS/PRICING OFFERED:

13. Please summarize the products and services you are offering. Please see attached.
14. What makes your offering unique from other similar competitors? Please see attached.
15. Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections? Yes. Please see supplier product pricing matrix; supplier freight terms matrix; supplier install matrix; and MeTEOR Education's additional services matrix provided herein.
16. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?  
☒ Yes  
☐ No  
(If answer is no, attach a statement detailing how pricing for participants would be calculated.)
17. Define your standard terms of payment Net 30

#### PERFORMANCE CAPABILITIES:

18. States Covered - Respondent must indicate any and all states where products and services are being offered.

☒ 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)



- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Alabama              | <input type="checkbox"/> Kentucky       | <input type="checkbox"/> North Dakota   |
| <input type="checkbox"/> Alaska               | <input type="checkbox"/> Louisiana      | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Arizona              | <input type="checkbox"/> Maine          | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Arkansas             | <input type="checkbox"/> Maryland       | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> California           | <input type="checkbox"/> Massachusetts  | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Colorado             | <input type="checkbox"/> Michigan       | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Connecticut          | <input type="checkbox"/> Minnesota      | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware             | <input type="checkbox"/> Mississippi    | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri       | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Florida              | <input type="checkbox"/> Montana        | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Georgia              | <input type="checkbox"/> Nebraska       | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Hawaii               | <input type="checkbox"/> Nevada         | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Idaho                | <input type="checkbox"/> New Hampshire  | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Illinois             | <input type="checkbox"/> New Jersey     | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Indiana              | <input type="checkbox"/> New Mexico     | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Iowa                 | <input type="checkbox"/> New York       | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Kansas               | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wyoming        |

- ☐ All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> American Samoa                 | <input type="checkbox"/> Midway Islands          | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Northern Marina Islands |  |
| <input type="checkbox"/> Guam                           | <input type="checkbox"/> Puerto Rico             |  |

19. List the number and location of offices, or service centers for all states being proposed in solicitation. Please see attached.
20. Distribution Channel: Which best describes your company's position in the distribution channel:
- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturer direct               | <input type="checkbox"/> Certified education/government reseller |
| <input checked="" type="checkbox"/> Authorized distributor | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input checked="" type="checkbox"/> Value-added reseller   | <input type="checkbox"/> Other                                   |
21. Provide relevant information regarding your ordering process including your ability for purchasing group members to verify they are receiving contract pricing. Please see attached.
22. Describe your company's Customer Service Department (hours of operation, number of service centers, etc.). Please see attached.
23. Provide your safety record, safety rating, EMR and worker's compensation rate where available. Please see MeTEOR's WC Experience Rating/EMR Reporting for 2018-2020 and OSHA Form 300A attached.
24. Describe the capacity of your company to report monthly sales through this agreement. Please see attached.
25. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency. Please see attached.

#### QUALIFICATION AND EXPERIENCE:

















































































































**21. Provide relevant information regarding your ordering process including your ability for purchasing group members to verify they are receiving contract pricing.**

Once awarded, contract details will be added into MeTEOR's proprietary ERP system. This will ensure accuracy and compliance with contract pricing terms and track necessary information for required reporting. Formal quote will be provided from MeTEOR to customer for all orders. Every quote notes the contract number/title, manufacturer, model number, list price, discount, and net price. Manufacturer price lists and contract pricing matrix will be made available for auditing. Once quote is accepted and purchase order is received (via email, fax, or mail) order will be finalized.

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

MeTEOR Education, LLC., Corporate headquarters' hours of operation are Monday – Friday from 8:00 a.m. – 5:00 p.m. EST. With employees and studios in Eastern, Central, Mountain and Pacific times zones, our local teams' standard business hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. in their local time zone.

All customer issues are tracked through our 24/7 online project management platform, MeTEOR Connect. Therefore, each party can track the issue to resolution and no issue is left unattended. All issues are important to us and MeTEOR has a full-time, in-house Service Coordinator to ensure even the smallest issue can be corrected quickly. Below is a summary timeline of how we deal with service and warranty needs. If at any time an issue/problem needs to be escalated, a manager or executive will step in to make things right for our customer.

- Client or client's representative reports an issue that requires service or replacement through MeTEOR Connect or directly to their preferred MeTEOR representative (LES, PM, or NSM)
- Additional information may be requested from the client to generate a Service Request (SR)
- Once the SR is generated, it's automatically added to the MeTEOR Connect portal and sent to the manufacturer for processing. This will be visible to the client via their version of MeTEOR Connect.
- The Service Department will negotiate the delivery and terms of a replacement piece, part or complete unit based on the extent and severity of the damage. If damaged product needs to be returned, Service Department will make arrangements for pick-up of damaged item.
- New product will be delivered to site and MeTEOR will provide installation services, if required. Or if product can be repaired, MeTEOR Project Manager will schedule a convenient time for the designated representative to complete the required service at the site where the damaged piece is present.
- The client will sign a Customer Service Request to acknowledge the completion of the agreed upon work and said document will be used to close the service request in MeTEOR Connect.

**24. Describe the capacity of your company to report monthly sales through this agreement.**

All contract details are housed in our internal proprietary ERP system. This allows each quote to reference the contract details and accurately quote each order. It also allows us to automate our reporting which ensure quick and accurate results. Cameron Gibbs, MeTEOR's Assistant Purchasing Manager, has overseen our

contract reporting for years and is very experienced and knowledgeable in this process. He will provide all necessary information as required by this contract.

**25. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.**

We can easily provide a consolidated billing report by location through our proprietary ERP system. We don't digitally track time and attendance, but can work with Region 4/Equalis to provide information as required.

In addition, we are able to provide project specific details through our MeTEOR Connect Project Management System. It is a one-of-a-kind, 24/7 online client interface. This cutting-edge technology enables total control, provides complete information, and allows for thorough collaboration for our clients, throughout the entire project. MeTEOR Connect has been used to manage over 4,000 projects! District staff can access this personalized website with an issued username and password. Permission levels can be individualized depending on the level of access required for each staff member. Our system is updated in real time and allows user to enter, track and summarize service issues as needed.

MeTEOR Connect allows you to view and manage information during every state of your project from the sales process through the final installation. Below is an overview of the system's capabilities:

- Control everything pertaining to your account on one easy-to-read, 24/7 accessible website, protected by an individual username and password:
  - Quotes / Equipment Lists
  - Layouts
  - Inventory Counts
  - Communications
  - Shipping Information
  - Account details
  - Project Calendar
- Allows better communications in planning and design through collaborative tools and online conferencing
- District administrators and other managers have access to an administrative dashboard that views multiple projects at one time
- Saves you valuable time and resources

Please see MeTEOR Connect insert attached hereto.























26. Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

Executive Contact

Contact Person: Russ Nagel

Title: Executive VP of Corporate Operations

Company: MeTEOR Education, LLC.

Address: 690 NE 23 Avenue

City: Gainesville State: FL Zip: 32609

Phone: 800-699-7516 Fax: 877-373-0622

Email: rnagel@meteorededucation.com

Account Manager / Sales Lead

Contact Person: Veronica Pohl

Title: Learning Environment Specialist

Company: MeTEOR Education, LLC.

Address: 690 NE 23 Avenue

City: Gainesville State: FL Zip: 32609

Phone: 800-699-7516 Fax: 877-373-0622

Email: vpohl@meteorededucation.com

Contract Management (if different than the Sales Lead)

Contact Person: Lanie Hart

Title: Strategic Bid Manager

Company: MeTEOR Education, LLC.

Address: 690 NE 23 Avenue

City: Gainesville State: FL Zip: 32609

Phone: 800-699-7516 Fax: 877-373-0622

Email: bids@meteorededucation.com

Billing & Reporting/Accounts Payable

Contact Person: Beth Barnett

Title: Director of Billing and Collections

Company: MeTEOR Education, LLC.

Address: 690 NE 23 Avenue

City: Gainesville State: FL Zip: 32609

Phone: 800-699-7516 Fax: 877-373-0622

Email: bbarnett@meteorededucation.com

Marketing

Contact Person: Ruth Brus

Title: Executive Director, M3 Collaborative

Company: MeTEOR Education, LLC.

Address: 690 NE 23 Avenue

City: Gainesville State: FL Zip: 32609

Phone: 800-699-7516 Fax: 877-373-0622

Email: rbrus@meteorededucation.com

27. Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide an equal number of references for K12, Higher Education and City/County entities. Provide the following information for each reference: Please see attached.

Entity Name

Contact Name and Title

City and State

Phone Number

Years Serviced

Description of Services

Annual Volume

28. List all cooperative and/or government group purchasing organizations of which your company is currently a member below.

Cooperative/GPO Name	Contract Number	Expiration Date
Cooperative Educational Services (CES)	#2016-031 & 2017-014	10-6-2020 & 1-12-2021
Region 4/OMNIA Partners	#R191810	4-30-2023
TIPS	#200301	5-31-2023
BuyBoard	#584-19	3-31-2022
Region 3 PCA	#3-186-18 Furniture	4-5-2021
MISBO	#5115	renewed annually

29. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s). Please see attached.









29. Describe your company's implementation and success with existing cooperative purchasing programs, if any, and provide the cooperative's name(s), contact person(s) and contact information as reference(s).

With public school districts as our primary customers, MeTEOR is very familiar with the utilization of cooperative purchasing programs. Majority of our sales are funneled through cooperative purchasing programs, in addition to local, regional and state contracts. As we are familiar with cooperative purchasing programs, the implementation of this contract will be seamless as our team is already familiar with such programs and our internal quoting and reporting systems are designed to support them.

Below is a sampling of contact Information for our Cooperative Contracts:

Contract	Contact Name	Contact Email
CES	Gustavo Rossell, MA, CPPB	Gustavo Rossell <gustavo@ces.org>
Region 4/OMNIA	Christine Dorantes	christine.dorantes@omniapartners.com
TIPS	Mark Matranga	mark.Matranga@tips-usa.com
BuyBoard	Connie Burkett	Connie Burkett <Connie.Burkett@tasb.org>

31. If your company is offering installation services as part of your response to this RFP, provide your companies policies for background checks and fingerprinting for any employees who may enter customer grounds, or for fulfilling those requirements should a customer require it.

It is the policy of MeTEOR to promote safe and secure schools. We will ensure employees on the job site are in compliance with the following:

- MeTEOR will ensure no drugs, alcohol, or tobacco is used on PCA or PCA Members' property. We understand that all Region 3 ESC and most PCA Members' property and facilities are drug-free zones. None of our personnel will use, consume, carry, transport, or exchange tobacco, cigarettes, alcohol, or illegal drugs while in or on PCA Members' property or building. Please see attached Drug-Free Workplace Policy which includes drug testing policy.
- MeTEOR does not allow personnel to have weapons on school grounds we only allow normal tools used in construction.
- MeTEOR and our subcontractors conduct background checks on employees and will ensure no on-site personnel are convicted child and sex offenders. Fingerprinting will be conducted as required.

32. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

MeTEOR has not had any past/present litigation filed against our firm and have never filed for bankruptcy. In 2018, Saw Mill Capitol became a MeTEOR investment partner, but there was not change in leadership or organizational structure.



30. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable. Please see attached - additional information available upon request.
31. If your company is offering installation services as part of your response to this RFP, provide your companies policies for background checks and fingerprinting for any employees who may enter customer grounds, or for fulfilling those requirements should a customer require it.  
Please see attached.
32. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.  
Please see attached.
33. Felony Conviction Notice – Please check applicable box:
- ☐ A publicly held corporation; therefore, this reporting requirement is not applicable
- ☒ Is not owned or operated by anyone who has been convicted of a felony.
- ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony.
- \*If the 3<sup>rd</sup> box is checked a detailed explanation of the names and convictions must be attached.

**VALUE ADD:**

34. Detail how your organization plans to market this contract within the first 90 days of the award date.  
Please see attached.
35. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.  
Please see attached.
36. Provide the agency spend that your organization anticipates each year for the first three (3) years of this agreement. Please see attached.

\$\_\_\_\_\_ in year one  
\$\_\_\_\_\_ in year two  
\$\_\_\_\_\_ in year three

37. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.  
Please see attached.

THIS CERTIFIES THAT

## AmTab Manufacturing Corporation



\* Nationally certified by the: **CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 337127

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

01/31/2020

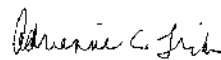
**Issued Date**

CH08955

**Certificate Number**

01/31/2021

**Expiration Date**

  
Adrienne Trimble



**Phillip A. Barreda**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

*Certify, Develop, Connect, Advocate.*

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

# WBENC

WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

## National Women's Business Enterprise Certification

to

INTEGRA INC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

WBENC National WBE Certification was processed and validated by Women's Business Development Center - Midwest, a WBENC Regional Partner Organization.

Certification Granted: March 1, 2003

Expiration Date: April 30, 2021

WBENC National Certification Number: 237733



Authorized by Emilia DiMenco, President & CEO Women's  
Business Development Center - Midwest



NAICS: 337127, 337122, 337214

UNSPSC: 56101500, 56101700, 56110000, 56112105, 56112109



WOMEN'S BUSINESS ENTERPRISE  
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS  
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO  
INTEGRA INC**

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at [www.sba.gov/wosb](http://www.sba.gov/wosb).

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 337127, 337122, 337214  
UNSPSC: 56101500, 56101700, 56110000,  
56112105, 56112109

Certification Number: W110286

Expiration Date: April 30, 2021



Your growth is our business.

A handwritten signature in black ink, appearing to read "Emilia DiMenco".

Emilia DiMenco, Women's Business Development Center  
President & CEO

A handwritten signature in black ink, appearing to read "Pamela Prince-Eason".

Pamela Prince-Eason, WBENC President & CEO

A handwritten signature in black ink, appearing to read "Laura Taylor".

Laura Taylor, WBENC Vice President

## Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: **1453344870100**  
File/Vendor Number: **511635**  
Approval Date: **30-APR-2019**  
Scheduled Expiration Date: **30-APR-2023**

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

### **OFFICE FURNITURE MASTERS**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 03-MAY-2019, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager  
Statewide Support Services Division*

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





# CITY OF GAINESVILLE

Customer Copy

## BUSINESS TAX RECEIPT

BILLING AND COLLECTIONS OFFICE  
TREASURY DIVISION OF THE FINANCE DEPARTMENT

TAX YEAR BEGINS OCTOBER 1, 2019

AND ENDS SEPTEMBER 30, 2020

Please display in your  
place of business

[btmail@cityofgainesville.org](mailto:btmail@cityofgainesville.org)

**BUSINESS TAX NO.**

**44379**

**BUSINESS NAME AND MAILING ADDRESS**

METEOR EDUCATION LLC

690 NE 23RD AVE  
GAINESVILLE, FL 32609

**BUSINESS LOCATION**

690 NE 23RD AVE

**BUSINESS PHONE**

352-373-7516

**BUSINESS E-MAIL**

csebzda@meteorededucation.com



Thank you for paying your business taxes for the period October 1, 2019 – September 30, 2020.

CATEGORY	DESCRIPTION	TAX FEE
1000	STATE LICENSE/CERTIFICATION REQUIRED	\$0.00
1001	FICTITIOUS NAME REQUIREMENT	\$0.00
1265	CATALOGUE OR MAIL ORDER SERVICE	\$105.00
1680	INTERIOR DECORATOR/DESIGNER (Commercial and Residential)	\$105.00
1925	STATE LICENSE REQ.	\$315.00
1925	CONSULTANT	\$525.00
8991	ADDITIONAL PRIOR YEAR FEE(S)	\$131.25
9925	PENALTY 25%	\$131.25
9930	ADDITIONAL PRIOR YEAR PENALTY	\$1312.50
<b>TOTAL ASSIGNED:</b>		<b>\$1312.50</b>
<b>TOTAL PAID:</b>		<b>\$1312.50</b>
<b>AMOUNT DUE:</b>		<b>\$0.00</b>

APPROVED BY FINANCE DIRECTOR



33990E1467524965930ABE36A08B083F

ALL CITY, STATE AND FEDERAL REQUIREMENTS MUST BE MET IN ORDER TO LEGALLY OPERATE A BUSINESS, PROFESSION OR OCCUPATION WITHIN THE CORPORATE LIMITS OF GAINESVILLE, FLORIDA. PAYMENT OF BUSINESS TAXES AND A RECEIPT FOR PAYMENT DOES NOT IMPLY THAT A BUSINESS HAS COMPLIED WITH ANY OR ALL OTHER RELEVANT STATUTORY AND REGULATORY PROVISIONS.

THE CITY OF GAINESVILLE DOES NOT REFUND BUSINESS TAXES PAID IN ERROR UNLESS THE ERROR IS A CLERICAL MISTAKE MADE BY THE CITY.

If you have any questions about the Business Tax requirements or process, please email

[btmail@cityofgainesville.org](mailto:btmail@cityofgainesville.org)

If you cannot email to the address above, please call (352) 334-5024

IT IS THE BUSINESS OWNER'S RESPONSIBILITY TO REPORT ANY CHANGES IN BUSINESS INFORMATION

DURING THE YEAR TO

[btmail@cityofgainesville.org](mailto:btmail@cityofgainesville.org)

OR TO WEB SITE

<http://eservices.cityofgainesville.org>



## 2020 Florida Annual Resale Certificate for Sales Tax

DR-13  
R. 10/19

**This Certificate Expires on December 31, 2020**

Business Name and Location Address

Certificate Number

11-8017119975-6

METEOR EDUCATION LLC  
690 NE 23RD AVE  
GAINESVILLE, FL 32609-6716

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as tangible personal property.
- Resale of services.
- Re-rental as commercial real property.
- Incorporation into tangible personal property being repaired.
- Re-rental as transient rental property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

**As a seller**, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

**Online:** Visit [floridarevenue.com/taxes/certificates](http://floridarevenue.com/taxes/certificates)

**Phone:** 877-357-3725 and enter your customer's Annual Resale Certificate number

**Mobile App:** Available for iPhone, iPad, and Android devices



# *State of Florida*

## *Department of State*

I certify from the records of this office that METEOR EDUCATION, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 2, 2008, effective October 2, 2008.

The document number of this limited liability company is L08000093733.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on May 11, 2020, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Eleventh day of May, 2020*



*Ronald R. De*  
*Secretary of State*

Tracking Number: 4038125303CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>





**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

BOARD OF ARCHITECTURE & INTERIOR DESIGN  
2601 BLAIR STONE ROAD  
TALLAHASSEE FL 32399-0783

(850) 487-1395

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto [www.myfloridalicense.com](http://www.myfloridalicense.com). There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!



## TEXAS USE TAX PERMIT

GLENN HEGAR  
Texas Comptroller

This permit is issued in accordance with the law governing the type of business specified and is the authorization to conduct business in Texas. The permit may be revoked for a violation of the provisions of the applicable law and/or any rules adopted by the Comptroller to administer the law.

TEX. TAX CODE ANN. CH. 151

Taxpayer number

1-26-3476027-1

Effective date

11/03/2008

Taxpayer name and mailing address

METEOR EDUCATION, LLC  
690 NE 23RD AVE  
GAINESVILLE

FL 32609-6716

GLENN HEGAR  
Comptroller of Public Accounts

THIS PERMIT IS NON-TRANSFERABLE

Detach here and display your permit only.**Is the information printed on this permit correct?** ☐

If not, please tell us in the space below.

- If your taxpayer name and/or mailing address are incorrect, enter the correct information.
- If you have received a Federal Employer Identification Number (FEIN), enter the number.
- If you are no longer in business, enter the date of your last business transaction.

**If your permit is correct, DO NOT return this form.**

If any corrections are required, please enter the correct information on this form and return it to:

COMPTROLLER OF PUBLIC ACCOUNTS  
111 E. 17th Street  
Austin, TX 78774-0100

**Keep this permit until you receive a corrected permit.**

**NOTE:** This form cannot be used if there has been a change of ownership. For this change and to obtain a new permit, please contact your local Comptroller's field office. For the telephone numbers to call for assistance, see the back of this form.

## TEXAS USE TAX PERMIT

Taxpayer name shown on the permit  
METEOR EDUCATION, LLCTaxpayer number shown on the permit  
■ 1-26-3476027-1**Please enter only the information that has to be corrected.**

Correct taxpayer name

Correct mailing address

City

State

ZIP code

FEI number

If you are no longer in business,  
enter the date of your last business transaction. ....

**For additional information, see the back of this form.**sign  
here

Taxpayer or authorized agent

Date

**You have certain rights** under Chapters 552 and 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or phone number listed on this form.

<b>Comptroller use only</b>	
Job name: MISCAPP	
Microfilm	
<input type="checkbox"/>	00991
<input type="checkbox"/>	01
Reference number	
<input type="checkbox"/>	
Taxpayer number change	
<input type="checkbox"/>	01000
Master name correction AND	
Master mailing address change AND	
Master phone number add/change	
XUMAST	
OOD tax permit	
XUSTAT	
<input type="checkbox"/>	104

All permits are issued subject to the provisions of the law. This permit may be revoked, suspended or forfeited for a violation of any provision of any taxing statutes administered by the Texas Comptroller of Public Accounts or of any rule adopted by the Comptroller to administer those statutes. Receipt of this permit does not mean that the taxpayer to whom it is issued is in good standing with the Comptroller.

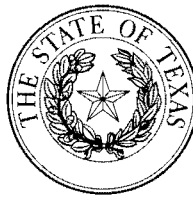
***This permit replaces the permit you now hold. All previous permits of this type issued by the Texas Comptroller of Public Accounts are void.***

## GENERAL INFORMATION

- A new permit must be obtained if there is a change in ownership.
- Operating without a valid permit is a misdemeanor punishable by a fine of not more than \$500 per day.
- This permit must be displayed in your place of business. The information on your permit is public information. This permit must be copied and a copy kept at each additional place of business or storage.
- Please use your taxpayer number as a reference in any correspondence or inquiry with the Comptroller's office.

## *Call us if you need assistance*

911 Emergency Service /		Customs Broker .....	1-800-252-5555	Motor Vehicle Sales Surcharge, Rental and	
Equalization Surcharge.....	1-800-252-5555	Fireworks Tax .....	1-800-252-5555	Seller-Financed Sales Tax..	1-800-252-1382
Automotive Oil Fee.....	1-800-252-5555	Franchise Tax .....	1-800-252-1381	Natural Gas .....	1-800-252-1384
Bank Franchise .....	1-800-252-1381	Fuels Tax .....	1-800-252-1383	Off-Road, Heavy-Duty Diesel	
Battery Fee .....	1-800-252-5555	Hotel Occupancy Tax .....	1-800-252-1385	Equipment Surcharge .....	1-800-252-5555
Boat and Boat Motor Sales Tax .....	1-800-252-5555	IFTA .....	1-800-252-1383	Officer and Director	
Cement Tax .....	1-800-531-5441	Inheritance Tax .....	1-800-531-5441	Information.....	1-800-252-1386
Certificates of Account Status /		Insurance Tax .....	1-800-252-1387	Oil Well Servicing Tax.....	1-800-531-5441
Good Standing .....	1-800-252-1386	LG Decals .....	1-800-252-1383	Oyster Sales Fee .....	1-800-252-5555
Cigarette, Cigar and/or Tobacco		Local Revenue .....	1-800-531-5441	Petroleum Products	
Products .....	1-800-862-2260	Manufactured Housing .....	1-800-252-1382	Delivery Fee .....	1-800-252-1383
Clean Vehicle Incentive		Miscellaneous Gross		Sales Tax .....	1-800-252-5555
Program .....	1-800-252-1382	Receipts Tax.....	1-800-531-5441	School Fund Benefit Fee .....	1-800-252-1383
Coastal Protection .....	1-800-252-1384	Mixed Beverage Tax.....	1-800-252-5555	Sulphur Tax .....	1-800-531-5441
Coin-Operated Machine Tax .....	1-800-252-1385	Motor Vehicle Registration		Telecommunications	
Crude Oil .....	1-800-252-1384	Surcharge.....	1-800-252-1382	Infrastructure Fund (TIF).....	1-800-252-5555
				<i>en Espanol</i>	<b>1-800-252-7875</b>



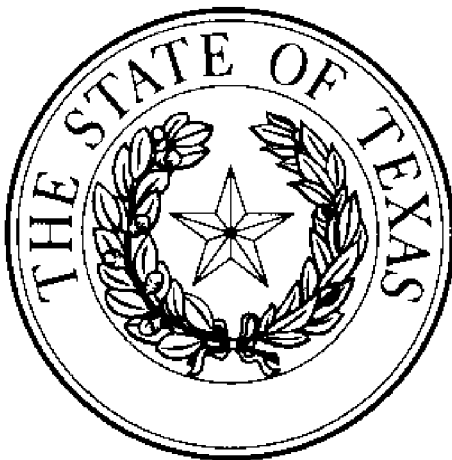
## Office of the Secretary of State

### Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that on December 08, 2016, The Contrax Group, LLC, a FLORIDA, USA, Foreign Limited Liability Company (LLC) (file number 801038156), changed its name to METEOR EDUCATION, LLC.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on December 16, 2016.



A handwritten signature in black ink, appearing to read "Cascos", followed by a horizontal line.

Carlos H. Cascos  
Secretary of State



CONTRACTORS  
STATE LICENSE BOARD  
ACTIVE LICENSE




License Number **1013969** Entity **LLC**  
Business Name **METEOR EDUCATION LLC**

Classification(s) **C61/D34**

Expiration Date **05/31/2022**

[www.cslb.ca.gov](http://www.cslb.ca.gov)



  
Any change of business address/name must be reported to the Registrar within 90 days

This license is not transferrable, and shall be returned to the Registrar  
upon demand when suspended, revoked, or invalidated for any reason.

This pocket card is valid through the expiration date only.

If found, drop in any mailbox.

Postage guaranteed by:

Contractors State License Board

P.O. Box 26000, Sacramento CA 95826

Licensee Signature



State of California

## Department of Industrial Relations

## Contractor Information

**Legal Entity Name**

METEOR EDUCATION, LLC

**Legal Entity Type**

LLC

**Status**

Active

**Registration Number**

1000009454

**Registration effective date**

08/14/19

**Registration expiration date**

06/30/22

**Mailing Address**

690 NE 23RD AVENUE GAINESVILLE 32609 FL U...

**Physical Address**

690 NE 23RD AVENUE GAINESVILLE 32609 FL U...

**Email Address**

bids@meteoreducation.com

**Trade Name/DBA**

CONTRAX FURNISHINGS

METEOR EDUCATION, LLC

CONTRAX HOLDINGS, LLC

**License Number (s)**

CSLB:1013969

CSLB:1013969

## Registration

Effective Date	Expiration Date
08/14/19	06/30/22

## Legal Entity Information

**Corporation Entity Number:**

200832610025

**Federal Employment Identification Number:**

263476027

Member name(s):**Member Legal Name:**

METEOR EDUCATION, LLC

**Member Legal Entity Type:**

LLC

Agent for service:**Agent of Service Name:**

COGENCY GLOBAL INC

**Agent of Service Mailing Address:**

1325 J STREET SUITE 1550 SACRAMENTO

## VALUE ADD - CONTINUED:

### 34. Detail how your organization plans to market this contract within the first 90 days of the award date.

MeTEOR's sales and quoting team are well versed in the applications and benefits of similar contracts, and our purchasing team is knowledgeable in reporting requirements. We will develop training materials to emphasize key features of the new contract. At a minimum, all sales team and support staff personnel will go through a one-hour webinar training session to review pertinent contract details. They will also be given resources to ensure their success in selling off this contract. These resources will include internal support with the contract, contact information of Region 10 ESC/Equalis representative, and contract marketing material.

#### First Month After Award

Announcement of award from MeTEOR leadership. We have several ways to communicate internally including Yammer, Daily Newsletter, Formatted Emails from our Strategic Sourcing Team, and Team Meetings in person and through Zoom. We would celebrate the award of this contract and communicate leadership endorsement through these vehicles.

- Input contract details into our internal quoting system
- Create training materials to include:
  - Key features of contract
  - Information on the solicitation process
  - Details of the range of Public Agencies that can utilize the contract through Region 10 ESC/Equalis Group

#### Second Month After Award

- Educate sales and quote team members on all contract details.
- Finalize contract details in internal quoting system
- Run test quote in internal quoting system

#### Third Month After Award

- Additional training, as needed

#### 90+ Days After Award

- Continuing education on contract details
- Evaluate contract sales and create action plans, if needed.

### 35. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

MeTEOR agrees to provide company logos and agrees to provide permission for reproduction of such logo in marketing communications and promotions.



36. Provide the agency spend that your organization anticipates each year for the first three (3) years of this agreement.

We are unable to provide expected annual spends, but we look forward to promoting this contract in our firm.

37. Please provide any suggested improvements and alternatives for doing business with your company that will make this arrangement more cost effective for your company and Participating Public Agencies.

We've proposed pricing that includes quoting freight and install in tier 1 (orders under \$15,000). Freight and install rates can vary greatly for small orders and allowing quoting in tier one will ensure that pricing is fair and accurate for all parties. In addition, we've provided volume discounting that will show savings to the customer as their order size increases. In all cases, if better pricing is available, we will provide additional savings at the time of the quote.

## Appendix B: PRICING

### Attachment B – Price List

Region 10 ESC requests that potential Respondents offer a wide array of products and services at lower prices and with better value than what they would ordinarily offer to a single government agency, a school district, or a regional cooperative.

All pricing must be entered into the Attachment B template provided. Products/lines completed will be used to establish the extent of the Respondents product lines, services, warranties, etc. that are available. All services offered under this contract must be priced **or** listed as free and unlisted services will not be accepted. Please submit price lists and/or catalogs in excel or delimited format.

Pricing must be entered into each worksheet within the Attachment B as follows:

#### Product/Services Price List

- Please provide all individual product/service pricing here.
- All relevant columns in this worksheet should be completed.

#### Other Pricing & Discounts

- Respondents may provide a calculation for pricing on all products available under the scope of this RFP. The calculation should be based on a discount from a verifiable price list or catalog. Cost plus a percentage as a primary method is not allowed.
- Pricing here may be provided as a supplement, or in lieu of pricing on the product/services worksheet.
- Additional services such as installation, delivery, tech support, training, and other services not already included in the Products/Services Price list should be provided in this worksheet.
- All other discounts may be provided here

### Not to Exceed Pricing

Region 10 ESC requests pricing be submitted as not to exceed for any participating entity.

- Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed but cannot exceed original pricing submitted for solicitation.
- Vendor must allow for lower pricing to be available for similar product and service purchases.

### Other Restrictions and Fees

Please provide any other relevant information, fees or restrictions for Purchasing Group Members to receive pricing or value under this contract, such as minimum order sizes, restocking fees, and/or any other relevant fee or restriction associated with this contract. Fees or restrictions not listed will not be allowed under this contract.

## **Appendix C: CERTIFICATES**

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

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

## **Appendix D: VALUE ADD**

Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.

## MeTEOR's Pricing Matrices

- ✓ Product Pricing by Supplier - attached.
- ✓ Freight Terms by Supplier - attached.
- ✓ Install Terms by Supplier - attached.
- ✓ Additional Services Price List - attached























































## Manufacturer Authorization Letters

Due to the capacious amount of documents, manufacturers' 2020 price lists along with current warranties are provided via dropbox link as follows:

[https://www.dropbox.com/sh/4ajtkqwe5qk9wr1/AACK8\\_1ZjyD46YlWfa232pONa?dl=0](https://www.dropbox.com/sh/4ajtkqwe5qk9wr1/AACK8_1ZjyD46YlWfa232pONa?dl=0)

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for 9to5 Seating and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Gary Lemire*

Gary Lemire  
National Sales Director  
9to5 Seating  
[Gary.lemire@9to5seating.com](mailto:Gary.lemire@9to5seating.com)



June 25, 2020

Chuck Bowering  
Regional Sales Director  
Allseating Corporation  
781-857-8361  
[chuck@allseating.com](mailto:chuck@allseating.com)

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Allseating Corporation and thereby authorized to provide our products nation-wide on the above referenced bid and resulting contract.

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

Sincerely,  
Chuck

Chuck Bowering



AmTab Manufacturing Corporation  
600 Eagle Drive  
Bensenville, Illinois 60106



June 11, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for AmTab and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Steven Samikkannu  
General Manager





June 9, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Annin Flagmakers and, thereby authorized to market, sell, distribute, and supply our products on the above referenced bid/contract.

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

Sincerely,

*Ronald J Ryan*

Ronald J Ryan  
Regional Sales Manager  
Annin Flagmakers  
800-825-3524 ext 350

*Since 1847*

CORPORATE OFFICES • 105 EISENHOWER PARKWAY • SUITE 203 • ROSELAND, NJ 07068  
P: 973.228.9400 | F: 973.228.4905 | [www.annin.com](http://www.annin.com)



June 26, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Aurora Storage Products and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Timothy W. Byrne  
National Sales Manager  
[tbyrne@aurorastorage.com](mailto:tbyrne@aurorastorage.com)  
1.630.966.7504



Jay L. Krause  
National Contracts Manager

15500 Biofit Way  
Bowling Green, OH 43402

25 June 2020

Education Service Center, Region 10 ESC  
400 E Spring Valley Rd  
Richardson, TX 75081

RE: Letter of Authorization / RFP - #EQ-052920-01; Furniture and Storage, Related  
Products

and Services

**MeTEOR**

Dear Procurement Professional:

Please be advised that the aforementioned dealer is in “Good Standing” with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include: sales, service, warranty, installation, etc.) on our behalf.

If you have any questions, or if I can be of further assistance in any other capacity, please do not hesitate to contact me directly.

Sincerely,

Jay L. Krause

June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good financial standing for Bretford Manufacturing and, thereby authorized to provide our full line of products on the above referenced bid and resulting contract.

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

Sincerely,



Rob Fox  
Director of Sales - Education  
512.699.4144  
rfox@bretford.com



June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Bulman Products and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Melissa Hitchcock  
Customer Service  
[bulman@bulmanproducts.com](mailto:bulman@bulmanproducts.com)

**WHERE AVERAGE DOESN'T CUT IT.**



June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for C.F. Stinson, LLC and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Stinson', with a long horizontal flourish extending to the right.

Keith Stinson  
President / CEO  
C.F. Stinson, LLC

C.F. Stinson, LLC  
2849 Product Drive  
Rochester Hills, MI  
48309 USA

248 299 3800 office  
248 299 3884 fax

[cfstinson.com](http://cfstinson.com)



June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Carpets for Kids and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Kelli A. McPhee*

Kelli McPhee  
National Sales Manager  
Carpets for Kids  
kmcphoe@carpetsforkids.com  
www.carpetsforkids.com



June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for CEF-Custom Educational Furnishings and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Nichol Lancaster", with a stylized, flowing script.

Nichol Lancaster  
Director of Operations  
828-664-0007/nichol@cefinc.com





June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Champion Sports and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Tina Kromelbein  
Accounts Manager  
Champion Sports  
732-294-5561 email: [tinak@championsports.com](mailto:tinak@championsports.com)

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Cherryman Industries, Inc. and is, thereby authorized to market, sell, distribute, warrant and supply our Cherryman and idesk brand products on the above referenced bid/contract.

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

Sincerely,

National Director of Sales



July 1, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Children's Factory LLC and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

**Greg Kriege | Western Regional Sales Manager | Children's Factory, LLC**  
510 S. McKinley Ave. | Union, MO 63084  
Phone: 636-649-9349|  
[greg.kriege@childrensfactory.com](mailto:greg.kriege@childrensfactory.com)

*To visit our websites, please click on the following logos:*



Please consider the environment before printing this e-mail.





June \_8\_, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Clinton Industries, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robert C. Bohn', is written in a cursive style.

Robert C. Bohn  
President



**06/12/20**

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC.  
Region 10 ESC RFP#EQ-052920-01; Furniture and Storage,  
Related Products and Services

Copernicus Educational Products Inc. is pleased to advise that **MeTEOR Education** is currently a registered dealer in good standing with Copernicus Educational Products. **MeTEOR Education** is an authorized dealer in the USA.

**MeTEOR Education** is well versed in our product line and can assist you in selection, supply and after care of any Copernicus product listed on the attached price list, **2020 MSRP**.

Copernicus Educational Products Inc. is based in Canada and the United States, with worldwide sales distribution. We have been in business for 30 years and are recognized as a major supplier of classroom furniture and equipment.

We thank you for your interest in Copernicus Educational Products and trust **MeTEOR Education** will provide you with excellent service and support.

We stand behind our product and will support **MeTEOR Education's** customers to the best of our ability to ensure complete satisfaction.

Best Regards,

*Chase Stone*

Chase Stone, National Sales Manager  
Copernicus Educational Products, Inc.  
[chase@copernicused.com](mailto:chase@copernicused.com)  
t: 844 800 3664

Copernicus Educational Products Inc.

Canada: 8194 County Rd 109, RR#3, Arthur, Ontario N0G 1A0  
USA: P.O. Box 248, Buffalo, NY 14225  
t: 1-800 267 8494 f: 519 848 5516 e: [info@copernicused.com](mailto:info@copernicused.com) w: copernicused.com





**Creative Arts**  
UNLIMITED INC.

June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Creative Arts Unlimited Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Yours Truly,

TC Stanmore  
CEO

June 25, 2020

Region 10 ESC  
400 E Spring Valley Rd  
Richardson, TX 75081

Re: Authorized Dealer Verification for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

This letter serves as confirmation that *MeTEOR EDUCATION, LLC* is an authorized dealer of all Chief, Da-Lite, Middle Atlantic, C2G, Vaddio and Luxul products. We are committed to providing *MeTEOR EDUCATION, LLC* with commercially available products in sufficient quantities to meet the requirements of your organization.

For further information on our products and their features and applications, please visit our website at <http://www.legrandav.com> or contact our Customer Care teams.

If you have any questions, please contact our Sales Operations team at AV Sales Operations [av.sales.operations@legrand.com](mailto:av.sales.operations@legrand.com).

Sincerely,



Steven Durkee  
President – Commercial Products



06/06/ 2020

RE: Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

Dear Procurement Professional,

Please be advised that the dealer listed above is in good standing with our firm. Therefore they are a Diversified Woodcrafts, Inc. authorized distributor/dealer. As such I give my support to MeTEOR Education, LLC for the aforementioned and do here by grant them permission to add their company as an authorized agent on our behalf (to include: service, warranty, installation, etc.). MeTEOR Education, LLC is authorized to sell our line throughout the USA.

If I can be of further assistance, or if you have any questions, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in dark ink, appearing to read "Edward Surowiec", written in a cursive style.

Edward Surowiec  
Contract Administrator  
Diversified Woodcrafts, INC  
[esurowiec@diversifiedwoodcrafts.com](mailto:esurowiec@diversifiedwoodcrafts.com)  
1 877 348 9663 x 183  
920 373 6101  
[www.diversifiedwoodcrafts.com](http://www.diversifiedwoodcrafts.com)

300 South Krueger Street, Suring, WI 54174





June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Eagle MHC and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read "K. King", is written above the typed name.

Kevin King  
VP of Sales  
302-653-3013  
kking@eaglegrp.com



THE CRAFT OF SEATING

June 09, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for eko – The Craft of Seating and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,  
Dustin Jones

Founder / CEO  
Director of Business Development  
423.3030.8188 cell / [djones@ekocontract.com](mailto:djones@ekocontract.com)



June 11<sup>th</sup>, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

**RE:**

**Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services**

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for ERG International and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

We appreciate your partnership and consideration of ERG products! Please do not hesitate to reach out with any questions or other needed information.

Best Always,

A handwritten signature in black ink, appearing to read "Anissa Scroggin".

Anissa Scroggin  
Regional Sales Manager  
[anissas@ERGinternational.com](mailto:anissas@ERGinternational.com)



*Educational Specialty Furnishings*

July 6, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Educational Specialty Furnishings and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Erin Gray*



July 1 2020

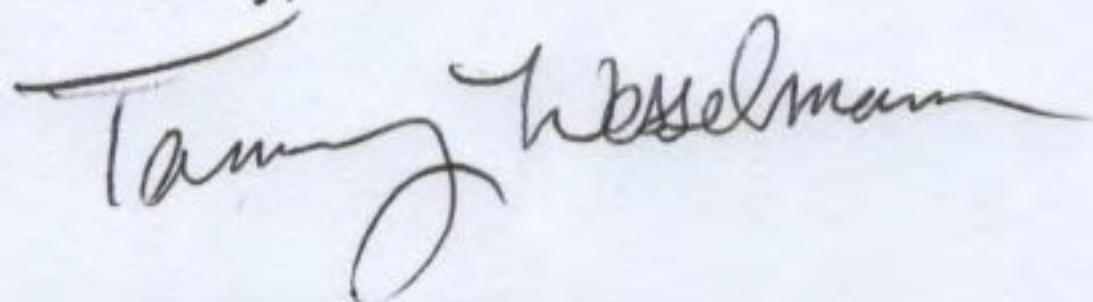
RE: **MeTEOR Education, LLC**

To Whom It May Concern:

Essendant Co. ("Seller") is a national wholesale distributor of business and furniture products. Meteor is a customer of Seller. MeTEOR Education has access to the open distribution of products Seller sells and will continue to have access to these products as long as MeTEOR Education remains in good standing with Seller and the products remain available to Seller on acceptable terms.

There are no contractual restrictions between Seller and MeTEOR Education that prohibit MeTEOR Education from reselling the open distribution products inside the United States. "Open distribution products" means products that Seller's suppliers allow Seller to sell to all customers, without restriction.

Sincerely,



**Tammy Wesselmann**

Furniture Inside Sales Consultant

O 800-733-4000

F 800-733-8330

2000 Wolf Business Park

Greenville, IL 62246

[essendant.com](http://essendant.com)





900 Park Place  
New Albany, IN 47150

PHONE 800-457-2424  
Fax 800-227-7513

[www.fireking.com](http://www.fireking.com)

June 11, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good financial standing for **FireKing International** and, thereby authorized to provide our full line of products on the above referenced bid and resulting contract.

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

Sincerely,

Andrew N Habeeb | Regional Sales Manager/OCP Division  
**FireKing Security Group** | 900 Park Place | New Albany, Indiana 47150  
Direct: 812.542.3429 | Cell: 502.777.7776 | Fax: 812.542.3157 | [www.fireking.com](http://www.fireking.com)  
[Andrew.habeeb@fireking.com](mailto:Andrew.habeeb@fireking.com)



June 08, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Innovation Engineering Group (Flexi-Felt) and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

**Pierre Desmarais**

VP of Sales - Innovation Engineering Group  
Creators of the *Flexi-Felt*®  
[www.FlexiFelt.com](http://www.FlexiFelt.com)  
C: 613-796-4341

**www.iEngGroup.com**

P: 866-55 (GROUP)  
(866-554-7687)  
F: 888-877-5233

**USA**

Innovation Engineering Group  
42832 Route 12  
Alexandria Bay, NY 13607

**Canada**

IEG  
295 Ch. Industriel  
Gatineau, QC, J8R 0C6



1770 East Keating Ave  
Muskegon, MI 49442-6026  
231.366.4791

Jay L. Krause, National Contracts Manager

25 June 2020

Education Service Center, Region 10 ESC  
400 E Spring Valley Rd  
Richardson, TX 75081

RE: Letter of Authorization / RFP - #EQ-052920-01; Furniture and Storage, Related Products  
and Services

**MeTEOR**

Dear Procurement Professional:

Please be advised that the aforementioned dealer is in “Good Standing” with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include: sales, service, warranty, installation, etc.) on our behalf.

If you have any questions, or if I can be of further assistance in any other capacity, please do not hesitate to contact me directly.

Sincerely,

Jay L. Krause



June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for FurnitureLab and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Nathan Bearman  
CEO  
919-590-3110  
nathan@furniturelab.com



2999 Henkle Drive | Lebanon, Ohio 45036 | 800.543.0550 | T 513.932.3445 | [ghent.com](http://ghent.com)

June 11, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

**RE: Letter of Authorization:**

**Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services**

**MeTEOR Education  
690 NE 23<sup>rd</sup> Avenue  
Gainesville, FL**

To Whom It May Concern:

Please be advised that the aforementioned dealer is in "Good Standing" with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include service, warranty, installation, etc.) on our behalf.

If I can be of further assistance, or if you have any questions, please do not hesitate to contact me directly.

Regards,

John D'Agostino  
Chief Operating Officer



June 30, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of authorization for MeTEOR Education, LLC,  
Region 10 ESC-RFP #EQ-052920-01, furniture and storage  
related products and services

To Whom it May Concern:

MeTEOR Education, LLC., is an authorized dealer in good standing with Gigli & Massimo Italy, LLC., and thereby authorized to market, sell, distribute, warrant, and supply our products for the above referenced bid and/or contract.

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

A handwritten signature in black ink, appearing to read "LP" followed by a horizontal line.

Leah Pizzoleo  
Operations Manager



June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage, Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Great Openings and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Shane Pung*

Shane Pung  
National Sales Manager

go

June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Greene Manufacturing, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Lauren Stewart  
Office Manager



328 Moravian Valley Rd.  
PO Box 339  
Waunakee, WI 53597-0339  
[www.gressco.com](http://www.gressco.com)

Toll-Free: 800-345-3480  
Phone: 608-849-6300  
Fax: 608-849-6304  
Email: [info@gresscoltd.com](mailto:info@gresscoltd.com)

June 5<sup>th</sup>, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Gressco Ltd and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Stefanie Hackelberg*  
National Sales Manager  
328 Moravian Valley Road  
Waunakee, WI 53597  
O: 1-800-345-3480 Ex.33  
C: 608-960-1253  
[stefanie@gresscoltd.com](mailto:stefanie@gresscoltd.com)



328 Moravian Valley Rd.  
PO Box 339  
Waunakee, WI 53597-0339  
[www.gressco.com](http://www.gressco.com)

Toll-Free: 800-345-3480  
Phone: 608-849-6300  
Fax: 608-849-6304  
Email: [info@gresscoltd.com](mailto:info@gresscoltd.com)





June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Hirsh Industries, LLC and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'David Pustell', with a long, sweeping horizontal line extending to the right.

David Pustell  
National Sales Manager  
Hirsh Industries, LLC  
[pustelld@hirshindustries.com](mailto:pustelld@hirshindustries.com)  
563-554-3533





June 16, 2020

Region 10 ESC  
400 East Spring Valley Road  
Richardson, TX 75081

Subject: Region 10 ESC – RFP #EQ-052920-01  
Letter of Authorization – MeTEOR Education, LLC

To Whom It May Concern

This is to verify MeTEOR Education, LLC as a fully authorized dealer for HPFI (High Point Furniture Industries). MeTEOR markets, sells, installs and warrants the complete HPFI product array which includes case goods, office seating, lounge seating and healthcare.

HPFI is a Woman owned, small business based in High Point, North Carolina. Our craftsmen build product to order providing the quality and durability Region 10 members seek.

Should you have any questions please contact the undersigned.

A handwritten signature in black ink, appearing to read "Kenneth E. Reed", is written over a light blue rectangular background.

Kenneth E. Reed  
Sales Manager

Cc: bs, cs, dg, file



June 9, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC – RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Humanscale Corporation and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink that reads "Katie Miglin". The signature is written in a cursive, flowing style.

Katie Miglin  
Sr. Contract Administrator, Gov't Specialist  
[kmiglin@humanscale.com](mailto:kmiglin@humanscale.com)



June 15, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Integra, Inc. also dba Integra Seating, and thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Tracey Putnam".

Tracey Putnam  
Contracts Administrator  
Integra, Inc.  
[tputnam@integraseating.com](mailto:tputnam@integraseating.com)



June 18, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Interior Concepts and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Deb McDermott', with a long horizontal flourish extending to the right.

**Deb McDermott** | Director of National Sales  
616.862.3413 | [dmcdermott@interiorconcepts.com](mailto:dmcdermott@interiorconcepts.com)





June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Invincible (IMF Solutions) and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Scot LePage  
National Sales Manager  
Invincible Office Furniture  
[slepage@invinciblefurniture.com](mailto:slepage@invinciblefurniture.com)  
(513) 235-0517



## **IRONWOOD MANUFACTURING INC.**

June 23, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Ironwood Manufacturing Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Brandon Knudson  
President, Ironwood Manufacturing Inc.

June 23, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

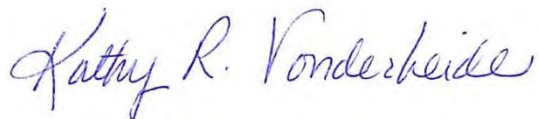
To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for JSI and Community and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Sincerely,



Kathy R. Vonderheide  
Contract Sales Manager





06/05/2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage, Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for OneUp Innovations DBA Jaxx Bean Bags and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Jordan Friedman

A handwritten signature in cursive script that reads "Jordan Friedman".

E-Commerce Sales Director  
Jaxx Bean Bags  
770-246-6442





6/15/2020

RE: MeTEOR Education – Region 10 ESC Bid #EQ-052920-01

To Whom It May Concern:

Please be advised that MeTEOR Education is an authorized Jonti-Craft dealer in good standing. Our relationship with MeTEOR Education has been very good, and we extend all dealership privileges to them.

Should you have any questions or need further information, please contact me at [mhinkle@jonti-craft.com](mailto:mhinkle@jonti-craft.com) or 507-343-5169 x6027.

Sincerely,

Matt Hinkle  
National Sales Manager  
Jonti-Craft, Inc.



# Joy Carpets & Co.

June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern,

MeTEOR Education, LLC is an authorized dealer in good standing for Joy Carpets and may market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Nick Dobosh  
President  
800.645.2787 ext:123

---

2640 Lafayette Rd  
Fort Oglethorpe, GA 30742-0579  
800. 645.2787  
fax 706.866.7928  
[www.joycarpets.com](http://www.joycarpets.com)

*"A Thing of Beauty is a Joy..."*



P.O. Box 3622\*1533 Bank Street\*Louisville, KY 40201\*(502) 585-4464\*Facsimile (502) 585-4676

June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for KFI Furniture, LLC.; and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'Scott Williamson', with a long horizontal line extending to the right.

Scott Williamson  
Chief Operating Officer  
KFI Furniture, LLC.

**Kidstuff**  
Playsystems

**Kidstuff**  
Playsystems

**Kidstuff**  
Playsystems



**Kidstuff**  
Playsystems

**Kidstuff**  
Playsystems

**Kidstuff**  
Playsystems

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Kidstuff Playsystems, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Richard N. Hagelberg, CEO



**leisure craft** INC.

P.O. Box 1700 • Hendersonville, NC 28793

Tel: (800) 633-8241 • Tel: (828) 693-8241 • Fax: (828) 693-1803 • [www.leisurecraftinc.com](http://www.leisurecraftinc.com) • [sales@leisurecraftinc.com](mailto:sales@leisurecraftinc.com)

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC.  
Region 10 ESC – RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Leisure Craft, Inc and, thereby authorized market, sell, distribute, warrant, and supply our products on the above referenced bid/contract.

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

Sincerely,

Richard J. Herman



June 9, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Logiflex and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in cursive script that reads "Nathalie Legault".

Nathalie Legault  
Regional Sales Director  
C.519-239-8674

1235 Ch. Saint Roch N.  
Sherbrooke, Quebec  
J1N 0H2



June 25th, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

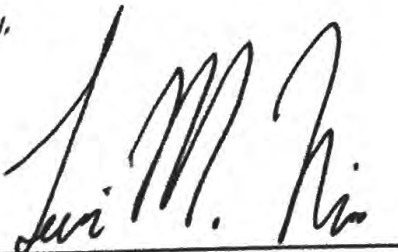
RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for M+A Matting and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

X   
Levi M. Nix

Levi M. Nix  
Southeast Regional Sales Manager  
E: [lnix@mamatting.com](mailto:lnix@mamatting.com)  
P: 423-505-4619



June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Marco Group, Inc and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Stauffer', is written over a light gray rectangular background.

Mike Stauffer  
National Sales Manager  
[mike.stauffer@marcogroupinc.com](mailto:mike.stauffer@marcogroupinc.com)  
417-455-9663





June 5<sup>th</sup>, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for The Marvel Group, Inc., and thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Leah Del Nagro  
Media Manager

[delnagrol@marvelgroup.com](mailto:delnagrol@marvelgroup.com)  
773.843.7550



The Marvel Group, Inc.  
3843 West 43rd Street Chicago, IL 60632  
T 800.621.8846 F 800.237.0358  
MarvelGroup.com



The Marvel Group, Inc.  
ISO 9001:2015 Certification  
File Number 10002902



June 11, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for MeTEOR and, thereby authorized to market, sell, distribute, warrant, and supply our products on the above referenced bid/contract.

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

Sincerely,

**Tony Pacheco**  
President



15100 South Figueroa St. | Gardena, California 90248  
M: 310.251.5309 O: 310.436.6134 F: 310.436.6135  
maverickdesk.com | tpacheco@maverickdesk.com





Panel Systems | Desking | Storage | Seating | Tables | Accessories

June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Maxon Furniture Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

MAXON FURNITURE INC.

A handwritten signature in black ink that reads "Sherri Hunt". The signature is written in a cursive, flowing style.

Sherri Hunt  
Manager of Sales Operations and Support

June 6th, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

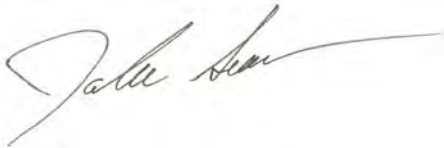
RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for mediatechnologies and, thereby authorized to provide our goods and materials on the above referenced bid and resulting contract. MeTEOR is authorized to sell, install and service our products nationwide.

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

Sincerely,



Jake Seaver  
VP of Sales & Marketing



892 Industrial Park Dr. • Shelby, MI 49455  
Phone: 231-861-2194 • Fax: 231-861-6687  
[www.mediatechnologies.com](http://www.mediatechnologies.com)  
[sales@mediatechnologies.com](mailto:sales@mediatechnologies.com)

mediatechnologies®



July 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for all suppliers listed in the MeTEOR Catalog and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

Please feel free to contact me should you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink that reads "Caroline Smith". The script is fluid and cursive.

Caroline Smith  
Director of Strategic Sourcing



[meteoreducation.com](http://meteoreducation.com)



June 8th, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for MiEN Company and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read "J. Stacy", with a stylized flourish at the end.

**Jake Stacy**  
Vice President of Operations, MiEN Company  
616-818-1970  
2547 3 Mile Rd NW Ste F, Grand Rapids MI 49534



PO Box 1156  
Milwaukee, WI 53201  
P.414/342-3111 - 800/290-5960  
F.414/342-4239  
[www.mitchell-tables.com](http://www.mitchell-tables.com)

June 8<sup>th</sup>, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Mitchell Furniture Systems, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Jamie Roth  
Regional Sales Manager  
P. 414-930-5748  
E. [jlynn@mitchell-tables.com](mailto:jlynn@mitchell-tables.com)



6/8/2020

RE: Letter of Authorization for Meteor Education, LLC

Region 10 ESC- RFP #EQ-052920-01; Furniture and Storage

Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for MityLite and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

Sincerely

Stephanie Edwards

Thank you,



**Stephanie Edwards / Account Manager**  
[Stephanie.Edwards@mityinc.com](mailto:Stephanie.Edwards@mityinc.com)

**Mity Inc**  
Office: 800.362.7236 / Fax: 801.224.6191  
1301 West 400 North, Orem, Utah  
[www.mityinc.com](http://www.mityinc.com)

**GIVE US FEEDBACK**







**Corporate/Manufacturing:**  
2885 Lorraine Ave • Temple, TX 76501

**Showroom:**  
4930 S Congress Ave Ste 305 • Austin, TX 78745

**Phone:** 800.749.2258 • **Fax:** 866.888.7483

**Web:** [www.moorecoinc.com](http://www.moorecoinc.com) • [www.vanerumna.com](http://www.vanerumna.com)

June 5, 2020

Region 10 ESC  
400 E Spring Valley Road  
Richardson, TX 75081

**RE:** Letter of Authorization for MeTEOREducation, LLC  
Region 10 ESC- RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOREducation, LLC is an authorized dealer in good standing for MooreCo, Inc and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

**Adam Stritz** | Inside Sales  
MooreCo, Inc. | Vanerum North America

**E:** [astritz@moorecoinc.com](mailto:astritz@moorecoinc.com) | **P:** 800.749.2258 x284 | **F:** 254.773.0500

**A:** 4930 S. Congress #305 | Austin, Texas 78745



[www.moorecoinc.com](http://www.moorecoinc.com)  
[www.vanerumna.com](http://www.vanerumna.com)



June 5th 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

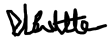
RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Abf USA Ltd Dba Muzo and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Darren Buttle  
CEO  
**MUZO**

US Cell 312 868 5398  
US Office 800 670 2578 (Ex 103)

Head Office  
72 Hillside Drive  
Drums  
PA 18222

[Tel: 570-788-0888](tel:570-788-0888)

Showroom  
350 N. LaSalle,  
Suite 200,  
Chicago, IL 60654

[Tel: 224-587-0015](tel:224-587-0015)

Sales  
[sales@muzo-works.com](mailto:sales@muzo-works.com)  
General Inquiries  
[hello@muzo-works.com](mailto:hello@muzo-works.com)  
Admin  
[lynsey@muzo-works.com](mailto:lynsey@muzo-works.com)  
Accounts  
[mingjing@muzo-works.com](mailto:mingjing@muzo-works.com)  
[accounts@muzo-works.com](mailto:accounts@muzo-works.com)

June 19, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for National Office Furniture and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Michael Roch  
Vice President, Sales  
(312) 753-9428



516-484-5225  
800-245-6682  
FAX 516-625-0084  
email: nexelinfo@nexelwire.com

11 Harbor Park Drive, Port Washington, NY 11050

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Nexel Industries and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Gary Holzapfel*

Gary Holzapfel  
Sales Manager  
516-608-7931

UNIVERSAL EXPORTS LLC  
P.O.Box 472  
WASCO IL 60183 USA  
TEL : +1 (630) 215 8581  
[WWW.NOOKPOD.COM](http://WWW.NOOKPOD.COM)



June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Universal Exports LLC / Nook Pod and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

UNIVERSAL EXPORTS LLC

A handwritten signature in black ink, appearing to read "Stewart Brown". The signature is written in a cursive style with a large, looped "S" and a trailing flourish.

STEWART BROWN  
Principal



Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage, Related Products and Services

June 9, 2020

To Whom It May Concern,

MeTEOR Education, LLC is an authorized distributor of products manufactured by OFM. As such, they have been provided with all the information necessary to distribute our products. In addition, they are authorized to carry out all assembly, and installation. We will also provide them with any information or product necessary to warranty the product and to ensure the customer that products built by OFM will serve their intended purpose.

Regards,

Mary Mura  
Regional Account Manager  
OFM

MM/pau



# OLYMPIC KILNS

**Division of Haugen Mfg., Inc.**

4225 THURMON TANNER PKWY. FLOWERY BRANCH, GA 30542 • (770) 967-4009 • FAX (770) 967-1196

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Olympic Kilns and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Sarah Perez  
Sales

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for **Palmieri Furniture** and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Frank Palmieri  
Executive Vice President  
[fpalmieri@palmierifurniture.com](mailto:fpalmieri@palmierifurniture.com)  
Palmieri Furniture Limited  
1-800-413-4440 ext 23

**PALMIERI**  
www.palmierifurniture.com

1230 Reid Street  
Richmond Hill  
Ontario, Canada L4B 1C4

T 905 731 9300  
F 905 731 9878  
TF 800 413 4440





Jay L. Krause, National Contracts Manager

2224 E Randol Mill Rd  
Arlington, TX 76011  
800-451-8546

25 June 2020

Education Service Center, Region 10 ESC  
400 E Spring Valley Rd  
Richardson, TX 75081

RE: Letter of Authorization / RFP - #EQ-052920-01; Furniture and Storage, Related Products  
and Services  
**MeTEOR**

Dear Procurement Professional:

Please be advised that the aforementioned dealer is in "Good Standing" with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include: sales, service, warranty, installation, etc.) on our behalf.

If you have any questions, or if I can be of further assistance in any other capacity, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "Jay L. Krause".

Jay L. Krause



PLATINUM  
VISUAL SYSTEMS

June 16, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To whom it may concern,

This letter is to confirm that MeTEOR Education, LLC with principal offices located in Gainesville, Florida is an authorized dealer for Platinum Visual Systems in good standing.

As such MeTEOR Education, LLC is allowed to promote, specify, sell service and install our entire product line as it relates to the above referenced bid/contract.

Please do not hesitate to contact me at (951) 817-2234 should you have a question regarding this matter.

Sincerely,

Timothy R. Brantley  
Vice President Sales & Marketing

1451 E. Sixth Street, Corona, CA 92879  
800 498 2990 | 951 817 2200 | FAX 951 817 9900  
[www.pvsusa.com](http://www.pvsusa.com)



June 24, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:


MeTEOR Education, LLC is an authorized dealer in good standing for UltraSite, UltraPlay and Big Toys and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Matt Ross*

Matt Ross  
VP-Sales  
Matt.ross@playcore.com



June 8th, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

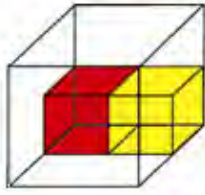
MeTEOR Education, LLC is an authorized dealer in good standing for Plymold and, thereby authorized to provide our products nation-wide on the above referenced bid and resulting contract.

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

Sincerely,



Don Benson  
Director of Sales  
[952-358-2643](tel:952-358-2643)  
[dbenson@plymold.com](mailto:dbenson@plymold.com)



QUANTUM™ STORAGE SYSTEMS

15800 NW 15<sup>th</sup> Avenue, Miami, FL 33169

June 8 , 2020

Region 10 ESC

400 E. Spring Valley Road

Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC

Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,

Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Quantum Storage Systems and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

June 15, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

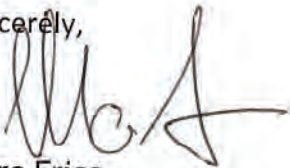
RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for The Raynor Group and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in dark ink, appearing to read 'MFries', is written over the word 'Sincerely,'.

Marc Fries  
President



June 12, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Right Angle and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Chris Devney*

Chris Devney  
Florida Manager  
407-925-5920



June 9, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for Meteor Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To whom it may concern:

Safco Products Co. is authorizing our dealer, Meteor Education, to sell, install, or service our entire line of compliant Safco products for eligible agencies through the expiration of aforementioned contract.

Best Regards,

Sharad Mathur  
VP Sales, Safco Products  
Safco Products  
763.536.6788





June 22, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC – RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services.

Dear Laurie:

This letter is to verify that MeTEOR Education, LLC. is an authorized Sandusky Lee dealer and is thereby authorized to bid and sell the entire Sandusky Lee product line to Region 10 ESC – RFP #EQ-052920-01; Furniture and Storage, Related Products and Services.

Thank you.

Regards,

*Ronald J. Nickle*

Ronald J. Nickle, VP of Sales  
Sandusky Lee Corporation  
Phone: 800-336-0671 ext. 405  
Email: [rnickle@sanduskycabinets.com](mailto:rnickle@sanduskycabinets.com)



Dept. P. – P.O. Box 830520  
Birmingham, AL 35283  
205-841-1922  
800-875-9922

June 30, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Scholar Craft Products and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink that reads "Brad A. Snoke".

Brad Snoke  
VP of Sales & Marketing  
[brad@scholarcraft.com](mailto:brad@scholarcraft.com)  
(m) 352-339-1514

June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Sedia Systems, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,



Karen Andersen  
Contract Manager



A GLOBAL COMPANY

June 15, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for SICO AMERICA, INC. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

Should you have any questions or need further information, please contact me at:

Dan Reisetter  
Education Sales Manager – The Americas  
952-829-5150  
[dreisetter@sicoinc.com](mailto:dreisetter@sicoinc.com)

Sincerely,

Dan Reisetter  
Education Sales Manager – The Americas  
SICO America, Inc.



7525 Cahill Road  
Minneapolis, MN 55439

[www.sicoinc.com](http://www.sicoinc.com)



June 8, 2020

Region 10 ESC

400 E. Spring Valley Road

Richardson, TX 75081

**RE: Letter of Authorization for MeTEOR Education, LLC**  
**Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage, Related Products**  
**and Services**

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for SIXINCH USA and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

For further information, please feel free to contact us at 574.538.3575 or at [support@sixinch.us](mailto:support@sixinch.us).

Sincerely,

Josh Sweazy

Director of Sales

SIXINCH USA

**THANK YOU FOR CHOOSING SIXINCH® USA.**

901 East Madison St., Goshen, IN 46528 / [support@sixinch.us](mailto:support@sixinch.us) / 855 577 2417  
USA / BELGIUM / CHINA / DUBAI / IBERICA / INDIA / JAPAN / PHILIPPINES / RUSSIA / SOUTH AMERICA

[sixinchusa.com](http://sixinchusa.com)





June 22, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Smith System Manufacturing and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Lorrie Skwarek', is written over a horizontal line.

Lorrie Skwarek Bid  
Manager



June 9th, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Lorell and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

*Joel Grier*

Joel Grier  
Furniture Regional Sales Manager  
SP Richards Company



June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC

Subject: Region 10 ESC - RFP #EQ-052920-01  
Furniture and Storage, Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Special-T, LLC and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink that reads "Lisa Polillo". The signature is written in a cursive, flowing style.

Contract Administrator

Cc: Lanie Hart, MeTEOR Education





**SPORTSGRAPHICS**

[www.SportsGraphicsinc.com](http://www.SportsGraphicsinc.com)

November 11, 2019

Duarte Unified School District  
Purchasing Department  
1620 Huntington Drive  
Duarte, CA 91010  
(626) 599-5000

RE: Manufacturer Authorization Letter for MeTEOR Education, LLC  
Bid Number 19-20-4 for Classroom & Office Furniture

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good financial standing for SportsGraphics Inc and, thereby authorized to provide our full line of products on the above referenced bid and resulting contract.

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

Sincerely,

Jason Boyd

Dealer Liaison

Direct Line- 712-560-0313

Email- [jasonb@sportsg87.com](mailto:jasonb@sportsg87.com)



June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,

Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Superior Recreational Products and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Jarrold Collins  
CSR and sales  
Superior Recreational Products  
Site Amenities Div.  
Phone: 918-329-1014  
Email: [jarrod.collins@siibrands.com](mailto:jarrod.collins@siibrands.com)

770.832.6660 o  
1.800.327.8774  
770.832.6687 f  
1050 Columbia  
Drive  
Carrollton, GA  
30117  
[buysii.com](http://buysii.com)  
224



June 25, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Tenjam and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Collins".

Michael Collins

President

Direct: 678-777-0034

Email: [mikec@tenjam.com](mailto:mikec@tenjam.com)

7790 Hastings Road, Baxter, Minnesota 56425  
Made in the U.S.A. Tenjam.com 1-855-4-TENJAM

June 26, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Tennsco, LLC and, thereby authorized to market, sell, distribute, warrant and supply our open line products on the above referenced bid/contract.

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

Sincerely,



Crystal Proctor  
Customer Service Manager  
[cproctor@tennsco.com](mailto:cproctor@tennsco.com)



June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Trendway and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Melissa Fuller  
SLED Contract Manager  
Phone: 812.639.8141  
MFuller@fellowes.com



**United Visual Products, Inc.**

540 West Oklahoma Ave.  
Milwaukee, WI 53207

Phone: 1-800-444-0305  
Fax: 866-263-2456  
info@uvpinc.com

www.uvpinc.com  
www.uvpdigitalsignage.com

June 15, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for United Visual Products, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Ludwig', is written over a light blue horizontal line.

Jon Ludwig, General Manager  
D: 414-290-1004  
United Visual Products, Inc.



June 5, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for USACapitol and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Regards,

A handwritten signature in black ink that reads 'Brandy Swann'. The signature is fluid and cursive, with the first name 'Brandy' and last name 'Swann' clearly distinguishable.

Brandy Swann  
Official Representative of USACAPITOL  
[BrandySwann@usacapitol.com](mailto:BrandySwann@usacapitol.com)



June 6, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for Via, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Lana Schouweiler".

Lana Schouweiler  
Inside Sales Coordinator

[lane@viaseating.com](mailto:lane@viaseating.com)

775-398-3330





512 S. Washington St | Greenfield, OH 45123 | 800-622-1331 | T937-981-7724 | waddellfurniture.com

June 11, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

**RE: Letter of Authorization:**

**Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
Related Products and Services**

**MeTEOR Education  
690 NE 23rd Avenue  
Gainesville, FL**

To Whom It May Concern:

Please be advised that the aforementioned dealer is in "Good Standing" with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include service, warranty, installation, etc.) on our behalf.

If I can be of further assistance, or if you have any questions, please do not hesitate to contact me directly.

Regards,

A handwritten signature in black ink that reads 'John D'Agostino'.

John D'Agostino  
Chief Operating Officer



507 E. Grant  
St. Thorp, WI  
54771  
P - 800.242.2303  
F - 715.669.5929  
[wibenchmfg.com](http://wibenchmfg.com)

June 8, 2020

Region 10 ESC  
400 E. Spring Valley Road  
Richardson, TX 75081

RE: Letter of Authorization for MeTEOR Education, LLC  
Region 10 ESC - RFP #EQ-052920-01; Furniture and Storage,  
  
Related Products and Services

To Whom It May Concern:

MeTEOR Education, LLC is an authorized dealer in good standing for WB Manufacturing and, thereby authorized to market, sell, distribute, warrant and supply our products on the above referenced bid/contract.

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

Sincerely,

Lore Nowobielski

Sales Administrative Lead

**WB Manufacturing LLC**

O 800.242.2303 ext.172

F 715.669.5929

[wibenchmfg.com](http://wibenchmfg.com)



P.O. Box #1308 | Monroe | North Carolina | 28111-1308  
P| 800.247.8465 | 704.283.7508 F| 704.289.1899

6/08/2020

Region 10  
400 E. Spring Valley Road  
Richardson, TX 75081

Re: Authorization Letter

This letter is to confirm that MeTEOR Education, LLC is a preferred vendor of WDM, INC. dba Wood Designs and has our authorization to sell and distribute Wood Designs complete furniture line for the Region 10 ESC-RFP #EQ-052920-01.

Sincerely,

*Ryan Urban*

Ryan Urban (Jun 8, 2020 16:41 EDT)

Ryan Urban  
CEO  
Wood Designs

## Appendix E: VENDOR CONTRACT AND SIGNATURE FORM

*This Vendor Contract and Signature Form ("Contract") is made as of \_\_\_\_\_, by and between \_\_\_\_\_ ("Vendor") and Region 10 Education Service Center ("Region 10 ESC") for the purchase of Furniture and Storage, related products and services ("the products and services").*

### RECITALS

WHEREAS, both parties agree and understand that the following pages will constitute the contract between the successful vendor(s) and Region 10 ESC, having its principal place of business at **Education Service Center, Region 10, 400 E Spring Valley Rd, Richardson, TX 75081**

WHEREAS, Vendor agrees to include, in writing, any required exceptions or deviations from these terms, conditions, and specifications; and it is further understood that if agreed to by Region 10 ESC, said exceptions or deviations will be incorporated into the final contract "Vendor Contract."

WHEREAS, this contract consists of the provisions set forth below, including provisions of all attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any attachment, the provisions set forth below shall control.

WHEREAS, the Vendor Contract will provide that any state, county, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agencies or non-profit organization may purchase products and services at prices indicated in the Vendor Contract upon registering and becoming a member with Region 10 ESC; and it being further understood that Region 10 ESC shall act as the Lead Agency with respect to all such purchase agreements.

WHEREAS, Equalis Group has the administrative and legal capacity to administer purchases on behalf of Region 10 ESC under the Vendor Contract with participating public agencies and entities, as permitted by applicable law.

### ARTICLE 1- GENERAL TERMS AND CONDITIONS

1.1 Equalis Group shall be afforded all of the rights, privileges and indemnifications afforded to Region 10 ESC under the Vendor Contract, and such rights, privileges and indemnifications shall accrue and apply with equal effect to Equalis Group, including, without limitation, Vendor's obligation to provide insurance and other indemnifications to Lead Agency.

1.2 Awarded vendor shall perform all duties, responsibilities and obligations, set forth in this agreement, and required under the Vendor Contract.

1.3 Equalis Group shall perform its duties, responsibilities and obligations as administrator of purchases, set forth in this agreement, and required under the Vendor Contract.

1.4 **Customer Support:** The vendor shall provide timely and accurate technical advice and sales support to Region 10 ESC staff, Equalis Group staff and participating agencies. The vendor shall respond to such requests within one (1) working day after receipt of the request.

## ARTICLE 2- ANTICIPATED TERM OF AGREEMENT

- ☐ **Term:** The term of the Contract shall commence upon award and shall remain in effect for a period of three (3) years, unless terminated, canceled or extended as otherwise provided herein. The Contractor agrees that Region 10 ESC shall have the right, at its sole option, to renew the Contract for four (4) additional one-year periods or portions thereof. In the event that Region 10 ESC exercises such rights, all terms, conditions and provisions of the original Contract shall remain the same and apply during the renewal period with the possible exception of price and minor scope additions and/or deletions.
- ☐ **Automatic Renewal:** Renewal will take place automatically for one (1) year unless Region 10 ESC gives written notice to the awarded supplier at least ninety (90) days prior to the expiration.

## ARTICLE 3- REPRESENTATIONS AND COVENANTS

**Scope:** This contract is based on the need to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other members.

**Compliance:** Cooperative Purchasing Agreements between Equalis Group and its Members have been established under state procurement law.

**Respondent's promise:** Respondent agrees all prices, terms, warranties, and benefits granted by Respondent to Members through this contract are comparable to or better than the equivalent terms offered by Respondent to any present customer meeting the same qualifications or requirements.

## ARTICLE 4- FORMATION OF CONTRACT

4.1. **Respondent contract documents:** Region 10 ESC will review proposed Respondent contract documents. Vendor's contract document shall not become part of Region 10 ESC's contract with vendor unless and until an authorized representative of Region 10 ESC reviews and approves it.

4.2. **Form of contract:** The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) to the lowest responsible Respondent(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposal. If a firm submitting a proposal requires Region 10 ESC and/or Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

4.3. **Entire Agreement (Parol evidence):** The contract, as specified above, represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

4.4. **Assignment of Contract:** No assignment of contract may be made without the prior written approval of Region 10 ESC. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by Region 10 ESC. Awarded vendor is required to notify Region 10 ESC when any material change in operations is made that may adversely affect members (i.e. awarded vendor bankruptcy, change of ownership, merger, etc.).

4.5. **Contract Alterations:** No alterations to the terms of this contract shall be valid or binding unless authorized and signed with a “wet signature” by a Region 10 ESC staff member.

4.6. **Order of precedence:** In the event of a conflict in the provisions of the contract as accepted by Region 10 ESC, the following order of precedence shall prevail:

- Special terms and conditions
- General terms and conditions
- Specifications and scope of work
- Attachments and exhibits
- Documents referenced or included in the solicitation

4.8 **Supplemental Agreements:** The entity participating in the Region 10 ESC contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. Neither Region 10 ESC, Equalis Group, its agents, members and employees shall be made party to any claim for breach of such agreement.

## **ARTICLE 5- TERMINATION OF CONTRACT**

5.1. **Cancellation for non-performance or contractor deficiency:** Region 10 ESC may terminate any contract if Members have not used the contract, or if purchase volume is determined to be low volume in any 12-month period. Region 10 ESC reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. Region 10 ESC may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- i. Providing material that does not meet the specifications of the contract;
- ii. Providing work and/or material that was not awarded under the contract;
- iii. Failing to adequately perform the services set forth in the scope of work and specifications;
- iv. Failing to complete required work or furnish required materials within a reasonable amount of time;
- v. Failing to make progress in performance of the contract and/or giving Region 10 ESC reason to believe that contractor will not or cannot perform the requirements of the contract; and/or
- vi. Performing work or providing services under the contract prior to receiving a Region 10 ESC reviewed purchase order for such work.

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to Region 10 ESC. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.

5.2 **Termination for cause:** If, for any reason, the Vendor fails to fulfill its obligation in a timely manner, or if the vendor violates any of the covenants, agreements, or stipulations of this contract, Region 10 ESC reserves the right to terminate the contract immediately and pursue all other applicable remedies afforded by law. Such termination shall be effective by delivery of notice, to the vendor, specifying the effective date of termination. In such event, all documents, data, studies, surveys, drawings, maps, models and reports prepared by vendor for this solicitation may become the property of the participating agency or entity. If such event does occur then vendor will be entitled to receive just and equitable compensation for the satisfactory work completed on such documents.

5.3 **Delivery/Service failures:** Failure to deliver goods or services within the time specified or within a reasonable time period as interpreted by the purchasing agent, or failure to make replacements or corrections of rejected articles/services when so requested shall constitute grounds for the contract to be terminated. In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.

5.4 **Force Majeure:** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

5.5 **Standard Cancellation:** Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 90 business days after the other party receives the notice of cancellation. After the 90th business day all work will cease following completion of final purchase order. Region 10 ESC reserves the right to request additional items not already on contract at any time.

## **ARTICLE 6- LICENSES**

6.1 **Duty to keep current license:** Vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by vendor. Vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Region 10 ESC reserves the right to stop work and/or cancel the contract of any vendor whose license(s) expire, lapse, are suspended or terminated.

6.2 **Suspension or Debarment:** Respondent shall provide a letter in the proposal notifying Region 10 ESC of any debarment, suspension or other lawful action taken against them by any federal, state, or local government within the last five (5) years that precludes Respondent or its employees from participating in any public procurement activity. The letter shall state the duration of the suspension or action taken, the relevant circumstances and the name of the agency imposing the suspension. Failure to supply or disclose this information may be grounds for cancellation of contract.

6.3 **Survival Clause:** All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer/participating member under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

## **ARTICLE 7- DELIVERY PROVISIONS**

7.1 **Delivery:** Vendor shall deliver said materials purchased on this contract to the participating member issuing a Purchase Order. Conforming product shall be shipped within 7 days of receipt of Purchase Order. If delivery is not or cannot be made within this time period the vendor must receive authorization from the purchasing agency for the delayed delivery. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

7.2 **Inspection & Acceptance:** If defective or incorrect material is delivered, purchasing agency may make the determination to return the material to the vendor at no cost to the purchasing agency. The vendor agrees to pay all shipping costs for the return shipment. Vendor shall be responsible for arranging the return of the defective or incorrect material.

7.3 **Responsibility for supplies tendered:** Vendor shall be responsible for the materials or supplies covered by this contract until they are delivered to the designated delivery point.

7.4 **Shipping Instructions:** Unless otherwise specified, each case, crate, barrel, package, etc, delivered under this contract must be plainly labeled, securely tagged, stating Vendor's name, purchase order number, quantity contained therein, and delivery address as indicated in the order. Deliveries must be made within the hours of 8:00 am – 4:00 pm. Deliveries at any other time (including Saturdays, Sundays and holidays) will not be accepted unless arrangements have been made in advance with the receiver at the delivery point. Vendor understands that it is their responsibility to ensure compliance with the delivery instructions outlined in this agreement.

7.5 **Additional charges:** Unless bought on F.O.B. "shipping point" and Vendor prepays transportation, no delivery charges shall be added to invoices except when express delivery is authorized and substituted on orders for the method specified in the contract. In such cases, the difference between freight or mail and express charges may be added to the invoice.

7.6 **Buyer's delays:** Region 10 ESC will not be responsible for any late fees due the prime contractor by the participating member. The prime contractor will negotiate with the participating agency for the recovery of damages related to expenses incurred by the vendor for a delay for which the Region 10 ESC member is responsible, which is unreasonable, and which was not within the contemplation of the parties to the contract between the two parties.



## ARTICLE 8- BILLING AND REPORTING

8.1 **Payments:** The participating entity using the contract will make payments directly to the awarded vendor.

Payment shall be made after satisfactory performance, in accordance with all provisions thereof, and upon receipt of a properly completed invoice.

8.2 **Tax Exempt Status:** Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the Vendor.

8.3 **Reporting:** Vendor shall electronically provide Equalis Group with a detailed line item monthly report showing the dollar volume of all member product sales under the contract for the previous month. Reports shall be sent via e-mail to Equalis Group offices at [info@equalisgroup.org](mailto:info@equalisgroup.org). Reports are due on the **fifteenth (15<sup>th</sup>)** day after the close of the previous month. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. Fields below marked as \*required indicate a required field. All other fields are preferred, but not required:

Member Data	Equalis Member ID
	Vendor Customer Number *required (or Equalis Member ID)
	Customer Name *required
	Customer Street Address *required
	Customer City *required
	Customer Zip Code *required
	Customer State *required
Distributor Data	Distributor Name
	Distributor ID
	Distributor Street Address
	Distributor City
	Distributor Zip Code
	Distributor State
Product Data	Product Category level 1
	Distributor Product Number
	Manufacturer Product Number
	Product Description
	Product Brand Name
	Product packaging Unit of Measure level 1
	Product packaging Unit of Measure level 2
	Product packaging Unit of Measure level 3
Spend Data	Purchase Unit of Measure
	Purchase Quantity
	Distributor Landed Cost Total \$ (without deviations)
	Distributor Landed Cost Total \$ (with mfr deviations)
	Customer Purchase Total \$ *required

	Admin Fee % <b>*required</b>
	Admin Fee \$ <b>*required</b>

## ARTICLE 9- PRICING

9.1 **Market competitive guarantee:** Vendor agrees to provide market competitive pricing, based on the value offered upon award, to Region 10 ESC and its participating public agencies throughout the duration of the contract.

9.2 **Price increase:** Should it become necessary or proper during the term of this contract to make any change in design or any alterations that will increase expense, Region 10 ESC must be notified immediately. Price increases must be approved by Lead Agency and no payment for additional materials or services, beyond the amount stipulated in the contract, shall be paid without prior approval. All price increases must be supported by manufacture documentation, or a formal cost justification letter.

Vendor must honor previous prices for thirty (30) days after approval and written notification from Region 10 ESC if requested.

It is Vendor's responsibility to keep all pricing up to date and on file with Region 10 ESC. All price changes must be provided to Region 10 ESC, using the same format as was accepted in the original contract.

9.3 **Additional Charges:** All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

9.4 **Price reduction and adjustment:** Price reduction may be offered at any time during contract and shall become effective upon notice of acceptance from Region 10 ESC. Special, time-limited reductions are permissible under the following conditions: 1) reduction is available to all Members equally; 2) reduction is for a specific time period, normally not less than thirty (30) days; 3) original price is not exceeded after the time-limit; and 4) Region 10 ESC has approved the new prices prior to any offer of the prices to a Member. Vendor shall offer Region 10 ESC any published price reduction during the contract period.

9.5 **Prevailing Wage:** It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser (Region 10 ESC or its Participating Members). It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate Department of Labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

9.6 **Administrative Fees:** The Vendor agrees to pay administrative fees to Equalis Group based on the terms set in Attachment A. All pricing submitted to Region 10 ESC shall include the administrative fee to be remitted to Equalis Group by the awarded vendor.

9.7 **Price Calculation:** Cost plus a percentage as a primary mechanism to calculate pricing is not allowed. Pricing may either be in the form of line item pricing, defined as a specific individual price on a product or service, or a percentage discount from a verifiable catalog or price list. Other discounts or incentives may be offered.

## ARTICLE 10- PRICING AUDIT

10.1 **Audit rights:** Vendor shall, at Vendor's sole expense, maintain appropriate due diligence of all purchases made by Region 10 ESC and any participating entity that accesses this Agreement. Equalis Group and Region 10 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. In the State of New Jersey, this audit right shall survive termination of this Agreement for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. Region 10 ESC shall have the authority to conduct random audits of Vendor's pricing that is offered to eligible entities at Region 10 ESC's sole cost and expense. Notwithstanding the foregoing, in the event that Region 10 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 10 ESC shall have the ability to conduct an extensive audit of Vendor's pricing at Vendor's sole cost and expense. Region 10 ESC may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 10 ESC or Equalis Group.

## ARTICLE 11- PROPOSER PRODUCT LINE REQUIREMENTS

11.1 **Current products:** Proposals shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the proposal is submitted.

11.2 **Discontinued products:** If a product or model is discontinued by the manufacturer, Vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.

11.3 **New products/Services:** New products and/or services that meet the scope of work may be added to the contract. Pricing shall be equivalent to the percentage discount for other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Region 10 ESC may require additions to be submitted with documentation from Participating Members demonstrating an interest in, or a potential requirement for, the new product or service. Region 10 ESC may reject any additions without cause.

11.4 **Options:** Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

11.5 **Product line:** Vendors with a published catalog may submit the entire catalog. Region 10 ESC reserves the right to select products within the catalog for award without having to award all contents. Region 10 ESC may reject any addition of equipment options without cause.

11.6 **Warranty conditions:** All supplies, equipment and services shall include manufacturer's minimum standard warranty and one (1) year labor warranty unless otherwise agreed to in writing.

11.7 **Buy American requirement:** (for New Jersey and all other applicable States) Vendors may only use unmanufactured construction material mined or produced in the United States, as required by the Buy American Act. Where trade agreements apply, to the extent permitted by applicable law, then unmanufactured construction material mined or produced in a designated country may also be used. Vendors are required to check state specific requirements to ensure compliance with this requirement.

## **ARTICLE 12- SITE REQUIREMENTS**

12.1 **Cleanup:** Vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by Member. Upon completion of the work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition conducive to the Member's business purpose.

12.2 **Site Preparation:** Vendor shall not begin a project for which Participating Member has not prepared the site, unless Vendor does the preparation work at no cost, or until Participating Member includes the cost of site preparation in a purchase order to the contractor. Site preparation includes, but is not limited to moving furniture, moving equipment or obstructions to the work area, installation of wiring for networks or any other necessary pre-installation requirements.

12.3 **Registered sex offender restrictions:** For work to be performed at schools, Vendor 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 or are reasonably expected to be present. Vendor 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 Participating Member's discretion. Vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge. Vendor is also responsible for ensuring that their employees or contractors who have direct contact with students are properly fingerprinted and background checked in accordance with local state law, if applicable.

12.4 **Safety measures:** Vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

12.5 **Smoking/Tobacco:** Persons working under the contract shall adhere to local tobacco and smoking (including e-cigarettes/vaping) policies. Smoking will only be permitted in posted areas or off premises.

12.6 **Stored materials:** Upon prior written agreement between the vendor and Member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to Participating Member with the application for payment seeking compensation for stored materials. Such materials must be stored and protected in a secure location, and be insured for their full value by the vendor against loss and damage. Vendor agrees to provide proof of coverage and/or addition of Participating Member as an additional insured upon Participating Member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of buying Participating Member and be separated from other materials. Participating Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the Participating Member, it shall be the Vendor's responsibility to protect all materials and equipment. Vendor warrants and guarantees that title for all work, materials and equipment shall pass to the Member upon final acceptance.

**12.7 Maintenance Facilities and Support:** It is preferred that each contractor should have maintenance facilities and a support system available for servicing and repair of product and/or equipment. If a third party is to be used to provide maintenance and support to the participating member, Respondent must notify Region 10 ESC of that third party information. All technicians, applicators, installers shall be fully certified, trained and licensed to perform said duties.

## **ARTICLE 13- MISCELENOUS**

**13.1 Funding Out Clause:** Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

"Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract in the subsequent fiscal year."

**13.2 Disclosures:** Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

Vendor has a continuing duty to disclose a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in Equalis Group.

Vendor affirms that, to the best of his/her knowledge, the offer was arrived at independently, and was submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

**13.3 Indemnity:** Vendor shall protect, indemnify, and hold harmless both Region 10 ESC and Equalis Group and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of Vendor, Vendor employees or Vendor subcontractors in the preparation of the solicitation and the later execution of the contract, including any supplemental agreements with members. Any litigation involving either Region 10 ESC or Equalis Group, its administrators and employees and agents shall be in a court of competent jurisdiction in Dallas County, Texas. Texas law shall apply to any such suit, without giving effect to its choice of laws provisions. Any litigation involving Equalis Group participating members shall be in the jurisdiction of the participating agency.

**13.4 Franchise Tax:** Vendor hereby certifies that he/she is not currently delinquent in the payment of any required franchise taxes, and shall remain current on any such franchise taxes throughout the term of this contract.

**13.5 Marketing:** Vendor agrees to allow Region 10 ESC and Equalis Group to use their name and logo within website, marketing materials and advertisement. Any use of the Region 10 ESC or Equalis Group name and logo

or any form of publicity, inclusive of press releases, regarding this contract by Vendor must have prior approval from Region 10 ESC.

**13.6 Insurance:** Unless otherwise modified elsewhere in this document, prior to commencing services under this contract for a participating member, contractor shall procure, provide and maintain during the life of this agreement comprehensive public liability insurance to include course of construction insurance and automobile liability, providing limits of not less than \$1,000,000.00 per occurrence. The insurance form will be an “all risk” type of policy with standard exclusions. Coverage will include temporary structures, scaffolding, temporary office trailers, materials, and equipment. Contractor shall pay for the deductibles required by the insurance provided under this agreement.

Certificates of insurance shall be delivered to the participant prior to commencement of work. The insurance company shall be licensed to do business and write the appropriate lines of insurance in the applicable state in which work is being conducted. Vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. Vendor shall require all subcontractors performing any work to maintain coverage as specified.

Prior to commencing any work under this contract, any subcontractor shall also procure, provide, and maintain, at its own expense until final acceptance of the work performed, insurance coverage in a form acceptable to the prime contractor. All subcontractors shall provide worker’s compensation insurance which waives all subrogation rights against the prime contractor and member.

**13.7 Subcontracts/Sub Contractors:** If Vendor serves as prime contractor, it shall not enter into any subcontract subject to this solicitation without prior approval from Region 10 ESC. Any/all subcontractors shall abide by the terms and conditions of this contract and the solicitation.

No subcontract relationships shall be entered into with a party not licensed to do business in the jurisdiction in which the work will be performed. Contractor must use subcontractors openly, include such arrangements in the proposal, and certify upon request that such use complies with the rules associated with the procurement codes and statutes in the state in which the contractor is conducting business.

Contractor agrees to pay subcontractors in a timely manner. Failure to pay subcontractors for work faithfully performed and properly invoiced may result in suspension or termination of this contract. Prior to participating member’s release of final retained amounts, Contractor shall produce verified statements from all subcontractors and material suppliers that those entities have been paid in full amounts due and owing to them.

**13.8 Legal Obligations:** It is the Respondent’s responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

**13.9 Boycott Certification:** Respondents hereby 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.

**13.10 Venue:** All parties agree that venue for any litigation arising from this contract shall lie in Richardson, Dallas County, Texas, and that the laws of the State of Texas shall govern the rights of the parties and the validity



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Treweek Insurance Agency, LLC 13005 SW 1st Road, Suite 223  Jonesville FL 32669	<b>CONTACT NAME:</b> Kevin R Griffin <b>PHONE (A/C No. Ext):</b> (352) 333-3880 <b>E-MAIL ADDRESS:</b> Cl@Treweekinsurance.com <b>FAX (A/C, No):</b>
<b>INSURED</b> MeTEOR Education, LLC & SMC Contrax Holdings, LLC And The Contrax Group L 690 Ne 23 Avenue  Gainesville FL 32609	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Technology Insurance Company, In <b>INSURER B:</b> Hanover Insurance Co <b>INSURER C:</b> Hanover American Insurance Co <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 42376 22292 36064

**COVERAGES****CERTIFICATE NUMBER:** Cert ID 981**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ZHJ 8893461	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Empl Benefits Liab \$ 1,000,000
C	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AZJD054644	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			UHJ 6479555	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	TWC3816517	09/30/2019	09/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Installation Floater</b>			IHJ D042340-03	01/01/2020	01/01/2021	Job Site Limit \$ 500,000
A	<b>Installation Floater</b>			IHJ D042340-03	01/01/2020	01/01/2021	Transit \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Region 10 ESC  400 E Spring Valley Rd  Richardson TX 75081	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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and interpretation of any purchase order, contract, or service agreement that shall arise from and include this proposal request.

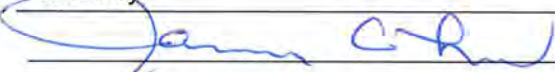
[Remainder of Page Intentionally Left Blank- Signatures follow on Signature Form]



## CONTRACT SIGNATURE FORM

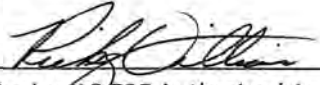
The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to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

Prices are guaranteed: **120 days**

Company name MeTEOR Education, LLC.  
Address 690 NE 23rd Avenue  
City/State/Zip Gainesville, FL 32609  
Telephone No. 800-699-7516  
Fax No. 877-373-0622  
Email address bids@meteorededucation.com  
Printed name James A. Land  
Position with company Secretary  
Authorized signature 

Term of contract 09-01-2020 to 08-31-2023

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional four (4) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

  
Region 10 ESC Authorized Agent

10/5/20  
Date

Rickey Williams  
Print Name

Equalis Group Contract Number EQ-052920-01G

## **Appendix F: ADDITIONAL REQUIRED DOCUMENTS**

- DOC #1 Clean Air and Water Act
- DOC #2 Debarment Notice
- DOC #3 Lobbying Certification
- DOC #4 Contractors Requirements
- DOC #5 Antitrust Certification Statement
- DOC #6 Implementation of House Bill 1295
- DOC #7 Boycott Certification
- DOC #8 Terrorist State Certification
- DOC #9 Resident Certification
- DOC #10 Federal Funds Certification Form

### **FOR VENDORS INTENDING TO DO BUSINESS IN ARIZONA:**

- DOC #11 Arizona Contractor Requirements

### **FOR VENDORS INTENDING TO DO BUSINESS IN NEW JERSEY:**

- DOC #12 Ownership Disclosure Form
- DOC #13 Non-Collusion Affidavit
- DOC #14 Affirmative Action Affidavit
- DOC #15 Political Contribution Disclosure Form
- DOC #16 Stockholder Disclosure Form

### **GENERAL TERMS & CONDITIONS ACCEPTANCE FORM**

- DOC #17 General Terms & Conditions and Acceptance Form

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.

**DOC #1 CLEAN AIR AND WATER ACT**

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

Potential Vendor: MeTEOR Education, LLC.

Title of Authorized Representative: Secretary

Mailing Address: 690 NE 23rd Avenue, Gainesville, FL 32609

Signature: 

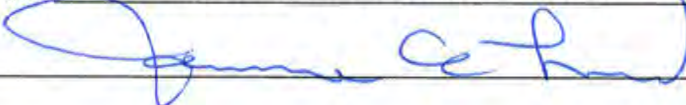
**DOC #2 DEBARMENT NOTICE**

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

Potential Vendor: MeTEOR Education, LLC.

Title of Authorized Representative: Secretary

Mailing Address: 690 NE 23rd Avenue, Gainesville, FL 32609

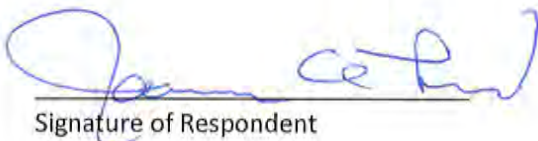
Signature: 

### DOC #3 LOBBYING CERTIFICATION

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

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

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



Signature of Respondent

7-6-2020

Date



## **DOC #4 CONTRACTOR CERTIFICATION REQUIREMENTS**

### **Contractor's Employment Eligibility**

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

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

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

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

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

---

### **Fingerprint & Criminal Background Checks**

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

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

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

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### **Business Operations in Sudan, Iran**

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.



---

Signature of Respondent

---

7-6-2020

Date

**DOC #5 ANTITRUST CERTIFICATION STATEMENTS**  
**(Tex. Government Code § 2155.005)**

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

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

**VENDOR** MeTEOR Education, LLC.


**ADDRESS** 690 NE 23rd Avenue

Gainesville, FL 32609

**PHONE** 800-699-7516

**FAX** 877-373-0622

**RESPONDANT**

  
\_\_\_\_\_  
Signature


James A. Land

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Position with Company

**AUTHORIZING OFFICIAL**

  
\_\_\_\_\_  
Signature

James A. Land

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Position with Company



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

MeTEOR Education, LLC.  
Gainesville, FL United States

Certificate Number:  
2020-640501

Date Filed:  
07/07/2020

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Education Service Center, Region 10

Date Acknowledged:

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

EQ-052920-01  
Furniture and Storage, related products and services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	SMC Contrax Holdings LLC	Briarcliff Manor, NY United States	X	
	Latham, III, William I.	Gainesville, FL United States		X

5 Check only if there is NO Interested Party.

☐

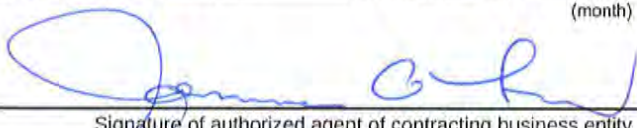
### 6 UNSWORN DECLARATION

My name is James A. Land, and my date of birth is February 19, 1972.

My address is 690 NE 23rd Avenue, Gainesville, FL, 32609, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Alachua County, State of Florida, on the 7th day of July, 20 20.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)



### DOC #7 BOYCOTT CERTIFICATION

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

### DOC #8 TERRORIST STATE CERTIFICATION

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

### DOC #9 RESIDENT CERTIFICATION:

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

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

Texas or Non-Texas Resident

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

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

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

MeTEOR Education, LLC.	690 NE 23 Avenue	Com
pany Name	Address	
Gainesville, Florida	32609	City
State	Zip	

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

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

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

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

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

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

Does vendor agree?   
(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 \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

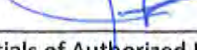
Does vendor agree?   
(Initials of Authorized Representative)

### 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. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree?   
(Initials of Authorized Representative)

#### 4. Davis-Bacon Act:

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

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

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

Does vendor agree?   
(Initials of Authorized Representative)

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

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

Does vendor agree?   
(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.



Vendor agrees to comply with the above requirements when applicable.

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


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

Does vendor agree?   
(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 (3 CFR 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.

Vendor certifies that Vendor 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. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor 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 vendor agree?   
(Initials of Authorized Representative)

**9. Byrd Anti-Lobbying Amendment:**

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$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, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree?   
(Initials of Authorized Representative)

**10. Procurement of Recovered Materials:**

For participating agency purchases utilizing Federal funds, Vendor 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 may require to confirm estimates and otherwise comply. The requirements of Section 6002 include 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 \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$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 vendor agree? JP  
(Initials of Authorized Representative)

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

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

Does vendor agree? JP  
(Initials of Authorized Representative)

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

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

Does vendor agree? JP  
(Initials of Authorized Representative)

**13. Applicability to Subcontractors**

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

Does vendor agree? JP  
(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.

MeTEOR Education, LLC.

Company Name

James A. Land  
Signature of Authorized Company Official

James A. Land

Printed Name

Secretary

Title

7-6-2020

Date



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

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

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

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


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

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

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

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

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

  
\_\_\_\_\_  
Signature of Respondent

7-6-2020

\_\_\_\_\_  
Date

DOC #12      **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:** MeTEOR Education, LLC.

**Street:** 690 NE 23rd Avenue

**City, State, Zip Code:** Gainesville, FL 32609

**Complete as appropriate:**

I N/A, certify that I am the sole owner of  
N/A, 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 William I. Latham, III, a partner in MeTEOR Education, LLC., 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.

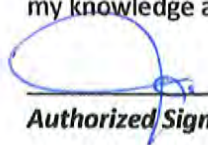
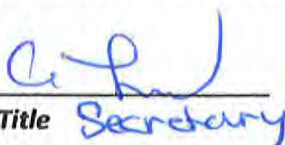
**OR:**

I N/A, an authorized representative of  
N/A, 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
SMC Contrax Holdings, LLC.	555 Pleasantville Rd., Ste. 220, Briarcliff Manor, NY 10510	85%

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

 Authorized Signature and Title  Secretary

7-6-2020  
Date



DOC #13 NON-COLLUSION AFFIDAVIT

Company Name:

Street:

City, State, Zip Code:

State of ~~New Jersey~~ Florida

County of Alachua

I, James A. Land of the Gainesville  
Name City

in the County of Alachua, State of Florida of full  
age, being duly sworn according to law on my oath depose and say that:

I am the Secretary of the firm of MeTEOR Education, LLC.  
Title Company Name

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


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

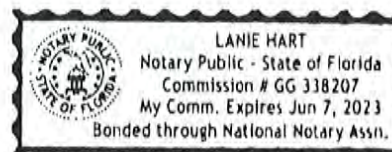
MeTEOR Education, LLC.  
Company Name

  
Authorized Signature & Title

Subscribed and sworn before me

this 6th day of July, 2020

  
Notary Public of ~~New Jersey~~ Florida  
My commission expires June 7, 2023



SEAL

Company Name: MeTEOR Education, LLC.  
Street: 690 NE 23rd Avenue  
City, State, Zip Code: Gainesville, FL 32609

**Bid Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:


- |    |   |              |
|----|---|--------------|
| 1. | A photo copy of their <u>Federal Letter of Affirmative Action Plan Approval</u> | _____        |
|    | OR  |              |
| 2. | A photo copy of their <u>Certificate of Employee Information Report</u>         | _____        |
|    | OR  |              |
| 3. | A complete <u>Affirmative Action Employee Information Report (AA302)</u>        | <u>  X  </u> |

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

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

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

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

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

7-6-2020  
Date

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

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

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

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

**STATE OF NEW JERSEY**  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program

**EMPLOYEE INFORMATION REPORT**

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: [https://www.state.nj.us/treasury/contract\\_compliance/documents/pdf/forms/aa302ins.pdf](https://www.state.nj.us/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf)

**SECTION A - COMPANY IDENTIFICATION**

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input checked="" type="checkbox"/> 5. OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY  171	
4. COMPANY NAME MeTEOR Education				
5. STREET 690 NE 23rd Ave	CITY Gainesville	COUNTY Alachua	STATE FL	ZIP CODE 32609
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE None				
7. CHECK ONE: IS THE COMPANY: <input checked="" type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER				
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ				
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT				
10. PUBLIC AGENCY AWARDDING CONTRACT CITY COUNTY STATE ZIP CODE				

Official Use Only	DATE RECEIVED	INAG. DATE	ASSIGNED CERTIFICATION NUMBER

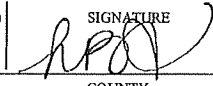
**SECTION B - EMPLOYMENT DATA**

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****				
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers	35	15	20	0	1	0	0	34					
Professionals	70	24	46	0	4	0	0	20	2	2	1	3	38
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers	34	14	20	1	0	0	0	33	0	1	0	1	18
Office & Clerical	28	7	21	0	0	0	0	7	3	0	0	1	17
Craftworkers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	4	4	0	2	1	0	0	1	0	0	0	0	0
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	171	64	107	3	6	0	0	95	5	3	1	5	73
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input checked="" type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)		14. IS THIS THE FIRST Employee Information Report Submitted?  1. YES <input type="checkbox"/> 2. NO <input checked="" type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED  MO. DAY YEAR 12 04 20
13. DATES OF PAYROLL PERIOD USED From: 6/15/20 To: 6/26/20			

**SECTION C - SIGNATURE AND IDENTIFICATION**

16. NAME OF PERSON COMPLETING FORM (Print or Type) Heather Bruton	SIGNATURE 	TITLE HR Coordinator	DATE MO DAY YEAR 06 25 20
17. ADDRESS NO. & STREET 690 NE 23rd Ave	CITY Gainesville	COUNTY Alachua	STATE FL
	ZIP CODE 32609	PHONE (AREA CODE, NO., EXTENSION) 800 - 699 - 7510	

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).

A handwritten signature in blue ink, appearing to read "James C. Hall", is written above a horizontal line.

Signature of Procurement Agent



**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 on the process is available in Local Finance Notice 2006-1 ([www.nj.gov/dca/lgs/lfnslfnmenu.shtml](http://www.nj.gov/dca/lgs/lfnslfnmenu.shtml)).

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 [www.nj.gov/dca/lgs/p2p](http://www.nj.gov/dca/lgs/p2p). They will be updated from time-to-time as necessary.
  - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts in each county. Districts that do not represent the public agency should be removed from the lists.**
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used "as-is", subject to edits as described herein.
  - e) The "Contractor Instructions" sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a "Stockholder Disclosure Certification." This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

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

2. any State, county, or municipal committee of a political party
3. any legislative leadership committee\*
4. any continuing political committee (a.k.a., political action committee)
5. any candidate committee of a candidate for, or holder of, an elective office:
  1. of the public entity awarding the contract
  2. of that county in which that public entity is located
  3. of another public entity within that county
  4. or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

6. 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
7. all principals, partners, officers, or directors of the business entity or their spouses
8. any subsidiaries directly or indirectly controlled by the business entity
9. 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.”

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**


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

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

**Part I – Vendor Information**

Vendor Name:	MeTEOR Education, LLC.		
Address:	690 NE 23rd Avenue		
City:	Gainesville	State:	Florida
Zip:	32609		

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

 \_\_\_\_\_  
Signature Printed Name Title  
James A. Land Secretary

**Part II – Contribution Disclosure**

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

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
N/A			\$

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



Page 2 of 2

**Vendor Name:**

[illegible]☐ 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: N/A

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

## Name of Business:

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

OR

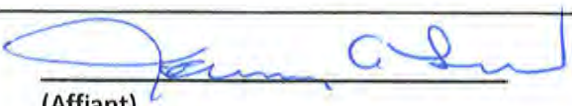

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

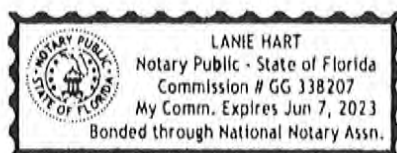
## Check the box that represents the type of business organization:

☐ Partnership☐ Sole Proprietorship☐ Limited Liability Partnership☐ Corporation☐ Limited Partnership☒ Limited Liability Corporation☐ Subchapter S Corporation

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

## Stockholders:

Name: SMC Contrax Holdings, LLC.	Name: N/A
Home Address: 555 Pleasantville Rd., Ste. 220 Briarcliff Manor, NY 10510	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this <u>6th</u> day of <u>July</u> , 2020	 (Affiant)
(Notary Public) 	James A. Land, Secretary (Print name & title of affiant)
My Commission expires: June 7, 2023	(Corporate Seal)



**DOC #17 GENERAL TERMS & CONDITIONS ACCEPTANCE FORM**

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

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

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

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

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

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

## **ATTACHMENTS**

ATTACHMENT A: Equalis Group Exhibits

ATTACHMENT B: Pricing

ATTACHMENT C: State Notice

## **ATTACHMENT A: Requirements for Lead Agency Agreement To be administered by Equalis Group**

The following exhibits are used in evaluating and administering Lead Agency Agreements and are preferred by Equalis Group. Redlined copies of the exhibits should not be submitted with the response. Should a respondent be recommended for award, these exhibits will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response and submit this page only.**

- ☒ Respondent agrees to all terms and conditions outlined in each of the following exhibits
  - ☐ Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in each of the following exhibits. Negotiations will commence after sealed bids are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.
- 
- Equalis Group Exhibit A – EQUALIS GROUP RESPONSE FOR LEAD AGENCY AGREEMENT
  - Equalis Group Exhibit B – EQUALIS GROUP ADMINISTRATION AGREEMENT
  - Equalis Group Exhibit C – EQUALIS GROUP MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT
  - Equalis Group Exhibit D – EQUALIS GROUP CONTRACT SALES REPORTING TEMPLATE  
Equalis Group