

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

March 7, 2025

**Section Two:**  
Proposal Submission, Questionnaire and  
Required Forms

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# Proposal Form Checklist

## The following documents must be submitted with the Proposal

The below documents can be found in Section 2; Proposal Submission and Required 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: FEMA Requirements](#)

☒ **PROPOSAL FORM 13: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS** - [Form 14](#)

☒ **PROPOSAL FORM 14: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)** - [Form 15](#)

☒ **PROPOSAL FORM 15: NON-COLLUSION AFFIDAVIT** - [Form 16](#)

☒ **PROPOSAL FORM 16: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)** - [Form 17](#)

☒ **PROPOSAL FORM 17: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM** - [Form 18](#)

☒ **PROPOSAL FORM 18: STOCKHOLDER DISCLOSURE CERTIFICATION** - [Form 19](#)

☒ **PROPOSAL FORM 19: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM** - [Form 20](#)

☒ **PROPOSAL FORM 20: EQUALIS GROUP ADMINISTRATION AGREEMENT** - [Form 21](#)

☒ **PROPOSAL FORM 21: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE** - [Form 22](#)

☒ **PROPOSAL FORM 22: VENDOR CONTRACT AND SIGNATURE FORM** - [Form 23](#)

[Proposal Form 24: Manufacturer Letter Affidavit - completed](#)

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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.

(The rest of this page is intentionally left blank)

## 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 150 total pages (not including Attachment B – Pricing Excel pricesheet).**

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.

The following should replace the questionnaire in Section 2 in its entirety.

## 1. 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
<b>Basic Information</b>		
Required information for notification of RFP results	<i>What is your company's official registered name?</i>	Meteor Education, LLC
	<i>What is the mailing address of your company's headquarters?</i>	690 NE 23rd Ave., Gainesville, FL 32609
	<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>	Caroline Smith, VP of Strategic Sourcing P: 800-699-7516 E: bids@meteorededucation.com Sadie Baha, Bids & Contracts Manager P: 800-699-7516 E: bids@meteorededucation.com
<b>Products/Pricing (35 Points)</b>		
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, pricing submitted includes the required administrative fee.
	<i>Please provide your proposed administrative fee percentage or structure.</i>	Meteor's purposed administrative fee is 2%

	<i>The administrative fee is normally calculated as a percentage of the total Spend for agencies accessing product and services through the Master Agreement and is typically 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>	Meteor Education offers volume discounting across our full range of products, as detailed in this proposal. These discounts provide cost savings based on order size and project scope.
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, please see Product Pricing Matrix, Supplier Freight Terms Matrix, Supplier Install Matrix, and Additional Services Matrix provided.
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>	Please see attached 'Payment Methods'
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>	Please see attached 'Products & Services Offered'
	<i>Outline how your products and services compare to those of your competitors.</i>	Please see attached 'Statement of Differentiation'
	<i>Describe any customization capabilities offered for standard product lines.</i>	We partner with numerous manufacturers of whom offer customization options to meet specific customer needs. We collaborate closely with clients to understand their requirements and work with our manufacturing partners to purpose tailored solutions. Our team ensures that all custom solutions maintain quality, durability, and compliance with industry standards.
	<i>Outline your digital design and visualization capabilities including digital rendering options.</i>	Please see attached 'Design Capabilities'
	<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>	Corporate office: 690 NE 23rd Avenue, Gainesville, FL 32609 Texas Showroom: 145 Magellan Circle, Suite B, Webster, TX 77598 Iowa Office & Showroom: 1086 Mason Way, Shell Rock, IA 50670 North Carolina Office: 980 Trinity Road, Raleigh NC 27607 California Office: 1318 E. Shaw, Ste. 15, Fresno, CA 93710 Michigan Showroom: 408 Broadway Ave NW, Grand Rapids, MI 49504

	<i>Outline any value-added capabilities not already addressed.</i>	Please see attached 'Value Added Services'
Customer implementation and project management	<i>Outline project management methodologies from initial assessment to final installation.</i>	Please see attached 'Project Management Process'
	<i>Outline what ongoing training and consulting support is available to customers.</i>	Please see attached 'Ongoing Training & Consulting'
Maintenance services and staff qualifications	<i>Outline your preventative maintenance program for the offered products and services.</i>	Please see attached 'Preventative Maintenance Program'
	<i>Identify certifications and qualifications required by installation and maintenance staff.</i>	Please see attached 'Certifications & Qualifications Required by Installation Staff'
	<i>Outline any warranty programs offered including term length and coverage details.</i>	We represent numerous manufacturers, warranties can be found via the following link - <a href="https://www.dropbox.com/scl/fi/loxm847lu0pygeoxfpc43/Warranties.pdf?rlkey=4wql1vs8wh5dnji7qozs07q8&amp;st=3onxqwji&amp;dl=0">https://www.dropbox.com/scl/fi/loxm847lu0pygeoxfpc43/Warranties.pdf?rlkey=4wql1vs8wh5dnji7qozs07q8&amp;st=3onxqwji&amp;dl=0</a>
Integration with other platforms	<i>Outline any online ordering system applications and integration capabilities with existing systems.</i>	Meteor Education does not currently offer an online ordering system. However, we are in the process of integrating Salesforce into our operations. If customers require data for integration with their existing systems, we can provide information in a specific format to ensure compatibility and seamless processing.
Quality control and compliance	<i>Identify relative quality control processes in place including material selection, testing protocols, and compliance with industry standards.</i>	As a dealer, we rely on trusted manufacturing partners to uphold strict quality control measures, including material selection, testing protocols, and compliance with industry standards. We carefully select manufacturers known for their high-quality products, strong warranties, and commitment to sustainability and durability. Each partner adheres to industry regulations and testing requirements to ensure product safety, reliability, and long-term performance.
	<i>Identify measures taken to stay current with technological advancements and integration into product lines.</i>	As a dealer, we partner with leading manufacturers that continuously innovate and update their product lines to align with technological advancements. Our manufacturers regularly introduce new solutions that integrate the latest technology to meet the evolving needs of modern environments. This ensures we can offer customers cutting-edge, future-ready products that enhance functionality and performance.
	<i>Outline all applicable product certifications currently held such as BIFMA or ADA.</i>	Please see attached 'Product Certifications'
	<i>Describe initiatives in place to address environmental impact measures such as product recycling, refurbishment, and disposal at end of life.</i>	Please see attached 'Furniture Recycling with Meteor + IRN'
Customer service/problem resolution	<i>Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).</i>	Please see attached 'Customer Service'
Financial condition of vendor	<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 &amp; bond ratings, letters of credit, and detailed reference letters</i>	Please see attached 'Financial Stability'
	<i>What was your annual sales volume over last three (3) years?</i>	

History of meeting products and services deadlines	<i>Outline the process timeline for product pickup, delivery and any other applicable capabilities not already addressed.</i>	Please see attached 'Process Timeline'
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>	Please see attached 'Reporting'
	<i>Provide your safety record, safety rating, EMR and worker's compensation rate where available.</i>	Please see attached 'Workers Compensation Experience Rating' and 'OSHA 300A'
<b>Qualification and Experience (25 Points)</b>		
Respondent reputation in the marketplace	<i>Provide a link to your company's website</i>	<a href="https://meteoreducation.com/">https://meteoreducation.com/</a>
	<i>Please provide a brief history of your company, including the year it was established.</i>	Please see attached 'Company History and Growth Timeline'
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>	Yes, over the past five years, we have completed nearly [REDACTED] with Region 10 school districts. While each project has its own contact, our primary contact at Region 10 is Clint Pechacek.
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: * Executive Support * Account Manager * Contract Manager * Marketing * Billing, reporting &amp; Accounts Payable</i>	Please see attached 'Experience and Qualifications of Key Employees'
Past experience working with the public sector	<i>What are your overall public sector sales, excluding Federal Government, for last three (3) years?</i>	[REDACTED]
	<i>What is your strategy to increase market share in the public sector?</i>	Please see attached 'Strategy to Increase Market Share'
Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors	<i>Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.</i>	Meteor Education has never been the subject of any litigation, bankruptcy, or corporate reorganization. While we have pursued legal action against others in limited instances, these were initiated solely to protect the interests of our company, clients, and the students we serve. Additional information available upon request. We are privately held under Bain Capital Double Impact and maintain strong financial and operational stability.
Minimum of 5 public sector customer references relating to the products and services within this RFP	<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</i>	Please see attached 'Customer References'



	<i>name &amp; title; city &amp; state; phone number; years serviced; description of services; and annual volume</i>	
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 a dealer we will be selling directly to cusomters.
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>	Meteor Education is a privately held organization owned by Bain Capital Double Impact (BCDI). Meteor Education is not owned or operated by anyone who has been convicted of a felony
	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.	
Commitment to Service Equalis Group Members (15 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>	Please see attached 'Marketing Plan & Promoting Contract'
	<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>	Please see attached 'Marketing Plan - Training Sales Force & Customer Service'
	<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>	Meteor agrees to provide company logos and agrees to provide permission for reproduction of such logo in marketing communications and promotions.
Ability to manage a cooperative contract	<i>Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.</i>	Meteor Education utilizes Salesforce to manage all contract details, ensuring each quote accurately reflects contract pricing. This system also enables us to automate monthly sales reporting to Equalis Group, ensuring timely and accurate data submission.



	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 (" <b>CRM</b> "), sales system, or Enterprise Resource Planning (" <b>ERP</b> ") system. Include any individuals and/or teams involved in this process.	Please see 'Sales & Quote Generation to the Equalis Contract'
	Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:	TIPS #230301, Region 4/OMNIA #R240111, MISBO #5115, Region 5 ESC #20241004 and #20241009, Region 7 ESC #CLSF2426 and #CAFE2426 and #GOSF2425, BuyBoard #767-25, AEPA #022-A Furniture, and 1GPA #23-16PV-12
Commitment to supporting agencies to utilize the contract	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.	Please see 'Commitment to Supporting Agencies'
Other factors relevant to this section as submitted by the Respondent	Provide the number of sales representatives which will work on this contract and where the sales representatives are located.	Please see attached 'Sales Representatives'

*The following should replace Proposal Form 3 in its entirety.*

**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.

# *State of Florida*

## *Department of State*

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

The document number of this limited liability company is L08000093733.

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

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



*Randy A. Be*  
**Secretary of State**

Tracking Number: 4038125303CC

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

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

## TEXAS USE TAX PERMIT

GLENN HEGAR  
Texas Comptroller

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

TEX. TAX CODE ANN. CH. 151

Taxpayer number

1-26-3476027-1

Effective date

11/03/2008

Taxpayer name and mailing address

METEOR EDUCATION, LLC  
690 NE 23RD AVE  
GAINESVILLE

FL 32609-6716

GLENN HEGAR  
Comptroller of Public Accounts

THIS PERMIT IS NON-TRANSFERABLE

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

If not, please tell us in the space below.

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

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

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

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

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

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

## TEXAS USE TAX PERMIT

Taxpayer name shown on the permit  
METEOR EDUCATION, LLC

Taxpayer number shown on the permit  
■ 1-26-3476027-1

**Please enter only the information that has to be corrected.**

Correct taxpayer name

Correct mailing address

City

State

ZIP code

FEI number

Daytime phone (Area code and number)

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

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

Taxpayer or authorized agent

Date

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

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



CONTRACTORS  
STATE LICENSE BOARD  
ACTIVE LICENSE



License Number **1013969**

Entity **LLC**

Business Name **METEOR EDUCATION LLC**

Classification(s) **C61/D34**

Expiration Date **05/31/2026**

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





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

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

This pocket card is valid through the expiration date only.

If found, drop in any mailbox.

Postage guaranteed by:

Contractors State License Board

P.O. Box 26000, Sacramento CA 95826

Licensee Signature

Your payment was processed. Print this tax receipt for your records. It was also sent to csebzda@meteorededucation.com



## Online Business Tax Receipt<sup>(1)</sup>

Business Name **METEOR EDUCATION LLC**

Business Tax ID **45719**

This constitutes your business tax receipt for 10/1/2024 - 9/30/2025.

Your business tax(es) for the fiscal year **10/1/2024 - 9/30/2025** are as follows:

### Business Categories

ID	Service Name	Tax Amount	Explanation of Calculations
1000	STATE LICENSE/CERTIFICATION REQUIRED	\$0.00	
1265	CATALOGUE OR MAIL ORDER SERVICE	\$105.00	Business category flat fee of \$105.00
1680	INTERIOR DECORATOR/DESIGNER (Commercial and Residential) STATE LICENSE REQ.	\$105.00	Per item fee \$105.00. Value submitted for taxation is 1.
****	Payment	(\$210.00)	Posted on 9/9/2024
<b>TOTAL DUE:</b>		\$0.00	

Please note that the maximum charge for any single service is \$525

Amount Due on **Monday, September 9, 2024** is **\$0.00**

(1) This page will serve as your business tax receipt for the fiscal year 10/1/2024 - 9/30/2025.

Payments must be time-stamped by 11:59 pm on Tuesday, October 1, 2024 in order to avoid late fees.

Please, note that a home occupation permit may be required for this location, someone will contact you upon review of the information



# BUSINESS TAX CERTIFICATE

## CITY OF CLOVIS

NOT TRANSFERABLE

The business named herein having paid to the City of Clovis all fees required, this tax certificate is hereby granted said business to transact the business herein set forth, for the period stated, in conformity with the Provisions of Ordinances of this city.

FOR PERIOD 01/01/2025 TO 12/31/2025 REGISTRATION/TAX NUMBER BL10116319

BUSINESS LOCATION 2933 FOWLER AVE  
CLOVIS, CA 93611-4561

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to:  
<https://www.dca.ca.gov/publications/>

TYPE OF BUSINESS

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

Furniture Store

\*Certificate is valid through the renewal period of March 15  
of the following year if all provisions of the renewal are met.  
(This does not apply to businesses with quarterly certificates.)



# CITY OF LODI

## BUSINESS LICENSE REGISTRATION CERTIFICATE

*"For Services Provided in the City of Lodi, California Only"*



2025

**TO BE POSTED IN A CONSPICUOUS PLACE  
AND NOT TRANSFERABLE OR ASSIGNABLE.**

**Business Name** METEOR EDUCATION LLC  
**Business Location** 690 NE 23RD AVE  
GAINESVILLE, FL 32609-3799  
**Business Owner(s)** WILLIAM I. LATHAM  
TERI ROBERTSON

METEOR EDUCATION LLC  
690 NE 23RD AVE  
GAINESVILLE, FL 32609-3799

**Business Type** Contractor - Sub  
**Description** SUB CONTRACTOR

**License Number** 09711508  
**Effective Date** January 01, 2025  
**Expiration Date** December 31, 2025

**THIS BUSINESS LICENSE REGISTRATION DOES NOT PERMIT OR ALLOW A  
BUSINESS THAT IS OTHERWISE PROHIBITED BY LAW.**

For all inquiries regarding this registration, contact HdL  
Business Support Center at (209) 718-5936.

METEOR EDUCATION LLC :

Thank you for your payment on your City of Lodi Business License Registration Certificate. **ALL LICENSES MUST BE AVAILABLE FOR INSPECTION UPON REQUEST.** If you have questions concerning your business registration certificate, contact the Business Support Center via email at: [lodi@hdlgov.com](mailto:lodi@hdlgov.com) or by telephone at: (209) 718-5936.

Keep this portion for your certificate separate in case you need a replacement for any lost, stolen, or destroyed certificate. A fee may be charged for a replacement or duplicate certificate.

This certificate does not entitle the holder to conduct business before complying with all requirements of the Lodi Municipal code and other applicable laws, nor to conduct business in a zone where conducting such business violates law.

If you have a fixed place of business within the City of Lodi please display the Business License Registration Certificate above in a conspicuous place at the premises. Otherwise, every Business License Registration Certificate holder not having a fixed place of business in the City shall keep the Business License Registration Certificate upon his or her person, or affixed in plain view to any cart, vehicle, van or other movable structure or device at all times if required by the Collector.

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>



BUSINESS SUPPORT CENTER  
8839 N CEDAR AVE #212  
FRESNO, CA 93720-1832



**City of Lodi  
BUSINESS LICENSE  
REGISTRATION CERTIFICATE**

METEOR EDUCATION LLC  
690 NE 23RD AVE  
GAINESVILLE, FL 32609-3799

**License Number:** 09711508  
**Date of Issue:** 01/01/2025

## City of San Bernardino Business Registration Certificate

This Business Registration Certificate does not indicate the legal operation of this business at this location. Other approvals by other City departments may be required. This certificate is issued without verification that the certificate is subject to or exempt from licensing by the State of California. It is the responsibility of each business owner to obtain and pay for a renewal registration certificate regardless of whether or not such business owner has received a renewal notice from the city. Any failure to receive such notice, for any reason, shall not affect the applicability of penalties of non-payment or late payment.

**Annual renewal notices:** Renewal notices will be mailed on the first business day of the month that the account expires. However, if your business is required to report gross receipts; the business must still include all the gross receipts for the previous 12 months from the expiration date. If you do not receive your annual renewal notice, please contact our office at (909)384-5302 or (909)384-5035.

**POST IN A CONSPICUOUS PLACE**

**Account Number:** 973897

**Business Class:** MISCELLANEOUS CONTRACTOR

**Expiration Date:** 10/31/2025

**Notes:**

**Business Name:** METEOR EDUCATION LLC

**Business Location:** 690 NE 23RD AVE

**Owner, Firm or Corporation:** CONTRAX FURNISHINGS LLC

**BUSINESS REGISTRATION CERTIFICATE NON TRANSFERABLE**

CITY OF SAN BERNARDINO BUSINESS REGISTRATION  
P.O. BOX 1318  
SAN BERNARDINO , CA 92402-1318

ACCT NO. 973897  
DATE PAID 10/22/2024  
545C \$100.00  
SB1186 \$4.00

BALANCE \$ 0.00

BEU1126A AUTO MIXED AADC 926  
7000000123 00.0002.0023 123/1



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

2024 / 2025 CHARLOTTE COUNTY  
LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 37826  
EXPIRES SEPTEMBER 30, 2025  
RENEWAL

TYPE OF BUSINESS 541690 Other Scientific and Technical Consulting Services (PROVIDING EDUCATIONAL CONSI

BUSINESS VARIOUS LOCATIONS  
ADDRESS CHARLOTTE COUNTY, FL 00000

BUSINESS METEOR EDUCATION LLC  
NAME

OWNER WILLIAM I LATHAM III

MAILING 690 NE 23RD AVE  
ADDRESS GAINESVILLE, FL 32609-6716

AMOUNT 35.00  
PENALTY 0.00  
TOTAL 35.00

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

Paid 07/08/2024 Receipt # INT-00066398 35.00

2024 / 2025 CHARLOTTE COUNTY  
LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

ACCOUNT 37826  
EXPIRES SEPTEMBER 30, 2025  
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ADDRESS GAINESVILLE, FL 32609-6716

AMOUNT 35.00  
PENALTY 0.00  
TOTAL 35.00

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED

Paid 07/08/2024 Receipt # INT-00066398 35.00

Dear Business Owner:

Your 2024 - 2025 Charlotte County Local Business Tax Receipt is attached above. Please detach the receipt and display it in a place that is visible to the public and available for inspection.

The Charlotte County Local Business Tax Receipt is in addition to any other license or certificate that may be required by law and does not signify compliance with zoning, health, or regulatory requirements. The Charlotte County Local Business Tax Receipt is non-regulatory and is not an endorsement of work quality.

Your 2024 - 2025 Local Business Tax Receipt is valid from October 01, 2024 through September 30, 2025 . Annual account notices are mailed in June to the address of record at that time. Any Changes to your Local Business Tax Account due to change of Business Name, Ownership, Physical Address or you are Closing your Business please contact our office at 941-743-1350 .

VICKIE L. POTTS  
Charlotte County Tax Collector

ENROLLED MEMBERS OF SRPMIC  
ARE EXEMPT FROM STATE SALES  
TAX ON CONSUMER GOODS  
PURCHASED WITHIN THE SRPMIC

**BUSINESS LICENSE**  
**SALT RIVER PIMA-MARICOPA**  
**INDIAN COMMUNITY**

MUST BE DISPLAYED IN  
A CONSPICUOUS PLACE

The Person or Firm Listed Below is  
Hereby Licensed to Conduct the Business

of Meteor Education, LLC

Located at 690 NE 23rd Ave., Gainesville, FL, 32609

EXPIRES ON  
DECEMBER 31, 2025

Issued to Cindy Sebzda Date of Issue Nov 05, 2024

According to SRO 49-78. By Juana Fulwilder

This License is Subject to Revocation for Violations

No. BL - **13942**  
NON-TRANSFERABLE



SR- 13942

## TRANSACTION PRIVILEGE TAX LICENSE

(Must Be Displayed In A Conspicuous Place)

*In accordance with the provisions of SRO 321-2010, as added or amended, the person or firm listed below is hereby authorized to collect reimbursement for Salt River Pima-Maricopa Indian Community Transaction Privilege Tax for the business*

**Of** Meteor Education, LLC

Located At 690 NE 23rd Ave., Gainesville, FL, 32609

Beginning Business On Sep 08, 2023

Issued To Cindy Sebzda

Issued On Nov 05, 2024

Issued By Juana Fulwilder

Expires On Dec 31, 2025

The number which this license bears will be entered on your monthly report and should be referred to in all correspondence.

November 5, 2024

*Re: Transaction Privilege Tax License: SR - 13942  
for the Salt River Pima-Maricopa Indian Community*

Dear Cindy Sebzda,

Enclosed is your Transaction Privilege Tax License **SR-13942** for the *Salt River Pima-Maricopa Indian Community*. The license must be displayed in a conspicuous place at your business.

On a monthly basis, the business is responsible to submit a tax return and payment for tax due. A copy of the Community's monthly tax return can be obtained at [www.srpmic-nsn.gov/government/treasurer](http://www.srpmic-nsn.gov/government/treasurer). Tax payments need to be remitted to the following address which is listed on the monthly tax return:

**SRPMIC  
P.O. BOX 842342  
LOS ANGELES, CA 90084-2342**

Tax returns/taxes are due and payable monthly on or before the twentieth day of the month next succeeding the month in which the tax accrues and shall be delinquent the first day of the next month. For example, if you are filing a tax return for activity within the month of January, the tax return is due February 20th and is delinquent on March 1st. Interest and penalties will be assessed once the tax return is deemed delinquent.

If you have any questions or need additional information about the Community tax program, please **contact Connie Reifschneider, Treasury Department, at (480) 362-7678** and thank you for doing business with the Salt River Pima-Maricopa Indian Community.

Juana Fulwilder, Business License and Tax Permit Specialist  
SRPMIC Community Development Department  
480-362-7600 (Main)  
480-362-7649 (Direct)  
480-362-5849 (Fax)  
[juana.fulwilder@srpmic-nsn.gov](mailto:juana.fulwilder@srpmic-nsn.gov)



## 2025 UCR Registration is VALID!



Confirmation # 000-0525-0114

Registered on: 12/30/2024 10:27 EST

Generated: 12/30/2024 10:27 EST

**Year:** 2025

<b>Paid:</b>	<b>Date</b>	<b>Bracket</b>	<b>UCR Fee</b>	<b>Conv. Fee</b>	<b>Total</b>
	12/30/2024	Bracket 2 [3 veh.]	\$138.00	\$4.10	\$142.10

**Bracket:** 3 to 5 vehicles [3 vehicle(s)]

**USDOT #:** 1006376

**Classifications:** Motor Private Carrier

**Legal Name:** CONTRAX FURNISHINGS

**DBA:** METEOR EDUCATION

**Base State:** Georgia

**Principal:** 690 NE 23RD AVE  
GAINESVILLE, FL 32609  
US

**Payor:** CINDY SEBZDA

\*\*\* Expires: 12/31/2025 \*\*\*

#### 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: Meteor Education, LLC

Title of Authorized Representative: VP of Strategic Sourcing

Mailing Address: 690 NE 23rd Ave., Gainesville, FL 32609

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: Meteor Education, LLC

Title of Authorized Representative: VP of Strategic Sourcing

Mailing Address: 690 NE 23rd Ave., Gainesville, FL 32609

Signature: Carolyn M. Smith



## 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

4/2/25

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

4/2/25  
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** Meteor Education, LLC

**ADDRESS** 690 NE 23rd Ave.

Gainesville, FL 32609

**PHONE** 800-699-7516

**FAX** 877-373-0622

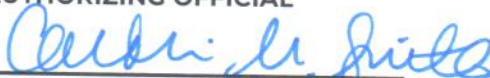
**RESPONDANT**

  
Signature

Caroline Smith  
Printed Name

VP of Strategic Sourcing  
Position with Company

**AUTHORIZING OFFICIAL**

  
Signature

Caroline Smith  
Printed Name

VP of Strategic Sourcing  
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](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2025-1281244

Date Filed:  
03/13/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Meteor Education, LLC  
Gainesville, FL United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Region 10 Education Service Center

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFP #R10-1176  
Furniture and Storage Related Products and Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	BCDI Meteor Holdings GP, LLC	Boston, MA United States	X	
	Meteor Management	Gainesville, FL United States		X

5 Check only if there is NO Interested Party. ☐

## 6 UNSWORN DECLARATION

My name is Caroline Smith, and my date of birth is 10/29/1983.

My address is 690 NE 23rd Ave., Gainesville, FL, 32609, USA.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Alachua County, State of FL, on the 2nd day of April, 20 25.  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)

**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?                     CWX                      
(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?                     CWX                      
(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?                     CWX                      
(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.)

Meteor Education, LLC	690 NE 23rd Ave.		Compan
y Name	Address		
Gainesville	FL	32609	City
	State	Zip	



*The following should replace Proposal Form 12 in its entirety. Changes have been highlighted.*

## **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.

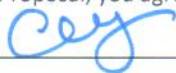
### **1. Vendor Violation or Breach of Contract Terms:**

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 and to the extent allowed by Title VI of the Civil Rights Act of 1964 and applicable executive orders, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? 

(Initials of Authorized Representative)

### 4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

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

Does vendor agree? 

(Initials of Authorized Representative)

**5. Contract Work Hours and Safety Standards Act:**

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree?   
(Initials of Authorized Representative)

**6. Right to Inventions Made Under a Contract or Agreement:**

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree?   
(Initials of Authorized Representative)

**7. Clean Air Act and Federal Water Pollution Control Act:**

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree?   
(Initials of Authorized Representative)

**8. Debarment and Suspension:**

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in



accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (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? 

(Initials of Authorized Representative)

#### 9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? 

(Initials of Authorized Representative)

#### 10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? 

(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? ar

(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? cr

(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? cr

(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? cr

(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? cr

(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Meteor Education, LLC

Company Name



Signature of Authorized Company Official

Caroline Smith

Printed Name

VP of Strategic Sourcing

Title

4-16-25

Date



*The following should replace Proposal Form 13 in its entirety. Changes have been highlighted.*

### **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? cur  
(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? cur  
(Initials of Authorized Representative)

## *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? cur  
(Initials of Authorized Representative)

## *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? cur  
(Initials of Authorized Representative)

## *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? cur  
(Initials of Authorized Representative)

## *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? ar  
(Initials of Authorized Representative)

7. **Compliance with 2 CFR 200.321(b)(1)-(5)**

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 the extent required and/or allowed by Federal law.**

Does Respondent agree? ar  
(Initials of Authorized Representative)

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? ar  
(Initials of Authorized Representative)



## 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.

	4/2/25
_____ Signature of Respondent	_____ 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:** Meteor Education, LLC  
**Street:** 690 NE 23rd Ave.  
**City, State, Zip Code:** Gainesville, FL 32609

**Complete as appropriate:**

I N/A, certify that I am the sole owner of  
N/A, that there are no partners and the business is not incorporated,  
and the provisions of N.J.S. 52:25-24.2 do not apply.

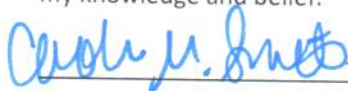
**OR:**  
I Caroline Smith XXXXXXX Limited Liability Company Meteor Education, do hereby  
certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further  
certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the  
names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual  
partners owning 10% or greater interest in that partnership.

**OR:**  
I N/A, an authorized representative of  
XXXXXXX, 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
BCDI Meteor Parent, LLC	690 NE 23rd Ave., Gainesville, FL 32609	100%

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

 - VP of Strategic Sourcing  
**Authorized Signature and Title**

4/2/25  
**Date**



**PROPOSAL FORM 16: NON-COLLUSION AFFIDAVIT**

Company Name:

Street:

City, State, Zip Code:

State of ~~XXXXXXXX~~ - Florida

County of Alachua

I, Caroline Smith of the Gainesville  
Name City

in the County of Alachua, State of Florida of full  
age, being duly sworn according to law on my oath depose and say that:

I am the VP of Strategic Sourcing of the firm of Meteor Education, LLC  
Title Company Name

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

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

Meteor Education, LLC  
Company Name

[Signature] - VP of Strategic Sourcing  
Authorized Signature & Title

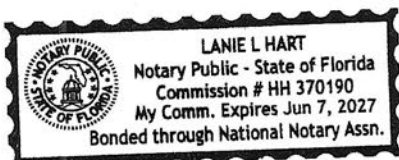
Subscribed and sworn before me

this 17th day of April, 2025  
[Signature]

Notary Public of New Jersey

My commission expires 6-7, 2025

SEAL



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

Company Name: Meteor Education, LLC

Street: 690 NE 23rd Ave.

City, State, Zip Code: Gainesville, FL 32609

**Bid Proposal Certification:**

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

**Required Affirmative Action Evidence:**

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

- |    |   |          |
|----|---|----------|
| 1. | A photo copy of their <u>Federal Letter of Affirmative Action Plan Approval</u> | _____    |
|    | OR  |          |
| 2. | A photo copy of their <u>Certificate of Employee Information Report</u>         | _____    |
|    | OR  |          |
| 3. | A complete <u>Affirmative Action Employee Information Report (AA302)</u>        | <u>X</u> |

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

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

B. Approved Federal or New Jersey Plan – certificate enclosed \_\_\_\_\_

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



- VP of Strategic Sourcing

**Authorized Signature and Title**

4/2/25

**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).

  
\_\_\_\_\_  
Signature of Procurement Agent





Section C - Personal Identification

14. Contact Name:	Cindy Sebzda	15. Title:	Controller	16. Contact Email:	csebzda@meteorededucation.com		
17. Address:	690 NE 23rd Ave	City:	Gainesville	State:	FL	Zip Code:	32609
18. Phone Number:	3524161318	Phone Extension:					

Return Search Submission

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

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

## 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:	Meteor Education, LLC		
Address:	690 NE 23rd Ave.		
City:	Gainesville	State:	FL Zip: 32609

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature

Caroline Smith  
Printed Name

VP of Strategic Sourcing  
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
N/A			\$

☐ 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 2 of 2

Vendor Name:

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

**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County: N/A

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

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

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

# PROPOSAL FORM 19: STOCKHOLDER DISCLOSURE CERTIFICATION

## Name of Business:

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

OR

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

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

☐ Partnership

☐ Sole Proprietorship

☐ Limited Liability

☐ Limited Partnership

Partnership

☐ Corporation

☒ Limited Liability

☐ Subchapter S

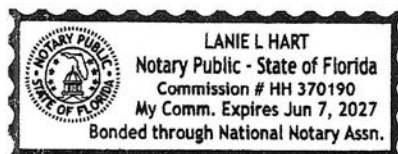
Corporation

Corporation

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

## Stockholders:

Name: BCDI Meteor Acquisition, LLC	Name:
Home Address: 690 NE 23rd Ave., Gainesville, FL 32609	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this <u>11<sup>th</sup></u> day of <u>April</u> , 20 <u>25</u>	
(Notary Public) <u>Lanie L Hart</u>	<u>Caroline M. Smith</u> (Affiant)
My Commission expires: <u>June 7, 2025</u>	<u>Caroline Smith, VP of Strategic Sourcing</u> (Print name & title of affiant)
	(Corporate Seal)



\*Please note that Meteor Acquisition is an LLC, therefore we do not have a corporate seal

## 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.)*



## 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).)*

4/2/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Authorized Signature & Title



### 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	Meteor Education, LLC
Address	690 NE 23rd Ave
City/State/Zip	Gainesville, FL 32609
Telephone No.	800-699-7516
Email address	bids@meteoreducation.com
Printed name	Caroline Smith
Position with company	VP of Strategic Sourcing
Acknowledgement of Amendments 1 & 2 (Initial)	
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 \_\_\_\_\_

## PROPOSAL FORM 24: MANUFACTURER LETTER AFFIDAVIT

*Respondents should indicate below whether they manufacture all the products offered in their proposal or if they operate as an authorized reseller, dealer, distributor, or manufacturer's representative for any products offered in their proposal.*

*Respondents submitting proposals as an authorized reseller, dealer, distributor, or manufacturer's representative shall indicate that they are able, upon request, to provide a letter from the manufacturer certifying that Respondent is an actual authorized reseller, dealer, distributor, or manufacturer's representative for that manufacturer and that the Respondent is authorized to submit a proposal for that product, and which guarantees that if the Respondent should fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume the Respondent's obligations or arrange for fulfillment through another competent dealer to complete the balance of the project.*

*Manufacturer letters will be requested from vendors being considered for award before final recommendations are made to the board. Failure to provide manufacturer letters may result in a respondent being eliminated from consideration for award.*

### **Check one of the following:**

- ☐ Our company manufactures all products offered in this response
- ☒ Our company operates as an authorized reseller, dealer, distributor, or manufacturer's representative and will provide the required letter from every manufacturer represented upon request from Region 10 ESC. I understand that failure to provide said letters may result in my response being rejected in part or in whole, and that misrepresentation of manufacturer consent may result in termination of any resulting contract for cause.

Meteor Education is an authorized dealer for all manufacturers represented in our proposal. Authorization letters available upon request.



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.





## Payment Methods

**Define your invoicing process and methods of payments you will accept. Please include the overall process for agencies to make payments.**

**Invoicing** – All goods and services quoted by Meteor Education and purchased by the buyer will be ordered and tracked by Meteor. Upon delivery to buyer, itemized work orders are issued for the buyer to approve and sign. Once the buyer approves, the goods and services are invoiced. Meteor typically invoices within a week of project completion. The signed work order is attached to the invoice as proof of delivery and receipt. Meteor can invoice in any format that is acceptable to the client, including providing invoices that are structured identically to the quote.

**Payment Terms** – Payment terms are net 30 days, unless otherwise specified. Customer will be invoiced upon delivery of services. Customer will be charged 18% annual interest, or \$50 per month, whichever is greater, on the balance of any late payment. Any change to an order must be in a written change order.

**Taxes** – Customer's current sales tax exemption certificate must be on file at the time the order is placed, or we must, by law, charge appropriate sales tax. Please note sales tax is not included in any of the proposed pricing. Upon customer request, sales tax will be billed as a separate line item at the local rate.

**Returned Goods** – Returned goods will only be accepted under a Return Authorization number (RA) issued by the Company. Accepted Returns may be subject to re-stocking and handling fees and any additional freight costs. Special order or custom-made products may not be returned.

**Acceptable Methods of Payments & Associated Fees** – Meteor accepts ACH, check, purchasing (P-Card) and credit card payments. If using purchasing cards, up to a 3.0% fee may be assessed to order.

**Bonding** – All fees for performance and payment bonds will be paid by customer, which can be up to 2% of the total project cost. Bonding rates are subject to change; please confirm the rate at time of order placement.





## Products & Services Offered

**Please provide a high-level overview of the products and services being offered and how they address the scope being requested herein.**

Meteor Education is the leader in the design and delivery of collaborative, flexible learning environments that accelerate student engagement. As part of our full-service approach, Meteor's local teams, educator experts and design specialists partner closely with each school district to create social classrooms and other custom spaces that empower educators to develop future-ready students. We provide training to teachers to help maximize the positive effect of each environment and tools so districts can measure the impact on student learning and the overall value provided to their community. Meteor has helped thousands of schools improve their learning settings for more than 30 years. Over the past five years we partnered with 1,800+ districts across the US to impact the educational experience of more than 2.8 million students.

Meteor Education offers a comprehensive suite of furniture and storage solutions that directly align with the scope outlined in the RFP. With access to over 200 manufacturers, we provide a diverse range of seating, desks, tables, storage solutions, and architectural products designed to enhance learning spaces. In addition to furniture procurement, Meteor Education delivers turnkey services that support clients throughout the entire project lifecycle. Our dedicated project management team oversees all aspects, including space planning, design consultation, delivery, installation, and post-installation support. To maximize the value of the new spaces, we also provide environment orientation sessions, helping end-users effectively utilize their redesigned environments.

We also offer specialized programs such as furniture repurposing and recycling, disaster recovery planning, and district-wide impact programs. These initiatives ensure sustainable, cost-effective, and equitable solutions. Our national and local contract partnerships enable us to deliver compliant, cost-effective solutions tailored to the unique needs of each district or organization.

Through our design studio approach, we focus on enhancing teaching and learning methods, optimizing classroom tools, and promoting meaningful interactions between students and teachers. As one of the largest providers of learning spaces in the United States, we are committed to integrating best practices for teaching and learning. Our solutions support inquiry-based instruction, effective use of modern classrooms, and increased student achievement.

Our submission includes product pricing by supplier and outlines the additional services offered, we are dedicated to delivering solutions that optimize learning environments and drive positive outcome.



# Statement of Differentiation

## What Sets Meteor Education Apart from Others

Meteor Education is highly experienced in planning, designing, supplying, and installing turn-key fixtures, furniture, and equipment for schools across the nation. We have focused on providing school districts with these services for over 30 years and have successfully completed over 800 school packages per year to date – totaling close to [REDACTED] – during that time. Nearly all our clientele are K-12 public school districts, and we are therefore highly skilled in working on design/build projects in the realm.

We use a design studio approach to positively affect the methods of teaching and learning, the use of tools in classrooms, and the interactions between students and teachers within learning environments. Meteor is one of the largest providers of learning spaces, including furnishings and design services, in the United States, with a focus on integrating best practices for teaching and learning to drive inquiry-based instruction, effective use of modern classrooms, and increased student achievement.

Meteor Education is a leading educational services partner working with education providers to help them create High-impact Learning Environments and High-impact Learning Experiences throughout the U.S. As one of the largest providers of learning spaces, including furnishings, educational interior design and professional development services, Meteor's local studio approach focuses on bringing transformational learning to the surrounding communities, their students, and teachers.

**K-12 Turn-Key Solutions.** Over 98% of our business is done in the K-12 marketplace. Meteor specializes in helping schools to create high impact learning experiences.

**Innovative and Instructional Design.** Our entire process is design driven with our interior and instructional designers involved from start to finish. We have a team of full-time in-house designers ensuring we meet every design need. Once project goals are defined, we will work to develop a custom design to meet your unique needs. Meteor excels at developing flexible, functional environments and experiences. We bring cutting edge product design and combine the latest teaching methods (i.e. –

collaborative learning 71 product and instruction) into that design. Our project design includes the use of easy technology that enables the client to walkthrough the various spaces in 3D renderings – without the use of complicated software or training.

**Organizational Size and Strength.** These qualities are seen in our focus in the educational market. Meteor operates actively in 38 states and has the capacity to supply products nationally and even in some international markets. In addition, our team consists of professional sales associates, full-time design teams, project managers, installation professionals, and logistics options. This ensures that the smallest project details are accurately managed throughout your project.

**Product Offerings.** Meteor represents over 175 manufacturers. The abundance of manufacturers we represent ensures we can provide competitive furnishings to meet any need.

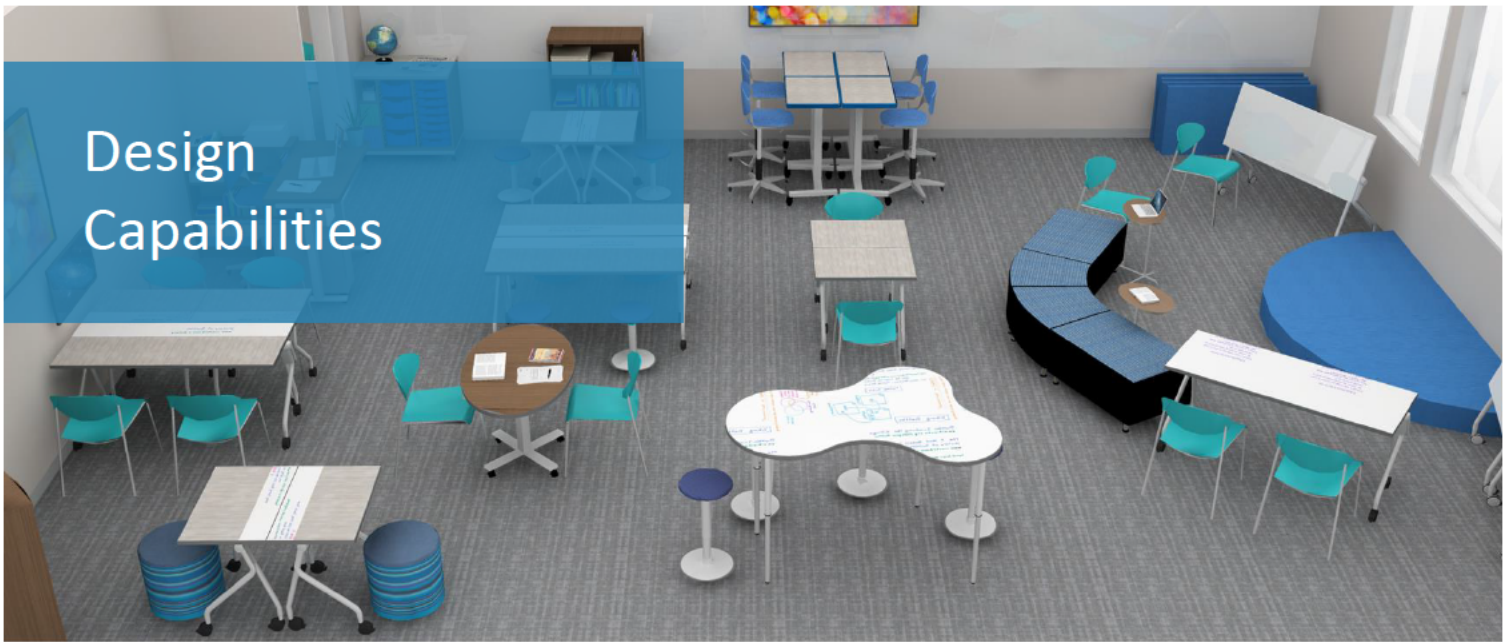
**Learning Organization.** As part of their professional development, Meteor personnel are encouraged to never stop learning. Many of our team members have professional certifications. This formal training, complemented with their experience, is another clear distinction between Meteor personnel and our competition.

**Professional Development Consulting.** We have a full team of professional educational consultants to help ensure teachers and district personnel are trained so they can provide the best learning experience possible for their students.

**Service and Support.** Our service after the sales is unparalleled in the industry. Meteor warrants all products sold to the end user with a one-year parts and labor warranty (above any manufacturer's warranty). No such warranty exists from our competitors to cover labor associated with manufacturer defects. Additionally, after the one-year period is completed, Meteor will continue to act as a liaison between the client and manufacturer if any additional warranty issues arise throughout the warranty period for products.

**One Year Walk-through Review.** For large projects, Meteor will schedule an anniversary walkthrough after the first year in the facility. We will walk-through the site with the client to identify any issues and validate all warranty issues.





## Collaborative Design Process

Meteor Education's approach to creating ProSocial Learning Environment™ designs is uniquely personal to the client. More than just an attractive space, our Meteor team utilizes a collaborative design process to align your learning goals with your space. Through the collaborative design process, the dedicated Meteor Learning Experience Coordinator (educator) inquires and uncovers the types of student learning experiences you desire and then works closely with the Meteor Interior Designer to translate your learning goals into space design. This emphasis on educational voice and focus is the bridge to an optimal space where teachers activate learning and students come alive in discovery.

Our firm strives to provide every client with instructionally-sound ProSocial spaces and currently employs 38 full-time Interior Designers and 11 full-time Learning Experience Coordinators (educators) to ensure our customers get the full design attention they desire.

## Meteor Education's Design Elements

The learning environment is never neutral. In fact, many spaces manufacture lifeless learners and exhausted teachers. More than just an attractive space, ProSocial Learning Environments™ align your learning goals with your space. Meteor Education's collaborative design process, with an educational voice and focus, is the bridge to an optimal space where teachers activate learning and students come alive in discovery.

We've identified four design elements within supportive, collaborative, ProSocial Learning Environments™ and use these principles when designing spaces with our clients.

# Design Elements of a ProSocial Learning Environment™

## FOUR COMMON DESIGN ELEMENTS WITHIN A PROSOCIAL LEARNING ENVIRONMENT™

### LEARNING PODS

Students sit or stand **eye-to-eye** and **knee-to-knee** in **teams of 2, 3, and 4**, to easily engage in respectful communication, real-world collaboration, and hands-on experiences with a common set of resources.

### ACTIVITY ZONES

Students enhance their learning in areas designed for experiential activities that maximize **social interaction** and cognitive development, through **multiple learning modalities** and access for **integration of technology**.

### TEACHER SPACES

Students gain when the finite resource of space for learning experiences is balanced between stakeholders. Teacher space for **focused planning** and **proximity to teams** helps learners in their journey, while mobile storage improves **adaptability** from year to year.

### DYNAMIC PLACE

Students benefit from **agile spaces** equipped for fluid **learner movement** and **correct ergonomics** to maximize interactions, minimize transitions, offer **greater comfort and safety**, and deliver easy and quick flexibility.



## See the Possibilities!

Utilizing cutting edge modeling tools, our team works with you to create, visualize, and refine your plan. See it before you own it! Please note that all pictures and renderings shown throughout this proposal were from Meteor projects.



### Major benefits of space planning by Meteor Education

1. Visualize the environment
2. Design spaces to be more flexible by modeling layout options
3. Control costs associated with “over-buying” product that doesn’t fit

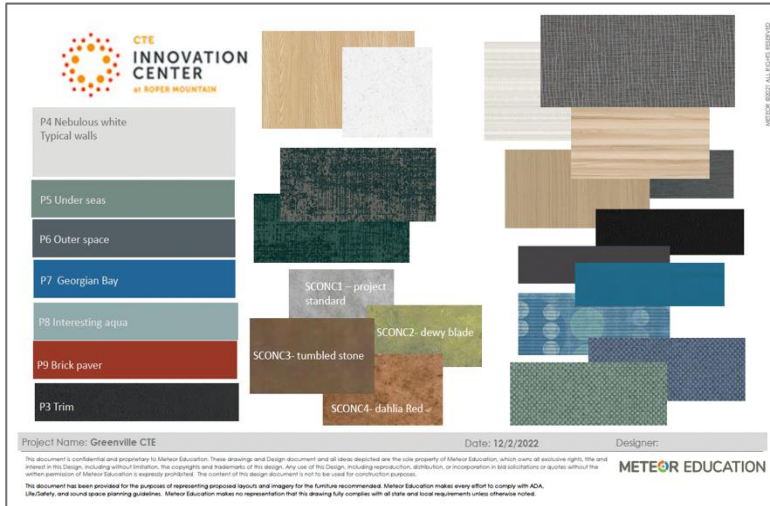
## Full Space Planning and Layout Services

Our design team works in concert with our sales force and learning services team to complete full layouts for all critical spaces in your facility. Being able to preview what the selected furniture will look like in your unique space, helps to ensure overall customer satisfaction and quality assurance. The following summarizes the list of available drawing services that are all included at no additional space planning charge with our total school programs:

1. **2D Space Planning** – The initial phase of project planning would be incomplete without reviewing the architectural plans and layouts. As part of this review, we add our products into the architectural floor plans to ensure proper spacing, function, and ADA compliance. These plans are reviewed by interior designers and sales team members with the end users for accuracy. Changes are made based on the various goals and feedback from the client.
2. **3D Renderings and Walkthroughs** – Meteor Education has the ability to bring your school to life months before it's actually completed. Sensitive areas such as media centers, cafeterias, classrooms, and administrative offices are laid out in stunning detail. This allows for a more realistic review of final planned furnishings and often helps create excitement and more in-depth conversations about the use of space and the overall use of the rooms.







## Finish Selections

Not only does our local team work to ensure that all product selections meet the client's needs, but we also strive to ensure finishes/colors compliment the architectural details and support your overall vision for your space. Your local team will utilize the industry's wide selection of finishes, creating color palate examples and making recommendations based on customer's directives and feedback.

Creating a digital design presentation with finish selections shown for the project is another element of closing out the sales workup process. It enables the client to verify and then display all aspects of the products, finishes, and color pallets they have selected for the job. This ensures they are getting the colors and materials they envisioned for their project.

## Software & Deliverables

Our design team is proficient in AutoCAD, Revit, CET, Photoshop, and Sketchup.


Building floor plans from schools or architects can be given in AutoCAD or Revit, as well as PDF. If there are no floor plans available, our team will come on site to field measure the spaces.

Design deliverables can include:

- 2D Floor plans – Black and white
- 3D Renderings – Black and white and/or color
- PowerPoint presentation including individual furniture callouts, which show and describe the product and finishes
- Digital color finish sample boards
- Fly-through videos – virtual walk through of building\*
- Virtual reality goggles – put on goggles that allow you to turn your body and see the room as if you're standing in the middle of it\*

\*Deliverable is not included in standard design package and may require fee and additional time.





## Value Added Services

Meteor Education offers many value-added services. Below is a summary of what sets us apart from the competition.

**Local Studio Advantage.** Our team is local. We firmly believe that to best serve the schools we work with, we need to be members of the community. While we have the benefit of national resources and thought leadership, we also provide the dedicated, local team support that makes the difference.

**Experience in K-12 Turn-Key Solutions.** Over 98% of our business is done in the K-12 marketplace. Meteor Education specializes in helping schools to create high impact learning experiences. Our firm strives to build longstanding relationships with customers by offering the highest quality and customer service in the industry. Our project experience and references are second to none.

**ProSocial Learning Environments.** You have unique requirements for your spaces based on subject areas, grade levels, instructional intent, and student needs. That's why we start every design by first deeply understanding your instructional outcomes for that space and designing so the environment is aligned with the experience. Each project team includes an Learning Experience Coordinator (LEC) who is an instructional expert and will guide this process. The LEC is committed to ensuring client-focused instructional input into the design of classroom environments for Educationally Sound Learning Environments to create ProSocial Learning Experiences.

**Innovative and Instructional Design.** Our entire process is design driven with our interior and instructional designers (LECs) involved from start to finish. We have a team of full-time in-house designers ensuring we meet every design need. Once project goals are defined, we will work to develop a custom design to meet your unique needs. Meteor Education excels at developing ProSocial, flexible, and functional learning environments and experiences. We bring cutting edge product design and combine the latest teaching methods (i.e. – collaborative learning product and instruction) into that design. Our project design includes the use of easy technology that enables the client to walkthrough the various spaces in 3D renderings – without the use of complicated software or training.

**Environment Orientation.** We have a full team of professional educational consultants (LECs) to help ensure teachers and district personnel are trained so they can provide the best ProSocial Learning

Experience possible for their students. Your local LEC can provide teacher onboarding support for how to leverage their new environment through the lens of student-centered learning.

**Furniture Assessment Capabilities.** For refurbish/replacement projects that don't have a budget that allows for all new furniture, our firm can inventory existing furniture within the school or district. We attach a score to the furniture and provide a comprehensive assessment. We then work with the client to develop a plan of what can continue to be used and what will need to be replaced. We can develop designs that incorporate both existing and new furniture.

**Organizational Size and Strength.** These qualities are seen in our focus in the educational market. Meteor Education operates nationally and has the capacity to supply products in some international markets. In addition, our team consists of professional sales associates, full-time design teams, project managers, installation professionals, and logistics options. This ensures that the smallest project details are accurately managed throughout your project.

**Product Offerings.** Meteor Education represents over 175 suppliers. The abundance of manufacturers we represent, ensures we can provide competitive furnishings to meet any need.

**Learning Organization.** As part of their professional development, our personnel are encouraged to never stop learning. We offer professional development classes online through our Human Resources platform. In addition, many of our team members have professional certifications. This formal training, complemented with their experience, is another clear distinction between our personnel and our competition.

**Service and Support.** Our service after the sales is unparalleled in the industry.

- Our firm warrants all products sold to the end user with a one-year parts and labor warranty (above any manufacturer's warranty). Additionally, after the one-year period is completed, Meteor Education will continue to act as a liaison between the client and manufacturer if any additional warranty issues arise throughout the warranty period for products.
- One Year Walk-through Review. For large projects, Meteor Education will schedule an anniversary walk-through after the first year in the facility. We will walk-through the site with the client to identify any issues and validate all warranty issues.





# Project Management Process

**Purchase Order Verifications:** All products placed on order for projects are verified for accuracy with quotes, drawings, and against the customer's project signoff. All purchase orders are acknowledged in writing with the customer once received. Any missing information or discrepancies found are verified in writing with the client for clarity.

**Purchasing Procedures:** Meteor places orders with factories based on the time schedule and lead times associated with the project once verified by project management. Factory orders are acknowledged and checked for accuracy once placed to ensure proper SKU, options, colors, and availability.

**Professional Project Management:** All projects are assigned individually to one of our experienced project managers. They are assigned "cradle to grave" from the receipt of the PO to the completion of the installation. The project managers work directly with the Lead Installers to ensure proper communication, setup for install work and changes throughout the process. It is important to note: while sales associates remain active throughout the life of a project, they are not trying to "manage" projects (which is not their primary role).

**Coordination and Information:** Our project managers are Meteor operations representatives that monitor and evaluate progress and coordinate our work from receipt of a purchase order to resolution of punch list items. The project manager works directly with the installation crew onsite to ensure that communications regarding deliveries, job site challenges and work progress are closely monitored. The project managers ensure efficient, timely coordinated work from our professional installation teams. They are involved from the beginning of the project specifications through to the end of the work.

**Logistics Management:** Meteor employs a full-time Logistics/Traffic Group Manager. This team is responsible for scheduling all incoming loads from factories and all deliveries in the field. This enables an even greater level of logistics control and execution.

**Weekly Communication:** Our project manager communicates weekly with the client as the project moves forward. This ensures that changes to the job schedule that affect the furniture delivery schedule will be caught and the proper revisions to the plans are made. This weekly communication can occur as a conference call, in regularly planned construction meetings at the client's invitation and via web conferencing.



## Ongoing Training & Consulting

### Outline what ongoing training and consulting support is available to customers.

Meteor Education is committed to providing ongoing training and consulting support to ensure that customers maximize the value and effectiveness of their new learning environments. Our support is designed to be accessible, practical, and sustainable, equipping educators with the tools and knowledge needed to enhance teaching strategies and student engagement.

#### Environment Orientation

To help educators seamlessly integrate their new spaces into daily instruction, we offer comprehensive environment orientation services. This includes:

- Access to a Professional Library with instructional resources.
- Classroom tips and strategies that are easy to apply immediately.
- Instructional videos demonstrating best practices for utilizing the new learning environments effectively.

#### Learning Services

To build long-term capacity and promote sustainable learning strategies, we provide ongoing support through:

- Follow-up sessions during Professional Learning Communities (PLCs) and department meetings.
- 1:1 coaching and reflection, available both onsite and virtually.
- Support for instructional coaches and teacher leaders to extend and reinforce learning beyond the initial partnership.

Through these continuous training and consulting resources, Meteor Education ensures that educators receive the necessary guidance and support to create dynamic, effective learning experiences and sustain impactful instructional practices over time.





# Preventative Maintenance Program

## Outline your preventative maintenance program for the offered products and services.

Meteor Education does not currently have a formal preventative maintenance program in place for all products. However, we do offer inspection and maintenance services for cafeteria tables through our Sico program.

### As part of this program, we:

- Conduct onsite inspections to assess the condition of the tables.
- Perform general maintenance to ensure optimal functionality.
- Document any issues and provide a detailed inventory of necessary repairs.

Following the inspection, we generate a list of required parts, allowing the school district to decide whether to proceed with a quote for repairs.

Additionally, all maintenance programs are customizable based on customer needs. If requested, we can provide a quote for tailored preventative maintenance services specific to the products and scope of work.





## Certifications & Qualifications Required by Installation Staff

### **Identify certifications and qualifications required by installation and maintenance staff.**

Meteor Education's installation and maintenance staff do not require specific certifications unless mandated by a particular supplier. However, we partner with highly trained and experienced installation teams that specialize in the products we install.

Our teams are:

- Skilled in routine maintenance and follow industry best practices to ensure quality and longevity.
- Experienced in handling a diverse range of furniture and equipment, ensuring proper installation and optimal performance.
- Committed to maintaining safety and compliance standards, adhering to all project-specific requirements.

Should a project or supplier require specialized certifications, we ensure that the appropriate qualified personnel are assigned to meet those requirements.



## Product Certifications

### Outline all applicable product certifications currently held such as BIFMA or ADA.

As a national supplier of educational furniture, Meteor Education understands the importance of providing products that meet specific certifications and standards required by school districts. We are committed to offering high-quality solutions from manufacturers that prioritize durability, safety, and sustainability while addressing functional needs, design aesthetics, and budget considerations. With a large network of suppliers, we provide a diverse range of products that comply with various industry-recognized quality and environmental standards. Below are some of the key certifications and standards met by our manufacturers:



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

Website: [http://www.fscus.org/about\\_us/](http://www.fscus.org/about_us/)



**GREENGUARD** - GREENGUARD Certification is part of UL Environment, a business unit of UL (Underwriters Laboratories). GREENGUARD Certification helps manufacturers create--and helps buyers identify--interior products and materials that have low chemical emissions, improving the quality of the air in which the products are used. UL Environment acquired GREENGUARD in 2011, further advancing its mission of promoting global sustainability, environmental health, and safety.

Website: <https://www.ul.com/services/ul-greenguard-certification>

**MAS Certified Green** - MAS Certified Green is a registered trademark to delineate low VOC emitting products in the marketplace so that purchasers and specifiers of those



products know that they can earn credits in sustainability programs like LEED and California CHP program. MAS provides both static and dynamic emissions testing services to determine the type and concentrations of chemical compounds potentially off-gassed from finished products and raw materials into the indoor environment. Website: <https://mascertifiedgreen.com/>



**Green Label Plus** – Green Label Plus is an example of CRI’s (The Carpet and Rug Institute) leadership in the best practices of environmental responsibility. Look for the CRI Green Label Plus logo as proof that the product has been tested and certified by an independent laboratory and has met stringent criteria for low emissions. The Carpet and Rug Institute’s Green Label Plus (GLP) program is recognized by the U.S. Environmental Protection Agency’s (EPA’s) Recommendations of Specifications, Standards, and Ecolabels for Federal Purchasing. This recognition places the GLP program as a top-tier program for certification. Website: <https://carpet-rug.org/testing/green-label-plus/>



**Cradle to Cradle** – Cradle to Cradle Certification is a multi-attribute eco-label that assesses a product’s safety to humans and the environment and design for future life cycles. The program provides guidelines to help businesses implement the Cradle to Cradle framework, which focuses on using safe materials that can be disassembled and recycled as technical nutrients or composted as biological nutrients. MBDC’s certification program takes a comprehensive approach to evaluating the design of a product and the practices employed in manufacturing the product. The materials and manufacturing practices of each product are assessed in five categories: Material Health, Material Reutilization, Renewable Energy Use, Water Stewardship, and Social Responsibility. Website: <https://c2ccertified.org/>



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



**Eco-Certified Composite (ECC)** - The Eco-Certified Composite (ECC) sustainability standard is a voluntary industry certification developed and administered by the Composite Panel Association (CPA) for manufacturers of composite wood or agrifiber-based panels, including particleboard, medium density fiberboard (MDF), hardboard, engineered wood siding, and engineered wood trim. ECC Certification is available to individual manufacturing plants and is based on life cycle inventory and other verifiable environmentally responsible practices. The certification process includes an on-site evaluation and subsequent yearly audits. CPA’s proprietary Carbon Calculator, developed by a third-party expert, is used to assess the life cycle and carbon



footprint of composite panels made at a particular manufacturing plant.

Website: <https://www.compositepanel.org/sustainability/ecc/>



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

Website: <http://www.iso.org/iso/home.html>



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

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

**BIFMA**



**ANSI/BIFMA** - The ANSI/BIFMA certification signifies that furniture products meet rigorous safety, durability, and sustainability standards developed by the Business and Institutional Furniture Manufacturers Association (BIFMA) in collaboration with the American National Standards Institute (ANSI). These standards ensure that products undergo comprehensive testing for structural integrity, stability, and performance, promoting quality and safety in commercial furniture. Additionally, BIFMA's LEVEL® certification addresses environmental and social responsibility aspects, evaluating materials, energy usage, human and ecosystem health, and corporate practices. Products achieving LEVEL certification demonstrate a commitment to sustainability and can contribute to green building initiatives such as LEED.

Website: <https://www.bifma.org/page/ansi-accreditation>



**SCS Global Services Indoor Air Quality Certification** – SCS Global Services Indoor Air Quality Certification is a recognized and trusted program that assesses and verifies the indoor air quality standards of buildings and products. It ensures that the air inside a given space meets rigorous criteria for pollutants, toxins, and contaminants, promoting a healthy and safe environment for occupants. Through comprehensive testing, monitoring, and compliance with established guidelines, the certification demonstrates a commitment to maintaining high indoor air quality standards, benefiting the well-being and comfort of individuals in various settings, such as offices, schools, and residences.

Website: <https://www.scsglobalservices.com/services/indoor-air-quality-certification>



**Intertek's Clean Air Certification** – Intertek's Clean Air program independently tests and certifies products to regulated sustainability initiatives including, but not limited to, BIFMA e3, California CDPH, LEED, and WELL. Accepted by USGBC for LEED v4 EQ Credit Low-Emitting Materials, our Clean Air certification program, (formally ETL Environmental VOC certification) utilizes our expert team of chemists and globally recognized ISO 17025 accredited labs to test your products for VOC emission compliance. Intertek's proprietary program provides two classes of certification, along with the use of the Intertek Clean Air label for product packaging and client marketing.

Website: <https://www.intertek.com/certification/indoor-air-quality/>



**ASTM D4060** - Standard test method established by ASTM International that measures the abrasion resistance of organic coatings using the Taber Abraser. This test evaluates the coating's durability by subjecting it to controlled wear conditions, helping assess its performance and longevity in real-world applications.

Website: <https://www.astm.org/d4060-19.html>



**Oeko-Tex Certification** – OEKO-TEX® Standard 100 is a globally recognized certification that ensures textiles are tested for harmful substances and are safe for human health. Products with this certification meet strict criteria for chemicals, including pesticides, heavy metals, and formaldehyde, making them environmentally friendly and safe for consumers. This certification promotes sustainable and responsible textile production.

Website: <https://www.oeko-tex.com/en/our-standards/oeko-tex-standard-100>



**Toxic Substances Control Act Compliant** – The Toxic Substances Control Act (TSCA) is a U.S. law that regulates the manufacture, import, use, and disposal of chemical substances. It authorizes the EPA to review and restrict chemicals that pose unreasonable risks to human health or the environment. TSCA compliance ensures that companies adhere to safety standards, proper labeling, and reporting requirements for chemical products.

Website: <https://www.epa.gov/laws-regulations/summary-toxic-substances-control-act>



**California Air Resources Board (CARB) Compliant** – The California Air Resources Board (CARB) is responsible for protecting public health and the environment by regulating air quality standards in California. CARB compliance ensures that products meet strict emissions regulations, including limits on volatile organic compounds (VOCs) and formaldehyde in materials. Companies adhering to CARB standards demonstrate a commitment to reducing air pollution and promoting sustainability.

Website: <https://ww2.arb.ca.gov/>

**ADA Compliance** – The federal government—and other regulatory bodies—do not certify individual products as ADA compliant. Rather, accessibility and usability depend on how the product is applied, positioned, and integrated within the overall space. We offer many products that are thoughtfully designed to align with ADA guidelines, and we also provide layout solutions that support compliance with ADA egress requirements.



## Furniture Recycling with Meteor + IRN

Meteor Education has partnered with The Institution Recycling Network (IRN) since 2012 to facilitate the recycling and repurposing of unwanted furniture from schools across the nation. Rather than disposing of items like furniture, electronics, office equipment, and other surplus materials, institutions can donate them to a school in need.

The network helps institutions find suitable recipients for their surplus items, ensuring they are reused or recycled in an environmentally responsible manner. This approach promotes resource conservation and reduces waste generation, benefiting both the environment and participating institutions.

Your unwanted furniture can continue to help educate children who otherwise would not have access to a desk or a chair. In addition, your school could secure additional LEED points. All this for about the same cost as hauling and dumping to a land fill.

As a turnkey service, IRN, in conjunction with Meteor Education, handles planning, arranges labor, finds matches/recipients, moves your surplus, and provides detailed tracking and reporting for projects.

Visit YouTube at: <http://www.youtube.com/watch?zx42J08nfPI> for a video that features Meteor Education (then known as Contrax Furnishings), IRN, and Food for the Poor. This video shows the donation of furniture to a needy school in Jamaica.







## Customer Service

### **Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.)**

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

Below is a summary timeline of how we deal with service and warranty needs. If at any time an issue/problem needs to be escalated, a manager or executive will step in to make things right for our customer.

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

Meteor provides superior service to our customers. Our objective is to supply our customers with high quality products built to stand the test of time within their budget. In addition to high quality products, our standard of excellence includes thorough sales and project management processes, professional installation and full warranty service. Following these processes helps prevent many problems before they start.

We only partner with the finest manufacturing, trucking, and installation companies. Our thorough processes are filled with checks and balances to ensure the highest quality is achieved during the manufacturing, delivery, installation and punch list resolution. Some of our procedures that ensure quality are summarized below.

- **Initial Client Interviews** – This helps us to determine client’s needs and wants which allows us to better serve the client.
- **Reviews of Layouts, Specifications and Color Selections** – Reviewing product selections puts entire project team on the same page and eliminates miscommunication. Final approval must be received from customer prior to moving forward.
- **Review of Quote** – Meteor and customer team members will review each line item for accuracy prior to ordering. In addition, Meteor will confirm each line item with manufacturer prior to final shipment.
- **Purchase Order Verification** – Any missing information or discrepancies found are verified in writing with the client for clarity. Formal quote will be provided, and final approval must be received from customer prior to moving forward.
- **Weekly Communication & Project Meetings** – This ensures that any potential issues are caught and the proper revisions to the plans are made. Project managers will oversee delivery and installation of your project from start to finish. They will use Meteor Connect, as well as phone, email and in-person communication to ensure customer has the most up-to-date information.
- **Site Visits & Field Measurements** – Site visits allows for familiarity with jobsite and field measurements ensure that desired furniture will fit within room.
- **Delivery & Installation Lists** – The lists we utilize allow for the orderly receipt and delivery of all items to their specific locations with the greatest efficiency. These lists are reviewed by project management throughout the delivery and installation to ensure adequate progress and identify any issues that may arise during the distribution process.
- **Final Project Walkthrough/Delivery Acceptance** – Meteor personnel will walk rooms with client to ensure all products were delivered and installed as desired.
- **Service after Delivery/Punch List** – Meteor utilizes a comprehensive system for follow-up and response once the initial installation is completed through the Meteor Connect online project management system. All punch-list items are tracked by work order to their completion.

Regarding the number of service centers, our proposal includes a list of our office locations; however, it’s important to note that we have a nationwide team of over 340 employees, supported by an extensive network of third-party installation partners. All service needs will be handled by the local studio team, and when service is required, it is typically performed onsite by local personnel.

## Financial Stability



Meteor Education takes pride in our financial strength. Since our national expansion in 2008 we've been on a growth trajectory. This growth has led us to great opportunities including more resources to refine our processes and the opportunity to work with private equity partners. In addition, we also have strong relationships with our banking and bonding firms. We've included letters from those institutions which further emphasize our financial strength. Additional information regarding our financial strength is available upon request.

At Meteor Education, we have journeyed together from the origins of our company in 1967, to the beginning of Contrax Furnishings, to an era of significant growth and impact under the brand of Meteor Education. All along the way we have seen more Meteorites join with the shared goal of impacting the lives of more students positively. We have chosen to be a part of changing the learning experiences by delivering on High Impact Learning Environments, Accelerated Engagement, and ProSocial Learning Experiences through our values of Going the Extra Mile, Innovation, Co-Creative Voice, always Learning as an organization, and traveling in One Boat as a team. Going to market through our local studio presence, supported by a strong backbone of support services, we have been able to adapt our local strategy and support our customers specifically and with deepening connection.

At the end of 2022, we established our new partnership with Bain Capital Double Impact (BCDI) to drive Meteor's influence and impact to the next level. The fulfilment of our Meteor Manifesto requires a very broad group of stakeholders working together to deliver on our mission. This certainly includes investment in both our core business as well as new vectors of opportunity to make an impact as education continues to change.

### About Bain Capital Double Impact

Bain Capital Double Impact (BCDI) is focused on investing in mission-minded companies that impact communities and the environment positively and provides Meteor additional opportunities to expound upon our great work to reach more students.

BCDI comes to Meteor with vast investment experience as part of a larger network of the funds of Bain Capital, a global leader and one of the most respected brands in private equity. Their approach to building mission-driven, high-performance companies is a perfect complement to the Meteor culture. Their goals align directly with our emphasis on being profitable while delivering on ProSocial Learning Environments and Experiences.

BCDI focuses on three investment areas, Health and Wellness, Education and Workforce Development, and Sustainability. Their experience and success in each of these areas offers Meteor new resources plus a strong collaborative partnership in our future growth in the education market.









## Process Timeline

### **Outline the process timeline for product pickup, delivery and any other applicable capabilities not already addressed.**

The timeline for product pickup, delivery, and overall project execution varies based on several factors, including the supplier, product availability, pickup location, and final delivery site. Standard lead times typically range from 1 to 16 weeks, depending on the manufacturer and product type. We work closely with our suppliers and logistics partners to coordinate timely deliveries and provide project-specific lead time estimates.

Project timelines are influenced by the size and scope of each project. While we do not have a universal timeline, we collaborate with clients to align with their schedules and deadlines, prioritizing efficient planning, coordination, and execution.

The pricing matrices included in this proposal outline all products, services, and associated delivery details.





## **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**

Our company has the capability to provide comprehensive management reports tailored to your needs. While we do not typically offer time and attendance reports unless specifically required for a project—such as for prevailing wage compliance—should such reports be needed, we can coordinate with our installers to ensure the necessary documentation is provided in the most effective format.


We are fully capable of delivering consolidated billing reports by location, as well as any other reporting format required. As a current Region 10/Equalis contract holder, we are well-versed in all necessary reporting requirements and can customize our reports to meet specific customer needs.

Our team is committed to providing timely, accurate, and detailed reports to support your agency's objectives.










# History & Growth Timeline

With a parent company established in 1967, Meteor Education is a Limited Liability Company with headquarters in Gainesville, Florida.

- 1967 – JR Office Furniture and Equipment Co. was established by Gary Junior as a reseller of used office furniture from offices in New York, NY. Within a few years, the company was also selling new office furniture.
- Early 1980s – JR Office Furniture expanded its product lines to include office supplies and also opened multiple locations.
- 1987 – Florida changed its state government and agency purchasing rules from a bid system to a more open buying system by use of “piggybacking” on existing contracts. This was an important development to the original formation of Contrax Furnishings (JR Office Furniture d.b.a. Contrax Furnishings), as the new business unit began selling to educational institutions, primarily in casework and some loose furnishings.
- By 1992 – JR Office refocused almost exclusively on contract selling through Contrax Furnishings division. The first full turnkey project was completed in 1993. Since then, we have continually grown.
- 2001 – Contrax Furnishings Inc. established.
- 2008 – Contrax Group, LLC established as a subsidiary of Contrax Furnishings, Inc. and began to offer products and services in over 25 states.
- 2010 – Contrax Furnishings, Inc. converted to Contrax Furnishings, LLC.
- 2016 – Contrax Group, LLC rebranded to Meteor Education, LLC to have a name that better encompassed all our service offerings. Tax ID and ownership remained the same.
- 2021 – Meteor Education, LLC acquired Premier F+E, a regional dealership covering Iowa, Minnesota, Wisconsin, North Dakota, and South Dakota.
- 2022 - Meteor Education, LLC acquired Worthington Contract Furniture, a Texas dealership based in Austin. Meteor Education, LLC acquired Blankenship Associates, Inc., a North Carolina dealership based in Raleigh.





## Experience & Qualifications of Key Employees

**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:**

- \* Executive Support**
- \* Account Manager**
- \* Contract Manager**
- \* Marketing**
- \* Billing, reporting & Accounts Payable**

The following members of the Meteor Education team will play crucial roles in the Region 10 ESC RFP #R10-1176 for Furniture and Storage Related Products and Services, bringing extensive experience from similar projects. It is important to note that each team member is assigned a limited number of projects at a given time. This practice ensures that your team will have ample time and resources to fully focus on delivering ProSocial Learning Environments and Experiences that align with your instructional goals, thereby maximizing the return on your project investment.

Furthermore, in addition to the local team, Meteor Education employs over 340 dedicated full-time professionals across various departments. These include experts in interior design, bidding, contracts, quoting, logistics, installation, project management, sales, educational instruction, professional development, finance, strategic sourcing, marketing, as well as customer service.

**Executive Support** - Sean Farley, Executive Vice President, Supply Chain

P: 800-699-7516

E: [sfarley@meteoreducation.com](mailto:sfarley@meteoreducation.com)

**Account Manager** – Jordan Lockhart, Managing Director

P: 817-360-3426

E: [jlockhart@meteoreducation.com](mailto:jlockhart@meteoreducation.com)

**Contract Manager** - Lanie Hart, Bids & Contracts Manager

P: 352-871-6816

E: [lhart@meteoreducation.com](mailto:lhart@meteoreducation.com)

**Marketing** - Chelsea Adicks, Director of Brand & Communications

P: 352-301-2168

E: [cadicks@meteoreducation.com](mailto:cadicks@meteoreducation.com)

**Billing, Reporting & Accounts Payable** - Beth Barnett, Director of Billing & Collections

P: 352-416-1302

E: [bbarnett@meteoreducation.com](mailto:bbarnett@meteoreducation.com)

Resumes are provided via the following pages.



# Sean Farley

## Executive Vice President Supply Chain



[sfarley@meteoreducation.com](mailto:sfarley@meteoreducation.com)

404-797-8883

meteoreducation.com

1.800.699.7516

### OBJECTIVE

Experience supply chain executive with over 10 years of leadership in strategic sourcing, operations, and financial performance. Proven ability to lead cross-functional teams, implement cost-saving initiatives, and optimize processes through data-driven decision making. Recognized for delivering strong results, developing people, and aligning supply chain strategies with organizational goals.

### METEOR HIGHLIGHTS

- Achieved \$2.2M in supplier rebates and discounts in 2024 through strategic collaboration
- Secured \$303k in cost savings by restructuring supplier program
- Led ERP system upgrade, enhancing data management and purchasing operations

### EXPERIENCE & CAREER HIGHLIGHTS

#### Executive Vice President

*Meteor Education • Atlanta, GA • 2004 – Present*

Lead strategic sourcing, purchasing, and product catalog management. Oversee a team of 20+ professionals. Improved operational efficiency and supplier alignment while driving major cost-saving initiatives and system upgrades.

#### Vice President, Supply Chain Operations & Technology

*Liberty Furniture Industries • Atlanta, GA • 2022 – 2024*

Managed operations, supply chain, and IT for three facilities. Delivered \$1.2M + in annual savings and implemented enterprise-wide warehouse management systems, boosting labor efficiency and logistics performance.

### SKILLS & STRENGTHS

- Strategic Sourcing
- Leadership & Team Development
- Supply Chain Operations
- ERP Systems
- Lean Six Sigma
- Inventory Management

### EDUCATION

#### MBA, Business Administration

Georgia State University

#### B.S., Electrical Engineering Technology

Georgia Southern University

#### Certifications

Certified Supply Chain Professional (ASCM)

Lean Six Sigma Black Belt (BMG University)

# Jordan Lockhart

## Managing Director



jlockhart@meteorededucation.com

817-360-3426

meteorededucation.com

1.800.699.7516

### OBJECTIVE

My commitment to innovation, industry expertise, and longstanding dedication to fostering excellence positions me as a seasoned leader prepared to navigate the challenges and opportunities in the evolving landscape of educational furniture solutions.

### METEOR HIGHLIGHTS

I bring a high level of experience to the Meteor team, ensuring we have a great overall relationship with the customer.

- Employee number 1 for Texas/Oklahoma Territory in 2008
- Increase sales from \$4M in 2008 to \$45M in 2023
- Sold over \$4M of new customer acquisitions in 2020 and 2021

### EXPERIENCE & CAREER HIGHLIGHTS

Managing Director

*Meteor Education • Keller, TX • 2008 – Present*

As the Managing Director, my primary responsibilities involve overseeing the strategic direction and day-to-day operations of the company. I am tasked with making high-level decisions, implementing policies, and ensuring that our business objectives align with our mission and vision. My success in this role has been evident through effective leadership, fostering a collaborative work environment, and implementing innovative strategies that have contributed to increased efficiency, growth in market share, and enhanced overall performance for the company.

### EDUCATION

Secondary Education & Minor in History /PE  
Sam Houston State University

1993

### SKILLS & STRENGTHS

- Team Building
- Strengthening Partnerships
- Execution
- Servant Leadership
- Collaboration
- Customer Service



# Chelsea Adicks

## Director of Brand & Communications



cadicks@meteoreducation.com

352.301.2168

meteoreducation.com

1.800.699.7516

### OBJECTIVE

Chelsea Adicks helps to spread Meteor Education's mission and brand promise to the market by leading collateral development, graphic design, visual identity, communications, and tradeshow and event strategy.

### METEOR HIGHLIGHTS

Chelsea has played a key role in many projects over her tenure at Meteor, including leading the rebrand of Contrax Furnishings to Meteor Education, as well as overseeing all print and digital collateral development. As the first on-staff marketing hire, Chelsea has helped to build the Meteor brand for over a decade, including producing several print catalogs, website redesigns, local and national tradeshows, and countless collateral design projects. She has been involved in three collaborative book projects as a Meteor representative (*Humanizing the Education Machine*, *The Healthy Workplace Nudge*, and *Whole: What Teachers Need to Help Students Thrive*). She has a passion for wellbeing and team culture and is certified in CoreClarity® strengths-based facilitation.

### EXPERIENCE & CAREER HIGHLIGHTS

#### Director of Brand & Communications

*Meteor Education • FL • 2024 - Present*

Leads the creative team on all branding, graphic design, and corporate communications activities. Leads our event and tradeshow marketing, social media strategy, and email campaigns.

#### Director of Marketing

*Meteor Education • FL • Date - Date*

Led the rebrand from Contrax Furnishings to Meteor Education. Produced all corporate brand collateral. Developed a tradeshow and event support structure for local studio teams.

### EDUCATION

#### B.S. in Advertising, English Minor

University of Florida

2014

President of ODK Honor's Society,  
University of Florida Chapter

EDmarket NexGen Award Recipient  
2023

### SKILLS & STRENGTHS

- Branding
- Creative Direction
- Event Marketing
- Corporate Communications
- CoreClarity® Facilitation
- Digital Marketing



# Lanie Hart

## Contracts Manager



[lhart@meteoreducation.com](mailto:lhart@meteoreducation.com)

[bids@meteoreducation.com](mailto:bids@meteoreducation.com)

352-871-6816

meteoreducation.com

1.800.699.7516

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### OBJECTIVE

Results-driven. Adept at drafting, reviewing, and managing contracts.

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### METEOR HIGHLIGHTS

2020 Excellence Award noting my commitment, dedication and pursuit of excellence.

2021 Going the Extra Mile Award in recognition of my outstanding example and embodiment of company's shared value of going the extra mile.

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### EXPERIENCE & CAREER HIGHLIGHTS

#### Contract Manager

*Meteor Education, LLC • Florida • 2017- Present*

With over 25 years of experience in construction law, civil litigation, contracts, risk management, and compliance, I bring a deep understanding of legal and operational frameworks. My expertise in contract administration, lifecycle management, and stakeholder/client relations consistently drives organizational efficiency and reduces risk across all levels.

#### SKILLS & STRENGTHS

- Detail-Oriented: Strong ability to analyze complex contractual terms and ensure compliance.
- Communication & Leadership: Ability to coordinate cross-functional teams and communicate legal complexities in simple terms.
- Problem-Solving: Skilled in resolving contract disputes efficiently and minimizing risks.
- Time Management: Effectively manages multiple contracts and deadlines with a high level of accuracy.

# Beth Barnett

## Director of Billing & Collections



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1.800.699.7516

### OBJECTIVE

Resolutions Expert with Strong Accounting and Management background; as well as Sales, Insurance and Education experience. In my roles at Meteor, it has been my goal to enhance processes and create efficiency gains, while focusing on effectiveness and accuracy. Performing internal audits in my area have proven to assist in my Team's ability and in the Company's ability to strive for Flawless Execution.

### METEOR HIGHLIGHTS

- 2022 Received an Award for exhibiting company value: Co-Creative Voice
- 2021 Received an Award for exhibiting company value: Leaner
- 2019 Received the Excellence Award
- 2019 Recognized for being part of the Magnificent 7 (acquisitions team)
- 2016 Chairman's Circle attendee for Overall Exceptional Performance
- 2016 Received the Excellence Award – Consistent exhibitor of company Core Values
- 2014 Chairman's Circle attendee for Overall Exceptional Performance
- 2013 Received the Game Changer award for elevating the company's financial position through Collections

### EXPERIENCE & CAREER HIGHLIGHTS

#### Director of Billing & Collections

*Meteor Education • Florida • June 2019 - Present*

Focus: Process improvements and increasing efficiency and effectiveness of operations in these functional areas. Collaboration with our Systems Development teams to enhance our systems for elevated utilization and automation of reporting.

#### Sr. Accountant

*Meteor Education • Florida • February 2019 – June 2019*

Manages all accounting for the Educational Services branch of the business, performs internal auditing reviews, and supports month-end close activities.

### EDUCATION

#### MBA - Accounting

Saint Leo University  
2013

#### BA - Management

Saint Leo University  
2000

#### AS – Office Systems Technology

Central Florida Community College  
1994

### SKILLS & STRENGTHS

- Financial Accounting & Reporting
- Revenue Recognition
- Cash Management
- Account Reconciliations
- Accounts Receivable
- Cost Accounting
- Monthly Close
- General Ledger
- Accounts Payable
- Customer Service
- Microsoft Office Tools
- Excel – Formulas and Pivots
- Internal Audits
- Bank Reporting – Daily Collateral



## Strategy to Increase Market Share

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

Meteor Education's growth strategy in the public sector is driven by local market immersion, relationship-building, and strategic expansion. With nearly all current operations in the public sector, our nationwide sales and project management teams ensure that every project is supported by a dedicated local team. Additionally, our quoting and design teams are regionally assigned, allowing for a deeper understanding of customer needs and market dynamics.

As demand increases across the U.S., we will expand our sales force as needed to support new opportunities. For projects in Hawaii, Alaska, U.S. Territories, or outlying areas, freight and installation will be quoted separately to ensure accurate pricing and logistics planning.

By maintaining a strong local presence, fostering customer relationships, and strategically expanding into new markets, Meteor Education is well-positioned to continue growing its market share in the public sector while delivering exceptional service and tailored solutions.









## Marketing Plan & Promoting Contract

**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.**

Upon award of this contract, our organization has a structured plan to market and promote it, aligning with our current go-to-market strategy in the public sector.

### **External Plan:**

- **First Month After Award:**
  - Input contract details into our internal quoting system to ensure smooth processing.
  - Begin designing and preparing marketing materials.
  - Create and distribute a co-branded press release to announce the award.
  - Announce the contract award on our social media channels to increase visibility.
  - Add contract details and contact information to our company website for easy reference.
- **Second Month After Award:**
  - Finalize and publish marketing materials, ensuring all messaging is consistent and targeted.
- **Third Month After Award:**
  - Distribute marketing materials through our sales team to drive awareness and engagement.
  - Our Sales Enablement department will execute an email blast and mail campaign to inform all existing clients about the new contract.
  - Ensure current clients are informed of the updates and changes in the new contract.
  - Continue ongoing marketing and promotion throughout the term of the contract, including case studies, collateral pieces, presentations, and other materials to maintain awareness and generate leads.



## Marketing Plan – Training Sales Force & Customer Service

**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.**

To ensure our sales force and customer service representatives can competently and consistently present the new contract to public agency customers, we have developed a comprehensive training plan.

### **Internal Plan:**

- **First Month After Award:**
  - Executive leadership will provide endorsement and sponsorship of the contract, positioning it as a key component of our public sector go-to-market strategy within the first 10 days.
  - Contract details will be input into our internal quoting system to streamline processes.
  - We will create training materials that emphasize key features of the contract, including information on the solicitation process and details on the range of public agencies eligible to utilize the contract.
- **Second Month After Award:**
  - We will educate the executive sales and quoting teams on all contract details to ensure they have a comprehensive understanding.
  - Finalize contract details in the internal quoting system.
  - Run test quotes in the system to ensure smooth functionality and proficiency.
- **Third Month After Award:**
  - The sales and quoting teams will undergo two one-hour webinar training sessions to review key contract details.

- We will provide internal resources to ensure success in selling the contract, including contract marketing materials, contact information for the Equalis/Region 10 ESC representative, and internal support for any questions.
- **90+ Days After Award:**
  - Continuing education will be provided to keep the team updated on any changes or new features.
  - We will evaluate the sales performance related to the contract and develop an action plan if needed to drive further sales.

Meteor currently holds a Region 10/Equalis contract. Our sales and quoting team are well versed in the applications and benefits of the current Region10/Equalis contract, and our purchasing team is knowledgeable in the reporting requirements. We will develop training materials to emphasize key features of the new contract. At a minimum, all sales team and support staff personnel will go through 2 one-hour webinar training sessions to review pertinent contract details. They will also be given resources to ensure their success in selling off this contract. These resources will include internal support with the contract, contact information of Equalis/Region 10 ESC representative, and contract marketing material.





## Sales & Quote Generation to the Equalis Contract

**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 your Customer Relationship Management (“CRM”), sales system, or Enterprise Resource Planning (“ERP”) system. Include any individuals and/or teams involved in this process.**

Meteor Education's quote-to-invoice process is fully integrated within Salesforce and NetSuite, ensuring a seamless and accurate connection to the Equalis cooperative contract throughout the project lifecycle, from quoting to final billing and reporting.

### **Step-by-Step Process:**

1. **Contract Setup:** Upon contract award, the System Support Team imports all contract details into Salesforce, ensuring accuracy in pricing, terms, and compliance requirements.
2. **Quote Generation:** When an opportunity or quote is identified as an Equalis project, it is tagged accordingly in Salesforce, allowing for consistent tracking and reference.
3. **Proposal & Purchase Order Alignment:** Throughout the project, all related documents—including quotes, proposals, invoices, and purchase orders—are tied to the Equalis contract to maintain accuracy and compliance.
4. **Project Execution & Coordination:** Sales, Project Coordination (Quoting), Purchasing, and Finance/Billing Teams collaborate within Salesforce and NetSuite ensuring smooth order processing and contract fulfillment.
5. **Final Billing & Reporting:** As a previous Equalis contract holder, Meteor Education is well-versed in all contract requirements for quoting, billing, and reporting. Our automated reporting system ensures compliance and timely submission of sales data.

With all teams having access to Salesforce, this process provides real-time visibility, accuracy, and efficiency, ensuring seamless contract execution and compliance with Equalis requirements.



## Commitment to Supporting Agencies

**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.**

If awarded this contract, we would continue to position it as one of our premier contract vehicles, just as we do with our current Region 10/Equalis contract. Our standard practice is to lead with our strongest cooperative contracts when working with both new and existing clients. We do not offer deeper discounts on other discount-off-catalog contracts, and in most cases, we offer lower discounts to ensure that Equalis remains the most competitive and attractive option.

For new customers, we take the opportunity to educate them on our available contract options and emphasize the benefits of purchasing through Equalis. These conversations typically happen during the quoting process, where we explain how Equalis ensures competitive pricing, compliance, and ease of procurement.

For existing clients, many already have preferred contract vehicles in place. While we continue to encourage the use of Equalis, we ultimately respect the purchasing requirements and preferences of each district. In some cases, our manufacturers hold direct contracts (e.g., South Carolina State Contract), or the client may choose to use their own local, regional, or state-specific contracts. Additionally, some transactions fall below bid thresholds and do not require a contract at all.

That said, we are currently seeing significant sales volume through our Region 10/Equalis contract and will continue to promote its use both internally and externally. As outlined in our marketing plan, we are committed to driving contract awareness and usage through targeted outreach, internal training, and client education.





# Sales Representatives

**Provide the number of sales representatives which will work on this contract and where the sales representatives are located.**

The following is a listing of Meteor's Sales Team with their locations. Please note that many of our team members travel throughout the nation to cover our clients' needs.



