

REQUEST FOR PROPOSAL #R10-1176 FOR: FURNITURE AND STORAGE RELATED PRODUCTS AND SERVICES

March 7, 2025

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Proposal Form Checklist

The following documents must be submitted with the Proposal

The below documents can be found in Section 2; Proposal Submission and Required Bid Forms and must be submitted with the proposal. Please note Proposal Form 1 is a separate attachment (attachment B).

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



PROPOSAL FORM 1: ATTACHMENT B - PRICING

QUESTIONNAIRE & EVALUATION CRITERIA:



PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA

OTHER REQUIRED PROPOSAL FORMS:



PROPOSAL FORM 3: CERTIFICATIONS AND LICENSES



PROPOSAL FORM 4: CLEAN AIR AND WATER ACT



PROPOSAL FORM 5: DEBARMENT NOTICE



PROPOSAL FORM 6: LOBBYING CERTIFICATION



PROPOSAL FORM 7: CONTRACTOR CERTIFICATION REQUIREMENTS



PROPOSAL FORM 8: ANTITRUST CERTIFICATION STATEMENTS



PROPOSAL FORM 9: IMPLEMENTATION OF HOUSE BILL 1295



PROPOSAL FORM 10: BOYCOTT CERTIFICATION AND FOREIGN ENTITIES CERTIFICATION



PROPOSAL FORM 11: RESIDENT CERTIFICATION



PROPOSAL FORM 12: FEDERAL FUNDS CERTIFICATION FORM



PROPOSAL FORM 13: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS



PROPOSAL FORM 14: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)



PROPOSAL FORM 15: NON-COLLUSION AFFIDAVIT



PROPOSAL FORM 16: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)



PROPOSAL FORM 17: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM



PROPOSAL FORM 18: STOCKHOLDER DISCLOSURE CERTIFICATION



PROPOSAL FORM 19: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM



PROPOSAL FORM 20: EQUALIS GROUP ADMINISTRATION AGREEMENT



PROPOSAL FORM 21: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE



PROPOSAL FORM 22: VENDOR CONTRACT AND SIGNATURE FORM

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PROPOSAL FORM 1: ATTACHMENT B – PRICING

Pricing should be entered in the attachment B Excel form provided in this RFP packet. Please reference Section 1, Part B, Instructions to Proposers, for more information on how to complete pricing.

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PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA

Instructions:

Respondents should incorporate their questionnaire responses directly into the green cells below. Failure to provide responses in this format may result in the proposal being deemed as non-responsive at the sole discretion of Region 10.

Respondents may incorporate additional documents as part of their response which may be utilized by Region 10 as part of the evaluation. Additional documents must be consolidated as part of this Section 2 at the end of your response. **Vendor responses are strictly limited to 100 total pages (not including Attachment B – Pricing Excel pricesheet).** Vendors who submit more than 30 additional pages may result in the proposal being deemed non-responsive at the sole discretion of Region 10.

Region 10 has associated the evaluation criteria with the question that most closely aligns with that respective evaluation criteria. Region 10 reserves the right at its sole discretion to base its evaluation and specific evaluation criteria on any part of the respondent's proposal.

Evaluation Criteria	Question	Answer
Basic Information		
Required information for notification of RFP results	<i>What is your company's official registered name?</i>	Alumni Educational Solutions (trade name for our business name GPS Products Inc., also dba Alumni Classroom Furniture Inc.)
	<i>What is the mailing address of your company's headquarters?</i>	210 Regina Street, Waterloo, Ontario, Canada, N2J 3B6
	<i>Who is the main contact for any questions and notifications concerning this RFP response, including notification of award? Provide name, title, email address, and phone number.</i>	Joseph Campos - Relationship Support Manager email: contracts@alumnicef.com or jcampos@alumnicef.com phone number: 1 (833) 939-9300 ext. 509
Products/Pricing (30 Points)		
Coverage of products and services	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Ability of offered products and services to meet the needs requested in the scope	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Competitive pricing for all available products and services, including warranties if applicable	<i>Does pricing submitted include the required administrative fee?</i>	Yes.
	<i>Please provide your proposed administrative fee percentage or structure.</i>	Yes. We will propose a 2% administrative fee, as provided and agreed upon in the previous agreement with Region 10 - Equalis.
	<i>The administrative fee is normally calculated as a percentage of the total</i>	

	<i>Spend for agencies accessing product and services through the Master Agreement and is typically between two percent (2%) to three percent (3%). In some categories, a flat fee or another fee structure may be acceptable.</i>	
	<i>Do you offer any other promotions or incentives for customers? If yes, please describe.</i>	Yes. Through our network of Authorized Dealers, we recommend that our customers register projects of a large scale and scope (new builds and renovations) where Alumni Educational Solutions (“Alumni”) will work with all parties to determine if Alumni and/or the dealer can provide additional cost savings. Alumni also has created a Quick Ship program where a set of our most popular classroom furniture is available to our dealer network within seven business days, at a great value, to accommodate our customers with emergency requirements for unexpected classroom furniture. We also carry some of our other most popular items in our Large Stock program, and we will be able to maintain a running inventory of these items with a delivery turnaround of 30 days. The items described in either program have a limited selection of colors, patterns, sizes, configurations, and styles. However, we use sales analysis and customer feedback to determine the best customer offering.
Ability of Customers to verify that they received contract pricing	<i>Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections, including shipping, installation, and other peripheral costs/fees?</i>	Yes, all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections, including shipping, installation, and other peripheral costs/fees
Payment methods	<i>Define your invoicing process and methods of payments you will accept. Please include the overall process for agencies to make payments</i>	As with our previous contract with Equalis, we are a manufacturer bidding directly using dealers who accept orders, invoices, and payments from Equalis members (end-use clients). We will note these payment terms in the exceptions/deviations portion of the bid submission. Methods of payment for Equalis members to utilize are to be determined by the Authorized Dealer they choose to partner with. Typically, most of the companies in our dealer network accept cash, cheque, credit card, and/or EFT. Alumni only accepts cheque and EFT.
Other factors relevant to this section as submitted by the Respondent	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Performance Capability (25 Points)		
Product and service features and capabilities	<i>Please provide a high-level overview of the products and services being offered and how they address the scope being requested herein.</i>	Not only does Alumni provide high-quality products at competitive prices, but our products are sturdy (backed by an industry-leading 15-year Limited Warranty). We manufacture a variety of classroom and educational furniture - desks, chairs, tables, workstations, teacher's desks, storage, casework, and soft seating. - that address traditional, collaborative, modern, and specialized educational learning styles and environments.
	<i>Outline how your products and services compare to those of your competitors.</i>	As mentioned above, Alumni provides value in having competitively priced, high-quality products robust for the current variety of learning environments. However, we believe we differ from our competitors by delivering "value-add" via our experienced sales team that not only has grown and continues to grow but also works throughout our ever-growing sales

		territories to build relationships from the school level to designers/architects and project managers and will work with the members and Alumni's authorized dealers to outfit the institution with suitable furniture within the available budget. We also have an experienced internal support team - accounting, logistics, design, customer service, claims, orders, contract management, and executive - to provide best-in-class support to our sales team, dealers, and especially our partners at Equalis and their membership.
	<i>Describe any customization capabilities offered for standard product lines.</i>	As the manufacturer, we can customize our products to meet our end users' requirements and standards. Our only limit to customization is that it is not only financially viable for us to produce the customized product but will also meet our own safety and structural standards. Alumni also needs to ensure that the integrity of our brand image is maintained and avoid any intellectual property issues. Any new methods of production or designs stemming from any customization of our products are wholly the exclusive intellectual property of Alumni Educational Solutions. We will set out a maximum charge for any customization or customized Alumni product in the pricing portion of the prop
	<i>Outline your digital design and visualization capabilities including digital rendering options.</i>	Alumni have an experienced and talented design team that can provide digital renderings and images for all our products in various industry-standard formats. We can render possible classroom configurations to provide a clear visual for the client. Some of our dealer partners may have their design teams, and we work closely with them to provide the best visual outcome to the customer.
	<i>List the number and location of offices or service centers for all states being proposed in solicitation. Additionally, if your company does not offer all products and services in all 50 states, please describe any geographical limitations on any product or service offered.</i>	We have two locations in North America, one in Temple, Texas, and one in Waterloo, Ontario, Canada. Our head office and warehouse/distribution center are in Waterloo, and the primary distribution center, warehousing, and showroom are in Temple. We service not only Canada but all 50 states. The pricing will reflect that delivery and installation are inclusive within the 48 contiguous states. However, freight and installation for Hawaii and Alaska are to be noted as separate line items for any quotes and/or orders.
	<i>Outline any value-added capabilities not already addressed.</i>	As a manufacturer that sells to the end user via an authorized reseller, we have grown across North America by building a vast network of dealers with whom we have fostered successful partnerships. Also, as the manufacturer, we have a product development and engineering team continually working on new product lines and innovations within existing product lines, like our new Strive Casework line or our new Savvy stacking chair.
Customer implementation and project management	<i>Outline project management methodologies from initial assessment to final installation.</i>	The combination of local authorized dealers and support from Alumni will provide a wealth of knowledge to assist the member from the initial assessment, quoting, ordering, delivery, and installation stages. The member can easily determine how far their budget will take them by offering a discount off MSRP with freight and installation included. Our product offerings have many options to choose from to meet the needs of each budget and style. A wide range of standard colors/patterns for tops, frames, and chair shells are available for each item. Again, we can work with the dealer and the client on special requests/customizations.
	<i>Outline what ongoing training and consulting support is available to customers.</i>	Our customers will not only receive any support or necessary training on our products through our dealer network. Still, they can contact Alumni Educational Solutions directly by contacting their assigned Alumni sales representative (Educational Solutions Manager - ESM) or our customer service team (Customer Success Managers). We also have a new website with a growing number of support documents and the ability for users to create accounts to

		connect to Alumni directly. Our ESMs continually work with our dealer partners with updated training and product information to make them support experts to our customers.
Maintenance services and staff qualifications	<i>Outline your preventative maintenance program for the offered products and services.</i>	Products sold by Alumni Educational Solutions do not have an extensive maintenance regimen as they are classroom furniture and do not have complex components, machinery, or electronics. However, we can provide cleaning and maintenance guidelines to our customers and have trained our network of dealers on what to advise the customer to get the best lifespan out of our products.
	<i>Identify certifications and qualifications required by installation and maintenance staff.</i>	There are no specific certifications or qualifications required by installation and maintenance staff for our products other than being reasonably proficient with furniture assembly and cleaning protocols.
	<i>Outline any warranty programs offered including term length and coverage details.</i>	We have attached a copy of our limited lifetime warranty document to this proposal
Integration with other platforms	<i>Outline any online ordering system applications and integration capabilities with existing systems.</i>	We currently do not have an online ordering system for our end users as we sell our products to the customer via our dealer network. Various dealers we work with may have online ordering and may be a consideration to the Equalis member. As we upgrade our internal data information systems and continue to develop our new website, we may look at further integration of online ordering and digital catalogs that our dealers use.
Quality control and compliance	<i>Identify relative quality control processes in place including material selection, testing protocols, and compliance with industry standards.</i>	Alumni has implemented a Safe Materials Testing Program (SMTP) to ensure that all materials used meet or exceed Federal Regulations. We also test our products to ensure they meet ASTM, NEMA, ANSI BIFMA and Fed Spec Standards. Alumni uses internationally renowned testing labs to ensure product safety and quality. Alumni Educational Solutions complies with the Consumer Product Safety Improvement Act 2008 testing requirements. As mentioned, we have a product development and engineering team that closely monitors product quality and inspects each order shipped, as well as our distribution and warehousing teams.
	<i>Identify measures taken to stay current with technological advancements and integration into product lines.</i>	Alumni stays current with new technological advancements and integration by having first-class design, engineering, and product development teams who work with each other daily. Also, we keep up-to-date through our networking at trade shows and seminars. However, our work with dealers and customers is the best source of ideas. We actively listen to their wants, needs, and pain points on educational furniture and the overall learning environment, including our products. Also, by not shying away from opportunities to customize our products or develop new products with our customers, which some of our competitors do shy away from, we find potentially new configurations and products that we can sell to a broader customer base.
	<i>Outline all applicable product certifications currently held such as BIFMA or ADA.</i>	Our products meet or exceed ANSI BIFMA standards, and we work very hard to ensure that applicable furniture meets ADA standards. For example, we have ensured that our tables and desks offer ADA height options. We are Greenguard Certified.
	<i>Describe initiatives in place to address environmental impact measures such as product recycling, refurbishment, and disposal at end of life.</i>	As noted, Alumni has Greenguard Certification, and we continually strive to be a leader in providing environmentally sound products to our customers. Greenguard is an elite program that is one of the only internationally recognized programs that evaluates the emissions that come from classroom furniture. As a responsible member of the business community, our ambition is to work towards easing the impact that manufacturing has on our environment. Our ongoing efforts drive us towards sustainability as we are committed to leaving the environment better than we found - Reduce, Reuse, Recycle. Alumni applies a concentrated

		<p>effort to the three R's within our production, packaging and shipment process. The result of our motivation is having a cleaner environment that produces less waste and uses as many recyclable materials as possible. Becoming more sustainable and reducing waste, when possible, makes us more cost-effective in our production processes, and those savings are passed on to the consumer.</p>
Customer service/problem resolution	<p><i>Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).</i></p>	<p>Our office hours are from 8 am to 4:30 pm EST. Our Customer Success Team answers questions and troubleshoots with the customer within these hours through our toll-free number or email (1-833-939-9300 or customerexperience@alumnif.com). Our Manager of Customer Experience, Wendy Pedro, is also available to handle any necessary escalations and facilitate support from other Alumni departments. The relevant sales representative holds the same business hours as our customer service team within their time zone. Most sales representatives are available after business hours and monitor their messages for emergencies. If required, at the discretion of the sales team and/or customer service, they can access the senior management team for more serious escalation matters. Response time is typically within 4 to 24 hours for standard requests. Alumni observes statutory holidays in both the United States and Canada. The offices will be closed on those days, and we will provide appropriate notice to our partners and customers. Our messaging will reiterate the closure details.</p>
Financial condition of vendor	<p><i>Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit & bond ratings, letters of credit, and detailed reference letters</i></p>	<p>Alumni Educational Solutions is debt-free and has access to substantial capital and robust liquidity. We do not issue SEC filings or public financial statements/reports, as we are a privately held company. We do not release financial details as they are confidential, and our competitors can use their public access. We only release these details via formal request and secure transmission. If necessary, Equalis can reach out to Alumni through me to make such a request after receipt of this proposal and during its deliberation. We appreciate your understanding in this matter.</p>
	<p><i>What was your annual sales volume over last three (3) years?</i></p>	<p>As Alumni Educational Solutions is a privately held company, although we do not publish financials numbers, we can confirm:</p> <ul style="list-style-type: none"> • 2022 – exceeded \$35 million USD annually • 2023 – exceeded \$45 million USD annually • 2022 – exceeded \$50 million USD annually
History of meeting products and services deadlines	<p><i>Outline the process timeline for product pickup, delivery and any other applicable capabilities not already addressed.</i></p>	<p>Regarding non-stock, made-to-spec orders have an approximate lead time of 80 days from receipt of that order. Our sales team works with the dealer and the client to determine when the purchase order needs to be submitted to achieve the desired delivery and installation dates, advising the parties of any factors that may affect those dates. Once received, we will work with our dealer partner to provide an order confirmation within typically 24 hours, barring any missing information or follow-up required. Alumni will be proactive in detailing any possible delays or if we are ahead of schedule with delivery so we can adjust delivery dates and times accordingly. Our dealers will work in more detail concerning the installation timeline and requirements. We are in constant communication with the dealer and are available for updates during the ordering process. I will provide more details regarding ordering with a copy of our terms and conditions. We, along with our authorized dealers, will assist the members with any questions, pricing, and any other additional information to see an order through from beginning to end. We enter all orders from the dealers into our ERP</p>

		system, allowing us to check the status, update contacts, or ship information if needed. An Equalis/Region 10 pricing document will be available to our dealers, who will work with the relevant Alumni sales representative to provide a quote that ensures the Equalis pricing and discounting are met..
Other factors relevant to this section as submitted by the Respondent	<i>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</i>	Regarding management reports, i.e., consolidated billing by location, time and attendance reports, etc., for each eligible agency, those details would fall under the purview of the selected authorized dealer and reseller. However, we will work with our dealer partner to provide any necessary information from our end to ensure those management reports are accurate and timely.
	<i>Provide your safety record, safety rating, EMR and worker's compensation rate where available.</i>	As Alumni subcontracts the installation component of the order to our dealer partner, details regarding safety records, safety ratings, EMRs, and worker's compensation rates, we would recommend that Equalis and/or their members contact our approved dealers for those details before placing an order, or we can work with Equalis in obtaining that information during the deliberation or after the awarding of the contract, and ensure that only a list of authorized and approved dealers are provided to the Equalis membership. Our extensive experience has shown us that we have not had any issues with our dealers and installation requirements or certifications.
Qualification and Experience (25 Points)		
Respondent reputation in the marketplace	<i>Provide a link to your company's website</i>	www.alumnieducationalsolutions.com
	<i>Please provide a brief history of your company, including the year it was established.</i>	Alumni is a premier classroom furniture manufacturer that has been on a mission to create classroom environments that provide the best learning opportunities possible, leaving no child behind since 2007. When Alumni started, it was a team of five employees, growing to our team of approximately 75 employees, constantly expanding its product offerings, working with our partners, creating a national dealer network, and supplying new products to schools across America. For over 15 years, we have partnered with our clients to develop innovative classroom environments that allow adaptability to the ever-changing ways of learning and will enable each student to excel. Through industry experience, product advantages, design expertise, customer understanding, service feedback, and contemporary research, Alumni provides the solutions to eliminate learning barriers that challenge students and teachers in the modern classroom environment.
Past relationship with Region 10 ESC and/or Region 10 ESC members	<i>Have you worked with Region 10 in the past? If so, provide the timeframe and main contact for that work?</i>	Alumni Educational Solutions and Region 10 have worked as partners since September 1, 2020, and continue to this day, and we hope that the successful partnership continues. As Relationship Support Manager, I have worked primarily with Richard Gyure and Ryan Mansueto, along with Stephanie Harris and the rest of the fine team at Equalis.
Experience and qualification of key employees	<i>Please provide contact information and resumes for the person(s) who will be responsible for the following areas. Region 10 requests contacts to cover the following:</i> * Executive Support * Account Manager * Contract Manager * Marketing * Billing, reporting & Accounts Payable	Executive Support (Escalation): Lou Sicoli, Vice President of Internal Operations Phone #: 1 (833) 939-9300 extension 235 Email: lsicoli@alumnincf.com Account, Contract Manager and Reporting: Joseph Campos, Relationship Support Manager Phone #: 1 (833) 939-9300 extension 509 Email: jcampos@alumnincf.com Marketing:

		<p>Bryan Shark, Vice President of Sales Phone #: (231) 620-3450 Email: bshark@alumnicef.com Billing and Accounts Payable: Laura Blake, Account Manager Phone #: 1 (833) 939-9300 extension 509 Email: lblake@alumnicef.com</p>
Past experience working with the public sector	<p><i>What are your overall public sector sales, excluding Federal Government, for last three (3) years?</i></p>	<p>In the past 3 years, most of our sales have been with the public sector as we sell to public schools in K-12 school districts across the United States and Canada. We do sell to higher education institutions and charter and private schools. Over 50% of those sales are in the public sector, excluding the Federal Government.</p>
	<p><i>What is your strategy to increase market share in the public sector?</i></p>	<p>The strategy that we have used to grow market share and continue to grow market share is to be continually innovative in the classroom and educational furniture sector and listen to feedback from our dealers and clients. We constantly invest in staff with the skills, experience, and knowledge in their respective roles, especially our sales force, as we have now included a National Sales Director and a Director of Sales for our southeastern US region to work with our Educational Solutions Managers (ESMs). We moved into a newly renovated distribution center/warehouse in Temple, Texas, to accommodate more products and shipments of those products. We are constantly networking to obtain new dealers to partner with and continuing to work closely with our existing dealers to ensure those relationships. We are promoting cooperative buying agreements, like Equalis, to leverage the ease of purchase for our end-users. In short, we ensure that we are present for our customers, dealers, and staff, and we work diligently to provide as much support as possible for success. Our sales staff and internal teams constantly connect with our dealers and clients to give any support, from answering a simple product question to an order status update to attending a sales conference.</p>
Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors	<p><i>Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.</i></p>	<p>The only instance of litigation was an intellectual property dispute with a competitor in 2023, where both parties resolved amicably outside of the trial setting.</p>
Minimum of 5 public sector customer references relating to the products and services within this RFP	<p><i>Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the entity; contact name & title; city & state; phone number; years serviced; description of services; and annual volume</i></p>	<ol style="list-style-type: none"> 1. Tim Holt, Project Manager Bond Procurement, Dallas ISD-Construction Services, 9400 North Central Expressway, Suite 800, Dallas, TX 75231, Direct: 972-925-7209, tiholt@dallasisd.org – multiyear program for furnishing new schools, over \$100,000.00 annually; 2. Gerald McCall, Construction Buyer, Spring Branch ISD, 955 Campbell Road, Houston, Texas 77024 , Direct: 713-251-1015, Office: 713.464.1511, Gerald.McCall@springbranchisd.com, - multiyear project over several years for new school, over \$100,000.00 annually; 3. Bill Waide, Director of Government Sales, and Education Sales, Virginia Beach City Public Schools via Forms & Supply, Inc., 911 Live Oak Dr. Suite 102, Chesapeake, VA 23320-2500, Ph: 800-845-2013 ext. 2511 Ph: 757-828-5717, bill.waide@fsioffice.com - desk and chair refresh for the school district, 3-year project, over \$100,000.00 annually; 4. Peg Monahan, Educational Facilities Planner, School District of Philadelphia, Office of Capital Programs, 440 N. Broad Street, 3rd Fl. Suite 371, Philadelphia, PA 19130, (215)

		400-6063,mmonahan@philasd.org – multiyear project to refresh a variety of tables, chairs and desks, over \$100,000 annually. 5. Holly Cloud, Purchasing Project Manager, McKinney ISD, 1 Duvall St., McKinney, TX 75069; Phone 469-302-4013, hcloud@mckinneyisd.net, 2 new schools (1 elementary and 1 middle school) tables, chairs and desks provided, over \$100,000 this year.
Company profile and capabilities	<i>Do you plan to sell to customers directly, use resellers or subcontractors, or a combination of both? If you intend to use resellers and/or subcontractors, describe your process for ensuring that resellers and subcontractors comply with the pricing and terms of the contract.</i>	As stated earlier in the proposal document, we plan to sell through our resellers to Equalis members. Our ESMs will be working hand-in-hand when quoting on potential opportunities to the client so they ensure that the correct pricing, discounts, and terms are applied. Along with a copy of the Equalis contract pricing guide, the ESMs will provide each dealer with educational material, like a one-sheet document highlighting all the necessary information when quoting or placing an order using the Equalis contract, and give any tutorials as required. As the contract administrator, I will support by monitoring and auditing pricing through the reporting process and when orders come through to Alumni. I will also educate ESMs and our dealer partners.
Exhibited understanding of cooperative purchasing	No answer is required. Region 10 will utilize your overall response to this questionnaire to make this determination. Previous experience with cooperatives is not necessary to score well for this criterion.	
Other factors relevant to this section as submitted by the Respondent	<i>If your company is a privately held organization, please indicate if the company is owned or operated by anyone who has been convicted of a felony. If yes, a detailed explanation of the names and conviction is required.</i>	No.
	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. These will be provided in the space provided in Form 3. No answer is required here.	
HUB Status and Outreach (10 Points)		
HUB (Historically Underutilized Business) status, subcontractor plan, and/or joint venture program	<i>Please indicate whether you hold any Historically Underutilized Business certifications, including, but not limited to MBE, WBE, SBE, DBE, DVBE, VOB, VOSB, HUB, or HUBZone.</i>	No.
	<i>Do you currently have a HUB program in place, such as a Mentor Protégé Program or subcontractor program? If you have a HUB program, please describe it and indicate whether you plan to offer your program or partnership through Equalis Group?</i>	No.
	Please attach any certifications you have as part of your response to Form 3.	
Good faith efforts to involve HUB subcontractors in response	<i>Did your company contact HUBs or minority chambers of commerce or similar HUB organizations by telephone, written correspondence, or trade associations at least one week before the due date of this</i>	No.

	<i>RFP to provide information relevant to this opportunity and to determine whether any HUBs were interested in subcontracting and/or joint ventures?</i>	
Demonstrated ongoing HUB program	<i>Outline your subcontractor strategy and efforts your organization takes to include HUB subcontractors in future work, including but not limited to efforts to reach out to individual HUB businesses, minority chambers of commerce, and other HUB business and trade associations.</i>	Alumni does not have a specific program to include HUB businesses, minority chambers of commerce, or other HUB associations. However, our corporate philosophy is to encourage and instill in our staff to be inclusive and work with various dealers and organizations, including HUB and minority-owned businesses, as they provide new opportunities and information to position better our business strategy to be in every classroom in America. Our philosophy is to build partnerships and relationships with our clients, and we do not exclude any particular group to achieve that goal.
Commitment to Service Equalis Group Members (10 Points)		
Marketing plan, capability, and commitment	<i>Detail how your organization plans to market and promote this contract upon award, including how this contract will fit into your organization's current go-to-market strategy in the public sector.</i>	Our marketing strategy to promote the Equalis-Region 10 contract in the first 30 to 90 days of the award is that we notify (via a directed email campaign and through our website) our dealer network that we have renewed our contract with Equalis partners and to communicate with their respective Educational Solutions Manager for more details or contact us directly. We also ensure we provide any branding support to Equalis through our marketing and design teams and those working with Equalis. Alumni would also set up training sessions for our ESMs to become knowledgeable about the new Equalis contract, provide marketing materials to educate their customers and provide follow-up on our email notification campaign. Our senior sales management team would also participate. Alumni would provide supplemental sessions to our internal teams, like customer service. We hope to work with Equalis on co-branded marketing campaigns and be invited to attend any Equalis-sponsored/supported events.
	<i>Detail how your organization will train your sales force and customer service representatives on this contract to ensure that they can competently and consistently present the contract to public agency customers and answer any questions they might have concerning it.</i>	Alumni will educate our sales and customer experience teams on the contract and how we need to approach our dealer base and the consumer. We will do this in two separate meetings. The first would be our external sales meeting and the second with our internal customer service team. We plan to hold at least one annual sales meeting to review the contract with questions and updates. Any new salesperson hired will have training on the contract. We are working to promote cooperative agreements on our new corporate website, including Equalis. On our internal website, we will have documentation that is easy to access by sales and customer services team members that can promote and advertise Equalis with our dealers and customer base, and educational documents to assist in learning the contract details.
	<i>Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and Equalis Group and agrees to provide permission for reproduction of such logo in marketing communications and promotions</i>	Yes, we agree
Ability to manage a cooperative contract	<i>Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.</i>	I will coordinate monthly sales reporting by implementing a new reporting system on our internal website by the end of this month, where all relevant parties, including myself, sales staff, and the orders team, can participate. We have added another team member to our orders team, and I want to grow my team and have support in reporting. We want to

		integrate both aspects seamlessly with the implementation of a new CRM/ERP system in the next 18 months.
	<i>Define the specific, step-by-step process for your sales and/or quote generation team to tie a quote, proposal, invoice, and/or purchase order to the Equalis cooperative contract in you Customer Relationship Management (“CRM”), sales system, or Enterprise Resource Planning (“ERP”) system. Include any individuals and/or teams involved in this process.</i>	In working with our dealer partners and the end user, our sales staff will educate them that all finalized orders, quotations, and invoices need to include the contract's name and the contract number for it to be considered an Equalis contract order. Any dealer we approve as an authorized dealer to sell using the Equalis contract must agree to abide by these stipulations to ensure accurate reporting and work with them to adhere to these requirements not to be removed as an authorized dealer on the Alumni-held Equalis contract. We will also do internal random audits to ensure staff adherence. Our new CRM/ERP system will include mandatory fields to provide reporting on all levels..
	<i>Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:</i>	We are currently part of TIPS, PEPPM, CMAS, NY State, NC State, MHEC/MSBA, State of CT, CLC, SC State, Buy Board, PA CoStars , ED Data NY, ED Data NJ, ESCNJ, KCDA and the current iteration of Region 10 Equalis.
Commitment to supporting agencies to utilize the contract	<i>If awarded a contract, how would you approach agencies in regards to this contract? Please indicate how this would work for both new customers to your organization, as well as existing.</i>	Again, with any agencies, we may partner with, we would use the same marketing strategy and provide a "welcome package" outlining our partnership and contract with Region 10-Equalis and how to leverage it to grow sales. We also have a National Sales Manager who will work with the regional sales staff to implement effective strategies
Other factors relevant to this section as submitted by the Respondent	<i>Provide the number of sales representatives which will work on this contract and where the sales representatives are located.</i>	<ol style="list-style-type: none"> 1. Robert Zimmer - Washington, Oregon, Idaho, Montana, Alaska. 2. Theresa Perry - Northern California and Nevada 3. Tobias Brown - Southern California and Nevada 4. Jessica Armijo – New Mexico and Arizona 5. Shelly Johnson - Texas and Oklahoma 6. Tanner Johnson - Louisiana and Mississippi, as well as supporting Shelly Johnson in Texas 7. Sherry Snead – Utah, Colorado and Wyoming 8. Marcia Selinger – Iowa, Kansas, Nebraska, and Missouri 9. Jeff Beadle - Michigan, Ohio, and Indiana 10. Todd Graf – Minnesota, North and South Dakota, and Wisconsin 11. Patrick Brown – Pennsylvania, Maryland, Delaware, Washington D.C., Virginia, and West Virginia 12. Ronni Jarvis – New York, New Jersey, Massachusetts, Connecticut, Rhode Island, New Hampshire, Maine, Vermont 13. Craig Johnson – Kentucky and Tennessee 14. Angela Connelly – North and South Carolina 15. Kim Michado – Florida and Georgia 16. Eric Rickford – Canada and as Business Development Manager will support in unclaimed regions in the United States 17. Steven Leandros – Sales Director overseeing the southeast Region of the US, primarily and supporting 18. Dan Carl – a National Accounts – Business Development Manager 19. Bryan Shark- Vice President of Sales

PROPOSAL FORM 3: CERTIFICATIONS AND LICENSES

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to 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.

GREENGUARD ENVIRONMENTAL INSTITUTE

CONGRATULATES

Alumni Classroom Furniture

FOR ACHIEVING GREENGUARD CERTIFICATION
FOR LOW EMITTING PRODUCTS AND MATERIALS
UNDER THE STANDARDS OF THE INSTITUTE.



February 5, 2010

CERTIFICATION DATE

90255

CERTIFICATION NUMBER

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

EXECUTIVE OFFICER

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-MAY-2023 to 15-MAY-2026

ALUMNI CLASSROOM FURNITURE INC
210 REGINA ST N
WATERLOO ON



Elizabeth Maher Muoio

ELIZABETH MAHER MUOIO
State Treasurer



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT

ELIZABETH MAHER MUQIO
Acting State Treasurer

SHEILA Y. OLIVER
Lt. Governor

EEO MONITORING PROGRAM
33 WEST STATE STREET
P. O. BOX 206
TRENTON, NEW JERSEY 08625-0206

AMY F. DAVIS
Acting Director

ISSUANCE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Enclosed is your Certificate of Employee information Report (hereinafter referred to as the "Certificate" and issued based on the Employee Information Report (AA-302) form completed by a representative of your company or firm. Immediately upon receipt, this certificate should be forwarded to the person in your company or firm responsible for ensuring equal employment opportunity and/or overseeing the company or firm's contracts with public agencies. Typically, this person may be your company or firm's Human Resources Manager, Equal Employment Opportunity Officer or Contract Administrator. If you do not know to whom the certificate should be forward, kindly forward it to the head of your company or firm. Copies of the certificate should also be distributed to all facilities of your company or firm who engage in bidding on public contracts in New Jersey and who use the same federal identification number and company name. The certificate should be retained in your records until the date it expires. This is very important since a request for a duplicate/replacement certificate will result in a \$75.00 fee.

On future successful bids on public contracts, your company or firm must present a photocopy of the certificate to the public agency awarding the contract after notification of the award but prior to execution of a goods and services or professional services contract. Failure to present the certificate within the time limits prescribed may result in the awarded contract being rescinded in accordance with N.J.A.C. 17:27-4.3b.

Please be advised that this certificate has been approved only for the time periods stated on the certificate. As early as ninety (90) days prior to its expiration, the Division will forward a renewal notification. To expedite the process, all vendors are encouraged to complete and file renewal documents electronically on our new online system at www.state.nj.us/treasury/contract_compliance. Upon the Division's receipt of a properly completed renewal application and \$150.00 application fee, it will issue a renewal certificate. In addition, representatives from the Division may conduct periodic visits and/or request additional information to monitor and evaluate the continued equal employment opportunity compliance of your company or firm. Moreover, the Division may provide your company or firm with technical assistance, as required. Please be sure to notify the Division immediately if your company's federal identification number, name or address changes.

If you have any questions, please call (609) 292-5473 and a representative will be available to assist you.

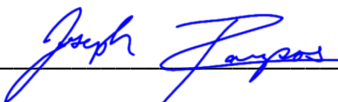
PROPOSAL FORM 4: CLEAN AIR WATER ACT

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: Alumni Educational Solutions

Title of Authorized Representative: Joseph Campos - Relationship Support Manager

Mailing Address: 210 Regina Street North, Waterloo, Ontario, Canada, N2J 3B6

Signature: 

PROPOSAL FORM 5: 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: Alumni Educational Solutions

Title of Authorized Representative: Joseph Campos - Relationship Support Manager

Mailing Address: 210 Regina Street North, Waterloo, Ontario, Canada, N2J 3B6

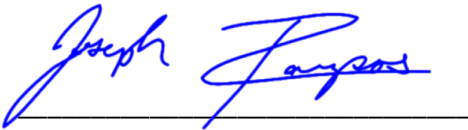
Signature: 

PROPOSAL FORM 6: 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

April 9th, 2025

Date

PROPOSAL FORM 7: 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.

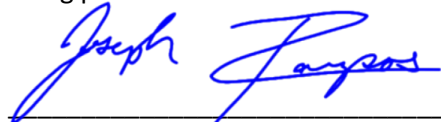
Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

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.



Signature of Respondent

April 9th, 2025

Date

PROPOSAL FORM 8: 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 Alumni Educational Solutions

ADDRESS 210 Regina Street North

Waterloo, Ontario, Canada

N2J 3B6

PHONE 1 (833) 939-9300 ext. 509

FAX 519-883-9395

RESPONDANT


Signature

Joseph Campos
Printed Name

Relationship Support Manager
Position with Company

AUTHORIZING OFFICIAL


Signature

Lou Sicoli
Printed Name

Vice President, Internal Operations
Position with Company

PROPOSAL FORM 9: IMPLEMENTATION OF HOUSE BILL 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

PROPOSAL FORM 10: BOYCOTT CERTIFICATION AND RELATIONSHIPS WITH FOREIGN ENTITIES CERTIFICATION

BOYCOTT CERTIFICATION

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

Does vendor agree? JC
(Initials of Authorized Representative)

Respondent must certify that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. Respondent must also certify that it does not boycott energy companies; and will not boycott energy companies during the term of the contract.

Does vendor agree? JC
(Initials of Authorized Representative)

RELATIONSHIPS WITH FOREIGN ENTITIES CERTIFICATION

In accordance with the Texas Government Code, §§2252.152–2252.154, a contractor must certify that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, the government of Iran, the government of Sudan, or a foreign organization designated as a foreign terrorist organization by the U.S. Secretary of State.

In accordance with the Texas Government Code, Chapter 2275, a governmental entity cannot enter into a contract or other agreement relating to critical infrastructure in Texas with a company that is owned or controlled by individuals, any company, or headquartered in China, Iran, North Korea, Russia, or a designated country, even if company is publicly traded. "Critical infrastructure" means a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility. "Cybersecurity" means the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access.

Does vendor agree? JC
(Initials of Authorized Representative)

PROPOSAL FORM 11: 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.)

Alumni Educational Solutions	210 Regina Street North
Company Name	Address

Waterloo, Ontario, Canada		N2J 3B6
City	State	Zip

PROPOSAL FORM 12: FEDERAL FUNDS CERTIFICATION FORM

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? _____

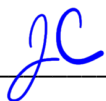
(Initials of Authorized Representative)

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? _____



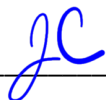
(Initials of Authorized Representative)

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. 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? JC
(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? JC
(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? JC
(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? JC

(Initials of Authorized Representative)

8. Debarment and Suspension:

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

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? jc

(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? jc

(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? JC
(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? JC
(Initials of Authorized Representative)

12. Domestic Preference

Vendor must be prepared to provide a comprehensive list of the number of goods, products, and/or materials (including but not limited to iron, aluminum, steel, cement, and other manufactured products) being used for specific purchase orders under the contract award which were produced in the United States upon request to Region 10 ESC or any Equalis member who intends to use this contract with federal funds.

Does vendor agree? JC
(Initials of Authorized Representative)

13. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does vendor agree? JC
(Initials of Authorized Representative)

14. 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? JC
(Initials of Authorized Representative)

15. Applicability to Subcontractors

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

Does vendor agree? JC
(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.

Alumni Educational Solutions

Company Name
 Joseph Campos

Signature of Authorized Company Official

Joseph Campos

Printed Name

Relationship Support Manager

Title

April 3rd, 2025

Date

PROPOSAL FORM 13: FEMA REQUIREMENTS

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

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

For each of the items below, Respondent should certify Respondent’s agreement and ability to comply, where applicable, by having respondents authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item in this form, Region 10 ESC will consider the respondent’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Supplier Partner using federal funds.

1. Access to Records

For All Procurements

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

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

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

Does Respondent agree? ____

(Initials of Authorized Representative)



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

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

Does Respondent agree? ____

(Initials of Authorized Representative)



2. Changes

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

3. Use of DHS Seal, Logo, and Flags

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

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

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

5. No Obligation by Federal Government

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

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

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

7. Affirmative Socioeconomic Steps

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

Does Respondent agree? ____
(Initials of Authorized Representative)

JC

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

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

Does Respondent agree? ____

(Initials of Authorized Representative)

JC

PROPOSAL FORM 14: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS

AZ Compliance with Federal and state requirements: Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ Compliance with workforce requirements: Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, "...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" 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.

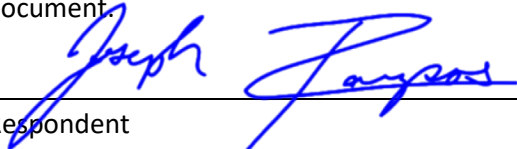
AZ Non-Compliance: All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, 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

April 9th, 2025

Date

PROPOSAL FORM 15: 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: Alumni Educational Solutions (also dba Alumni Classroom Furniture Inc.)

Street: 210 Regina Street North

City, State, Zip Code: Waterloo, Ontario, Canada, N2J 3B6

Complete as appropriate:

I _____, certify that I am the sole owner of _____, 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 _____, a partner in _____, 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 Joseph Campos, an authorized representative of Alumni Educational Solutions, 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
<u>Castle Harlan Inc.</u>	<u>150 E 58th St. #38, New York, NY 10155</u>	<u>100%</u>

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

April 16th, 2025

Date

PROPOSAL FORM 16: NON-COLLUSION AFFIDAVIT

Company Name:

Street:

City, State, Zip Code:

~~State of New Jersey~~ Province of Ontario

~~County of~~ City of Waterloo

I, Joseph Campos of the City of Kitchener
Name City

in the City of Waterloo Province of Ontario of full
age, being duly sworn according to law on my oath depose and say that:

I am the Relationship Support Manager of the firm of Alumni Educational Solutions
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

GPS Products Inc (dba. Alumni Educational Solutions)

Company Name

Joseph Campos
Authorized Signature & Title Relationship Support Manager

Subscribed and sworn before me

this 15 day of April, 2025

Angela Rose Brown
Notary Public of ~~New Jersey~~ Ontario

My commission expires 20 unlimited duration

SEAL

Angela Rose Brown
Barrister & Solicitor
Notary Public and Commissioner of Oaths
in and for the province of Ontario.
My commission is of unlimited duration.
No legal advice given.

PROPOSAL FORM 17: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)

Company Name: Alumni Educational Solutions (also dba Alumni Classroom Furniture Inc.)

Street: 210 Regina Street North

City, State, Zip Code: Waterloo, Ontario, Canada, N2J 3B6

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 Federal Letter of Affirmative Action Plan Approval

OR

2. A photo copy of their Certificate of Employee Information Report

OR

3. A complete Affirmative Action Employee Information Report (AA302)

✓

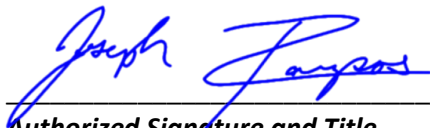
Public Work – Over \$50,000 Total Project Cost:

A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education

✓

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.



Joseph Campos - Relationship Support Manager

Authorized Signature and Title

April 16th, 2025

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,

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 "Joseph Jansons", is written over a horizontal line.

Signature of Procurement Agent

PROPOSAL FORM 18: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.**

What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html).

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

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:

1. any State, county, or municipal committee of a political party
2. any legislative leadership committee*
3. any continuing political committee (a.k.a., political action committee)
4. 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:

5. 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
6. all principals, partners, officers, or directors of the business entity or their spouses
7. any subsidiaries directly or indirectly controlled by the business entity
8. 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

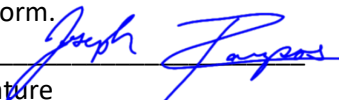
Required Pursuant To N.J.S.A. 19:44A-20.26

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:	Alumni Educational Solutions		
Address:	210 Regina Street North		
City:	Waterloo, Canada	State:	ON
Zip:	N2J 3B6		

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

Joseph Campos

Printed Name

Relationship Support Manager

Title

Part II – Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
No Contributions to Report	N/A	N/A	\$ 0.00

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

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

Page ____ of ____

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:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

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

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

PROPOSAL FORM 19: STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: Alumni Educational Solutions

☐ 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

☐ Limited Partnership

Partnership

☒ Corporation

☐ Limited Liability
Corporation

☐ Subchapter S
Corporation

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

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this <u>15</u> day of <u>April</u> , 20 <u>25</u>	
(Notary Public) <u>[Signature]</u>	<u>[Signature]</u> (Affiant)
My Commission expires: <u>unlimited duration</u>	<u>Joseph Campos - Relationship Support Manager</u> (Print name & title of affiant)
	(Corporate Seal)

Angela Rose Brown
Barrister & Solicitor
Notary Public and Commissioner of Oaths
in and for the province of Ontario.
My commission is of unlimited duration.
No legal advice given.

Walk-In Notary
22 King Street South, 3rd floor
Waterloo, ON., N2J 1N8
226-899-4479
www.walkinnotary.com

PROPOSAL FORM 20: GENERAL TERMS AND 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.)

Regarding our response to the General Terms and Conditions, we do ask Region 10 Equalis to consider the following requests regarding exceptions/deviations:

1. Freight and Installation charges for orders shipping/delivering to either Hawaii or Alaska be separate line-item charges as their geographic locations are prohibitive to our delivered and included pricing. If we cannot come to an agreement, we must remove them as regions we can service under this contract.
2. As mentioned previously in our proposal, as we are a manufacturer who sells directly to our dealer partners and they act as our agents, handling purchase orders, invoicing and payment with the customer.
3. We wish to expand and modify the Return Policy to reflect in our attached Terms and Conditions document.

We appreciate Equalis providing consideration on these matters and see no issue with working with Equalis in finding an amenable solution.

PROPOSAL FORM 21: EQUALIS GROUP ADMINISTRATION AGREEMENT

Requirements for Master Agreement To be administered by Equalis Group

Attachment A, Equalis Group Administrative Agreement is used in administering Master Agreements with Region 10 and is preferred by Equalis Group. Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response.**

- ☒ Respondent agrees to all terms and conditions outlined in each of the Administration Agreement.
- ☐ Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Administration Agreement. Negotiations will commence after sealed Proposals are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

PROPOSAL FORM 22: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE

OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

☒ We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

☐ We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

Date April 16th, 2025

Authorized Signature & Title

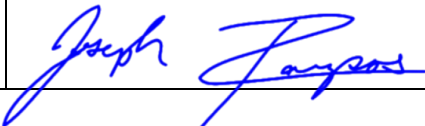
Joseph Campos - Relationship Support Manager

PROPOSAL FORM 23: VENDOR CONTRACT AND 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.

VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED TO BE CONSIDERED

Prices are guaranteed: **120 days**

Company name	Alumni Educational Solutions (also dba Alumni Classroom Furniture Inc., trade name of GPS Products Inc.)
Address	210 Regina Street North
City/State/Zip	Waterloo, Ontario, Canada, N2J 3B6
Telephone No.	1 (833) 939-9300 extension 509
Email address	contracts@alumnicf.com
Printed name	Joseph Campos
Position with company	Relationship Support Manager
Authorized signature	

Term of contract July 1, 2025 to June 30, 2028

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) 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

Date

Print Name

Equalis Group Contract Number _____



ALUMNI
CLASSROOM FURNITURE

ALUMNI CLASSROOM FURNITURE INC.

15 Year Warranty & Limitation of Liability LIMITED WARRANTY. ALUMNI Classroom Furniture Inc. ("ALUMNI") warrants all steel fabricated components of its frames to be free from defects in materials and workmanship under normal use, service, and handling for a Fifteen(15) year period as defined below from the date of purchase. Fifteen(15) Year Limited Warranty is considered to be the held with the original purchaser only and is validated with a proof of purchase. Laminated tops are covered for a two (2) year period against defect causing de-laminating. Moving mechanisms are warranted for five (5) years against manufacturer defect. Regular maintenance and lubrication is required for moving mechanisms. Seat mechanisms and seats are warranted for five (5) years against manufacture defect. In the case of customers determined to be rental companies, the customer's warranty will exist for one (1) year. These warranties will not include damages as a result of abuse, misuse, vandalism, unauthorized repairs or modifications, defacement, inadequate inspection or maintenance, neglect, accident, improper application, prolonged exposure to extreme temperature or improper use. Neither the receipt of information from Buyer nor delivery by Seller of the Products shall in any manner imply a warranty on the part of Seller that the Products will be suitable for the purposes disclosed by Buyer nor any other obligation or liability on the part of Seller respecting the suitability of the Products. ALUMNI at its sole discretion and subject to a pro-ration of use as determined by ALUMNI will repair or replace the product, or provide the customer a credit for the value of the product subject to the warranty within a reasonable time following the receipt by ALUMNI of such notice of defect.

There are no warranties which extend beyond the description above, and ALUMNI makes no other warranties, expressed or implied, regarding its products, their fitness for any particular purpose, their merchantability, or otherwise. ALUMNI does not make and hereby expressly disclaims any other representation, affirmation, promise, description, sample or warranty of any kind with respect to the product.

The sole remedy against ALUMNI, and ALUMNI's sole liability under this warranty shall be limited to the repair or replacement of the product, in ALUMNI's sole discretion. In no event shall ALUMNI be liable for the cost of procurement of substitute goods by the consumer, or any special, consequential or incidental damages for the breach of warranty even if ALUMNI has been apprised as to the likelihood of such damages occurring. In no such event shall ALUMNI's liability (whether based on an action or claim in contract, tort, or otherwise) to the customer or any part arising out of or relating to its products or the order or delivery of its products to exceed the purchase price charged by ALUMNI for such products. These limitations and exclusions will apply regardless of the form of action, including misrepresentation, negligence or gross negligence.



ALUMNI
CLASSROOM FURNITURE

www.alumnieducationalsolutions.com

Purchase Orders

Be sure to include the following when submitting a Purchase Order to orders@alumnici.com:

1. Reference Quote ID [i.e. 24-12345]
 - a. Include Freight Quote (if not included the current market rate at the time of shipping will apply)
 - b. Consolidated rates will be handled by ALUMNI, please do not break out rates per order
2. Product Quantity
3. Product Code
4. Product Description
5. Color Choice (top, edge, table/desk frame, chair shell/frame)
6. Price for each item
7. Please provide Contract (State, co-operative) Number utilized if applicable

Terms

Standard invoice terms for credit accounts are NET 30 days. Orders are invoiced on the day of shipment.

Lead Times

Lead times will be confirmed by order acknowledgement within 48 hours of order receipt.

Freight, Delivery, and Installation

Freight Terms

ALUMNI CLASSROOM FURNITURE (hereinafter "ALUMNI") reserves the right to select the shipment methods and means (including, but not limited to, the determination of the carrier, and routing). Standard delivery shall be dock-to-door delivery and occur Monday through Friday, 8:00 a.m. to 4:00 p.m. for truckload or 9:00 a.m. to 5:00 p.m. for less than truckload or parcel. Customer shall be responsible for paying all extra freight expenses from any request for after-hours, holiday, weekend, or specific time delivery on all modes of transportation.

CAUTION: After obtaining a clear receipt for shipment, the delivering carrier is no longer responsible for damage or shortages.

Requests for Specific Delivery Times

ALUMNI considers requests for delivery times and for drop shipments to job sites and will undertake reasonable efforts to indicate any such requests to product carriers. ALUMNI may, in its sole discretion, extend to Customer the option of a carrier delivery service at an additional cost to Customer. ALUMNI'S liability for any damages incurred for any late deliveries, including labor and other expenses resulting from any such delays, shall be limited to a refund of the charges for the aforementioned delivery service.

Accessorial Fees

The Customer shall be responsible for the payment of all accessorial fees, including, but not limited to, charges necessitated by any of the following:

1. A need for special delivery equipment
2. Inside delivery
3. Denied/Refusal of Delivery
4. Redirection or re-consignment of product
5. Detention charges
6. Improper refusal of product

Storage of Product

If, following ALUMNI's acknowledgment of the purchase order, the Customer requests a delay in shipment for any period greater than (30) days from the scheduled ship date, the Customer shall be responsible for the payment of any storage and other charges caused or necessitated by the delay.

Split Shipments

Orders can be split shipped only with emailed or written authorization. If the split ship is approved, you agree to a change in the freight rate, reflecting the current market rate at the time of shipping.

Service Requests and Claims

Shipment Damage Claims

All products are packaged to comply with carrier requirements and leave ALUMNI'S Distribution facilities in good condition. Customer shall be responsible to:

1. Carefully inspect merchandise upon delivery. Make notations of package conditions and describe the damage observed on the carrier's delivery receipt.
2. If the delivery receipt has been signed free and clear and damage is discovered after the carrier has left, the customer shall report the concealed damage and request an inspection to the local carrier terminal within (5) five business days of receipt date.
3. Retain all shipping cartons for inspection by the carrier agent.
4. All damaged products and packaging must be kept at point of delivery.
5. Please submit all information to logistics@alumnief.com

Customer Scheduled Pickup

ALUMNI will not be liable for loss or damage to product that occurs in transit, and Customer's sole remedy for any such damages shall be to seek appropriate recourse against the carrier.

Please note – Warehouse hours for customer carrier pickups are between 8:00am and 4:00pm and must be scheduled with logistics@alumnief.com

Damaged Product Process

We continuously work to improve the packaging, handling, and delivery of your shipment. However, if you or your customer receive a shortage or damaged product, refer to the following freight claim procedure to expeditiously file and resolve a claim.

Upon Delivery

- Verify the delivery address is correct.
- Verify piece count and note on delivery receipt.
- Inspect the packaging for visible damage.

Shortage at Time of Delivery

If the shipment is short, note the quantity of cartons or skids missing. Make sure the carrier signs all copies of the carrier bills. Carriers will not honor claims related to shortage after a shipment has been received without notation of shortage.

Once completed contact ALUMNI at logistics@alumnief.com

Damage Noted at Time of Delivery

Note the bill of lading or delivery receipt as "damaged product" before the driver leaves and you receive the product. If the driver refuses to wait, record his/her full name on the carrier bill and note that the product is damaged. The notation of "subject to inspection" or "packaging/carton damage" is not a valid way to report damage during delivery.

Damage Noted After Delivery

If damage is noticed after the delivery receipt is signed “clear of damage” (aka concealed damage) follow these instructions:

- **LTL Carrier:** Concealed damage must be reported within 5 business days of delivery. Please send a detailed email to logistics@alumnicf.com reporting the damage. Record the time, date, and to whom the request is made. Packaging material must not be discarded, and the shipment cannot be moved from the original delivery address. If the shipment is moved from the original point of delivery, all freight claims become null and void. Take pictures of the damaged product and packaging.
- **Truckload Carrier:** Take pictures of the damaged product and packaging within 5 days of delivery. Please send a detailed email to logistics@alumnicf.com reporting the damage.

Shortage Claims

Shortage must be noted at the time of delivery to be considered a carrier claim. ALUMNI will evaluate Customer reported shortage claims within 5 immediately following delivery. Shortage claims reported beyond 5 days after delivery will not be honored.

Claims Submissions

A claim can be submitted using a web form from our website www.alumnieducationalsolutions.com under the heading of “Support” by following the link, “Service Request Claim” (www.alumnieducationalsolutions.com/service-request-claim) which captures all necessary information. Expectation is that a claim is to be filed with ALUMI within 90 days of receiving product. Anything received after 90 days is subject to potential denial of the claim. To engage with our Claims team, they can be reached at claims@alumnicf.com.

Order Cancellation and Returns

ALUMNI will take into consideration the cancellation or return of products if the following criteria is met:

1. ALUMNI will accept cancellation for a full refund on any ordered product if request is submitted within 24 hours of the order being received.
2. Orders that are already in production in our factory will be reviewed on a case-by-case basis to determine if it is a non-standard item that will have a 25% restocking fee applied for the cancellation or a full refund applied.
3. Product that is shipped incorrectly or not according to the specified purchase order, will be picked up and replaced by ALUMNI at no cost to the purchaser.
4. Product that is purchased incorrectly and is delivered exactly as stated on the purchase order will have a 25% re-stocking charge applied if it is requested to be returned to ALUMNI as well as any shipping costs incurred. This applies to common stock items only. The product must be unused and in a “like new” condition. Credit will be issued after returned product is inspected for damages.

ALUMNI reserves the right to accept or decline returns or order cancellations.

Warranty

Please refer to the ALUMNI website www.alumnnicf.com for our current warranty statement.

Contact Us

- If you have any quote inquiries, reach out to customerexperience@alumnicf.com
- For shipping and delivery inquiries, please reach out to logistics@alumnicf.com
- If placing an order, please submit your Purchase Order to orders@alumnicf.com
- For any claims or related inquiries, please contact claims@alumnicf.com
- If requiring assistance regarding payment, please contact accounting@alumnicf.com
- For any national or state contract administration, please contact contracts@alumnicf.com



Did you sign the vendor contract and signature form? **If not, your Proposal will be rejected.**

Region 10 will negotiate any exceptions and both parties will agree upon which exceptions will be accepted or altered before the Region 10 board votes to accept or reject the proposals.