



Kane County

KC Administration Committee

Agenda

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

KIOUS, Juby, Arroyo, Garcia, Gumz, D. Young, K. Young, ex-officios Roth (County Vice Chair) and Pierog (County Chair)

Wednesday, March 11, 2026

10:30 AM

County Board Room

2026 Committee Goals

- Review revenue and expense budgets, capital projects, contractual services, commodities, and county assets as necessary.
 - Review and update the Five-Year Capital plan, Facilities Condition Assessments and Building Utilization Assessments to monitor short- and long-term projects and potential funding sources.
 - Receive updates on building and grounds maintenance and permanent improvements as needed.
 - Receive scheduled lifecycle replacement reports of county computer systems, network infrastructure and telephone systems.
 - Monitor technology standards, planning, progress and conditions of all county software applications and databases to ensure continuity of operations for county offices, departments and visiting public.
 - Receive updates on the status of licensing fiber optic network infrastructure assets throughout the county.
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- 1. Call To Order**
 - 2. Roll Call**
 - 3. Remote Attendance Requests**
 - 4. Approval of Minutes: February 11, 2026**
 - 5. Public Comment**
 - 6. Finance Report**
 - A. Monthly Finance Reports**
 - 7. Executive Director's Report (R. Fahnestock)**
 - 8. Building Management (K. Harris)**
 - A. Resolution:** Authorizing the Purchase of Products and Services Through the Amazon Business Online Marketplace for the Building Management Department (Contract No. R-TC-17006)
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- B. **Resolution:** Authorizing a Farmland Lease and License of Parcel 0932300013 Located at the Northeast Corner of Route 38 and Peck Road (not attached)
- C. **Resolution:** Authorizing a Contract Extension for Kane County Plumbing Maintenance & Repair Services with Key Construction Group, Inc., Hartwig Mechanical, Inc., and R.J. O'Neil, Inc. for the Kane County Building Management Department (BID# 23-001)
- D. **Resolution:** Authorizing Purchase of Mailing and Postage Equipment and Technology for the Building Management Department (Contract No.070125-PIT)

9. **Information Technologies (C. Lasky)**

- A. **Resolution:** Authorizing Expenditure of Funds for Computer Hardware and Services with Insight Public Sector Through OMNIA (Contract No. 23-6692-03)
- B. **Resolution:** Authorizing Expenditure of Funds for Computer Software and Services with Insight Public Sector Through OMNIA (Contract No. 23-6692-03)
- C. **Resolution:** Authorizing Purchase of Documents and Records Management with Laserfiche Through OMNIA for the Information Technologies Department (Contract No. 01-158)
- D. **Resolution:** Authorizing the Purchase of Technology Products, Solutions, and Related Services for the Information Technologies Department (Contract No. 23-6692-01)
- E. **Resolution:** Authorizing the Purchase of Products and Services Through the Amazon Business Online Marketplace for the Information Technologies Department (Contract No. R-TC-17006)
- F. **Resolution:** Approving Accessibility Efforts Related to the County of Kane Website and Agendas for the Kane County Board and its Committees

10. **Geographic Information Systems (K. Lebo)**

11. **Mill Creek SSA (R. Fahnestock)**

- A. **Resolution:** Authorizing a Contract for Landscape Maintenance Services for the Mill Creek Special Service Area with Langton Group (RFP# 26-010-TL)

12. **Vehicles**

- A. **Resolution:** Approving the Purchase of One (1) 2026 Ford F-250 Truck Cab and Body for the Kane County Division of Transportation - Unit 47

13. **Facility Use Requests**

- A. Geneva Children's Business Fair
- B. HATCH 2026
- C. Geneva Chamber of Commerce Events

- D. CASA Backpacks for Bookworms
- E. Safe Kane County Drive Thru
- F. Environmental & Water Resources: Tire Recycling at Fabyan, May 11 & 12

14. New Business

- A. Discussion: Celebrating the Country's 250th Anniversary - Daughters of the American Revolution Heritage Elm Tree and Declaration Square Garden

15. Old Business

- A. Discussion: Policy and Procedures for the Disposition and Sale of Kane County's Real Property

16. Reports Placed On File

17. Executive Session (if needed)

18. Adjournment

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

FINANCE REPORT NO. TMP-26-300

MONTHLY FINANCE REPORTS

Committee Revenue Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
060 Information Technologies	\$ 3,349,568	\$ 2,640,902	\$ 2,623,525	\$ 3,124,997	\$ 4,094,898	\$ 1,811,678	3,862,300	3,829,433	46.91%	
001 General Fund	\$ 1,114,650	\$ 1,151,772	\$ 1,208,784	\$ 1,385,794	\$ 1,300,643	\$ 933,353	1,206,127	1,206,127	77.38%	
Revenue	\$ 1,114,650	\$ 1,151,772	\$ 1,208,784	\$ 1,385,794	\$ 1,300,643	\$ 933,353	1,206,127	1,206,127	77.38%	
Other	\$ 143,335	\$ 98,380	\$ 157,673	\$ 154,118	\$ 173,146	\$ 27,450	186,731	186,731	14.70%	
38900 - Miscellaneous Other	\$ 143,335	\$ 98,380	\$ 157,673	\$ 154,118	\$ 173,146	\$ 27,450	186,731	186,731	14.70%	
Transfers In	\$ 767,608	\$ 790,924	\$ 778,306	\$ 841,230	\$ 773,780	\$ 891,046	920,462	920,462	96.80%	
39000 - Transfer From Other Funds	\$ 767,608	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
39001 - Transfer from General Fund 001	\$ -	\$ -	\$ 17,478	\$ -	\$ -	\$ -	0	0	0.00%	
39010 - Transfer from Insurance Liability Fund 010	\$ -	\$ 3,575	\$ 4,078	\$ 3,981	\$ 4,935	\$ 8,104	8,104	8,104	100.00%	
39101 - Transfer from Geographic Information Systems Fund 101	\$ -	\$ 31,282	\$ 33,616	\$ 34,585	\$ 32,775	\$ 37,547	37,547	37,547	100.00%	
39120 - Transfer from Grand Victoria Casino Elgin Fund 120	\$ -	\$ 2,689	\$ 1,622	\$ 1,253	\$ 1,543	\$ -	2,177	2,177	0.00%	
39127 - Transfer from Judicial Technology Sales Tax Fund 127	\$ -	\$ 25,000	\$ 35,196	\$ 13,370	\$ 8,709	\$ 15,644	15,644	15,644	100.00%	
39150 - Transfer from Sales Tax Automation Fund 150	\$ -	\$ -	\$ 4,370	\$ 2,971	\$ 5,806	\$ 5,806	5,806	5,806	100.00%	
39160 - Transfer from Vital Record Automation Fund 160	\$ -	\$ 1,955	\$ 1,515	\$ 594	\$ 2,032	\$ 3,129	3,129	3,129	100.00%	
39197 - Transfer from Foreclosure Mediation Fund 197	\$ -	\$ -	\$ 2,913	\$ -	\$ -	\$ -	0	0	0.00%	
39200 - Transfer from Court Automation Fund 200	\$ -	\$ 25,137	\$ -	\$ 23,770	\$ 17,418	\$ 12,516	12,516	12,516	100.00%	
39201 - Transfer from Court Document Storage Fund 201	\$ -	\$ 36,309	\$ -	\$ 11,885	\$ 11,612	\$ 6,258	6,258	6,258	100.00%	
39202 - Transfer from Child Support Fund 202	\$ -	\$ 11,172	\$ -	\$ 5,942	\$ 5,806	\$ 6,258	6,258	6,258	100.00%	
39203 - Transfer from Circuit Clerk Admin Services Fund 203	\$ -	\$ 13,965	\$ -	\$ 8,914	\$ 8,709	\$ 9,387	9,387	9,387	100.00%	
39204 - Transfer from Circuit Clerk Electronic Citation Fund 204	\$ -	\$ 8,379	\$ -	\$ 5,942	\$ 5,806	\$ 3,129	3,129	3,129	100.00%	
39250 - Transfer from Law Library Fund 250	\$ -	\$ 5,585	\$ 5,826	\$ 2,971	\$ 2,903	\$ 3,129	3,129	3,129	100.00%	
39269 - Transfer from KaneComm Fund 269	\$ -	\$ 108,445	\$ 110,973	\$ 105,650	\$ 63,866	\$ 68,835	68,835	68,835	100.00%	
39290 - Transfer from Animal Control Fund 290	\$ -	\$ 30,719	\$ -	\$ 38,626	\$ 37,739	\$ 40,677	40,677	40,677	100.00%	
39300 - Transfer from County Highway Fund 300	\$ -	\$ 172,588	\$ 184,111	\$ 183,293	\$ 180,216	\$ 202,662	202,662	202,662	100.00%	
39302 - Transfer from Motor Fuel Tax Fund 302	\$ -	\$ 92,169	\$ 104,868	\$ 109,934	\$ 107,411	\$ 115,773	115,773	115,773	100.00%	
39350 - Transfer from County Health Fund 350	\$ -	\$ 175,936	\$ 180,606	\$ 191,345	\$ 186,953	\$ 278,168	278,168	278,168	100.00%	
39351 - Transfer from Kane Kares Fund 351	\$ -	\$ 13,963	\$ 17,478	\$ 18,124	\$ 17,708	\$ 19,086	19,086	19,086	100.00%	
39355 - Transfer from American Rescue Plan Fund 355	\$ -	\$ -	\$ 5,826	\$ 5,942	\$ 11,612	\$ 12,516	12,516	12,516	100.00%	
39380 - Transfer from Veterans' Commission Fund 380	\$ -	\$ -	\$ 12,368	\$ 11,885	\$ 14,515	\$ 15,645	15,645	15,645	100.00%	
39400 - Transfer from Economic Development Fund 400	\$ -	\$ -	\$ 4,370	\$ 2,228	\$ 2,177	\$ -	0	0	0.00%	
39401 - Transfer from Community Development Block Grant Fund 401	\$ -	\$ 6,721	\$ 4,456	\$ 4,412	\$ 2,741	\$ -	7,112	7,112	0.00%	
39402 - Transfer from HOME Program Fund 402	\$ -	\$ 2,390	\$ 2,501	\$ 1,552	\$ 639	\$ -	2,758	2,758	0.00%	
39404 - Transfer from Homeless Management Info Systems Fund 404	\$ -	\$ 2,688	\$ 2,951	\$ 3,677	\$ 1,357	\$ -	1,996	1,996	0.00%	
39406 - Transfer from OCR & Recovery Act Programs Fund 406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
39409 - Transfer from Continuum of Care Planning Grant Fund 409	\$ -	\$ 1,344	\$ 1,524	\$ 2,070	\$ 2,422	\$ -	3,326	3,326	0.00%	
39410 - Transfer from Elgin CDBG Fund 410	\$ -	\$ 3,137	\$ 1,466	\$ 1,362	\$ 985	\$ -	0	0	0.00%	
39412 - Transfer from Emergency Rental Assistance #2 Fund 412	\$ -	\$ -	\$ 3,303	\$ 9,887	\$ 4,311	\$ -	2,903	2,903	0.00%	
39413 - Transfer from CDBG-CV Fund 413	\$ -	\$ -	\$ 821	\$ 2,097	\$ -	\$ -	1,161	1,161	0.00%	
39414 - Transfer from Home - ARP Fund 414	\$ -	\$ -	\$ 2,091	\$ 6,373	\$ 4,630	\$ -	7,983	7,983	0.00%	
39415 - Transfer from Homeless Prevention Program Fund 415	\$ -	\$ 8,962	\$ 2,716	\$ -	\$ -	\$ -	0	0	0.00%	
39420 - Transfer from Stormwater Management Fund 420	\$ -	\$ 279	\$ 262	\$ 267	\$ 261	\$ 261	261	261	100.00%	
39430 - Transfer from Farmland Preservation Fund 430	\$ -	\$ 1,396	\$ 3,641	\$ 2,228	\$ 2,177	\$ -	0	0	0.00%	
39520 - Transfer from Mill Creek Special Service Area Fund 520	\$ -	\$ 3,351	\$ 23,496	\$ 23,090	\$ 23,019	\$ 25,529	25,529	25,529	100.00%	
39650 - Transfer from Enterprise Surcharge Fund 650	\$ -	\$ 1,788	\$ 1,864	\$ 1,010	\$ 987	\$ 987	987	987	100.00%	
Charges for Services	\$ 203,707	\$ 262,467	\$ 272,805	\$ 390,446	\$ 353,718	\$ 14,856	98,934	98,934	15.02%	
34020 - Computer Services Fees	\$ 203,707	\$ 262,467	\$ 272,805	\$ 390,376	\$ 353,718	\$ 14,856	98,934	98,934	15.02%	
34870 - GIS Mapping Fees	\$ -	\$ -	\$ -	\$ 70	\$ -	\$ -	0	0	0.00%	
101 Geographic Information Systems	\$ 1,849,269	\$ 1,190,471	\$ 1,040,002	\$ 1,416,883	\$ 2,470,558	\$ 571,825	2,324,673	2,291,806	24.60%	
Revenue	\$ 1,849,269	\$ 1,190,471	\$ 1,040,002	\$ 1,416,883	\$ 2,470,558	\$ 571,825	2,324,673	2,291,806	24.60%	
Interest Revenue	\$ (345)	\$ (17,399)	\$ 62,417	\$ 47,033	\$ 74,426	\$ -	35,306	35,306	0.00%	
38000 - Investment Income	\$ (345)	\$ (17,399)	\$ 62,417	\$ 47,033	\$ 74,426	\$ -	35,306	35,306	0.00%	

Committee Revenue Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,867	\$ 0	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,867	\$ 0	0.00%	
Reimbursements	\$ 467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
37900 - Miscellaneous Reimbursement	\$ 467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
39000 - Transfer From Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
Charges for Services	\$ 1,849,147	\$ 1,207,870	\$ 977,585	\$ 1,369,850	\$ 2,396,132	\$ 571,825	\$ 2,256,500	\$ 2,256,500	25.34%	
34010 - GIS Counter Sale Fees	\$ -	\$ 970	\$ 360	\$ 170	\$ 620	\$ 20	\$ 500	\$ 500	4.00%	
34180 - GIS Fees	\$ 1,849,147	\$ 1,206,900	\$ 977,225	\$ 1,369,680	\$ 2,395,512	\$ 571,805	\$ 2,256,000	\$ 2,256,000	25.35%	
385 IL Counties Information Mgmt	\$ (0)	\$ 4,341	\$ 109	\$ 50	\$ 29	\$ -	\$ 0	\$ 0	0.00%	
Revenue	\$ (0)	\$ 4,341	\$ 109	\$ 50	\$ 29	\$ -	\$ 0	\$ 0	0.00%	
Interest Revenue	\$ (0)	\$ (59)	\$ 109	\$ 50	\$ 29	\$ -	\$ 0	\$ 0	0.00%	
38000 - Investment Income	\$ (0)	\$ (59)	\$ 109	\$ 50	\$ 29	\$ -	\$ 0	\$ 0	0.00%	
Charges for Services	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
35400 - ICIM Association Fees	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
390 Web Technical Services	\$ 385,649	\$ 294,318	\$ 374,631	\$ 322,270	\$ 323,667	\$ 306,500	\$ 331,500	\$ 331,500	92.46%	
Revenue	\$ 385,649	\$ 294,318	\$ 374,631	\$ 322,270	\$ 323,667	\$ 306,500	\$ 331,500	\$ 331,500	92.46%	
Interest Revenue	\$ 1,066	\$ (3,182)	\$ 17,131	\$ 24,770	\$ 31,167	\$ -	\$ 9,886	\$ 9,886	0.00%	
38000 - Investment Income	\$ 1,066	\$ (3,182)	\$ 17,131	\$ 24,770	\$ 31,167	\$ -	\$ 9,886	\$ 9,886	0.00%	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,114	\$ 15,114	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,114	\$ 15,114	0.00%	
Transfers In	\$ 384,583	\$ 297,500	\$ 357,500	\$ 297,500	\$ 292,500	\$ 306,500	\$ 306,500	\$ 306,500	100.00%	
39000 - Transfer From Other Funds	\$ 384,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
39120 - Transfer from Grand Victoria Casino Elgin Fund 120	\$ -	\$ 297,500	\$ 297,500	\$ 297,500	\$ 292,500	\$ 306,500	\$ 306,500	\$ 306,500	100.00%	
39355 - Transfer from American Rescue Plan Fund 355	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.00%	
Grand Total	\$ 3,349,568	\$ 2,640,902	\$ 2,623,525	\$ 3,124,997	\$ 4,094,898	\$ 1,811,678	\$ 3,862,300	\$ 3,829,433	46.91%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
060 Information Technologies	\$ 5,866,294	\$ 5,847,864	\$ 5,920,978	\$ 5,845,891	\$ 6,260,452	\$ 1,399,346	7,558,587	7,314,549	18.51%	
001 General Fund	\$ 3,564,272	\$ 3,944,438	\$ 4,095,163	\$ 4,067,554	\$ 4,319,866	\$ 889,233	4,902,414	4,691,243	18.14%	
Expenses	\$ 3,564,272	\$ 3,944,438	\$ 4,095,163	\$ 4,067,554	\$ 4,319,866	\$ 889,233	4,902,414	4,691,243	18.14%	
Personnel Services- Salaries & Wages	\$ 2,698,146	\$ 2,899,576	\$ 3,012,582	\$ 3,518,899	\$ 3,728,711	\$ 774,440	3,986,960	3,775,789	19.42%	
40000 - Salaries and Wages	\$ 2,799,147	\$ 2,945,311	\$ 2,978,990	\$ 3,485,504	\$ 3,698,901	\$ 770,240	3,914,200	3,703,029	19.68%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40005 - New Position Budget Moved to Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40009 - Salaries and Wages Subsidy	\$ (131,547)	\$ (83,001)	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40200 - Overtime Salaries	\$ 30,546	\$ 37,266	\$ 33,592	\$ 33,396	\$ 29,810	\$ 4,200	72,760	72,760	5.77%	
Personnel Services- Employee Benefits	\$ 470,051	\$ 510,979	\$ 586,448	\$ 652,652	\$ -	\$ -	1,303,209	1,303,209	0.00%	
45000 - Healthcare Contribution	\$ 477,542	\$ 509,801	\$ 572,413	\$ 636,114	\$ -	\$ -	702,112	702,112	0.00%	
45009 - Healthcare Subsidy	\$ (20,483)	\$ (12,587)	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45010 - Dental Contribution	\$ 13,593	\$ 14,089	\$ 14,034	\$ 16,538	\$ -	\$ -	16,216	16,216	0.00%	
45019 - Dental Subsidy	\$ (601)	\$ (324)	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	287,892	287,892	0.00%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	231,643	231,643	0.00%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	65,346	65,346	0.00%	
Contractual Services	\$ 314,455	\$ 441,969	\$ 397,485	\$ 436,247	\$ 516,052	\$ 108,818	808,704	808,704	13.46%	
50150 - Contractual/Consulting Services	\$ 169,639	\$ 191,552	\$ 193,306	\$ 208,151	\$ 142,346	\$ 106,910	349,400	349,400	30.60%	
50235 - Public Health Services - Coronavirus	\$ -	\$ 40,590	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
50340 - Software Licensing Cost	\$ 230	\$ -	\$ 76	\$ -	\$ -	\$ -	0	0	0.00%	
52130 - Repairs and Maint- Computers	\$ 60,475	\$ 58,170	\$ 62,980	\$ 95,341	\$ 103,631	\$ -	148,003	148,003	0.00%	
52140 - Repairs and Maint- Copiers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
52150 - Repairs and Maint- Comm Equip	\$ 36,765	\$ 119,591	\$ 65,836	\$ 103,183	\$ 256,092	\$ 1,631	269,300	269,300	0.61%	
52230 - Repairs and Maint- Vehicles	\$ 2,430	\$ 1,553	\$ 2,340	\$ 3,811	\$ 1,553	\$ 277	4,000	4,000	6.92%	
52240 - Repairs and Maint- Office Equip	\$ 683	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
53040 - General Advertising	\$ 67	\$ -	\$ 74	\$ -	\$ -	\$ -	1,000	1,000	0.00%	
53100 - Conferences and Meetings	\$ 29,270	\$ 19,155	\$ 36,194	\$ 21,457	\$ 1,501	\$ -	15,000	15,000	0.00%	
53110 - Employee Training	\$ 14,034	\$ 9,589	\$ 35,586	\$ 3,402	\$ 10,837	\$ -	20,501	20,501	0.00%	
53120 - Employee Mileage Expense	\$ 862	\$ 1,485	\$ 1,093	\$ 903	\$ 94	\$ -	1,500	1,500	0.00%	
53130 - General Association Dues	\$ -	\$ 285	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Commodities	\$ 81,619	\$ 91,913	\$ 98,649	\$ 112,408	\$ 75,102	\$ 5,975	106,750	106,750	5.60%	
60000 - Office Supplies	\$ 19,232	\$ 25,282	\$ 17,035	\$ 26,372	\$ 18,383	\$ 950	27,300	27,300	3.48%	
60020 - Computer Related Supplies	\$ 38,851	\$ 36,771	\$ 46,481	\$ 51,966	\$ 35,851	\$ 2,524	55,450	55,450	4.55%	
60050 - Books and Subscriptions	\$ 1,387	\$ 330	\$ 259	\$ -	\$ -	\$ -	0	0	0.00%	
60110 - Printing Supplies	\$ 17,498	\$ 22,497	\$ 26,071	\$ 31,235	\$ 17,189	\$ 2,056	20,000	20,000	10.28%	
60265 - Public Health Commodities - Coronavirus	\$ 94	\$ 2,535	\$ 4,960	\$ -	\$ -	\$ -	0	0	0.00%	
60570 - Office Furniture - Non-Capital	\$ 2,600	\$ 1,806	\$ 1,569	\$ -	\$ -	\$ -	0	0	0.00%	
63040 - Fuel- Vehicles	\$ 1,805	\$ 2,692	\$ 2,274	\$ 2,835	\$ 3,427	\$ 445	4,000	4,000	11.12%	
64000 - Telephone	\$ 152	\$ -	\$ -	\$ -	\$ 252	\$ -	0	0	0.00%	
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
70060 - Communications Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
70070 - Automotive Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Services	\$ -	\$ -	\$ -	\$ (652,652)	\$ -	\$ -	(1,303,209)	(1,303,209)	0.00%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ (636,114)	\$ -	\$ -	(702,112)	(702,112)	0.00%	

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45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ (16,538)	\$ -	\$ -	\$ (16,216)	\$ (16,216)	0.00%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (287,892)	\$ (287,892)	0.00%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (231,643)	\$ (231,643)	0.00%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (65,346)	\$ (65,346)	0.00%	
101 Geographic Information Systems	\$ 1,605,818	\$ 1,528,759	\$ 1,561,570	\$ 1,497,445	\$ 1,706,869	\$ 378,510	2,324,673	2,291,806	16.28%	
Expenses	\$ 1,605,818	\$ 1,528,759	\$ 1,561,570	\$ 1,497,445	\$ 1,706,869	\$ 378,510	2,324,673	2,291,806	16.28%	
Personnel Services- Salaries & Wages	\$ 749,673	\$ 749,172	\$ 698,418	\$ 757,069	\$ 720,003	\$ 180,179	935,495	906,712	19.26%	
40000 - Salaries and Wages	\$ 749,325	\$ 748,569	\$ 698,161	\$ 756,609	\$ 719,885	\$ 178,186	935,495	906,712	19.05%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40009 - Salaries and Wages Subsidy	\$ (26)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40100 - Part-Time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40200 - Overtime Salaries	\$ 374	\$ 604	\$ 257	\$ 461	\$ 119	\$ 1,993	0	0	0.00%	
Personnel Services- Employee Benefits	\$ 280,814	\$ 269,080	\$ 239,113	\$ 227,706	\$ 214,146	\$ 50,509	295,155	291,071	17.11%	
45000 - Healthcare Contribution	\$ 133,962	\$ 138,204	\$ 130,547	\$ 118,738	\$ 106,199	\$ 25,066	147,362	147,362	17.01%	
45009 - Healthcare Subsidy	\$ (2)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45010 - Dental Contribution	\$ 4,646	\$ 4,393	\$ 3,899	\$ 3,661	\$ 3,254	\$ 742	4,329	4,329	17.14%	
45019 - Dental Subsidy	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45100 - FICA/SS Contribution	\$ 55,833	\$ 55,776	\$ 51,790	\$ 55,989	\$ 53,060	\$ 13,395	71,329	69,127	18.78%	
45109 - FICA/SS Subsidy	\$ (2)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45200 - IMRF Contribution	\$ 64,033	\$ 49,063	\$ 35,155	\$ 33,640	\$ 37,913	\$ 11,307	56,439	54,557	20.03%	
45209 - IMRF Subsidy	\$ (2)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
53010 - Workers Compensation	\$ 22,346	\$ 21,645	\$ 17,722	\$ 15,678	\$ 13,720	\$ -	15,696	15,696	0.00%	
Contractual Services	\$ 509,005	\$ 437,724	\$ 565,743	\$ 466,684	\$ 674,723	\$ 34,339	457,120	457,120	7.51%	
50150 - Contractual/Consulting Services	\$ 234,851	\$ 144,969	\$ 255,829	\$ 154,956	\$ 335,937	\$ 33,230	384,575	384,575	8.64%	
50340 - Software Licensing Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -	\$ 0.00	20,500	20,500	0.00%	
52130 - Repairs and Maint- Computers	\$ 250,007	\$ 264,816	\$ 279,018	\$ 285,544	\$ 305,018	\$ 619	1,300	1,300	47.63%	
53000 - Liability Insurance	\$ 14,248	\$ 17,935	\$ 23,309	\$ 22,785	\$ 29,368	\$ -	33,821	33,821	0.00%	
53020 - Unemployment Claims	\$ 450	\$ 542	\$ 320	\$ 367	\$ 396	\$ -	544	544	0.00%	
53100 - Conferences and Meetings	\$ 1,332	\$ 897	\$ 480	\$ 297	\$ 2,490	\$ -	5,000	5,000	0.00%	
53110 - Employee Training	\$ 6,003	\$ 5,905	\$ 4,116	\$ 1,125	\$ -	\$ -	10,000	10,000	0.00%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ -	150	150	0.00%	
53130 - General Association Dues	\$ 2,115	\$ 2,660	\$ 2,670	\$ 1,610	\$ 1,460	\$ 490	1,230	1,230	39.84%	
Commodities	\$ 15,394	\$ 19,955	\$ 11,781	\$ 11,401	\$ 27,540	\$ 8,024	51,756	51,756	15.50%	
60000 - Office Supplies	\$ 2,559	\$ 1,368	\$ 1,009	\$ 365	\$ 3,289	\$ 39	2,200	2,200	1.78%	
60010 - Operating Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252	2,100	2,100	11.98%	
60020 - Computer Related Supplies	\$ 3,806	\$ 6,454	\$ 2,823	\$ 2,765	\$ 1,351	\$ 823	2,500	2,500	32.92%	
60050 - Books and Subscriptions	\$ 1,178	\$ 1,042	\$ 2,334	\$ 1,415	\$ 12,700	\$ -	500	500	0.00%	
60060 - Computer Software- Non Capital	\$ 2,712	\$ 2,771	\$ -	\$ -	\$ -	\$ 5,816	15,106	15,106	38.50%	
60070 - Computer Hardware- Non Capital	\$ 298	\$ 3,005	\$ 85	\$ 540	\$ 2,424	\$ 1,094	14,350	14,350	7.62%	
60265 - Public Health Commodities - Coronavirus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60570 - Office Furniture - Non-Capital	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 916	\$ 0.00	6,000	6,000	0.00%	
64000 - Telephone	\$ 3,395	\$ 4,593	\$ 3,627	\$ 3,965	\$ 3,992	\$ -	6,000	6,000	0.00%	
64010 - Cellular Phone	\$ 1,446	\$ 722	\$ 1,903	\$ 2,352	\$ 2,868	\$ -	3,000	3,000	0.00%	
Transfers Out	\$ 42,304	\$ 31,282	\$ 33,616	\$ 34,585	\$ 32,775	\$ 37,547	37,547	37,547	100.00%	
99000 - Transfer To Other Funds	\$ 42,304	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
99001 - Transfer to General Fund 001	\$ -	\$ 31,282	\$ 33,616	\$ 34,585	\$ 32,775	\$ 37,547	37,547	37,547	100.00%	
Capital	\$ 8,627	\$ 21,545	\$ 12,899	\$ -	\$ 37,682	\$ 67,912	547,600	547,600	12.40%	
70000 - Computers	\$ 2,137	\$ 15,304	\$ -	\$ -	\$ 37,682	\$ -	15,000	15,000	0.00%	
70020 - Computer Software- Capital	\$ 6,490	\$ 5,192	\$ -	\$ -	\$ -	\$ 51,290	80,000	80,000	64.11%	
70030 - Computer Software License Cost	0.00	0.00	0.00	0.00	0.00	16,621.56	452,600	452,600	3.67%	
70050 - Printers	\$ -	\$ 1,049	\$ 12,899	\$ -	\$ -	\$ -	0	0	0.00%	
Contingency and Other	\$ -	\$ -	0	0	0.00%					
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
354 Mass Vaccination Fund	\$ 210,271	\$ 5,951	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Expenses	\$ 210,271	\$ 5,951	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Contractual Services	\$ 55,422	\$ 2,256	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
50150 - Contractual/Consulting Services	\$ 34,286	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
50340 - Software Licensing Cost	\$ 21,136	\$ 2,256	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Commodities	\$ 131,983	\$ 3,695	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60010 - Operating Supplies	\$ 122,350	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60110 - Printing Supplies	\$ 7,267	\$ 2,560	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
64010 - Cellular Phone	\$ 1,156	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
64020 - Internet	\$ 1,210	\$ 1,135	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Capital	\$ 22,866	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
70000 - Computers	\$ 22,866	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
385 IL Counties Information Mgmt	\$ -	\$ 2,801	\$ 723	\$ 324	\$ 475	\$ -	0	0	0.00%	
Expenses	\$ -	\$ 2,801	\$ 723	\$ 324	\$ 475	\$ -	0	0	0.00%	
Contractual Services	\$ -	\$ 2,801	\$ 723	\$ 324	\$ 475	\$ -	0	0	0.00%	
53100 - Conferences and Meetings	\$ -	\$ 2,801	\$ 723	\$ 324	\$ 475	\$ -	0	0	0.00%	
390 Web Technical Services	\$ 485,934	\$ 365,916	\$ 263,522	\$ 280,567	\$ 233,242	\$ 131,603	331,500	331,500	39.70%	
Expenses	\$ 485,934	\$ 365,916	\$ 263,522	\$ 280,567	\$ 233,242	\$ 131,603	331,500	331,500	39.70%	
Contractual Services	\$ 455,934	\$ 365,916	\$ 263,522	\$ 280,567	\$ 233,242	\$ 131,603	331,500	331,500	39.70%	
50150 - Contractual/Consulting Services	\$ 273,951	\$ 181,096	\$ 23,115	\$ 47,618	\$ 48,955	\$ 1,875	100,000	100,000	1.88%	
50235 - Public Health Services - Coronavirus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
50340 - Software Licensing Cost	\$ 181,138	\$ 184,820	\$ 235,845	\$ 232,598	\$ 178,559	\$ 129,676	221,500	221,500	58.54%	
52130 - Repairs and Maint- Computers	\$ 844	\$ -	\$ 4,563	\$ 350	\$ 5,728	\$ 52	10,000	10,000	0.52%	
Commodities	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60050 - Books and Subscriptions	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Grand Total	\$ 5,866,294	\$ 5,847,864	\$ 5,920,978	\$ 5,845,891	\$ 6,260,452	\$ 1,399,346	7,558,587	7,314,549	18.51%	

Committee Revenue Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
080 Building Management	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 3,554	50,659	50,659	7.02%	
001 General Fund	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 3,554	50,659	50,659	7.02%	
<i>Revenue</i>	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 3,554	50,659	50,659	7.02%	
Other	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 3,554	50,659	50,659	7.02%	
38500 - Rental Income	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 2,647	50,659	50,659	5.22%	
38900 - Miscellaneous Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 907	0	0	0.00%	
Grand Total	\$ 39,335	\$ 6,084	\$ 30,557	\$ (15,344)	\$ 10,587	\$ 3,554	50,659	50,659	7.02%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
080 Building Management	\$ 5,229,565	\$ 5,582,604	\$ 9,720,893	\$ 8,018,165	\$ 7,258,186	\$ 1,198,719	7,249,001	7,292,549	16.54%	
001 General Fund	\$ 5,003,744	\$ 5,552,935	\$ 9,717,053	\$ 8,018,165	\$ 7,258,186	\$ 1,198,719	7,249,001	7,292,549	16.54%	
Expenses	\$ 5,003,744	\$ 5,552,935	\$ 9,717,053	\$ 8,018,165	\$ 7,258,186	\$ 1,198,719	7,249,001	7,292,549	16.54%	
Personnel Services- Salaries & Wages	\$ 1,179,315	\$ 1,259,674	\$ 1,857,313	\$ 2,631,748	\$ 2,782,483	\$ 579,664	2,934,322	2,977,870	19.75%	
40000 - Salaries and Wages	\$ 1,156,776	\$ 1,237,804	\$ 1,799,144	\$ 2,508,375	\$ 2,640,705	\$ 559,278	2,729,010	2,772,558	20.49%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40005 - New Position Budget Moved to Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40009 - Salaries and Wages Subsidy	\$ (1,050)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
40200 - Overtime Salaries	\$ 23,588	\$ 21,870	\$ 58,169	\$ 123,373	\$ 141,778	\$ 20,386	205,312	205,312	9.93%	
Personnel Services- Employee Benefits	\$ 214,371	\$ 212,401	\$ 365,217	\$ 505,080	\$ -	\$ -	1,055,053	1,055,053	0.00%	
45000 - Healthcare Contribution	\$ 207,573	\$ 205,742	\$ 355,728	\$ 492,404	\$ -	\$ -	597,931	597,931	0.00%	
45009 - Healthcare Subsidy	\$ (437)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45010 - Dental Contribution	\$ 7,250	\$ 6,660	\$ 9,489	\$ 12,676	\$ -	\$ -	13,845	13,845	0.00%	
45019 - Dental Subsidy	\$ (15)	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	226,623	226,623	0.00%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	165,116	165,116	0.00%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	51,538	51,538	0.00%	
Contractual Services	\$ 1,901,607	\$ 2,458,862	\$ 5,375,042	\$ 3,437,054	\$ 2,406,566	\$ 330,524	2,411,227	2,411,227	13.71%	
50150 - Contractual/Consulting Services	\$ 1,690	\$ -	\$ 8,720	\$ 22,499	\$ 1,420	\$ -	0	0	0.00%	
50235 - Public Health Services - Coronavirus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
52000 - Disposal and Water Softener Srvs	\$ 32,120	\$ 49,460	\$ 62,419	\$ 94,219	\$ 65,174	\$ 15,139	75,375	75,375	20.08%	
52010 - Janitorial Services	\$ 562,026	\$ 620,390	\$ 957,054	\$ 565,108	\$ 181,526	\$ 27,738	175,000	175,000	15.85%	
52020 - Repairs and Maintenance- Roads	\$ 127,623	\$ 130,218	\$ 302,504	\$ 229,680	\$ 243,910	\$ 48,029	325,000	325,000	14.78%	
52110 - Repairs and Maint- Buildings	\$ 461,839	\$ 802,148	\$ 2,044,780	\$ 1,650,036	\$ 1,549,625	\$ 214,849	1,452,000	1,452,000	14.80%	
52120 - Repairs and Maint- Grounds	\$ 134,647	\$ 183,371	\$ 224,009	\$ 222,068	\$ 131,241	\$ 1,461	250,000	250,000	0.58%	
52160 - Repairs and Maint- Equipment	\$ 351,158	\$ 461,410	\$ 1,448,110	\$ 385,764	\$ 4,728	\$ -	0	0	0.00%	
52190 - Equipment Rental	\$ -	\$ -	\$ 4,284	\$ 6,546	\$ 1,313	\$ -	10,000	10,000	0.00%	
52210 - Building Lease	\$ 130,000	\$ 129,769	\$ 146,332	\$ 166,435	\$ 144,039	\$ -	0	0	0.00%	
52220 - Equipment Lease	\$ 17,325	\$ 18,258	\$ 41,239	\$ 14,372	\$ -	\$ -	0	0	0.00%	
52230 - Repairs and Maint- Vehicles	\$ 26,594	\$ 23,328	\$ 68,473	\$ 28,685	\$ 11,934	\$ 7,537	21,500	21,500	35.06%	
52260 - Grease Trap- Septic Services	\$ 8,285	\$ 8,600	\$ 7,507	\$ 10,270	\$ 10,535	\$ 2,460	9,952	9,952	24.72%	
53060 - General Printing	\$ 45,727	\$ 31,753	\$ 59,612	\$ 41,328	\$ 55,321	\$ 13,311	87,000	87,000	15.30%	
53110 - Employee Training	\$ 2,574	\$ 155	\$ -	\$ 45	\$ 5,801	\$ -	5,000	5,000	0.00%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	400	400	0.00%	
Commodities	\$ 1,708,452	\$ 1,621,997	\$ 2,119,480	\$ 1,949,363	\$ 2,069,138	\$ 288,531	1,903,452	1,903,452	15.16%	
60010 - Operating Supplies	\$ 7,026	\$ 3,834	\$ 12,818	\$ 18,150	\$ 7,382	\$ 1,514	13,041	13,041	11.61%	
60020 - Computer Related Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60040 - Postage	\$ -	\$ -	\$ -	\$ -	\$ 735	\$ -	0	0	0.00%	
60090 - Utilities- Sewer	\$ 138,959	\$ 129,598	\$ 157,035	\$ 134,264	\$ 156,040	\$ 15,524	130,000	130,000	11.94%	
60100 - Utilities- Water	\$ 122,847	\$ 125,061	\$ 134,703	\$ 131,688	\$ 135,225	\$ 14,646	105,000	105,000	13.95%	
60110 - Printing Supplies	\$ 47,006	\$ 66,451	\$ 64,270	\$ 67,830	\$ 69,067	\$ 13,888	80,080	80,080	17.34%	
60160 - Cleaning Supplies	\$ 56,889	\$ 64,325	\$ 158,431	\$ 127,154	\$ 132,791	\$ 29,947	166,000	166,000	18.04%	
60210 - Uniform Supplies	\$ 4,140	\$ 2,893	\$ 12,575	\$ 5,183	\$ 10,689	\$ 448	8,331	8,331	5.38%	
60250 - Medical Supplies and Drugs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
63000 - Utilities- Natural Gas	\$ 142,703	\$ 205,239	\$ 253,514	\$ 216,772	\$ 290,281	\$ 51,242	325,000	325,000	15.77%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
63010 - Utilities- Electric	\$ 1,171,352	\$ 999,033	\$ 1,304,813	\$ 1,235,688	\$ 1,260,132	\$ 161,206	1,064,000	1,064,000	15.15%	
63040 - Fuel- Vehicles	\$ 17,530	\$ 25,563	\$ 21,322	\$ 12,634	\$ 6,695	\$ 114	12,000	12,000	0.95%	
64000 - Telephone	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	0	0	0.00%	
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Services	\$ -	\$ -	\$ -	\$ (505,080)	\$ -	\$ -	(1,055,053)	(1,055,053)	0.00%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ (492,404)	\$ -	\$ -	(597,931)	(597,931)	0.00%	
45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ (12,676)	\$ -	\$ -	(13,845)	(13,845)	0.00%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(226,623)	(226,623)	0.00%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(165,116)	(165,116)	0.00%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(51,538)	(51,538)	0.00%	
354 Mass Vaccination Fund	\$ 225,821	\$ 29,669	\$ 3,840	\$ -	\$ -	\$ -	0	0	0.00%	
Expenses	\$ 225,821	\$ 29,669	\$ 3,840	\$ -	\$ -	\$ -	0	0	0.00%	
Contractual Services	\$ 201,722	\$ 29,669	\$ 3,840	\$ -	\$ -	\$ -	0	0	0.00%	
50150 - Contractual/Consulting Services	\$ 201,722	\$ 29,669	\$ 3,840	\$ -	\$ -	\$ -	0	0	0.00%	
Commodities	\$ 24,099	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
60010 - Operating Supplies	\$ 24,099	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Grand Total	\$ 5,229,565	\$ 5,582,604	\$ 9,720,893	\$ 8,018,165	\$ 7,258,186	\$ 1,198,719	7,249,001	7,292,549	16.54%	

Committee Revenue Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
690 Development	\$ 695,338	\$ 858,192	\$ 944,022	\$ 1,013,866	\$ 1,095,507	\$ -	\$ 1,164,419	\$ 1,096,984	0.00%	
520 Mill Creek Special Service Area	\$ 695,338	\$ 858,192	\$ 944,022	\$ 1,013,866	\$ 1,095,507	\$ -	\$ 1,164,419	\$ 1,096,984	0.00%	
Revenue	\$ 695,338	\$ 858,192	\$ 944,022	\$ 1,013,866	\$ 1,095,507	\$ -	\$ 1,164,419	\$ 1,096,984	0.00%	
Interest Revenue	\$ (871)	\$ (20,964)	\$ 64,149	\$ 78,078	\$ 55,735	\$ -	\$ 24,000	\$ 24,000	0.00%	
38000 - Investment Income	\$ (871)	\$ (20,964)	\$ 64,149	\$ 78,078	\$ 55,735	\$ -	\$ 24,000	\$ 24,000	0.00%	
Other	\$ 1,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,451	\$ 33,950	0.00%	
38900 - Miscellaneous Other	\$ 1,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,451	\$ 33,950	0.00%	
Transfers In	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
39000 - Transfer From Other Funds	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Property Taxes	\$ 679,786	\$ 879,156	\$ 879,873	\$ 935,788	\$ 1,039,772	\$ -	\$ 1,137,968	\$ 1,039,034	0.00%	
30000 - Property Taxes	\$ 679,786	\$ 879,156	\$ 879,873	\$ 935,788	\$ 1,039,772	\$ -	\$ 1,137,968	\$ 1,039,034	0.00%	
30005 - Property Tax Revenue Recapture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Grand Total	\$ 695,338	\$ 858,192	\$ 944,022	\$ 1,013,866	\$ 1,095,507	\$ -	\$ 1,164,419	\$ 1,096,984	0.00%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
690 Development	\$ 475,968	\$ 761,480	\$ 792,687	\$ 1,669,213	\$ 893,137	\$ 101,110	\$ 1,164,419	\$ 1,096,984	8.68%	
520 Mill Creek Special Service Area	\$ 475,968	\$ 761,480	\$ 792,687	\$ 1,669,213	\$ 893,137	\$ 101,110	\$ 1,164,419	\$ 1,096,984	8.68%	
Expenses	\$ 475,968	\$ 761,480	\$ 792,687	\$ 1,669,213	\$ 893,137	\$ 101,110	\$ 1,164,419	\$ 1,096,984	8.68%	
Personnel Services- Salaries & Wages	\$ 42,729	\$ 68,650	\$ 68,493	\$ 70,704	\$ 57,571	\$ 14,828	\$ 73,713	\$ 71,566	20.12%	
40000 - Salaries and Wages	\$ 42,729	\$ 68,650	\$ 68,493	\$ 70,704	\$ 57,571	\$ 14,828	\$ 73,713	\$ 71,566	20.12%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Personnel Services- Employee Benefits	\$ 17,356	\$ 29,808	\$ 28,553	\$ 29,287	\$ 22,735	\$ 6,440	\$ 33,466	\$ 33,162	19.24%	
45000 - Healthcare Contribution	\$ 8,616	\$ 17,848	\$ 18,167	\$ 19,178	\$ 13,946	\$ 4,359	\$ 21,074	\$ 21,074	20.68%	
45010 - Dental Contribution	\$ 27	\$ 14	\$ -	\$ -	\$ 157	\$ 136	\$ 684	\$ 684	19.89%	
45100 - FICA/SS Contribution	\$ 3,300	\$ 5,292	\$ 5,264	\$ 5,403	\$ 4,303	\$ 1,055	\$ 5,644	\$ 5,480	18.69%	
45200 - IMRF Contribution	\$ 3,795	\$ 4,699	\$ 3,573	\$ 3,244	\$ 3,059	\$ 890	\$ 4,823	\$ 4,683	18.46%	
53010 - Workers Compensation	\$ 1,618	\$ 1,954	\$ 1,549	\$ 1,462	\$ 1,270	\$ -	\$ 1,241	\$ 1,241	0.00%	
Contractual Services	\$ 398,299	\$ 646,940	\$ 652,380	\$ 1,523,660	\$ 774,175	\$ 53,352	\$ 1,004,311	\$ 939,327	5.31%	
50150 - Contractual/Consulting Services	\$ 13,040	\$ 1,678	\$ 70,886	\$ 892,683	\$ 43,353	\$ -	\$ 40,200	\$ 40,200	0.00%	
50160 - Legal Services	\$ 2,363	\$ 495	\$ 1,890	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	0.00%	
50480 - Security Services	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	0.00%	
52020 - Repairs and Maintenance- Roads	\$ 67,863	\$ 65,112	\$ 92,267	\$ 116,916	\$ 140,202	\$ 35,200	\$ 128,000	\$ 128,000	27.50%	
52120 - Repairs and Maint- Grounds	\$ 274,772	\$ 489,548	\$ 426,956	\$ 457,768	\$ 539,056	\$ 4,894	\$ 634,984	\$ 570,000	0.77%	
52180 - Building Space Rental	\$ 13,416	\$ 12,185	\$ 12,644	\$ 11,791	\$ 13,027	\$ -	\$ 17,000	\$ 17,000	0.00%	
52230 - Repairs and Maint- Vehicles	\$ 682	\$ 748	\$ 8,071	\$ 1,311	\$ 853	\$ 181	\$ 2,500	\$ 2,500	7.25%	
52250 - Intersect Lighting Services	\$ 10,643	\$ 75,506	\$ 37,418	\$ 16,102	\$ 5,395	\$ 2,114	\$ 25,000	\$ 25,000	8.46%	
53000 - Liability Insurance	\$ 1,032	\$ 1,619	\$ 2,037	\$ 2,124	\$ 2,721	\$ -	\$ 2,670	\$ 2,670	0.00%	
53020 - Unemployment Claims	\$ 33	\$ 49	\$ 28	\$ 35	\$ 37	\$ -	\$ 43	\$ 43	0.00%	
53060 - General Printing	\$ 69	\$ -	\$ 183	\$ 104	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00%	
53070 - Legal Printing	\$ 207	\$ -	\$ -	\$ -	\$ 35	\$ -	\$ 500	\$ 500	0.00%	
53100 - Conferences and Meetings	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
55000 - Miscellaneous Contractual Exp	\$ 12,950	\$ -	\$ -	\$ 24,826	\$ 29,496	\$ 10,963	\$ 136,914	\$ 136,914	8.01%	
Commodities	\$ 15,184	\$ 10,331	\$ 17,364	\$ 20,072	\$ 13,236	\$ 961	\$ 27,400	\$ 27,400	3.51%	
60000 - Office Supplies	\$ 960	\$ 1,599	\$ 3,965	\$ 1,835	\$ 845	\$ -	\$ 3,000	\$ 3,000	0.00%	
60010 - Operating Supplies	\$ 4,589	\$ 341	\$ 3,585	\$ 3,102	\$ 851	\$ 35	\$ 3,000	\$ 3,000	1.15%	
60040 - Postage	\$ 821	\$ -	\$ -	\$ 1,217	\$ -	\$ -	\$ 1,500	\$ 1,500	0.00%	
63020 - Utilities- Intersect Lighting	\$ 8,343	\$ 7,347	\$ 9,217	\$ 10,949	\$ 10,924	\$ 926	\$ 17,100	\$ 17,100	5.42%	
63040 - Fuel- Vehicles	\$ 188	\$ 45	\$ 99	\$ 1,972	\$ -	\$ -	\$ 2,000	\$ 2,000	0.00%	
64010 - Cellular Phone	\$ 283	\$ 998	\$ 498	\$ 998	\$ 616	\$ -	\$ 800	\$ 800	0.00%	
Transfers Out	\$ 2,400	\$ 5,751	\$ 25,896	\$ 25,490	\$ 25,419	\$ 25,529	\$ 25,529	\$ 25,529	100.00%	
99000 - Transfer To Other Funds	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
99001 - Transfer to General Fund 001	\$ -	\$ 5,751	\$ 25,896	\$ 25,490	\$ 25,419	\$ 25,529	\$ 25,529	\$ 25,529	100.00%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Grand Total	\$ 475,968	\$ 761,480	\$ 792,687	\$ 1,669,213	\$ 893,137	\$ 101,110	\$ 1,164,419	\$ 1,096,984	8.68%	

Committee Revenue Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
800 Other- Countywide Expenses	\$ 7,798,571	\$ 6,646,012	\$ 13,119,507	\$ 2,355,575	\$ 9,226,065	\$ 66,116	8,877,097	8,877,097	0.74%	
500 Capital Projects	\$ 7,798,571	\$ 6,646,012	\$ 13,119,507	\$ 2,355,575	\$ 9,226,065	\$ 66,116	8,877,097	8,877,097	0.74%	
Revenue	\$ 7,798,571	\$ 6,646,012	\$ 13,119,507	\$ 2,355,575	\$ 9,226,065	\$ 66,116	8,877,097	8,877,097	0.74%	
Other	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	7,725,873	7,725,873	0.00%	
38570 - Refunds	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,725,873	7,725,873	0.00%	
Grants	\$ 600,000	\$ -	\$ 750,000	\$ -	\$ 132,895	\$ -	600,000	600,000	0.00%	
33900 - Grants - Other	\$ 600,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	600,000	600,000	0.00%	
33902 - Grants - State Government	\$ -	\$ -	\$ -	\$ -	\$ 132,895	\$ -	0	0	0.00%	
Interest Revenue	\$ (21,316)	\$ (180,188)	\$ 770,829	\$ 898,179	\$ 573,502	\$ -	451,224	451,224	0.00%	
38000 - Investment Income	\$ (21,316)	\$ (180,188)	\$ 770,829	\$ 898,179	\$ 573,502	\$ -	451,224	451,224	0.00%	
Other Taxes	\$ 183,564	\$ 252,120	\$ 260,359	\$ 268,280	\$ 239,668	\$ 66,116	100,000	100,000	66.12%	
30180 - Video Gaming Tax	\$ 183,564	\$ 252,120	\$ 260,359	\$ 268,280	\$ 239,668	\$ 66,116	100,000	100,000	66.12%	
Transfers In	\$ 7,030,823	\$ 6,574,080	\$ 11,338,319	\$ 1,189,116	\$ 8,280,000	\$ -	0	0	0.00%	
39000 - Transfer From Other Funds	\$ 2,395,019	\$ 461,580	\$ 2,789,159	\$ -	\$ -	\$ -	0	0	0.00%	
39001 - Transfer from General Fund 001	\$ 4,635,804	\$ 6,112,500	\$ 1,000,000	\$ 867,116	\$ 8,280,000	\$ -	0	0	0.00%	
39120 - Transfer from Grand Victoria Casino Elgin Fund 120	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	0	0	0.00%	
39355 - Transfer from American Rescue Plan Fund 355	\$ -	\$ -	\$ 157,741	\$ 72,000	\$ -	\$ -	0	0	0.00%	
39357 - Transfer from COVID Payroll Reimbursement Fund 357	\$ -	\$ -	\$ 7,391,419	\$ -	\$ -	\$ -	0	0	0.00%	
Grand Total	\$ 7,798,571	\$ 6,646,012	\$ 13,119,507	\$ 2,355,575	\$ 9,226,065	\$ 66,116	8,877,097	8,877,097	0.74%	

Committee Expense Budget Report - by Account Detail
Through February 28, 2026 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 02/14/2026)
***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
800 Other- Countywide Expenses	\$ 3,268,612	\$ 4,674,061	\$ 8,597,238	\$ 16,230,446	\$ 8,542,337	\$ 700,082	8,877,097	8,877,097	7.89%	
500 Capital Projects	\$ 3,268,612	\$ 4,674,061	\$ 8,597,238	\$ 16,230,446	\$ 8,542,337	\$ 700,082	8,877,097	8,877,097	7.89%	
Expenses	\$ 3,268,612	\$ 4,674,061	\$ 8,597,238	\$ 16,230,446	\$ 8,542,337	\$ 700,082	8,877,097	8,877,097	7.89%	
Contractual Services	\$ 311,589	\$ 488,987	\$ 505,880	\$ 138,110	\$ 245,701	\$ -	200,000	200,000	0.00%	
50000 - Project Administration Services	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
50150 - Contractual/Consulting Services	\$ 307,589	\$ 488,987	\$ 505,880	\$ 138,110	\$ 245,701	\$ -	200,000	200,000	0.00%	
50235 - Public Health Services - Coronavirus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Commodities	\$ -	\$ 157,530	\$ 30,996	\$ -	\$ -	\$ -	0	0	0.00%	
60265 - Public Health Commodities - Coronavirus	\$ -	\$ 157,530	\$ 30,996	\$ -	\$ -	\$ -	0	0	0.00%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Capital	\$ 2,957,023	\$ 3,952,545	\$ 8,060,362	\$ 15,998,226	\$ 8,296,636	\$ 700,082	8,677,097	8,677,097	8.07%	
70000 - Computers	\$ 475,550	\$ 1,633,756	\$ 2,015,202	\$ 850,801	\$ 906,462	\$ 197,698	1,191,701	1,191,701	16.59%	
70020 - Computer Software- Capital	\$ 32,218	\$ 119,444	\$ 32,441	\$ 31,889	\$ 649	\$ -	511,000	511,000	0.00%	
70070 - Automotive Equipment	\$ 24,833	\$ 96,095	\$ 396,976	\$ 248,408	\$ 158,805	\$ 111,279	165,000	165,000	67.44%	
70080 - Office Furniture	\$ 11,880	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
70120 - Special Purpose Equipment	\$ 29,950	\$ 406,212	\$ 2,808,833	\$ 7,767,620	\$ 214,417	\$ 1,500	0	0	0.00%	
72000 - Building Construction	\$ 774,762	\$ -	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
72010 - Building Improvements	\$ 1,607,831	\$ 1,697,038	\$ 2,806,910	\$ 7,099,508	\$ 7,016,302	\$ 389,605	6,809,396	6,809,396	5.72%	
Transfers Out	\$ -	\$ 75,000	\$ -	\$ 94,110	\$ -	\$ -	0	0	0.00%	
99355 - Transfer to American Rescue Plan Fund 355	\$ -	\$ -	\$ -	\$ 94,110	\$ -	\$ -	0	0	0.00%	
99601 - Transfer to Public Building Commission Fund 601	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	0	0	0.00%	
Grand Total	\$ 3,268,612	\$ 4,674,061	\$ 8,597,238	\$ 16,230,446	\$ 8,542,337	\$ 700,082	8,877,097	8,877,097	7.89%	

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Building Management Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. R-TC-17006) and Amazon Business for the purchase of products and related services.

BE IT FURTHER RESOLVED the Kane County Building Management Department is hereby authorized to utilize Online Marketplace for the Purchase of Products and Services through OMNIA's Amazon Business Contract No. R-TC-17006 for a sum not-to-exceed One Hundred Fifty Thousand Dollars (\$150,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that One Hundred Fifty Thousand Dollars (\$150,000) per fiscal year is hereby appropriated from Various Building Management and Capital Funds to pay for the Building Management Department Online Marketplace for the Purchase of Products and Services procurement from Amazon Business under Contract No. R-TC-17006.

Line Item: 001.060.060.60020, 001.060.060.60000, 500.800.801, Various
Line Item Description: Computer Replated Supplies/Office Supplies, Capital, Various
Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes
Are funds currently available for this Personnel/Item/Service in the specific line item? Yes
If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Purchase of Products and Services through the Amazon Business Online Marketplace for the Building Management Department (Contract No. R-TC-17006)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Kevin Harris, 630-762-2174

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$150,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution authorizes the Kane County Building Management Department to purchase products and related services through Amazon Business using the OMNIA Partners cooperative purchasing contract (No. R-TC-17006), valid through January 18, 2028. The County has previously approved participation in OMNIA's cooperative purchasing program (Res. 22-265 and 25-115). This resolution allows continued use of competitively bid contracts for efficient procurement of equipment and supplies, with total expenditures not to exceed \$150,000 per fiscal year.



CONTRACT RENEWAL #3

August 21, 2025

Amazon.com Services LLC
(Amazon Business)
Brett Tuson
410 Terry Avenue North,
Seattle, WA 98109-5210

Re: Contract Renewal #3
Contract #R-TC-17006 – On-line Marketplace for Purchases of Products and Services

Dear Mr. Tuson:

This is to advise you that Prince William County Public Schools (PWCS) desires to renew the referenced contract for an additional two-year period in accordance with the "Contract Term" clause in the Contract. The current contract will expire on January 18, 2026.

Please advise me if you desire to renew the contract and prices in accordance with the terms of the contract by signing and returning this **Contract Renewal** form no later than September 4, 2025.

If you have any questions on this matter, please contact me by phone at 703-791-8744 or via email at bakerax@pwcs.edu.

Sincerely,

Angie Baker, VCA
Buyer

=====

Acceptance Agreement

It is mutually agreed that the above-mentioned contract is renewed for the period of January 19, 2026 to January 18, 2028 and all terms and conditions in the original solicitation and contract shall remain the same.

Renew Contract: Yes: No:

Rates to Remain the Same: Yes: No: If no, attach explanation and revised rates.
Revised rates shall be effective on January 18, 2026, upon PWCS signature below.

Vendor: Brett Tuson
91209151964544E
Legally Authorized Signature
Brett Tuson, Authorized Signatory

PWCS: Brian Burtner
Legally Authorized Signature

Print Name & Title

Colleen Keener, NIGP-CPP, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

Date: September 4, 2025

Date: Sep 9, 2025

BH

PROCUREMENT



Signature: Brian Hall
Brian Hall (Aug 21, 2025 14:38:35 EDT)

Email: hallbm@pwcs.edu



Renewal 3 - R-TC-17006 - Amazon

Final Audit Report

2025-08-21

Created:	2025-08-21
By:	Angela Baker (BAKERAX@pwcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxDUeObxcyg0ViZIL9MaCj2rhmpfgCJoc

"Renewal 3 - R-TC-17006 - Amazon" History

-  Document created by Angela Baker (BAKERAX@pwcs.edu)
 2025-08-21 - 6:28:02 PM GMT- IP address: 204.122.110.251

-  Document emailed to Brian Hall (hallbm@pwcs.edu) for signature
 2025-08-21 - 6:28:49 PM GMT

-  Email viewed by Brian Hall (hallbm@pwcs.edu)
 2025-08-21 - 6:38:06 PM GMT- IP address: 104.47.70.126

-  Document e-signed by Brian Hall (hallbm@pwcs.edu)
 Signature Date: 2025-08-21 - 6:38:35 PM GMT - Time Source: server- IP address: 204.122.110.142

-  Agreement completed.
 2025-08-21 - 6:38:35 PM GMT

Renewal 3 - R-TC-17006 - Amazon - vendor signed

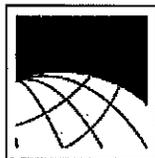
Final Audit Report

2025-09-09

Created:	2025-09-08
By:	Angela Baker (BAKERAX@pwcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7xgVXbIBEs9sOMCCmhetKUrGrIEFJV05

"Renewal 3 - R-TC-17006 - Amazon - vendor signed" History

-  Document created by Angela Baker (BAKERAX@pwcs.edu)
2025-09-08 - 2:40:48 PM GMT- IP address: 204.122.110.142
-  Document emailed to Brian Burtner (burtneba@pwcs.edu) for signature
2025-09-08 - 2:41:20 PM GMT
-  Email viewed by Brian Burtner (burtneba@pwcs.edu)
2025-09-09 - 2:49:30 PM GMT- IP address: 204.122.110.162
-  Document e-signed by Brian Burtner (burtneba@pwcs.edu)
Signature Date: 2025-09-09 - 2:49:58 PM GMT - Time Source: server- IP address: 204.122.110.162
-  Agreement completed.
2025-09-09 - 2:49:58 PM GMT



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

CONTRACT NUMBER: R-TC-17006

This Contract entered into this 19th day of January 2017 by, **Amazon Services, LLC, Amazon Business, 325 9th Avenue N., Seattle, WA 98109**, hereinafter referred to as the "Contractor" and **Prince William County School Board, P.O. Box 389, Manassas, VA 20108**, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide an On-Line Marketplace for the Purchase of Products and Services in accordance with the Statement of Needs, General Terms and Conditions and Special Terms and Conditions stated herein.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated January 19, 2017.
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from the date of award, January 19, 2017 to January 18, 2022, with the option to renew for three (3) additional two (2)-one-year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
4. **CONTRACT ADMINISTRATOR/PROJECT MANAGER:** The following PWCS employees are identified to use all powers under the contract to enforce its faithful performance:
 - 4.1. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his/her designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.



- 4.2. **PROJECT MANAGER:** The following individuals shall work directly with the Contractor in scheduling and coordinating work, answering questions in connection with the scope of work, and providing general direction under the resulting contract:
- 5. **TIME OF PERFORMANCE:** In accordance with Contractor's proposal, Section 4.2.2. and 5.3.2.
- 6. **PRICING:** In accordance with Contractor's proposal, Section 4.2.1.
- 7. **PAYMENT TERMS:** In accordance with Contractor's proposal, Section 5.3.6.

Prince William County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR:

Prentis D. Wilson, Jr.
 Authorized Signature
Prentis D. Wilson, Jr.
 Type Name
Vice President
 Title
Jan 27, 2017
 Date

PURCHASING AGENCY:

Jim Totty
 Authorized Signature
Jim Totty, CPPO, C.P.M.
 Type Name
Supervisor of Purchasing
 Title
1-31-17
 Date





Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

MEMORANDUM OF NEGOTIATIONS

R-TC-17006

Dated: January 19, 2017

Prince William County Schools (hereinafter called PWCS) and Amazon Services, LLC (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-TC-17006 for On-Line Marketplace for the Purchases of Products and Services. The final Contract contains the following documents listed in the order of precedence:

- a. Contractor's proposal dated October 14, 2016;
 - b. Contractor's response to Clarification Questions dated October 31, 2016, attached;
 - c. PWCS's Request for Proposal, R-TC-17006 and all Addendum #1;
 - d. Contractor's Business Accounts Terms and Conditions (currently available at <https://www.amazon.com/gp/help/customer/display.html?nodeId=201613180>), attached;
 - e. PWCS's General Terms and Conditions, Section 11 (RFP – Revised 12/16/16), attached;
 - f. This Memorandum of Negotiations;
 - g. Any subsequent modifications to the Contract.
1. The contract term shall remain as originally issued in the RFP, as follows:
 - 9.1. The initial term of this contract shall be five years (5) from the date of award to **December 30, 2021**, with the option to renew for three-two (2) year periods, upon mutual written consent of the parties to the contract.
 2. Amazon Whispercast is not being offered upon award but will remain in scope for future offerings by the Contractor. In addition, all new Amazon business opportunities may be modified to the Contract by mutual agreement between the Contractor and PWCS.



STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

RESOLUTION NO. TMP-26-357

**AUTHORIZING A FARMLAND LEASE AND LICENSE OF PARCEL
0932300013 LOCATED AT THE NORTHEAST CORNER OF ROUTE 38 AND
PECK ROAD (NOT ATTACHED)**

Line Item: 001.080.080.52110, 500.800.805.72010, Various

Line Item Description: Repairs and Maint- Buildings, Capital, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing a Contract Extension for Kane County Plumbing Maintenance & Repair Services with Key Construction Group, Inc., Hartwig Mechanical, Inc., and R.J. O’Neil, Inc. for the Kane County Building Management Department (BID#23-001)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Kevin Harris, 630-762-2174

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$1,000,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

The Building Management Department outsources plumbing maintenance and repair services which cannot be performed in-house by County staff. The contracts cover the maintenance and repairs of all plumbing equipment at Kane County Government facilities. This resolution authorizes a contract extension for Kane County Plumbing Maintenance & Repair Services with Key Construction Group, Inc., Hartwig Mechanical, Inc., and R.J. O’Neil, Inc. in an amount up to \$1,000,000 per fiscal year.

BE IT FURTHER RESOLVED the Kane County Building Management Department is hereby authorized to purchase Mailing and Postage Equipment and Technology through Sourcewell's Pitney Bowes Contract No. 070125-PIT for a sum not-to-exceed One Million Dollars (\$1,000,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that One Million Dollars (\$1,000,000) is hereby appropriated from Postage #001.800.800.60040 and Various funds to pay for the Building Management Mailing and Postage Equipment and Technology procurement from Pitney Bowes under Contract No. 070125-PIT.

Line Item: 001.800.800.60040, Various

Line Item Description: Postage, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing Purchase of Mailing and Postage Equipment and Technology for the Building Management Department (Contract No. 070125-PIT)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Kevin Harris, 630-762-2174

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$1,000,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

The Building Management Department purchases postage for most Offices and Departments such as County Clerk (elections), Supervisor of Assessments (senior exemptions), State's Attorney, Treasurer (tax bills), Circuit Clerk, Court Services, Public Defender, etc. This resolution authorizes the purchase of Mailing and Postage Equipment and Technology through Sourcewell's Pitney Bowes Contract for a sum not-to-exceed \$1,000,000 per fiscal year.



MASTER AGREEMENT #070125
CATEGORY: Mailing and Postage Equipment and Technology
SUPPLIER: Pitney Bowes Inc.

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Pitney Bowes Inc., a Delaware corporation located at 3001 Summer Street, Stamford, CT 06926 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

Article 1:
General Terms

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on July 30, 2029, unless it is cancelled or extended as defined in this Agreement.
 - a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
 - b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (Solicitation #070125) to Participating Entities. In-scope solutions include:
 - a) Solutions for receiving, handling, preparation, packaging, tracking, and shipping of mail and parcels, including equipment, technology, hardware, supplies, and accessories;
 - b) Purpose-built mailroom furniture, furnishings, security or storage systems, and equipment with related supplies and accessories;
 - c) Postage systems of all types and postal cost-optimization solutions; and,
 - d) Solutions related to Sections 7) a) – c) above, including installation, maintenance, repair, training, mailing/postage-related software, integration, support, and customization.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) Supplier Representations:

- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
- ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
- iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 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 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 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. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be 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 U.S.C. § 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, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 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 of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier

certifies that during the term of an award for all Agreements by Sourcwell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 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 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have 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 U.S.C. § 1352. Suppliers must 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. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

- xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.
- xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 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.
- xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.
- xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.
- xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.
- xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.
- xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.
- xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

**Article 2:
Sourcewell and Supplier Obligations**

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any negligent act or omission, or willful misconduct, in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement to the extent the Included Solution has been used according to its specifications. Neither party will be liable to the other for incidental or consequential damages under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

- 18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.
- 19) **Grant of License.**
- a) **During the term of this Agreement:**
 - i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.
 - ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.
 - b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.
 - c) **Use; Quality Control.**
 - i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
 - ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.
 - d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.
- 20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.

- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors (vicarious liability only), products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
 - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.
- 23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.
- 24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

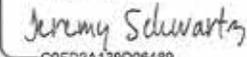
**Article 3:
Supplier Obligations to Participating Entities**

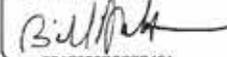
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's

standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcwell account number.

- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcwell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell
Signed by:

C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 8/7/2025 | 1:18 PM CDT

Pitney Bowes Inc.
DocuSigned by:

894E520D7C7B421...
By: _____
William R Walter
Title: VP State and Local Govt
Date: 8/7/2025 | 10:58 AM PDT

RFP 070125 - Mailing and Postage Equipment

Vendor Details

Company Name: Pitney Bowes Inc.
Address: 3001 Summer Street
Stamford, CT 06926
Contact: Bill Walter
Email: bill.walter@pb.com
Phone: 480-206-2984
HST#: 06-0495050

Submission Details

Created On: Tuesday May 20, 2025 06:35:00
Submitted On: Friday June 27, 2025 14:28:58
Submitted By: Bill Walter
Email: bill.walter@pb.com
Transaction #: df44e022-dede-4220-92fb-db0dbae6682e
Submitter's IP Address: 147.243.131.108

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Pitney Bowes Inc.
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Pitney Bowes Global Financial Services LLC
4	Provide your CAGE code or Unique Entity Identifier (SAM):	47486
5	Provide your NAICS code applicable to Solutions proposed.	561210
6	Proposer Physical Address:	27 Waterview Drive, Shelton, CT, 06484
7	Proposer website address (or addresses):	www.pitneybowes.com
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	William R Walter, VP State and Local Govt, 602-642-4259, 27 Waterview Dr, Shelton, CT 06484
9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	William R Walter, VP State and Local Govt, 602-642-4259, 27 Waterview Dr, Shelton, CT 06484
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Amy Hare, Director, Government Contracts and Compliance, 203-360-2253, amy.hare@pb.com

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	<p>Pitney Bowes Inc. was incorporated in the state of Delaware in 1920. As a US company, we are an industry leader offering innovative products and solutions that enable commerce in the areas of customer information management, customer engagement, shipping and mailing, and global ecommerce. We provide products, services, and support to hundreds of thousands of clients. Approximately 900,000 meters have been installed in the US, spanning all 50 states nationwide. For more than 104 years, Pitney Bowes has crafted innovated technologies to help businesses of all sizes meet their varied shipping and mailing needs. As the market leader, Pitney Bowes has experience providing service to all types of clients. Clients around the world, including 90% of the Fortune 500 companies utilize our products, solutions, and services.</p> <p>Our approach is to understand customer challenges and craft sending technology solutions that are individually designed. For us, getting it right matters. With a steady focus on the future of sending, Pitney Bowes continues to innovate every day. From the first postage meters to today's software and services, we've crafted a range of sending technology solutions that remove complexity and drive meaningful impact for your business. From the simplest postage meter to the most complex enterprise-wide process management solution, we support entities of all makeups and sizes.</p>
12	What are your company's expectations in the event of an award?	Pitney Bowes will be honored when selected to continue being of service to Sourcewell members. For many years the partnership between NJPA/Sourcewell and Pitney Bowes has been a strong one to the benefit of the members. We expect this to continue for the four to seven years of this award and relish the opportunity.
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	In 2024, Pitney Bowes Inc. showcased financial stability through transparent reporting, a strong and stable credit rating, prudent debt and cost management, all underscored by active oversight. Their publicly-filed documentation offers robust, data-driven evidence supporting their financial strength. Please refer to PBI Form 10-K of 2024 for further details.
14	Tell us your US market share for your proposed Solutions. OR, provide the number of US Education and Government entities you have served over the past three (3) years, along with the total number of states where you have made sales.	Pitney Bowes has been of service to thousands of Education and Government entities in the last 3 years. These clients and members have been located in all 50 states including Alaska and Hawaii. As the predominant leader in the industry we are proud of our ability to service and support all clients regardless of geographic location in the United State of America.
15	Tell us your Canadian market share for your proposed Solutions. OR, provide the number of Canadian Education and Government entities you have served over the past three (3) years, along with the total number of provinces where you have made sales.	N/A. Pitney Bowes Inc. is not submitting a proposal for the Canada region as part of this solicitation. This proposal is limited to product offerings and services within the United States only.
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	Pitney Bowes Inc. has not engaged in bankruptcy proceeding in the past 7 years.
17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	Pitney Bowes is best described a "b", a manufacturer or service provider. Our relationship with our sales and service force is that they are employees of PBI.

<p>18</p>	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>PBI holds several certifications and affiliations that reflect its commitment to quality, security, environmental sustainability, and supplier diversity. Here's an overview:</p> <p>Environmental & Sustainability Certifications</p> <p>ISO 14001 Certification: Pitney Bowes' Danbury, Connecticut facility received ISO 14001 certification for its Environmental Management System (EMS), demonstrating effective management of environmental impact.</p> <p>Climate Leadership Awards: The company has been recognized with the 2020 and 2021 Climate Leadership Awards for Excellence in Greenhouse Gas Management, acknowledging its efforts in reducing emissions and implementing energy-efficient practices.</p> <p>Security & Compliance Certifications</p> <p>ISO 27001: This certification indicates that Pitney Bowes has established an information security management system to protect sensitive data.</p> <p>SOC 2 & SOC 3: These certifications focus on how the company handles data security, availability, processing integrity, confidentiality, and privacy.</p> <p>GDPR Compliance: Pitney Bowes ensures that all applications on its platform are designed to comply with the General Data Protection Regulation.</p> <p>FedRAMP & StateRAMP: These programs help federal and state agencies use cloud services securely, with Pitney Bowes meeting the necessary security standards.</p> <p>VPAT: The company completes a Voluntary Product Accessibility Template to document how its products meet accessibility standards.</p> <p>Industry & Postal Certifications</p> <p>USPS CASS Certification: Pitney Bowes' SmartMailer™ 7 and AddressRight® Pro software solutions have received U.S. Postal Service CASS certification, ensuring address accuracy for mail discounts.</p> <p>TSA Certified Cargo Screening Program: The company is certified by the Transportation Security Administration to participate in a cargo screening program, enhancing the security of international mail and packages.</p> <p>Supplier Diversity & Recognition</p> <p>Supplier Diversity Program: Pitney Bowes is committed to growing its business using diverse suppliers, including minority-owned, women-owned, veteran-owned, LGBTQ+, and small businesses.</p> <p>WBENC America's Top Corporations for Women's Business Enterprises: The company was named among WBENC's 2023 list, recognizing its leadership in corporate supplier diversity programs.</p>
<p>19</p>	<p>Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.</p>	<p>None</p>

20	Describe any relevant industry awards or recognition that your company has received in the past five years.	<p>Over the years, Pitney Bowes Inc. has been recognized for its innovation, operational excellence and commitment to workplace equity and sustainability. Please refer to a few awards that PBI has received.</p> <p>2025 Inbound Logistics Top 100 Logistics IT Provided 2025</p> <p>2024 Fortune Statista Americas Most Innovative Companies 2024</p> <p>2021 J.D. Power 2021 Climate Leadership Awards 2021 Forbes World's Best Employers 2021 Human Rights Campaign Foundation Best Places to Work for LGBTQ Equality 2021</p> <p>2020 J.D. Power 2020 Forbes The Best Employers for Diversity 2020 Forbes The Best Employers for Women 2020 Bloomberg Gender-Equality Index 2020 Climate Leadership Awards 2020 TSIA Rated Outstanding In Assisted Support Certification</p>
21	What percentage of your sales are to the governmental sector in the past three years?	Approximately 30% of Pitney Bowes sales have been to the governmental sector in the past 3 years
22	What percentage of your sales are to the education sector in the past three years?	Approximately 8% of our sales have been to the education sector in the past 3 years.
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	Pitney Bowes has cooperative agreements with Sourcwell, NASPO, E&I and some individual states. Annual sales volume is considered confidential and proprietary.
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	MAS Schedule# 47QSM21D08R3 • GS-25F-0010M Although Pitney Bowes Inc. does not share its contract sales and reporting with other entities, PBI must adhere to the Federal Acquisition Regulation listed below. I-FSS-639 CONTRACT SALES CRITERIA (MAR 2002) (a) A contract will not be awarded unless anticipated sales are expected to exceed \$25,000 within the first 24 months following contract award, and are expected to exceed \$25,000 in sales each 12-month period thereafter. (b) The Government may cancel the contract in accordance with clause 552.238-73, Cancellation, unless reported sales are at the levels specified in paragraph (a) above.

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcwell participating entities.

Entity Name *	Contact Name *	Phone Number *
State of Maine. Our statewide contract is based on our current Sourcwell contract 011322-PIT	Justin Franzose	207-624-7337
State of Maryland, we have a PA with them base on our current 011322-PIT contract	Mike Meyers	410-767-4281
State of Arkansas	Jeff Stearns	501-682-7627

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. **Your response should address in detail at least the following areas:** locations of your network of sales and service providers, the number of

workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response*
26	Sales force.	Pitney Bowes have approximately 150 full time field sales force employees. The sales force handles dedicated account portfolios for their respective accounts, Review client requirements, analysis, discuss needs with clients, provide quotations and all other aspects of the pre-sales, implementation, and post-sales process. In addition to our field sales force, we have 17 inside sales force employees. Our inside sales force provides similar functions as our Direct Field Sales force but from our Shelton office. Members of this team do not have a dedicated account portfolio.
27	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	<p>Pitney Bowes has multiple channels to fully serve Sourcewell members.</p> <p>*Direct Sales - A field network of professional direct sellers committed to discovering and fulfilling the needs of members. Each is trained on and has full access to our Sourcewell contract and pricing in addition to our product line. They also have support from many teams of specialists to ensure further product knowledge support.</p> <p>*Inside Sales - Similar to Direct Sales in terms of training and support but these sellers help members from an office posture rather than direct calls. They can engage Direct Sales when needed to make live calls with Members.</p> <p>*Dealers(Partners) - Several are located around the country to compliment our direct and inside sales. Ensure all members regardless of geographic location have full sales and service support. These Partners are supported directly by a PB team that ensure contract compliance and pricing.</p>
28	Service force.	<p>Pitney Bowes offers superior client care for the members with the below support model:</p> <ul style="list-style-type: none"> * 328+ certified field service technicians in North America * 95% satisfaction rate for service technician repairs, * 95% satisfaction rate with equipment installation (North America) * Highly skilled, fully certified and security cleared technicians with an average of 20 years of experience * Support for our customers in every zip code across the U.S., Alaska, and Hawaii * Remote problem resolution - on average, 66% of our hardware and 92% of our software problems are resolved without service dispatch * 91K+ field service dispatch requests handled annually, with 82% first contact resolution
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Orders are place through our sales representatives, whether they are field representatives, inside sales representatives or dealer representatives. All pricing and paperwork are generated by our centralized online quoting system to ensure contract price and paperwork compliance with the contract. Client either generates an appropriate purchase order or signs the lease/sales paperwork. Once an executed agreement is obtained, the sales representative uses the same system to place the order ensuring fulfillment accuracy and timeliness.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Pitney Bowes Inc. delivers a comprehensive technical support ecosystem, combining rapid response, expert service technicians, flexible SLAs, and software lifecycle management. Its structured and tiered service programs are designed to meet a wide range of Sourcewell—from self-service tools to premier-level, personalized technical assistance. It also offers a robust and flexible technical support framework designed to ensure peak performance, uptime and long-term value from its mailing, shipping and software solutions.Please refer to PBI Technical Support Overview document for more information.
31	If proposing to serve participating entities in the US, describe how your organization's abilities and capabilities will ensure effective delivery of the proposed products and services.	We will provide products and services to all participating entities nationwide in all 50 states. We have both sellers and service technicians located around the US, not just centrally located in one geography or call center. In addition our Dealer network further enhances and supports that reach to ensure that all members regardless of geographic location get the personalized, professional service and care they expect.
32	If proposing to serve participating entities in Canada, describe how your organization's abilities and capabilities will ensure effective delivery of the proposed products and services.	Pitney Bowes Inc. is not submitting a proposal for the Canada region as part of this solicitation. This proposal is limited to services and deliverables within the United States only.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	Pitney Bowes Inc. will provide service coverage across the entire United States only.
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	All Participating Entities in the United States will have full access to our Solutions.

35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	US territories are not included under this contract. Pitney Bowes does not have any requirements or restrictions on Alaska or Hawaii.
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	The Master Agreement may be extended to nonprofit entity member(s), under our commercial pricing and lease terms.

Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Pitney Bowes will be proud to market our new contract to current and prospective Sourcwell members. As it has been for most of the last two decades, our Sourcwell contract continues to remain critical to the success of our State and Local Government program and we treat it as such. Items important in this endeavor are:</p> <p>Pitney Bowes Marketing Plan for Sourcwell Contract</p> <p>Pitney Bowes will be proud to market our new contract to current and prospective Sourcwell members. As it has been for most of the last two decades, our Sourcwell contract continues to remain critical to the success of our State and Local Government program and we treat it as such. Items important in this endeavor are: Internal Education and training; Pitney Bowes continues to have strong, consistent quarters on our current Sourcwell contract and one of the strengths that led to that is the internal education of and visibility to our varied sales channels. Sales professionals will talk about and present what they are comfortable with and we at Pitney Bowes ensure that we provide the education necessary to enable our sales professionals to become comfortable presenting and talking about the Sourcwell contract.</p> <ul style="list-style-type: none"> •Initial - our sales channels have been made aware of and educated on our current Sourcwell contract and the exciting offerings and values it brings to members. Initial announcement of the new contract and any changes from the existing contract will take a three-pronged approach all lead by our Vice President of Government and GPOs: <ul style="list-style-type: none"> oField sales – National communication to all sellers and managers announcing the new contract and the value it brings. In addition, at our national teams meeting for our predominant government sellers, we will be doing an in-depth review of the new contract and the value and benefits available to members. We will also utilize several of the Sourcwell Training Videos during this meeting specifically "What is a Sourcwell Contract" and "How Does a Sourcwell Contract Satisfy a Bid?" oInside sales – Online Microsoft Teams meetings with the appropriate inside sales team and their manager are conducted specifically to educate on the new Sourcwell contract and the value it brings to members. We will also utilize several of the Sourcwell Training Videos during this meeting specifically "What is a Sourcwell Contract" and "How Does a Sourcwell Contract Satisfy a Bid?" oDealers – Microsoft Teams meetings with the Regional Partner Managers, that manage our dealers, to educate them on the new contract and the value to members. They will in turn have additional meetings with their assigned dealers to disseminate the information and ensure all are educated. During their individual regional breakout meetings with dealers, the training videos posted on the Sourcwell site will be used. oPricing tools – Upon award, the computerized pricing tool that all channels utilize will be updated on the first Thursday after award and will be immediately available for use and available to members. This will also ensure contract compliance. <p>See Attached 2025 Pitney Bowes Marketing Plan - Sourcwell</p>
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Our Marketing team is constantly using social media to enhance the presence and client awareness of Pitney Bowes solutions, values and offerings. One of the most visible places is LinkedIn where there are new posts that go up on a daily basis. This platform tends to reach people in business, i.e. members, more so than other social media platforms. Please search LinkedIn for recent posts by Pitney Bowes.
39	In your view, what is Sourcwell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcwell-awarded agreement into your sales process?	Sourcwell has been an invaluable partner to Pitney Bowes for many years. By educating the members and prospects on the many benefits of cooperative procurement, Sourcwell had broadened and enhanced acceptance and adoption of all the contracts under its' umbrella. Pitney Bowes consistently talks to members and prospects about the value of our Sourcwell contract not only as price point but as for true cooperative procurement and the efficiency and process improvements that can bring. Our meetings with our current Sourcwell Supplier Development Executive are invaluable in discussion strategies, thoughts and enhancements as to how to even better be of service to members.
40	Are your Solutions available through an e-Procurement or e-Commerce ordering process? If so, describe your system(s) and provide one (1) example of how governmental and educational entities have successfully utilized them.	Due to the configurable nature of our products and services, Pitney Bowes does not offer an E-Procurement punch-out process at this time.

Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response*
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>PBI offers complete training for every product and service it sells. Basic installation and training is included with every quote. Members will be fully up and running, and trained on their new solution. PBI has found this leads to increase adoption of the solution throughout the entity along with increased member satisfaction. Additional or advance operator training is available and listed within the contract price book as well as unique configuration services any member may need.</p>
42	Describe any technological advances that your proposed Solutions offer.	<p>Please see attachment US- SendTech Product Catalog- Sourcewell</p> <p>Via millions of dollars spent in R&D, Pitney Bowes continues to bring to the market the solutions and value offerings member deserve and expect. Shipping 360 secure SaaS platform is just one such example which is outlined in the attachment along with many others.</p>
43	Describe any "green" initiatives that relate to your company (e.g., recycling, LED lighting, LEED) or to your Solutions, and include a list of the certifying agency for each.	<p>Pitney Bowes' environmental efforts in 2025 demonstrate a robust and multi-faceted sustainability initiative from facility upgrades and green product designs to certified climate reporting and renewable energy adoption. Each key action is validated by respected agencies, reinforcing the company's commitment to responsible environmental stewardship.</p> <ol style="list-style-type: none"> 1. Commitment to achieve carbon neutrality by 2040 for operations and by 2050 for the broader value chain. 2. Conversion to high-efficiency LED lighting, upgraded HVAC and compressors supported by energy audits 3. Deployed real-time telematics and auxiliary power units in trucks to reduce idling. 4. Recognized PBI a U.S. EPA SmartWay Partner to benchmark and improve freight efficiency. 5. Achieved 57.8% renewable energy usage in deregulated U.S. sites surpassing the 2025 target. 6. Renewable Energy Certificates (RECs) overseen by U.S. regulatory bodies. 7. Recognition under U.S. EPA Green Power Partnership. 8. Multiple product lines (e.g., SendPro MailStation, SendPro C/P series, SendPro MailCenter, PitneyShip™ Cube) are ENERGY STAR® certified, reducing client energy consumption. 9. Certified U.S. EPA ENERGY STAR® Program. 10. Sustainable product lifecycle with take-back, remanufacturing, reuse and recycling initiatives. 11. Achieved a 14.1% reduction in CO₂ intensity (per revenue) and a 12.5% absolute emissions drop (Scopes 1 & 2) relative to 2019 baseline. 12. Partnership with EPA-authorized e-waste recyclers. 13. Historical recognition via EPA WasteWise Program 14. Verified through CDP and TCFD-aligned reporting frameworks.

44	Identify any third-party issued eco-labels, ratings or certifications that your company and/or equipment holds (e.g. ENERGY STAR, NEBB, United States Postal Service (USPS) certified) for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	<p>Pitney Bowes Inc.'s primary environmental objective is to reduce the environmental impact of its products and services. PBI played a key role in collaborating with the EPA to develop the Energy Star subcategory applicable to mailing meters, and has remained committed to that approach. Our mailing meters have continued to meet these standards since their inception.</p> <p>Although there is no Energy Star category for non-printing equipment, PBI designs its other equipment with the same environmentally responsible mindset. A tangible outcome of this commitment is the development of a reverse supply chain to recover end-of-life equipment. These units are assessed for potential reuse or remanufacturing entire machines. The remanufactured units meet PBI's high-quality standards and are reintroduced to the market, significantly extending the lifecycle of our equipment.</p> <p>Another key focus of PBI's environmental efforts is the integration of recycled materials into our products, including ink cartridges and packaging</p>
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	<p>Please also see US SendTech Product Catalog-Sourcewell</p> <p>Pitney Bowes 360 platform is the only one of its kind. It's the secure, full FedRAMP, GovRAMP and NIST800-53 approved, SaaS foundation shared by our suite of applications – including shipping, mailing inbound tracking, and smart locker software – designed to reduce the complexity of everything you send or receive. These applications work seamlessly together to give you complete visibility and control of shipping, mailing, and receiving operations across your organization whether it's a single location or multiple.</p>

Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment
46	<p>Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained.</p> <p>Upload documentation and a listing of dealerships, HUB partners or re-sellers if available. Select all that apply.</p>		<input type="radio"/> Yes <input checked="" type="radio"/> No	No
47		Minority Business Enterprise (MBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
48		Women Business Enterprise (WBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
49		Disabled-Owned Business Enterprise (DOBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
50		Veteran-Owned Business Enterprise (VBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
51		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
52		Small Business Enterprise (SBE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
53		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No
54		Women-Owned Small Business (WOSB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	No

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response*
55	Describe your payment terms and accepted payment methods.	Net 30. Credit Card, Cash, Check, ACH
56	Describe any leasing, financing, or as-a-service options available for use by participating entities. Describe how these options account for upgrading to newer models to mitigate the risk of equipment obsolescence.	Pitney Bowes Global Financial Service LLC is pleased to offer three different leasing programs, FMV Lease options, LTOP Lease option and our Operating Lease option. All of these options provide for varying durations from 24 to 60 month lease terms to fit the individual needs of the entity.
57	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	See our attached sample lease and purchase agreements as well as Attachment 2 - State and Local FMV lease terms, Attachment 3 - State and Local LTOP lease terms, Attachment 4 - State and Local Operating lease terms, and Attachment 8 - Send-Tech US Sales-Lease Internet Terms.
58	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	Yes, for all items except for payment of actual postage. No additional cost is incurred by participating entities.
59	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Line Item Discounts - MSRP less a percentage discount. See our Sourcwell price list uploaded with this response.
60	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Pitney Bowes is offering a range of discount off MSRP from 0-42%.
61	Describe any quantity or volume discounts or rebate programs that you offer.	N/A.
62	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request. Define the costs/fees associated with "sourcing/quoting" products and related services.	Pitney Bowes is proud to have our entire product line included in our pricelist.
63	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	N/A.
64	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	All freight and shipping is included in any purchase or lease quotes given to a member.
65	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Alaska and Hawaii receive the same pricing as the other states. We are not including Canada or US territories in our response.
66	Describe any unique distribution, delivery, or deployment methods or options for the goods and services offered in your proposal.	N/A.
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcwell. This process includes ensuring that Sourcwell participating entities obtain the proper pricing.	At Pitney Bowes contract compliance is of supreme importance. Access to Sourcwell pricing is integrated into our electronic online pricing tool which is available to all sellers regardless of channel. This tool ensures compliance to contracted pricing and is not alterable by the sales representative. Client accounts also have a visual identifier in our system that further alerts the representative. Clients are verified against the online Member Lookup portal on the Sourcwell site before pricing is quoted. Our quarterly usage reports draw sales directly from the system and are verified. As has been demonstrated over the last five years of the current contract, only very rarely is therean error which is quickly remedied.

68	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	One internal metric and probably the most important will be the client satisfaction scores received from our Sourcewell clients. Members deserve and expect superior customer service and satisfaction, especially from the pre-eminent industry leader. It is not just about growing GPO or supplier revenue but truly satisfying the wants, needs and desires of the members. The NAST and other scores allow us to constantly improve our service to clients. When those clients are very satisfied, the quarterly usage reports will be reflective of that.
69	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Pitney Bowes is pleased to offer a 1% administration fee to Sourcewell under this contract.

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
70	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Given similar volume and terms/conditions

Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A and 7B)

Line Item	Question	Response *
71	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	Pitney Bowes offers the widest width and breadth of software and hardware solutions in the industry. This multitude of options allows Pitney Bowes to fulfill the needs and wants of members regardless of their size or the ease/complexity of their operation. Shipping solutions, Mailing solutions, Lockers and Receiving solutions, Business automation, Professional Services, Financial services, are the main categories. For descriptions of each please see the attachment "PBI Response Sourcewell RFP 070125" as it will not all fit in this box.
72	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Subcategories include but are not limited to* *Mailing solutions - semi-automatic mailing machines, automatic mailing machines, production mailing machines, letter openers Shipping solutions - SP360.
73	Describe how your solution(s) can be tailored to meet the unique operational, compliance, and integration requirements of public sector agencies Include one (1) example of previous work with public sector agencies where your solution(s) was customized.	The members in the public sector do have some unique needs when it come to shipping and mailing. The transparency need and accountability for items is of critical importance. With those needs in mind, which are similar to but sometimes different from the commercial sector, Pitney Bowes offers our government clients the ability to tailor our solutions for their needs. One of the most critical areas for our government clients is around data security. This is of extreme importance and is mission critical. We are the only supplier in the industry that can offer a total NIST 800-53, StateRAMP/GovRAMP and FedRAMP approved solution. This modular system can start for a member with a singular mailing machine if that is the need but has scalability to cover and entire state agency or department if needed. There is no workflow too small or large not to have the data security and peace of mind that all members need nowadays. One great example of this is a commonwealth in the eastern United States. They started off a couple of years ago with a data security approved solution for a singular department. The pressing workflow need there was to get rid of a hand logging solution for inbound items, 51 locations, and proceed with an accurate but very secure SaaS solution to provide audit trails, security of information and reconciliation while improving workflow and reducing FTE required time. This agency has such success with the new solution after it was implemented that the same secure, approved SaaS platform has now been implemented by many more of their departments. The security and scalability are nearly limitless and help members of all types and sizes.

<p>74</p>	<p>Describe your mail tracking capabilities. Specifically, how your technology ensures secure, accurate, and real-time tracking for sensitive or compliance-driven mailings (e.g., ballots, legal documents).</p> <p>Include details on audit trails, reporting functions, visibility tools provided, and how your solution addresses security, chain-of-custody, and compliance requirements.</p>	<p>One of many examples is around our Certified Mail:</p> <p>The simpler, convenient, more efficient way to send Certified Mail®:</p> <p>Switching to electronic Return Receipts saves you time and money by eliminating the old traditional "green cards". Plus, they greatly reduce compliance and data security errors.</p> <p>Improve your Certified Mail process:</p> <p>Simplify every step: Prepare, send, and track Certified Mail effortlessly with electronic return receipts automatically filled, captured, and stored for easy tracking.</p> <p>Access for employees anywhere, anytime: Powered by the Shipping 360® platform, PitneyShip lets employees process, track, and retrieve signatures from anywhere.</p> <p>Eliminate manual forms and processing: Skip complicated USPS forms—log in to PitneyShip from anywhere to send Certified Mail with electronic return receipts.</p> <p>Save time and money: Save \$1.48* on every mail piece and avoid hours of manual processes and costly mistakes. *as of July 14, 2024</p> <p>Easily store and retrieve digital signatures: Digital signature files are securely stored in PitneyShip, making it easy to find and retrieve electronic Return Receipt signatures anytime.</p> <p>No more green cards: The electronic Return Receipt replaces the physical green card with a PDF, automatically uploaded to PitneyShip. It includes all necessary information and a digital signature, so you never have to worry about lost green cards.</p> <p>Certified Mail with electronic Return Receipt option:</p> <p>Certified Mail Coversheet with Postage: A simple option that prints a coversheet that includes postage, addresses, and Certified Mail barcode in one step. The coversheet and documents are then place inside Certified Mail double-window envelope for mailing.</p> <p>Preprinted Certified Mail Barcode Label: This option uses preprinted Certified Mail barcode labels that you scan or enter into the software, attach the label to your mail piece, and then add postage.</p> <p>Printing Certified Mail barcode labels: Similar to the preprinted label, except PitneyShip generates the Certified Mail tracking barcode and prints it to a label roll that is then attached to your mail piece.</p> <p>When should I use Certified Mail? If you're looking to send mail that provides proof of mailing via a receipt to the sender, then Certified Mail® is the USPS service for you. With electronic USPS tracking, the sender is notified when the mail piece was delivered or that a delivery attempt was made.</p> <p>What are my options when using Certified Mail? Return Receipt and Restricted Delivery provide evidence of Certified Mail delivery with a signature. There two ways to get signatures. The traditional way is a postcard signed by a recipient at the destination address that is then mailed back to you, the sender. There is another option called Electronic Return Receipt where the sender receives an electronic copy of the recipient's signature rather than the post card. In addition to eliminating all of the manual steps to create and track Certified Mail, Electronic Return Receipt also saves you \$1.48 on every Certified Mail piece.</p> <p>How do I get access to Certified Mail with ERR? PitneyShip makes it easy to prepare, send, and track Certified Mail and the eliminate the need for cumbersome forms. With PitneyShip, there is no need to handwrite Certified Mail forms and green cards any longer. PitneyShip automatically stores all the information, including Certified Mail tracking number, certified delivery date, and the certified mail recipient signature, in an easily accessible and searchable database. You then save \$1.48 using one of the options for Electronic Return Receipt in PitneyShip.</p>
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Table 7B: Depth and Breadth of Offered Solutions

Indicate below if the listed categories of Solutions are offered within your proposal. Provide additional comments in the text box

provided describing how your proposed solution(s) meet or exceed the category and/or sub-category.

Line Item	Category	Sub-Category	Offered *	Comments *
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75	Mail and Parcel Handling	Receiving and inbound processing	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Streamline incoming shipments while eliminating manual processes: PitneyTrack® Inbound is our cloud-based receiving solution that improves inbound package delivery with real time tracking and chain of custody reporting, creating a smarter way to receive and track packages.</p> <p>Automatic tracking and logging of incoming packages into secure databases.</p> <p>Capture package details automatically with simple package barcode scanning.</p> <p>Seamless integration with ParcelPoint™ Smart Lockers for streamlined package distribution.</p> <p>Why PitneyTrack Inbound?:</p> <p>Eliminate manual tracking End manual tracking and logging of incoming items, minimizing the potential for errors or lost items.</p> <p>Access from anywhere in your organization Get reports and package tracking details to end recipients from anywhere in your organization.</p> <p>Automatic updates and easy scalability Automatic updates and easy scalability mean less IT resources needed to deploy and maintain the solution.</p> <p>Intuitive customizable mobile app The intuitive mobile app allows you to organize workflows in a way that is most efficient for you.</p> <p>What is PitneyTrack Inbound?: PitneyTrack Inbound is an inbound package tracking solution that provides real-time tracking status and recipient details of inbound packages as they move through an organization, it establishes chain of custody, so you'll know what came in, who it was for, and when it was delivered to the final recipient.</p> <p>What are the benefits of mail center automation?: Mail center automation increases efficiency and productivity which leads to a more positive experience for package and mail recipients. With significant increases in package and mail volumes, mail center automation:</p> <ul style="list-style-type: none"> *Eliminates manual data entry with simple barcode scans. *Reduces the likelihood of human error *Creates an accurate chain of custody, which reduces lost packages *Allows mail center employees to focus on other tasks <p>How does inbound package tracking work?: PitneyTrack® Inbound is a tracking software that records a chain of custody for all your inbound packages – from arrival to confirmed pickup. With barcode scanning, automatic notifications, and delivery documentation, PitneyTrack Inbound captures all the information needed for complete transparency, greater control, and full chain-of-custody reporting so you will always know what came in, who it was for, and when it was delivered to the final recipient.</p> <p>For organizations that want to offer convenient 24/7 delivery, PitneyTrack Inbound seamlessly integrates with ParcelPoint™ Smart Lockers. Together, they provide full, end-to-end visibility for each package, matched with the confidence they'll be delivered safely and securely.</p> <p>Who is PitneyTrack Inbound ideal for?: It's ideal for organizations with centralized shipping and mailing operations that need visibility and comprehensive tracking of incoming packages and mail through delivery to the end recipient.</p> <p>What information is captured with an inbound scan?: When an inbound package barcode is scanned, PitneyTrack Inbound automatically captures all relevant package information including, carrier, tracking number, and date received. You also have the option to add additional information including sender and recipient names, as well as add in comments or take a photo of the package.</p> <p>Does PitneyTrack Inbound allow you to track other items?: Our inbound package tracking solution monitors mail and packages as they move through your organization. PitneyTrack Asset is our asset tracking solution that helps you manage valuable internal resources—such as IT equipment, tools, and other high-value items—from receipt to distribution. Together, these solutions streamline tracking processes, so you always know what you have and where it is.</p>
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76		Mail sorting equipment	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Separating customer documents by page count is time-consuming and whether you and your team are stuffing envelopes by hand or with a folding inserting machine, your process is susceptible to errors. The consequences of these errors can range anywhere from a bad customer experience to losing a customer and even facing heavy fines for violating customer privacy.</p> <p>The Pitney Bowes Commerce Cloud, makes it simple to add 2D barcodes to your documents that your folder inserter then reads to automatically assemble your variable page documents into the right envelopes. By leveraging the speed and flexibility of SaaS, you can add intelligence to your folder inserter to enhance efficiency and privacy protection with ease.</p> <p>Fold documents. Stuff envelopes. Protect sensitive information. Mail is still an important way to communicate with your customers. But you don't want to spend more time than you need handling paper and envelopes.</p> <p>The Relay® folder inserters make it simple to process mail faster and more accurately than doing it by hand, so you can focus on more important tasks. You save valuable time and money, while gaining the peace of mind that your communications are assembled accurately and mailed on time.</p>
77		Packaging, preparation solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Create mail that stands out from the crowd.</p> <p>Whether you use mail to generate new sales, renew donors, retain customers or conduct special promotions, every piece of mail counts. Each person on your mailing list receives dozens of pieces of mail every week—and they all compete for attention. That means you need to create mail that stands out as it's critical to the success of your business.</p> <p>With a powerful addressing solution from Pitney Bowes, you can achieve better-looking mail, improved productivity and results, plus lower costs by creating more compelling envelopes, delivering mail to the right person and finishing mail quickly and lowering costs.</p>
78		Shipping integration	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>The Shipping 360 platform is the secure SaaS foundation shared by our suite of applications designed to reduce the complexity of shipping and mailing.</p> <p>Pitney Bowes offers various shipping integrations to streamline mailing and shipping processes for businesses of all sizes. These integrations include options for shipping software, APIs, and partnerships with major carriers like USPS, UPS, and FedEx. Pitney Bowes also provides multi-carrier solutions, allowing businesses to compare rates and services across different providers.</p> <p>Key aspects of Pitney Bowes shipping integration:</p> <p>Shipping APIs: Pitney Bowes provides APIs for integrating shipping services into e-commerce platforms and other business systems. These APIs follow REST principles and use JSON for data exchange.</p> <p>Multi-Carrier Solutions: Businesses can access discounted rates and shipping services from multiple carriers, including USPS, UPS, FedEx, and others, through Pitney Bowes' multi-carrier shipping solutions.</p> <p>Shipping Software: Pitney Bowes offers shipping software like PitneyShip and PitneyShip Pro, which simplify label printing, postage purchase, and shipping management. These tools can be integrated with e-commerce platforms like Shopify.</p> <p>Presort Services: For businesses sending large volumes of mail, Pitney Bowes Presort can significantly reduce postage expenses and improve delivery speed by sorting and preparing mail for the USPS.</p> <p>Carrier Partnerships: Pitney Bowes has partnerships with major carriers like FedEx, allowing users to integrate their FedEx accounts with PitneyShip software for simplified shipping.</p> <p>Complete Payment Services: Pitney Bowes can advance funds to USPS on behalf of businesses, providing a consolidated monthly bill for postage, shipping charges, and supplies.</p> <p>Shipping 360 Platform: This platform offers access to various carriers, automated workflows, and integrations with ERP and other systems for streamlined shipping processes.</p>

79	Tracking and Software	Mail/parcel tracking software	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Streamline incoming shipments while eliminating manual processes: PitneyTrack® Inbound is our cloud-based receiving solution that improves inbound package delivery with real time tracking and chain of custody reporting, creating a smarter way to receive and track packages.</p> <p>Automatic tracking and logging of incoming packages into secure databases.</p> <p>Capture package details automatically with simple package barcode scanning.</p> <p>Seamless integration with ParcelPoint™ Smart Lockers for streamlined package distribution.</p> <p>Why PitneyTrack Inbound?:</p> <p>Eliminate manual tracking End manual tracking and logging of incoming items, minimizing the potential for errors or lost items.</p> <p>Access from anywhere in your organization Get reports and package tracking details to end recipients from anywhere in your organization.</p> <p>Automatic updates and easy scalability Automatic updates and easy scalability mean less IT resources needed to deploy and maintain the solution.</p> <p>Intuitive customizable mobile app The intuitive mobile app allows you to organize workflows in a way that is most efficient for you.</p> <p>What is PitneyTrack Inbound?: PitneyTrack Inbound is an inbound package tracking solution that provides real-time tracking status and recipient details of inbound packages as they move through an organization. It establishes chain of custody, so you'll know what came in, who it was for, and when it was delivered to the final recipient.</p> <p>What are the benefits of mail center automation?: Mail center automation increases efficiency and productivity which leads to a more positive experience for package and mail recipients. With significant increases in package and mail volumes, mail center automation:</p> <ul style="list-style-type: none"> *Eliminates manual data entry with simple barcode scans. *Reduces the likelihood of human error *Creates an accurate chain of custody, which reduces lost packages *Allows mail center employees to focus on other tasks <p>How does inbound package tracking work?: PitneyTrack® Inbound is a tracking software that records a chain of custody for all your Inbound packages – from arrival to confirmed pickup. With barcode scanning, automatic notifications, and delivery documentation, PitneyTrack Inbound captures all the information needed for complete transparency, greater control, and full chain-of-custody reporting so you will always know what came in, who it was for, and when it was delivered to the final recipient.</p> <p>For organizations that want to offer convenient 24/7 delivery, PitneyTrack Inbound seamlessly integrates with ParcelPoint™ Smart Lockers. Together, they provide full, end-to-end visibility for each package, matched with the confidence they'll be delivered safely and securely.</p> <p>Who is PitneyTrack Inbound ideal for?: It's ideal for organizations with centralized shipping and mailing operations that need visibility and comprehensive tracking of incoming packages and mail through delivery to the end recipient.</p> <p>What information is captured with an inbound scan?: When an inbound package barcode is scanned, PitneyTrack Inbound automatically captures all relevant package information including, carrier, tracking number, and date received. You also have the option to add additional information including sender and recipient names, as well as add in comments or take a photo of the package.</p> <p>Does PitneyTrack Inbound allow you to track other items?: Our inbound package tracking solution monitors mail and packages as they move through your organization. PitneyTrack Asset is our asset tracking solution that helps you manage valuable internal resources—such as IT equipment, tools, and other high-value items—from receipt to distribution. Together, these solutions streamline tracking processes, so you always know what you have and where it is.</p>
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80	Integration with ERP/CRM systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Pitney Bowes integrates with various Enterprise Resource Planning (ERP) systems to streamline shipping and logistics processes. This integration allows businesses to automate data flow between ERP systems and shipping platforms, enhancing efficiency and accuracy in order fulfillment and inventory management.</p> <p>Benefits of Pitney Bowes ERP Integration:</p> <p>Enhanced Efficiency: Automation of data flow reduces manual data entry, minimizes errors, and speeds up order processing times.</p> <p>Improved Accuracy: Real-time data synchronization ensures consistency across shipping and sales channels, crucial for order fulfillment and inventory management.</p> <p>Cost Reduction: Automated processes can lead to lower labor costs and reduced errors, as well as optimized inventory management, minimizing holding costs.</p> <p>Scalability: ERP systems, especially cloud-based ones, can accommodate increased data volume and complex processes as businesses grow, making them ideal for scaling shipping logistics.</p> <p>Examples of integrations: ShipAccel: Pitney Bowes' ShipAccel offers integrations with major ERP systems like QuickBooks, NetSuite, and MS Dynamics.</p> <p>Oracle Fusion Cloud ERP: Constacloud's Commercium platform provides a connector for integrating Pitney Bowes with Oracle Fusion Cloud ERP, allowing for seamless order and tracking information exchange.</p> <p>Epic: PitneyShip Pro and PitneyShip Enterprise can be integrated with Epic Systems for shipping label creation and management.</p> <p>Two-Tier ERP: Pitney Bowes also utilizes a two-tier ERP strategy, leveraging SAP S/4HANA Cloud for international markets while maintaining a core ERP system in North America, demonstrating a strategic shift towards agility and flexibility.</p> <p>How it Works: ERP integration with Pitney Bowes typically involves connecting the ERP system to Pitney Bowes' shipping platform, allowing for the exchange of data related to orders, shipping details, tracking information, and more. This can be achieved through various methods like using Integration PaaS (platform as a service), Enterprise Service Bus (ESB), or point-to-point integrations, according to Tipalti. The specific method and implementation details vary depending on the chosen ERP system and Pitney Bowes' integration capabilities. In essence, Pitney Bowes ERP integration streamlines shipping and logistics by connecting the two systems, enabling businesses to manage their operations more efficiently and effectively.</p>
81	API availability for custom integration	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Shipping APIs Overview Introduction</p> <p>The Pitney Bowes Shipping APIs let you integrate Pitney Bowes shipping services into your platform. The APIs follow the principles of the REST architectural style and use HTTP as the underlying protocol. All requests use HTTPS. Responses include success or failure messages and any requested resources. Resource objects use JSON formatting.</p> <p>The Shipping APIs comprise the following:</p> <p>Shipping APIs: Resources for full-featured shipping integration with multiple carriers. To enroll merchants with the Shipping APIs use the Merchant Accounts APIs.</p> <p>Merchant Accounts APIs: Resources for adding and managing the shippers who use the Shipping APIs.</p> <p>This page describes the components of the Pitney Bowes Shipping APIs. To get quickly started with the APIs after reading this Overview, see Getting Started.</p> <p>Developer Account To use the Pitney Bowes Shipping APIs, you must have a Pitney Bowes developer account. You can create a free account and access the Sandbox test environment by going to Pitney Bowes Developer Hub Signup. To sign up, use a regularly monitored email, such as a distribution list. The email address you choose cannot be changed.</p> <p>Once you create a developer account, you can begin testing the APIs on the Sandbox environment. To begin testing the APIs, see the Getting Started page.</p> <p>You can access your developer account at any time at Pitney Bowes Developer Hub.</p>

Developer Hub gives you access to your API keys, merchants, transaction history, and other information. If you use the Production environment, Developer Hub gives you access to your postage balances and payment options. For questions on developer accounts, see the Developer Account FAQs or contact Pitney Bowes at ShippingAPIBusinessDevelopment@pb.com.

To upgrade to the Production environment, contact Pitney Bowes at ShippingAPIBusinessDevelopment@pb.com.

Note if you are a third-party integrator, your client should own the developer account. For more information, see [Third-party integrators should not own developer accounts on the Best Practices page](#).

Merchants

When you print a shipping label through the Shipping APIs, you do so on behalf of a merchant. Your developer account comes with a default merchant, and you can add multiple additional merchants as described in [Manage Merchant Accounts](#). Each merchant enrolled in your developer account has a unique Shipper ID. You reference the ID when requesting transactions on the merchant's behalf.

To print labels for your real-life shippers, you must add them as merchants in your developer account. The Pitney Bowes Shipping APIs support two models for adding merchants and handling their postage payments. Both are described in [Manage Merchant Accounts](#).

Carriers

When you add a merchant to your developer account, the merchant has access to print USPS® labels through PB Expedited and USPS PMOD. The APIs integrate with other carriers as well, and once a merchant enrolls with your developer account, you can add other carriers to the merchant's account. For available carriers and onboarding instructions, see [Carriers](#).

API Environments

The APIs have separate Sandbox and Production environments, which are described below. Each environment has its own set of base URLs, which are the common prefixes for groups of API operations in the environment. The following shows the Production environment's Rates API call with the base URL underlined:

Base URL

Sandbox Environment

The Sandbox environment is a free test environment that is intended for all your development and testing work prior to deployment on Production. Sandbox gives full access to all the API calls available on Production but prints only test labels. Sandbox does not use real money. Your Pitney Bowes developer account provides free access to the Sandbox environment.

Note The Sandbox environment has daily limits on the number of requests you can make per API resource. The limits differ per resource but accommodate daily testing and development. The limits do not accommodate load tests. If you exceed the daily limit for a resource, contact Client Support at ClientSupportTechServices@pb.com and ask that your limit be reset for the day.

Sandbox Base URLs

Shipping and Merchant Accounts APIs:

<https://shipping-api-sandbox.pitneybowes.com/shippingservices/>*

Authentication API:

<https://shipping-api-sandbox.pitneybowes.com/>*

Production Environment

To use the Production environment you must upgrade your developer account. Production uses real money and prints labels used for real shipments. Never use the Production environment for testing. Before you can upgrade to Production, you must add a payment method to your developer account. Note that you cannot use your existing Sandbox merchants in the Production environment but instead must add the merchants to Production separately.

Production Base URLs

Shipping and Merchant Accounts APIs:

<https://shipping-api.pitneybowes.com/shippingservices/>*

Authentication API:

<https://shipping-api.pitneybowes.com/>*

Comparison of the Environments

For a comparison, see [What are the differences between Sandbox and Production?](#)

PB Postage Accounts

When you upgrade to a Production developer account, you set up a PB Postage Account to pay shipping costs. Both developers and merchants can have PB Postage Accounts. A merchant will have a PB Postage Account if paying for postage directly, as described in [Manage Merchant Accounts](#). For FAQs on PB Postage Accounts, see [Payments FAQs](#).

HTTPS Requirement

All API requests must use HTTPS. HTTPS uses Transport Layer Security (TLS) to verify

the identity of the accessed API server and to encrypt communications.

TLS

The minimum supported security protocol for connection to the APIs is TLS v1.2.

To test whether your servers support TLS v1.2: From your servers, issue the following GET operation. The operation retrieves a resource that accepts only the TLS v1.2 protocol:

```
curl -X GET https://api-test.pitneybowes.com/tlstest
```

The following response confirms your servers support TLS v1.2:

200 OK

TLS_Connection_Success

For help or questions, please contact Client Support at ClientSupportTechServices@pb.com.

Authentication

Each request to the APIs requires authentication via an OAuth token generated from the key and secret associated with your developer account. You pass the OAuth token in the Authorization header when making an API call. To generate a token, invoke the Generate OAuth Token API using the key and secret for the environment to be accessed (Sandbox or Production). Once generated, an OAuth token is reusable for 10 hours.

HTTP Request Headers

All API requests require one or more HTTP headers. All requests require the Authorization header, which authenticates the developer to the APIs. Please see a request's documentation page for the required headers for that request.

Important: Do not pass a header that you do not intend to use. Instead, omit the header.

Important: Do not pass a header with the NULL value.

API Resources

For lists of the API resources, see the following:

Shipping and Accounts Resources

Versions

Each request URL includes the API's version number. For example, v2 in the following API call:

```
POST /v2/developers/{developerid}/merchants/registration
```

API Responses

All API requests return an HTTP response that includes an HTTP status code, HTTP response headers, and, if applicable, a response body containing JSON-formatted data. The HTTP status code indicates the success or failure of the request. The request body, if present, contains either a resource object (returned by a successful request) or error information (if the request failed). If a request returns a large result set, the API spreads the result set over multiple pages. For requests that do this, the documentation for the API request gives details.

Errors

If an error occurs, the APIs return application-specific error information in the response body. Pitney Bowes provides a standard structure for returned errors. To use the standard structure, include the X-PB-UnifiedErrorStructure header set to true with each API request. For more information, see Error Object.

For a list of error codes and links to solutions, see Error Codes.

API Status

Pitney Bowes provides a status portal at <https://apistatus.pitneybowes.com/>. The status portal displays:

Up-to-date status of the APIs

Scheduled maintenance windows

Information on past incidents

Support

This documentation provides a set of Best Practices to follow to avoid problems. If you do encounter an issue, please contact us for help resolving it. For answers to common questions, please see the Shipping FAQs and Accounts FAQs.

Client SDKs

See Client SDKs.

82	Postage and Optimization	Postage meters/systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Take control of your mailing with metered mail.</p> <p>Metered mail is simply the most practical way for businesses of all sizes to skip the Post Office and easily buy and print USPS® postage.</p> <p>Whether you need to print First-Class® postage or stamps or Priority Mail® shipping labels, SendPro® has an easy-to-use postage meter designed to fit your specific needs and sending volumes. You can even compare rates across USPS, UPS® and FedEx® and access pre-negotiated savings with an optional multi-carrier subscription. Buy and print postage online, from anywhere.</p> <p>Skip the trip to the post office and print the exact postage you need at any time, from anywhere. From empowering employees to running a home-based business, online postage saves you time and money.</p> <p>Compare rates across carriers, buy postage and print shipping labels online, schedule pickups and track packages—all from your office, home or on-the-go.</p>
83		Postal cost optimization	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Powerful Analytics Consolidated Views • Actionable Insights • Expert Recommendations</p> <p>Mail accounting and expense management solutions. Our enterprise-wide Analytics consolidate and automate billing and reporting, allowing you to simplify your mail and package related expense management. Businesses constantly face the dual competing pressures of trying to manage costs while also maximizing their spend attempting to thread the needle between these two needs so they either meet or come under budget. This has only been further exacerbated by the current business climate, where increased remote work has created a decentralized work environment that makes it even harder to control costs.</p> <p>Mail and shipping may not, on paper, seem like the most obvious place to find savings. Not only is that not the case – enterprises stand to reap tens to hundreds of thousands of dollars in savings with more efficient methods of sending packages and mail. What's driving your shipping and mailing costs:</p> <ul style="list-style-type: none"> • The carriers selected for shipping certain parcels or documents. • The shipping services selected with those carriers (e.g. USPS First-Class Mail® vs. Priority Mail®). • How much time employees spend on handling inbound receivables. • Different standards for shipping and mailing processes across departments. • Lack of package carrier diversification <p>All of these add up on the bottom line. In today's economic climate, enterprises need to find savings wherever they can. You could be sitting on a mountain of potential savings in your shipping, mailing and receiving services – but without the proper analytical tools, you'd never know it.</p> <p>At a time when everyone is working remotely, making every employee into a potential business shipper, being able to exercise greater scrutiny and transparency over the costs and time that go into your shipping and mailing functions is more essential than ever.</p>
84	Mailroom Infrastructure	Purpose-built furniture/systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Create an environment for success Pitney Bowes Furniture Solutions Catalog</p> <p>At Pitney Bowes, we are committed to protecting the environment. Pitney Bowes Furniture Solutions products are manufactured in a facility that operates under Bullfrog Power, a leading provider of 100% Green Electricity.</p> <p>Our Furniture Solutions products are GREENGUARD certified by the Indoor Air Quality Certification Program for Low-Emitting Products. A Furniture Solutions purchase may contribute up to 3 points towards LEED (Leadership in Energy and Environmental Design) under categories such as Recycled Content, Local/ Regional Materials, and Low Emitting Materials (such as GREENGUARD).</p> <p>All Pitney Bowes Furniture Solutions products carry a warranty against manufacturing defects. We take extra precautionary measures to protect your furniture during delivery, and we promise a quick replacement or repair for items found to have manufacturing defects or damages.</p>

85		Secure storage/locker systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Unique in the industry and driven by our SP360 FedRAMP/GovRAMP approved platform for full data security.</p> <p>ParcelPoint™ Smart Lockers streamline package and asset delivery Simplify inbound package handling with flexible, smart parcel lockers that deliver safety, security and convenience. Our intelligent, self-service lockers make package and asset delivery processes more efficient and offer numerous benefits for almost any organization.</p> <p>The convenient, secure way to meet package and mail delivery volume</p> <p>Contactless delivery: Smart locker solutions offer convenient, contactless package delivery and pickup, keeping both staff and recipients safe.</p> <p>Complete chain of custody: Seamlessly integrate delivery lockers with PitneyTrack® Inbound, ensuring you receive and deliver with ease. package</p> <p>24/7 self-service access: Recipients receive automated alerts of incoming packages and assets, and can retrieve them at their convenience.</p> <p>Flexible Options: With indoor, outdoor and rear-loading lockers, we have a solution that will fit your specific volume, layout and workflow requirements.</p> <p>Prompt delivery and installation: Some locker options can be delivered in 4 weeks or less*. Plus, you can always rely on our superior end-to-end local service and support. *In the contiguous U.S</p> <p>How do ParcelPoint Smart Lockers facilitate contactless pick-up?</p> <p>Operator delivers an item to a smart locker, automatically triggering a notification, along with a barcode, to the recipient.</p> <p>At the locker, the recipient scans the access barcode and verifies their identification.</p> <p>The appropriate parcel locker door opens, allowing the recipient to take their item and go on their way.</p> <p>Streamline your mailroom workflow for package delivery</p> <p>Eliminate overstuffed mailrooms; long waiting lines and misplaced packages. Automatically notify recipients when they have a pickup. Secure, contactless delivery, 24/7.</p> <p>Provide a safe secure place to store personal belongings: Workplace Day Use provides your employees a secure place to temporarily store personal items with an easy-to-use self-service interface and unique barcodes for secure access.</p> <p>Flexible solutions, inside and out: We have a smart locker solution to fit specific volume, layout and workflow requirements. Our extremely durable and secure outdoor locker systems offer protection from moisture, heat cold and wind so your packages and assets are safe, secure and always accessible.</p> <p>Our Rear-loading indoor lockers offer ease of use and enhanced efficiency for package loading</p> <p>Smart lockers enhance government package deliveries: See how the State of Louisiana Office of Technology Services upgraded their in-person mail delivery to contactless delivery with smart parcel locker technology.</p> <p>Smart lockers for Higher education eliminate campus mail center chaos: Campuses everywhere are experiencing higher than normal package volumes. Pitney Bowes can help schools streamline their mail center processes with our smart locker receiving solutions.</p>
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86	Support Services	Installation and configuration	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Pitney Bowes offers installation and configuration services for its mailing and shipping equipment, ensuring seamless setup and optimal operation. These services include hardware and software installation, network configuration, and operator training, aiming to minimize startup time and maximize efficiency. They also provide support for various aspects of their products, such as mailing and shipping procedures, printing, and reporting.</p> <p>Key aspects of Pitney Bowes' installation and configuration services:</p> <p>Professional installation: Pitney Bowes manages the entire installation process, from initial setup to ensuring your equipment is ready for use.</p> <p>Operator Training: They provide training to operators on how to effectively use the equipment, helping them maximize its potential.</p> <p>Network Configuration: This includes setting up wired and wireless network connections for your Pitney Bowes devices.</p> <p>Software Installation: They assist with installing necessary software like PC Meter Connect and DeviceHub, which are crucial for connecting and managing your devices.</p>
87		Maintenance and repair	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Pitney Bowes Equipment Maintenance</p> <p>You can count on Pitney Bowes to provide maintenance support that goes beyond traditional break/fix—with flexible contract arrangements to meet your business needs. With Pitney Bowes Global Services you can take advantage of data analytics provided through digital connectivity. Whether on-site, on-call or online, Pitney Bowes' expertise is at your service providing Technical Support with:</p> <ul style="list-style-type: none"> •350+ certified field service technicians in NA/ 450+ worldwide •95% Satisfaction rate for service technician repairs, 98% Satisfaction rate with equipment installation •Highly skilled, fully certified and security cleared technicians with an average of 15+ years of experience •Support for our customers in every zip code across the U.S., Alaska and Hawaii•Remote problem resolution - on average, 66% of our hardware and 92% of our software problems are resolved without service dispatch •250K+ field service dispatch requests annually, with 84% first contact resolution <p>Pitney Bowes will provide maintenance to cover the equipment under the full manufacturer's operating specifications and warranties throughout the period of performance of each order. When the equipment or any part fails to operate properly or to the manufacturer's specifications during this period, Pitney Bowes will work to remedy the issue in accordance with our standard service level agreement. Pitney Bowes provides semi-annual preventative maintenance scheduled by each location.</p>
88		User training	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Pitney Bowes offers complete training for every product and service we sell. Basic installation and training is included with every quote. Members will be fully up and running and trained on their new solution. We have found this leads to increased adoption of the solution throughout the entity along with increased member satisfaction. Additional or advance operator training is available and listed within the contract price book as well as unique configuration services any member may need.</p>
89		Technical support and helpdesk	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Pitney Bowes Customer Technical Support</p> <p>Count on our team of certified technicians to help prevent problems and quickly resolve any issues.</p> <p>Flexible service options integrate maintenance, technical support and systems monitoring to support your business needs.</p> <p>Standard SLA: Service Contracts provide access to factory-trained technicians with skills, experience, insight, and ability to advise or perform any necessary maintenance for your product. Pitney Bowes is at the ready to provide the technical and operational expertise needed to help you get peak performance and optimal value from your Pitney Bowes solution. We offer two service offerings for nearly every serialized piece of hardware from Pitney Bowes. A Standard Service Level (SLA) agreement is available in nearly every geographic location in North America, and we offer a Performance Service Level Agreement for select products and select geographic locations. Please contact your local Pitney Bowes Sales Representative for details on available Performance SLAs.</p> <p>Clients with or without a service contract can resolve many common issues or technical questions by visiting our product support web page https://www.pitneybowes.com/us/support.html.</p> <p>Remote Product Support: We have several methods to reach us for support. Please have your product model and serial number ready to help direct your inquiry to the correct team. The remote support</p>

agent can determine if your solution is covered by a service contract and provide a quote for support options if you do not currently have coverage. There is no limit on the number of contacts a client can make for support. All channels of support for North America are available in English and French-Canadian languages.

By Phone Hardware Support: 844 256 6444 Software & Intelligent Locker Support: 800 658 0286

Our automated voice message system is live 24-hours a day. You can hear account balance information and recent account activity. You can also listen to easy instructions for finding answers to your questions on our Support site.

*Remote support Representatives are available Monday through Friday between 8am and 8pm ET, excluding holidays.

Our goal is to answer the phone within 60 seconds.

By Chat

You can locate a link to open a chat session directly from the web support page for every product.

Please have your model and serial number available so the chatbot or agent can locate your account information.

PB's chatbot service can answer many product questions and is available 24 hours a day.

*Live chat may be available for select products Monday through Friday between 8am and 8pm ET, excluding holidays.

Our goal is to respond to a live chat request within 30 seconds

Create a Case

The feature Create a Case allows you to make your own support requests. Submit questions about

your account, billing, make a service request for technical support, or view your cases anytime.

Note: You must first create a profile to access case management online. Once you submit your case, you

will receive a confirmation number, and a Pitney Bowes representative will contact you.

*Normal Business Hours for remote support are Monday through Friday between 8am and 8pm ET, excluding holidays

SELF HELP. 24/7 access to web self-help, user guides and product support articles.

REMOTE TECHNICAL SUPPORT. PB provides all technical support via chat or phone ("Remote Support") unless

otherwise specified. To receive Remote Support, you will be asked for your model and serial number and any error codes to speed up validating the client and coverage

entitlement. The support agent will view product and case history and begin the effort to understand the technical problem. It is advised that the caller can be near the machine to help provide feedback and perform test functions to narrow down the root cause. Our goal in remote support efforts is to have the client back in operation and possibly avoid additional down time waiting for an onsite technician.

ONSITE REPAIR (TRAVEL & LABOR). Travel and labor costs are included when your products are covered under a Standard SLA contract, except for excluded circumstances.

A certified technician will come to the installed location to further diagnose a technical issue with your solution. They carry the tools, test equipment and advanced product knowledge needed to get your solution operational. Our Field Service professionals will also consult and make recommendations on getting the highest value from your solution.

PARTS. Our service technicians carry vehicle inventory for the most common OEM parts required to service your

equipment. In some cases, due to the sensitivity of components in the (heat or cold) environment of a vehicle, or the rare failure rate of a component, certain parts are not carried. When a technician does not have the part in inventory, they will order from their mobile device for an expedited delivery and arrange a follow up repair visit to coincide with the part arrival.

*Some wearable items are considered consumable, they can be ordered through our supplies web site, but they are not included in the Standard or Performance SLA. The remote support agent and/or the field service technician can consult with you on managing supplies

PREVENTIVE MAINTENANCE. With SLA coverage, you are entitled to up to two (2) preventative maintenance service calls per calendar year. Any preventative maintenance service calls beyond two (2) per calendar year are billed at the rate in effect at the time the preventative maintenance is delivered. PBI determines whether preventative maintenance is performed on-site or remotely. PBI will notify you when preventative maintenance is due, or you can request preventative maintenance service by contacting our remote support teams. Note: Our on-site service technicians customarily inspect select hardware products during every service visit to ensure you have trouble free operation and minimal downtime. They will replace any worn parts during every service visit and provide an update of work performed as preventative maintenance.

90		Customization and configuration	<input checked="" type="radio"/> Yes <input type="radio"/> No	Configuration has been spoken to as from the SaaS side our solution are modular and scaleable. A member can start small or large, all module or only inbound, outbound etc. The same holds true from the hardware side as speeds and feeds, scale capacities, stacker configurations etc are all driven by member needs. One of the greatest assests of Pitney Bowes solutions, software or hardware, is that the are not singular cookie cutter approaches but fully driven by and dependant on the members' workflow and needs. "Customization" is not really so much in place as configuring the solutions with the items mentioned above, API's, ERP and other interfaces, carrier APIs and the like. Customized solutions are hard to maintain as they can be one offs but the fully configurable solutions are much easier to maintain for and by the member and do not pose as many downstream challenges.
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Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Attachment 1 - PBI_Sourcewell Price Book.pdf - Thursday June 26, 2025 11:52:21
- [Financial Strength and Stability](#) - Attachment 3 - PBI_Financial Data_FORM 10-K of 2024.pdf - Thursday June 26, 2025 11:53:08
- [Marketing Plan/Samples](#) - 2025 Pitney Bowes Marketing Plan - Sourcewell.pdf - Thursday June 26, 2025 11:53:26
- [WMBE/MBE/SBE or Related Certificates](#) (optional)
- [Standard Transaction Document Samples](#) - Pitney Bowes Standard Transaction Document Samples.zip - Thursday June 26, 2025 11:56:48
- [Requested Exceptions](#) - Attachment 2 - PBI response with redlines_RFP070125_Mailing Postage_Master Agreement.docx - Thursday June 26, 2025 11:54:51
- [Upload Additional Document](#) - PBI response_Sourcewell_RFP#070125.pdf - Friday June 27, 2025 12:56:10

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcwell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcwell.
5. Proposer will provide to Sourcwell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Bill Walter, VP, State and Local Govt., Pitney Bowes Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		

WHEREAS, this is a list of hardware items to be purchased:

- Computers (yearly replacement and new devices)
- Monitors (yearly replacement and new devices)
- Laptops (yearly replacement and new devices)
- Laptop Docks (yearly replacement and new devices)
- Scanners (yearly replacement and new devices)
- Network Equipment, Firewalls and Wi-Fi Access points (yearly replacement and new devices)
- Printer (yearly replacement and new devices)
- Server (yearly replacement and new devices)
- AV Equipment (TV's, Projectors, Sound Systems, Speakers, Microphones, Screens, etc.)
- Uninterruptible Power Supplies (UPS) for Desktop Computers
- Miscellaneous Computer Hardware
- Computer Hardware requested by other Offices/Departments and grant-funded purchases
- Support Services for software upgrades or new deployments

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Information Technologies Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. 23-6692-03) and Insight for the purchase of Online Marketplace for the Purchase Computer Hardware and Services.

BE IT FURTHER RESOLVED the Kane County Information Technologies Department is hereby authorized to purchase Computer Hardware and Services through OMNIA's Insight Contract No. 23-6692-03 for a sum not-to-exceed One Million Two Hundred Thousand Dollars (\$1,200,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that One Million Two Hundred Thousand Dollars (\$1,200,000) per fiscal year is hereby appropriated from Capital Computer Hardware #500.800.801.70000 and Various funds to pay for the Information Technologies Department Computer Hardware and Services procurement from Insight under Contract No. 23-6692-03.

Line Item: 500.800.801.70000, Various

Line Item Description: Capital Computer Hardware, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing Expenditure of Funds for Computer Hardware and Services with Insight Public Sector through OMNIA (Contract No. 23-6692-03)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630-232-5827

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$1,200,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution authorizes the Kane County Information Technologies Department to purchase computer hardware and related services from Insight Public Sector through the OMNIA Partners contract (No. 23-6692-03), valid through April 30, 2028. The County has previously approved participation in OMNIA's cooperative purchasing program under Resolutions No. 22-265 and 24-522, allowing access to competitively bid contracts. Hardware and services to be purchased include computers, laptops, monitors, laptop docks, scanners, printers, servers, network equipment, firewalls, Wi-Fi access points, AV equipment (TVs, projectors, sound systems, microphones, screens), uninterruptible power supplies (UPS), miscellaneous computer hardware, support services new deployments, and other department or grant-funded hardware needs. This resolution authorizes the continued use of competitively bid contracts for the efficient, cost-effective, and compliant procurement of computer hardware and services through a competitively bid cooperative purchasing program, with total expenditures not to exceed \$1,200,000 per fiscal year from the Capital Computer Hardware Fund (#500.800.801.70000) and other various funds.



Technology Product Solutions and Related Services
Executive Summary

Lead Agency: Cobb County, GA

Solicitation: 23-6692

RFP Issued: August 26, 2022

Pre-Proposal Date: September 14, 2022

Response Due Date: October 13, 2022

Proposals Received: 18



Awarded to:

Contract #: 23-6692-03

The Cobb County Purchasing Department issued RFP 23-6692 on August 26, 2022, to establish a national cooperative contract for Technology Product Solutions and Related Services.

The solicitation included cooperative purchasing language in **National Contract** section as stated below:

“Cobb County, GA, as the Principal Procurement Agency, defined in Attachment A, has partnered with OMNIA Partners, Public Sector (“OMNIA Partners”) to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. Cobb County, GA is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”) and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on Attachment A, or as otherwise agreed to. Attachment A contains additional information about OMNIA Partners and the cooperative purchasing program”.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Cobb County Purchasing website
- OMNIA Partners website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino County Sun, CA
- Honolulu Star-Advertiser, HI
- The Herald-News – Will County (IL)
- The Advocate – New Orleans, LA
- The New Jersey Herald, NJ
- Albany Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Deseret News, UT
- Richmond Times-Dispatch, VA
- Seattle Daily Journal of Commerce, WA
- Houston Community Newspapers, TX
- Helena Independent Record, MT
- Las Vegas Review-Journal
- Kennebec Journal/Morning Sentinel, ME

Socio-economic Outreach: To encourage participation of small businesses, minority owned businesses and women owned businesses were notified of the Request for Proposal.

On October 13, 2022, proposals were received from the following offerors:

- Alegna Technologies, Inc.
- SHI International Corp.
- Carbyne, Inc.
- Insight Public Sector, Inc.
- Audio Enhancement, Inc.
- Emergent, LLC
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- DLT Solutions, LLC
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- Presidio Networked Solutions, LLC
- Virtual Technologies Inc.
- CDW Government LLC
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- AGParts Worldwide Inc.
- Virtucom, Inc.

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with **Insight Public Sector, Inc.** and proceeding with contract award upon successful completion of negotiations.

Geographic Preferences: Cobb County included a geographic preference, but it did not impact the score for the national award.

The Cobb County, GA, OMNIA Partners and Insight Public Sector successfully negotiated a contract, and the Cobb County executed the agreement with a contract effective date of May 1, 2023.

Diversity Certification: IPS prefers to meet diversity requirements for services opportunities where they're able to subcontract out to the diversity partner.

Contract includes: A comprehensive range of solutions providing a broad range of technology products and services including but not limited to:

- Hardware Product Offering with hundreds of leading industry manufacturers
- Software applications through licensing agreements with software publishers or boxed products
- Solutions & Service Offerings; As a comprehensive Solutions Integrator (SI), Insight takes a client-focused approach to helping organizations identify, adopt, and manage the most appropriate solutions to drive digital transformation and modernization for innovation.

Supplier provided federal funds certifications which are available on the OMNIA Partners website for review.

Term:

Initial thirty-six-month agreement from May 1, 2023 through April 30, 2028

Pricing/Discount:

Pricing structure for products is based on a discount off the Insight list price.

OMNIA Public Sector, web landing page:

[Insight Public Sector, Inc. Cooperative Contract | Overview \(omniapartners.com\)](https://www.omniapartners.com/insight-public-sector-cooperative-contract-overview)

Version July 14, 2022

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Cisco Solutions			
Product Category	Discount off MSRP (Government)		Discount off MSRP (Education)
Hardware / Software (Cisco Core & Compute)	36%		36%
Cisco Market	10%		10%
Cisco Technical and Maintenance Services	8%		8%
Cisco Net / Learning Credits / Training / Advanced Services / Other Cisco Support & Services	0%		0%
	Incumbent	Non-Incumbent	All
SMARTnet	16%	8%	28%

AWS & Google Cloud Solutions *	
Product Category	Discount off MSRP
All	1.0%

Microsoft Software	
Product Category	Cost Plus Percentage
Microsoft Software (including Cloud)	3.5%
Microsoft CSP	15.0%

All Other Products		
Product Category	Description	Discount off Insight List Price
Accessories	Desktop Accessories	5.0%
	Display Accessories	4.0%
	Handheld Accessories	5.0%
	Keyboards & Mice	4.5%
	Mobile Phone Accessories	1.5%
	Mobile Phones	0.5%
	Networking Accessories	4.5%
	Notebook Accessories	4.0%
	Notebook Batteries	3.5%
	POS Accessories	4.0%
	Power Accessories	4.5%
	Printer Accessories	4.0%
	Projector Accessories	4.0%
	Server Accessories	3.5%
	Wireless Accessories	4.0%
	Wireless LAN Accessories	4.0%
Boards	System Components	3.0%
Cables	Cables	7.0%
	Cables Custom	7.0%
	Cables Printer	7.0%
Consumables	Printer Consumables	4.0%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Devices	Desktops	0.5%
	Handhelds	0.5%
	Notebooks	0.5%
Digital Imaging	Imaging Accessories	5.0%
	Imaging Camcorders	3.5%
	Imaging Digital Cameras	3.5%
	Imaging Scanners	3.5%
	Network Video	3.5%
Displays	Displays	1.5%
	Projectors	4.0%
Licensing & Software	Cloud *	1.0%
	Licensing Backup	2.0%
	Licensing Business Application	2.0%
	Licensing CAD/CAM	2.0%
	Licensing Cloning	2.0%
	Licensing Collaboration	2.0%
	Licensing Computer Security	2.0%
	Licensing Database	2.0%
	Licensing Development	2.0%
	Licensing Financial	2.0%
	Licensing Flow Chart	2.0%
	Licensing Graphic Design	2.0%
	Licensing Handheld	2.0%
	Licensing Network OS	2.0%
	Licensing OS	2.0%
	Licensing Personal Organization	2.0%
	Licensing Reference	2.0%
	Licensing Report Analysis	2.0%
	Licensing Spreadsheet	2.0%
	Licensing Utilities	2.0%
	Licensing Virtualization	2.0%
	Licensing Web Development	2.0%
	Licensing Word Processing	2.0%
	Software Backup	2.0%
	Software Barcode/OCR	2.0%
	Software Business Application	2.0%
	Software CAD/CAM	2.0%
	Software Cloning	2.0%
	Software Collaboration	2.0%
	Software Computer Security	2.0%
	Software Database	2.0%
	Software Development	2.0%
	Software Financial	2.0%
Software Flow Chart	2.0%	
Software Graphic Design	2.0%	
Software Handheld	2.0%	
Software Network OS	2.0%	
Software OS	2.0%	

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Licensing & Software (continued)	Software Personal Organization	2.0%
	Software Reference	2.0%
	Software Report Analysis	2.0%
	Software Spreadsheet	2.0%
	Software Utilities	2.0%
	Software Virtualization	2.0%
	Software Web Development	2.0%
	Software Word Processing	2.0%
Media	Media 4mm Tape	4.5%
	Media AIT Tape	4.5%
	Media DAT Tape	5.0%
	Media DLT Tape	4.5%
	Media LTO/Ultrium Tape	4.0%
	Media Magneto-Optical	4.5%
	Media Optical	4.5%
	Media SLR Tape	4.5%
	Media Travan Tape	4.5%
	Media VXA Tape	4.0%
	Media Zip	4.0%
Memory	Memory Desktop	4.5%
	Memory Flash	4.5%
	Memory Networking	4.0%
	Memory Notebook	4.5%
	Memory Printer/Fax	4.0%
	Memory Server	4.0%
Networking	10/100 Hubs & Switches	2.5%
	Bridges & Routers	2.5%
	Gigabit Hubs & Switches	2.5%
	Hardware Firewalls	3.0%
	Intrusion Detection	3.5%
	KVM	4.0%
	Modems	4.0%
	Network Adapters	3.5%
	Network Testing Equipment	2.0%
	Networking Communications	3.5%
	Repeaters & Transceivers	3.0%
	Telephony	4.0%
POS	POS Displays	4.0%
	POS Scanners	4.0%
	Printers Label	4.0%
Power	Power Data Center	4.0%
	Power Surge Protector	4.5%
	Power UPS	1.5%
Printers	Fax Machine	2.5%
	Multi-Function	2.5%
	Printers Dot Matrix	2.0%
	Printers Inkjet	2.0%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Printers (continued)	Printers Laser	1.5%
	Printers Wide Format	0.5%
Servers	Servers 1 Processor	4.0%
	Servers 2 Processor	2.0%
	Servers 4+ Processor	2.5%
	Servers Blade	3.5%
	Servers Tower	2.0%
	Servers Unix	2.0%
Services (SKU-based)	Advanced Integration	1.0%
	Asset Disposal	1.0%
	Asset Management	1.0%
	Electronic Services	1.0%
	Internal Lab Service	1.0%
	Lab Fees	1.0%
	Managed Services	1.0%
	Miscellaneous Solutions	1.0%
	PC Lab Order Service	1.0%
	Service Charge	1.0%
	Service Parts	1.0%
Storage	Adapters Fibre Channel	3.0%
	Adapters FireWire/US	4.0%
	Adapters IDE/ATA/SAT	4.0%
	Adapters RAID	2.5%
	Adapters SCSI	3.0%
	Disk Arrays	3.5%
	Disk Arrays JBOD	3.5%
	Drives Magneto-Optical	3.0%
	Drives Removable Disk	4.0%
	Hard Disks External	3.0%
	Hard Disks Fibre Channel	3.0%
	Hard Disks IDE/ATA/SAT	4.0%
	Hard Disks Notebook	3.5%
	Hard Disks SCSI	3.0%
	Optical Drives CD-ROM	3.0%
	Optical Drives CD-RW	3.5%
	Optical Drives DVD/CD	2.0%
	Optical Drives DVD-ROM	4.0%
	Optical Drives DVD-RW	3.5%
	Storage Accessories	4.0%
	Storage NAS	2.0%
	Storage SAN	3.0%
	Tape Autoloaders AIT	3.5%
	Tape Autoloaders DAT	3.5%
	Tape Autoloaders DLT	2.0%
	Tape Autoloaders LTO	2.0%
	Tape Drives 4mm	3.5%
	Tape Drives 8mm/VXA	3.5%
	Tape Drives AIT	2.5%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Storage (continued)	Tape Drives DAT	3.5%
	Tape Drives DLT	3.5%
	Tape Drives LTO/Ultra	3.5%
	Tape Drives SDLT	3.5%
	Tape Drives Travan	3.5%
Training	Training Courses	1.0%
	Training Reference Material	1.0%
Warranties	Complex Warranties	2.5%
	Licensing Warranties	2.0%
	Networking Warranties	2.5%
	Software Warranties	2.0%
	Warranties Electronic	2.5%
	Warranties Physical	2.5%

* Purchases made on marketplace platforms (or other platforms where providers make third party solutions available for purchase) may not be eligible for discounts. Additionally, products shall not be eligible for the discounts listed above when 1) Insight receives no discounts from the manufacturer, publisher, cloud provider, or supplier; 2) Insight discloses that no discounts are available; or 3) the client has negotiated pricing directly with the manufacturer, publisher, cloud provider, or supplier.

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Services Pricing Structure

Service Category	Discount off Insight List Price
Consulting Services	10%
Consulting services drive value across the entire enterprise through strategy, design, technology, and industry expertise—from guiding Agile and Scrum methodologies to leading OCM and transformation.	
Managed Services	10%
Managed services integrate with a client’s operations and provide a full breadth of services ranging from reactive technical support to comprehensive 24/7 monitoring, management, and reporting as well as services designed to cover infrastructure security.	
Professional and Lifecycle Services	10%
Professional services provide support to optimize IT environments across public, private, and hybrid infrastructure, enabling organizations to expand and evolve to meet the demands of application workloads, accelerating business transformation, and achieving strategic objectives.	
Other Services Not Listed Above	1%
As may be offered by Insight from time to time.	

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Material Handler	\$55.00	10%	\$49.50
Service Desk Representative	\$60.50	10%	\$54.45
Services Technician – Cabling	\$60.50	10%	\$54.45
Deployment Coordinator	\$66.00	10%	\$59.40
Services Operations Specialist	\$66.00	10%	\$59.40
Services Technician Sr. – Cabling	\$66.00	10%	\$59.40
Service Desk Representative Sr.	\$77.00	10%	\$69.30
Systems Administrator	\$88.00	10%	\$79.20
Associate Consultant I	\$104.50	10%	\$94.05
Ops Business Analyst 2	\$104.50	10%	\$94.05
Supervisor Services	\$104.50	10%	\$94.05
Deployment Manager	\$110.00	10%	\$99.00
Billing Associate	\$115.50	10%	\$103.95
Infrastructure Technician II	\$115.50	10%	\$103.95
Project Coordinator	\$115.50	10%	\$103.95
Project Coordinator Sr.	\$121.00	10%	\$108.90
Business Analyst I	\$132.00	10%	\$118.80
Sr. Supervisor Services	\$137.50	10%	\$123.75
Infrastructure Technician Sr.	\$143.00	10%	\$128.70
Service Delivery Manager	\$143.00	10%	\$128.70
Associate Engineer	\$154.00	10%	\$138.60
Transition Manager	\$159.50	10%	\$143.55
Business Analyst II	\$165.00	10%	\$148.50
Cabling Project Manager	\$170.50	10%	\$153.45
Associate Consultant II	\$176.00	10%	\$158.40
Consultant I	\$187.00	10%	\$168.30
Services Technician	\$187.00	10%	\$168.30

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Services Pricing Structure

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Services Technician Sr.	\$187.00	10%	\$168.30
Sr. Cabling Project Manager	\$203.50	10%	\$183.15
Client Services Manager I	\$220.00	10%	\$198.00
Consultant II	\$220.00	10%	\$198.00
Consultant	\$225.50	10%	\$202.95
Business Analyst Sr.	\$231.00	10%	\$207.90
Project Manager	\$236.50	10%	\$212.85
Consultant Sr.	\$253.00	10%	\$227.70
Engineer	\$253.00	10%	\$227.70
Project Manager Sr.	\$269.50	10%	\$242.55
Transition Manager Sr.	\$269.50	10%	\$242.55
Manager Programs	\$275.00	10%	\$247.50
Sr. Consultant	\$275.00	10%	\$247.50
Client Services Manager II	\$286.00	10%	\$257.40
Manager Services	\$291.50	10%	\$262.35
Engineer Sr.	\$297.00	10%	\$267.30
Delivery Engineer II	\$302.50	10%	\$272.25
Managing Consultant	\$302.50	10%	\$272.25
Architect I	\$330.00	10%	\$297.00
Sr. Managing Consultant	\$335.50	10%	\$301.95
Delivery Engineer III	\$341.00	10%	\$306.90
Principal Consultant	\$363.00	10%	\$326.70
Architect II	\$390.50	10%	\$351.45
Solutions Architect	\$401.50	10%	\$361.35
Sr. Principal Consultant	\$423.50	10%	\$381.15
Architect Sr.	\$451.00	10%	\$405.90
Sr. Manager Services	\$605.00	10%	\$544.50
Specialty	\$660.00	10%	\$594.00

WHEREAS, this is a list of Software items to be purchased:

- Countywide Security related software (RSA, Rapid7, Proofpoint, etc.)
- Countywide Data backup software
- Countywide VPN access software for remote connections
- Countywide Adobe software
- Countywide Network Equipment and Firewall Software subscriptions
- Countywide Load Balancers for major software systems
- Countywide eFax software
- Board Agenda and Minutes software
- Sheriff Software for in-car laptops
- Support Services for software upgrades or new deployments
- Computer Software requested by other Offices/Departments and grant funded purchases

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Information Technologies Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. 23-6692-03) and Insight for the purchase of Online Marketplace for the Purchase Computer Software and Services.

BE IT FURTHER RESOLVED the Kane County Information Technologies Department is hereby authorized to purchase Computer Software and Services through OMNIA's Insight Contract No. 23-6692-03 for a sum not-to-exceed Nine Hundred Thousand Dollars (\$900,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that Nine Hundred Thousand Dollars (\$900,000) per fiscal year is hereby appropriated from Capital Computer Software #500.800.801.70000 and Various funds to pay for the Information Technologies Department Computer Software and Services procurement from Insight under Contract No. 23-6692-03.

Line Item: 500.800.801.70000, Various

Line Item Description: Capital Computer Software, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing Expenditure of Funds for Computer Software and Services with Insight Public Sector through OMNIA (Contract No. 23-6692-03)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630-232-5827

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$900,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

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Technology Product Solutions and Related Services
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Lead Agency: Cobb County, GA

Solicitation: 23-6692

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- Honolulu Star-Advertiser, HI
- The Herald-News – Will County (IL)
- The Advocate – New Orleans, LA
- The New Jersey Herald, NJ
- Albany Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Deseret News, UT
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Pricing/Discount:

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OMNIA Public Sector, web landing page:

[Insight Public Sector, Inc. Cooperative Contract | Overview \(omniapartners.com\)](https://www.omniapartners.com/insight-public-sector-cooperative-contract-overview)

Version July 14, 2022

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Cisco Solutions			
Product Category	Discount off MSRP (Government)		Discount off MSRP (Education)
Hardware / Software (Cisco Core & Compute)	36%		36%
Cisco Market	10%		10%
Cisco Technical and Maintenance Services	8%		8%
Cisco Net / Learning Credits / Training / Advanced Services / Other Cisco Support & Services	0%		0%
	Incumbent	Non-Incumbent	All
SMARTnet	16%	8%	28%

AWS & Google Cloud Solutions *	
Product Category	Discount off MSRP
All	1.0%

Microsoft Software	
Product Category	Cost Plus Percentage
Microsoft Software (including Cloud)	3.5%
Microsoft CSP	15.0%

All Other Products		
Product Category	Description	Discount off Insight List Price
Accessories	Desktop Accessories	5.0%
	Display Accessories	4.0%
	Handheld Accessories	5.0%
	Keyboards & Mice	4.5%
	Mobile Phone Accessories	1.5%
	Mobile Phones	0.5%
	Networking Accessories	4.5%
	Notebook Accessories	4.0%
	Notebook Batteries	3.5%
	POS Accessories	4.0%
	Power Accessories	4.5%
	Printer Accessories	4.0%
	Projector Accessories	4.0%
	Server Accessories	3.5%
	Wireless Accessories	4.0%
	Wireless LAN Accessories	4.0%
	Boards	System Components
Cables	Cables	7.0%
	Cables Custom	7.0%
	Cables Printer	7.0%
Consumables	Printer Consumables	4.0%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Devices	Desktops	0.5%
	Handhelds	0.5%
	Notebooks	0.5%
Digital Imaging	Imaging Accessories	5.0%
	Imaging Camcorders	3.5%
	Imaging Digital Cameras	3.5%
	Imaging Scanners	3.5%
	Network Video	3.5%
Displays	Displays	1.5%
	Projectors	4.0%
Licensing & Software	Cloud *	1.0%
	Licensing Backup	2.0%
	Licensing Business Application	2.0%
	Licensing CAD/CAM	2.0%
	Licensing Cloning	2.0%
	Licensing Collaboration	2.0%
	Licensing Computer Security	2.0%
	Licensing Database	2.0%
	Licensing Development	2.0%
	Licensing Financial	2.0%
	Licensing Flow Chart	2.0%
	Licensing Graphic Design	2.0%
	Licensing Handheld	2.0%
	Licensing Network OS	2.0%
	Licensing OS	2.0%
	Licensing Personal Organization	2.0%
	Licensing Reference	2.0%
	Licensing Report Analysis	2.0%
	Licensing Spreadsheet	2.0%
	Licensing Utilities	2.0%
	Licensing Virtualization	2.0%
	Licensing Web Development	2.0%
	Licensing Word Processing	2.0%
	Software Backup	2.0%
	Software Barcode/OCR	2.0%
	Software Business Application	2.0%
	Software CAD/CAM	2.0%
	Software Cloning	2.0%
	Software Collaboration	2.0%
	Software Computer Security	2.0%
	Software Database	2.0%
	Software Development	2.0%
	Software Financial	2.0%
Software Flow Chart	2.0%	
Software Graphic Design	2.0%	
Software Handheld	2.0%	
Software Network OS	2.0%	
Software OS	2.0%	

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Licensing & Software (continued)	Software Personal Organization	2.0%
	Software Reference	2.0%
	Software Report Analysis	2.0%
	Software Spreadsheet	2.0%
	Software Utilities	2.0%
	Software Virtualization	2.0%
	Software Web Development	2.0%
	Software Word Processing	2.0%
Media	Media 4mm Tape	4.5%
	Media AIT Tape	4.5%
	Media DAT Tape	5.0%
	Media DLT Tape	4.5%
	Media LTO/Ultrium Tape	4.0%
	Media Magneto-Optical	4.5%
	Media Optical	4.5%
	Media SLR Tape	4.5%
	Media Travan Tape	4.5%
	Media VXA Tape	4.0%
	Media Zip	4.0%
Memory	Memory Desktop	4.5%
	Memory Flash	4.5%
	Memory Networking	4.0%
	Memory Notebook	4.5%
	Memory Printer/Fax	4.0%
	Memory Server	4.0%
Networking	10/100 Hubs & Switches	2.5%
	Bridges & Routers	2.5%
	Gigabit Hubs & Switches	2.5%
	Hardware Firewalls	3.0%
	Intrusion Detection	3.5%
	KVM	4.0%
	Modems	4.0%
	Network Adapters	3.5%
	Network Testing Equipment	2.0%
	Networking Communications	3.5%
	Repeaters & Transceivers	3.0%
	Telephony	4.0%
POS	POS Displays	4.0%
	POS Scanners	4.0%
	Printers Label	4.0%
Power	Power Data Center	4.0%
	Power Surge Protector	4.5%
	Power UPS	1.5%
Printers	Fax Machine	2.5%
	Multi-Function	2.5%
	Printers Dot Matrix	2.0%
	Printers Inkjet	2.0%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Printers (continued)	Printers Laser	1.5%
	Printers Wide Format	0.5%
Servers	Servers 1 Processor	4.0%
	Servers 2 Processor	2.0%
	Servers 4+ Processor	2.5%
	Servers Blade	3.5%
	Servers Tower	2.0%
	Servers Unix	2.0%
Services (SKU-based)	Advanced Integration	1.0%
	Asset Disposal	1.0%
	Asset Management	1.0%
	Electronic Services	1.0%
	Internal Lab Service	1.0%
	Lab Fees	1.0%
	Managed Services	1.0%
	Miscellaneous Solutions	1.0%
	PC Lab Order Service	1.0%
	Service Charge	1.0%
	Service Parts	1.0%
Storage	Adapters Fibre Channel	3.0%
	Adapters FireWire/US	4.0%
	Adapters IDE/ATA/SAT	4.0%
	Adapters RAID	2.5%
	Adapters SCSI	3.0%
	Disk Arrays	3.5%
	Disk Arrays JBOD	3.5%
	Drives Magneto-Optical	3.0%
	Drives Removable Disk	4.0%
	Hard Disks External	3.0%
	Hard Disks Fibre Channel	3.0%
	Hard Disks IDE/ATA/SAT	4.0%
	Hard Disks Notebook	3.5%
	Hard Disks SCSI	3.0%
	Optical Drives CD-ROM	3.0%
	Optical Drives CD-RW	3.5%
	Optical Drives DVD/CD	2.0%
	Optical Drives DVD-ROM	4.0%
	Optical Drives DVD-RW	3.5%
	Storage Accessories	4.0%
	Storage NAS	2.0%
	Storage SAN	3.0%
	Tape Autoloaders AIT	3.5%
	Tape Autoloaders DAT	3.5%
	Tape Autoloaders DLT	2.0%
	Tape Autoloaders LTO	2.0%
	Tape Drives 4mm	3.5%
	Tape Drives 8mm/VXA	3.5%
	Tape Drives AIT	2.5%

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Product Pricing Structure

Product Category	Description	Discount off Insight List Price
Storage (continued)	Tape Drives DAT	3.5%
	Tape Drives DLT	3.5%
	Tape Drives LTO/Ultra	3.5%
	Tape Drives SDLT	3.5%
	Tape Drives Travan	3.5%
Training	Training Courses	1.0%
	Training Reference Material	1.0%
Warranties	Complex Warranties	2.5%
	Licensing Warranties	2.0%
	Networking Warranties	2.5%
	Software Warranties	2.0%
	Warranties Electronic	2.5%
	Warranties Physical	2.5%

* Purchases made on marketplace platforms (or other platforms where providers make third party solutions available for purchase) may not be eligible for discounts. Additionally, products shall not be eligible for the discounts listed above when 1) Insight receives no discounts from the manufacturer, publisher, cloud provider, or supplier; 2) Insight discloses that no discounts are available; or 3) the client has negotiated pricing directly with the manufacturer, publisher, cloud provider, or supplier.

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Services Pricing Structure

Service Category	Discount off Insight List Price
Consulting Services	10%
Consulting services drive value across the entire enterprise through strategy, design, technology, and industry expertise—from guiding Agile and Scrum methodologies to leading OCM and transformation.	
Managed Services	10%
Managed services integrate with a client’s operations and provide a full breadth of services ranging from reactive technical support to comprehensive 24/7 monitoring, management, and reporting as well as services designed to cover infrastructure security.	
Professional and Lifecycle Services	10%
Professional services provide support to optimize IT environments across public, private, and hybrid infrastructure, enabling organizations to expand and evolve to meet the demands of application workloads, accelerating business transformation, and achieving strategic objectives.	
Other Services Not Listed Above	1%
As may be offered by Insight from time to time.	

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Material Handler	\$55.00	10%	\$49.50
Service Desk Representative	\$60.50	10%	\$54.45
Services Technician – Cabling	\$60.50	10%	\$54.45
Deployment Coordinator	\$66.00	10%	\$59.40
Services Operations Specialist	\$66.00	10%	\$59.40
Services Technician Sr. – Cabling	\$66.00	10%	\$59.40
Service Desk Representative Sr.	\$77.00	10%	\$69.30
Systems Administrator	\$88.00	10%	\$79.20
Associate Consultant I	\$104.50	10%	\$94.05
Ops Business Analyst 2	\$104.50	10%	\$94.05
Supervisor Services	\$104.50	10%	\$94.05
Deployment Manager	\$110.00	10%	\$99.00
Billing Associate	\$115.50	10%	\$103.95
Infrastructure Technician II	\$115.50	10%	\$103.95
Project Coordinator	\$115.50	10%	\$103.95
Project Coordinator Sr.	\$121.00	10%	\$108.90
Business Analyst I	\$132.00	10%	\$118.80
Sr. Supervisor Services	\$137.50	10%	\$123.75
Infrastructure Technician Sr.	\$143.00	10%	\$128.70
Service Delivery Manager	\$143.00	10%	\$128.70
Associate Engineer	\$154.00	10%	\$138.60
Transition Manager	\$159.50	10%	\$143.55
Business Analyst II	\$165.00	10%	\$148.50
Cabling Project Manager	\$170.50	10%	\$153.45
Associate Consultant II	\$176.00	10%	\$158.40
Consultant I	\$187.00	10%	\$168.30
Services Technician	\$187.00	10%	\$168.30

OMNIA Partners Technology Product Solutions & Related Services
Contract No. 23-6692-03
Services Pricing Structure

Functional Role	Insight List Price Hourly Rate	Discount	Contract Hourly Rate
Services Technician Sr.	\$187.00	10%	\$168.30
Sr. Cabling Project Manager	\$203.50	10%	\$183.15
Client Services Manager I	\$220.00	10%	\$198.00
Consultant II	\$220.00	10%	\$198.00
Consultant	\$225.50	10%	\$202.95
Business Analyst Sr.	\$231.00	10%	\$207.90
Project Manager	\$236.50	10%	\$212.85
Consultant Sr.	\$253.00	10%	\$227.70
Engineer	\$253.00	10%	\$227.70
Project Manager Sr.	\$269.50	10%	\$242.55
Transition Manager Sr.	\$269.50	10%	\$242.55
Manager Programs	\$275.00	10%	\$247.50
Sr. Consultant	\$275.00	10%	\$247.50
Client Services Manager II	\$286.00	10%	\$257.40
Manager Services	\$291.50	10%	\$262.35
Engineer Sr.	\$297.00	10%	\$267.30
Delivery Engineer II	\$302.50	10%	\$272.25
Managing Consultant	\$302.50	10%	\$272.25
Architect I	\$330.00	10%	\$297.00
Sr. Managing Consultant	\$335.50	10%	\$301.95
Delivery Engineer III	\$341.00	10%	\$306.90
Principal Consultant	\$363.00	10%	\$326.70
Architect II	\$390.50	10%	\$351.45
Solutions Architect	\$401.50	10%	\$361.35
Sr. Principal Consultant	\$423.50	10%	\$381.15
Architect Sr.	\$451.00	10%	\$405.90
Sr. Manager Services	\$605.00	10%	\$544.50
Specialty	\$660.00	10%	\$594.00

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Information Technologies Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. 01-158) and Laserfiche for the purchase of Documents and Records Management.

BE IT FURTHER RESOLVED the Kane County Information Technologies Department is hereby authorized to purchase Documents and Records Management through OMNIA's Laserfiche's Contract No. 01-158 for a sum not-to-exceed One Hundred Fifty Thousand Dollars (\$150,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that One Hundred Fifty Thousand Dollars (\$150,000) per fiscal year is hereby appropriated from Riverboat Software (390.060.337.50340) and Various to pay for the Information Technologies Department Documents and Records Management procurement from Laserfiche under Contract No. 01-158.

Line Item: 390.060.337.50340, Various

Line Item Description: Riverboat Software Licensing Cost, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing Purchase of Documents and Records Management with Laserfiche through OMNIA for the Information Technologies Department (Contract #01-158)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630-232-5827

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$150,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution authorizes the purchase of documents and records management with Laserfiche through OMNIA Partners cooperative purchasing contract #01-158, valid through November 30, 2026. The County has previously approved participation in OMNIA's cooperative purchasing program (Resolution No. 24-191). This resolution is for a sum not-to-exceed \$150,000 per fiscal year.

NCPA

Document and Records Management RFP

Laserfiche
November 16, 2022



3443 Long Beach Blvd.
Long Beach, CA 90807
800-985-8533 | 562-988-1688

November 16, 2022

Region 14 Education Service Center
1850 Highway 351
Abilene, Texas, 79601

Re: ***National Cooperative Purchasing Alliance (NCPA) RFP # 36-22
for Document and Records Management***

To Whom It May Concern:

We are pleased to submit the attached proposal in response to the NCPA RFP # 36-22 for Document and Records Management. Compulink Management Center, Inc., doing business as Laserfiche, is the developer of the award-winning Laserfiche® enterprise content management solutions, as well as a respected system integrator and consultancy. We have a successful partnership historically with the NCPA contract for Document and Records Management and believe that Laserfiche is a particularly good fit to continue meeting Region 14 ESC's goal of deploying content management as a foundational technology to assist public agencies drive operational improvements and efficiencies.

Laserfiche is the document management solution of choice for many government and education institutions throughout the world. Over our 30+ years in business, we have cultivated a strong understanding of the business processes within government and education, allowing us to provide solutions which integrate with both commercial and homegrown applications. We have worked hard to foster a sense of community throughout our large and diverse customer base. Our public-sector customers constitute an exceptionally active collection of users anchored by inspirational Laserfiche luminaries.

The Laserfiche software solutions platform is developed and licensed to be implemented as core infrastructure technology for managing content and facilitating optimized business processes. The system bundles functionality and provides for the deployment of servers and repositories so individual departments have access to the tools they need to solve their specific business problems while the enterprise has complete control over system topology. Laserfiche provides the ability to deploy multiple systems for production, testing, development, and training to meet high availability, disaster recovery and changing development needs.

Our proposal follows the format proscribed in the RFP as closely as possible. We have been as concise as possible in our responses. We would be pleased to provide additional information related to this proposal, including our proposed solutions, as requested.

Thank you for your time and consideration.

Sincerely,

DocuSigned by:

Will Talbot EF514C0...

Head of Strategic Sales
1.562.988.1688 ext. 148
will.talbot@laserfiche.com

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TAB 1

MASTER AGREEMENT - GENERAL TERMS AND CONDITIONS

Customer Support

The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

Disclosures

Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contract

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

Funding Out Clause

Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:

Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

Shipments (if applicable)

The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

Tax Exempt Status

Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

Payments

The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

Adding Authorized Distributors/Dealers

Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.

Purchase orders and payment can only be made to awarded vendor or distributors/ business partners/resellers previously approved by NCPA.

Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.

All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

Pricing

All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

Warranty

Proposal should address the following warranty information:

- Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
- Availability of replacement parts
- Life expectancy of equipment under normal use
- Detailed information as to proposed return policy on all equipment

Products: Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects

Construction: Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

Safety

Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

Permits

Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.

Indemnity

The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

Franchise Tax

The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

Supplemental Agreements

The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

Certificates of Insurance

Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. ~~The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies.~~ The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

Legal Obligations

It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

Protest

A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:

- Name, address and telephone number of protester
- Original signature of protester or its representative
- Identification of the solicitation by RFP number
- Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

Any protest review and action shall be considered final with no further formalities being considered.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemic; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

Prevailing Wage

It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

Termination

Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

Open Records Policy

Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient

information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent 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.

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 bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Compulink Management Center, Inc. dba Laserfiche

Company Name

3443 Long Beach Blvd

Address

Long Beach

California

90807

City

State

Zip

562-988-1688

N/A

Telephone Number

Fax Number

notices@laserfiche.com

Email Address

Peter Wayman

President

Printed Name

Position

DocuSigned by:
Peter Wayman
55434A302F9F438...

Authorized Signature

TAB 2 NCPA ADMINISTRATION AGREEMENT

This Administration Agreement is made as of December 8, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Compulink Management Center, Inc. dba Laserfiche (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated December 8, 2022, referenced as Contract Number 01-158, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Document and Records Management;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

General Terms and Conditions

- The Master Agreement, attached hereto as Exhibit 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Administration Agreement except as expressly changed or modified by this Administration Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Administration Agreement including, but not limited to, Contractor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.

- Contractor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Contractor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Participating Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Contractor, Region 14 ESC, or such Participating Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region 14 ESC, any Participating Agency or any employee of Region 14 ESC or Participating Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Participating Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Participating Agency, or any employee of Region 14 ESC or Participating Agency under this Administration Agreement or the Master Agreement.
- With respect to any supplemental agreement entered into between a Participating Agency and Contractor pursuant to the Master Agreement, NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.
- This Administration Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Administrative Agreement which is not contained herein shall be valid or binding.
- Contractor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this Administration Agreement or the Master Agreement by Contractor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Administration Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Administration Agreement nor any rights or obligations hereunder shall be assignable by Contractor without prior written consent of NCPA, provided, however, that the Contractor may, without such written consent, assign this Administration Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Administration Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Administration Agreement.
- This Administration Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder.

Term of Agreement

This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the

termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

Fees and Reporting

The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor’s annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

Annual Sales Through Contract	Administrative Fee
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA’s costs and expenses for such audit.

ACKNOWLEDGMENT OF CONTRACTOR REQUIREMENTS

National Cooperative Purchasing Alliance
Organization

Matthew Mackel
Name

Director, Business Development
Title

PO Box 701273
Address

Houston, TX 77270
Address


Signature

December 8, 2022
Date

Compulink Management Center, Inc. dba
Laserfiche

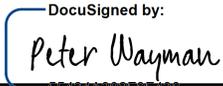
Vendor Name

Peter Wayman
Name

President
Title

3443 Long Beach Blvd
Address

Long Beach, CA 90807
Address

DocuSigned by:

Signature

11/16/2022
Date

TAB 3 VENDOR QUESTIONNAIRE

Please provide responses to the following questions that address your company’s operations, organization, structure, and processes for providing products and services.

Locations Covered

- Bidder must indicate any and all locations where products and services can be offered.
- Please indicate the price co-efficient for each location if it varies.

<input checked="" type="checkbox"/> All 50 States & District of Columbia (Selecting this box is equal to checking all boxes below)			
<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> California	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> Colorado	<input type="checkbox"/> Michigan	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Utah
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Minnesota	<input type="checkbox"/> New York	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Mississippi	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> D.C.	<input type="checkbox"/> Missouri	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Kentucky	<input type="checkbox"/> Ohio	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Georgia	<input type="checkbox"/> Louisiana	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Maine	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Idaho	<input type="checkbox"/> Maryland	<input type="checkbox"/> Pennsylvania	

<input checked="" type="checkbox"/> All U.S. Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)	
<input type="checkbox"/> American Somoa	<input type="checkbox"/> Northern Marina Island
<input type="checkbox"/> Federated States of Micrones	<input type="checkbox"/> Puerto Rico
<input type="checkbox"/> Guam	<input type="checkbox"/> U.S. Virgin Islands
<input type="checkbox"/> Midway Islands	

<input checked="" type="checkbox"/> All Canada Provinces and Territories (Selecting this box is equal to checking all boxes below)	
<input type="checkbox"/> Alberta	<input type="checkbox"/> Prince Edward Island
<input type="checkbox"/> British Columbia	<input type="checkbox"/> Quebec
<input type="checkbox"/> Manitoba	<input type="checkbox"/> Saskatchewan
<input type="checkbox"/> New Brunswick	<input type="checkbox"/> Northwest Territories
<input type="checkbox"/> Newfoundland and Labrador	<input type="checkbox"/> Nunavut
<input type="checkbox"/> Nova Scotia	<input type="checkbox"/> Yukon
<input type="checkbox"/> Ontario	

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to public agencies in Canada? If no or maybe, please explain.

- Yes
 Maybe
 No

If awarded a Master Agreement, will your company extend the terms offered in your Proposal to private sector customers?

- Yes
 Maybe
 No

Minority and Women Business Enterprise (MWBE) and (HUB) Participation

It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- Minority/Women Business Enterprise Respondent Certifies that this firm a Minority / Women Business Enterprise
 Historically Underutilized Business Respondent Certifies that this firm is a Historically Underutilized Business

Small Business, MWBE and HUB Growth

If Proposer is a Large, National or Multinational Organization/Corporation, what programs are in place that partners or supports the growth of small and MWEB and HUB business? If yes, please describe.

- N/A, we are a recognized small, MWEB or HUB organization
 No, we do not have any programs in place.
 Yes, we have programs in place.

Residency

Responding Company's principal place of business is in the city of Long Beach,
State of California.

Felony Conviction Notice

Please Check Applicable Box (If the 3rd box is checked, a detailed explanation of the names and convictions must be attached):

- A publicly held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony

Distribution Channel

Which best describes your company's position in the distribution channel:

- Manufacturer Direct Certified education/government reseller
- Authorized Distributor Manufacturer marketing through reseller
- Value-added reseller Other: _____

Processing Contact Information

Contact Person Courtney Pugh

Title Assistant Program Manager

Company Compulink Management Center, Inc. dba Laserfiche

Address 3443 Long Beach Blvd

City/State/Zip Long Beach, CA 90807

Phone 562-988-1688

Email Courtney.Pugh@Laserfiche.com

Pricing Information

In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing. If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

- Yes No

Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

Yes No

TAB 4

VENDOR PROFILE

Company's official registered name

Compulink Management Center, Inc. DBA Laserfiche

Company History

Since 1987, Laserfiche Enterprise Content Management software has been trusted by organizations worldwide to manage, secure, and share information. As a privately-held company based in California, Laserfiche develops solutions for capture, workflow, forms, e-signatures and case management that help organizations drive business value—and make timely, informed decisions. Laserfiche represents a unique combination of stability and innovation within the Enterprise Content Management industry. Stability within the management and development teams and sustained, consistent profitability has allowed Laserfiche to follow a long-term strategy without distraction from short-term pressures. Unparalleled customer loyalty and satisfaction are hallmarks of doing things the right way for decades.

Laserfiche utilizes an integrated architecture that allows services such as document imaging, document management and records management to be layered transparently and exposed through personalized interfaces. With a comprehensive set of tools designed specifically to work together, Laserfiche provides the ability to design and build creative solutions to complex business problems that break patterns developed over 30 years of doing things the way they have always been done.

Usability and accessibility are primary design considerations for every Laserfiche application. All administrative, design and configuration interfaces benefit from the same user focused design applied to user facing applications. This approach ensures that implementing, configuring, and maintaining a Laserfiche system does not require highly specialized technical skills, which makes it easy to rapidly expand system usage while minimizing total cost of ownership.

Dun & Bradstreet (D&B) number.

086512134

Organizational Chart



Corporate Location and Contact Info

Laserfiche Headquarters - 3443 Long Beach Blvd, Long Beach, CA 90807

Name: Will Talbot

Title: Head of Strategic Sales

Telephone: 1.562.988.1688 x 148

Mobile: 1.562.253.1499

E-mail: will.talbot@laserfiche.com

Standard terms of payment

We sell direct and through a reseller channel. For our direct customers, the standard term is net 30. For our resellers with a credit line, standard term is net 30, except for expired LSSP orders for which standard term is "Due upon Receipt". For our new resellers, the standard term of payment is prepaid.

Competition in the Marketplace

We provide Enterprise Content Management solutions, so our competition ranges from industry specific document management providers to other ECM solutions. We have been recognized by analysts for being the best value ECM solution (InfoTech) and are consistently rated as one of the leaders in the ECM industry. Laserfiche defines the Transactional Content Management niche.

Financial Information

Financial information may be provided directly under separate cover to prospective customers with signed nondisclosure agreements.

Company Differentiation

Laserfiche is the leading provider of intelligent content management and business process automation. Laserfiche's robust digital transformation tools — including powerful workflows, electronic forms, document management, and analytics — enable organizations to configure solutions that meet their diverse needs. At the same time, Laserfiche provides low-code and no-code process automation that empowers business users to create and deploy solutions quickly. The Laserfiche Solution Marketplace is a powerful example of this approach, with 150-plus prebuilt solution templates aimed at helping jumpstart process automation and digital transformation, which range from common business processes (such as new hire onboarding, accounts payable and contract management) to individual industry or organization needs (such as student registration and enrollment, transportation request or student accident report forms). Users can quickly deploy their own automated workflows or connect Laserfiche to other applications faster using these prebuilt solutions, which follow industry-vetted designs and best practices.

Laserfiche's development approach incorporates innovations in machine learning and AI to enable organizations in more than 80 countries to transform into digital businesses. Customers in the most highly regulated industries — including government, education, financial services, healthcare, and manufacturing — use Laserfiche to boost productivity, scale their business and deliver digital-first customer experiences. With DoD 5015.2 version 3-certified electronic records management, Laserfiche facilitates organizations' compliance with various regulatory requirements, additionally maintaining a set of industry compliance certifications and attestations itself such as SOC2 Type 2 Plus, HECVAT, DoD 5015.2 v3 certification. ISO 27001 is in progress.

Laserfiche has also fostered an active user community, comprising customers who are very enthusiastic about sharing the solutions they've built and what they've achieved with Laserfiche. This knowledge sharing is incredibly value to users looking to learn and otherwise be inspired by others' digital transformation initiatives.

Marketing of the Contract if Awarded

With NCPA permission, we would market this partnership through the following channels:

- Press Release announcing the contract
- Announce the contract to our resellers and educate them on its use
- Partner with NCPA in the future to publicize implementations (with customer approval) and technological innovation at Laserfiche.

Introduction of NCPA to Company

Laserfiche would introduce NCPA to the entire company through email and company intranet, sharing the public press release. We will also educate our sales organization on the contract through our weekly sales enablement meeting.

Online Ordering

Our online catalog, the Laserfiche Ordering System, allows our resellers to place orders for their customers for current Laserfiche software. Resellers and Laserfiche Sales Representatives can then monitor and follow up with customer orders.

Customer Service Department

Our support team can be reached from 6:00 A.M. to 5:00 P.M. Pacific Standard Time, Monday through Friday, excluding holidays, at: (562) 988-1688
We also have a support portal, the Laserfiche Support Site (<https://support.laserfiche.com>)
General questions may be emailed to info@laserfiche.com

Green Initiatives

Laserfiche is committed to building and supporting the paperless office. Not only does this drive efficiency in our daily work, but it also helps to preserve our finite resources. This also supports our customers' green initiatives, by enabling them to build a paperless office.

As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more.

Laserfiche's corporate social responsibility (CSR) program demonstrates continuing commitment to the company's employees, the local and global community and society-at-large. As a part of that commitment, mitigating impact on the environment is one of its pillars.

As an electronic content management company, the very nature of Laserfiche's software promotes paperless business operations through secure electronic records storage and process automation. Laserfiche's green initiatives focus on reducing our carbon footprint and improving our environmental impact through sustainable, mindful practices and environmental initiatives that preserve resources.

The new Laserfiche Headquarters in Long Beach was completed in early 2022. With

sustainability and wellness at the forefront of the buildings' design, environmentally friendly building materials were used. Laserfiche recently submitted for Leadership in Energy and Environmental Design (LEED) Gold Certification, the globally recognized symbol of sustainability achievement and leadership. As the most widely used green building rating system in the world, it provides a framework for healthy, highly efficient green buildings.

The headquarters' parking garage encourages sustainable practices, with 21 carpool spots, 16 EV charging stations and a 700+ square foot bike station with 52 bike parking spaces, 2 pumps, and mechanical stations to support employees biking to work. The white building and cooling roof reduces the heat island effect while water retention planters help capture water to re-use, minimizing water run-off during a storm. To promote waste reduction, Laserfiche provides a 3-stream waste program, providing education on waste and receptacles for trash, recycling, and compost.

Windows on each floor maximize the use of natural daylight, while minimizing electricity usage and the attached fins provide shade. Additionally, a special window glazing helps minimize glare from the sun and lessen heat absorption. All lights are motion-censored to save electricity when areas are not in use.

The building features local, cradle-to-cradle recycled carpet, EnergyStar appliances and WaterSense fixtures. To prevent waste of paper and plastic, there are filtered water stations on every floor. Biophilic design of the building provides access to the outdoors, which live plants are scatter throughout the building.

When upgrading to more efficient technology and infrastructure, Laserfiche donates the technology to the nonprofit, Human-I-T, diverting technology from landfills. Since 2018, Laserfiche has diverted 20,578 pounds of technology, which is then repurposed and provided to communities to help bridge the digital divide.

Laserfiche has also partnered with the iDig Long Beach for the 10,000 trees by 2022 initiative. Laserfiche employees have helped plant and maintain street trees in Long Beach to combat air pollution and create an urban forest. Learn more here: <https://laserfiche1.wistia.com/medias/byndbyp9uw?wtime=0>. Furthermore, as part of our Laserfiche's Empower user conference, the company asked visitors to share their sustainability initiatives and planted over 600 trees on their behalf.

Anti-Discrimination Policy

Laserfiche is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, interns, and volunteers based on their actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation, and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status, and any other consideration protected by federal, state, or local law (collectively referred to as "protected characteristics").

Discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver license issued to those

who cannot document their lawful presence in the United States, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state, or local law. Laserfiche allows employees to self-identify their gender, name, and/or pronoun, including gender-neutral pronouns. Laserfiche will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, the Company will identify the employee in accordance with the employee's current gender identity and preferred name.

Laserfiche will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state, or local law. Laserfiche also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

Vendor Certifications

Laserfiche currently has DoD 5015.2 v3 certification, HECVAT certification and a SOC II PLUS available (provided with signed NDA). ISO 27001 certification in progress.

TAB 5 PRODUCTS AND SERVICES

Laserfiche will perform and provide its products and/or services under the terms of this agreement with NCPA as well as the terms of its Cloud Subscription Agreement, End User License Agreement and/or Laserfiche Services Agreement, as applicable. Laserfiche will assist the end user with marking a determination of their individual needs.

See above referenced agreements for warranty, indemnification and other legal standard provisions.

The following is a list of Documents and Record Management categories offered by Laserfiche:

1. Categories

- Enterprise Content Management
- Workflow
- Records Management
- Records Storage
- Intelligent Content Capture
- Document Imaging
- Document Management
- Data Backup & Recovery
- eForm Software
- Mobile Access
- Process Automation

All products in the Laserfiche product line are manufactured by Laserfiche, and details regarding functionality can be found on our website at www.laserfiche.com.

2. Products and Services. Laserfiche will offer the following products and services:

2.1 Discovery. Discovery/Assessment of Existing Records, System, and Policies/Procedures shall include discovery/assessment sessions in order to develop a detailed assessment and strategic roadmap for a comprehensive Records Management Program.

Laserfiche typically performs discovery workshops as the first step in process initiation and work with our customers. From these sessions, we can provide a detailed assessment of the current state and a roadmap/plan to develop a comprehensive Records Management Program within the Laserfiche platform.

2.2 Tasks. Laserfiche will perform the following tasks:

- A.** On-site assessment/discovery interview sessions, with teams from Participating Agency's departments/divisions, to identify record repositories and processes that result in the generation of records from the following departments.
- B.** Assess current records requirements by the Participating Agency and types of records generated (e.g., data, documents, messages, hardcopies, electronic/soft copies, etc.)
- C.** Systems utilized to store records for both current and legacy documents.
- D.** Current taxonomy and metadata implemented.
- E.** Existing data inventory systems from offsite record storage providers.
- F.** Systems utilized to store records for both current and legacy documents.
- G.** Evaluation of adherence to the current Retention Schedule/Record Destruction Policy Identification and evaluation of records generated (hard copy and/or electronic) – Applicable federal, state, and local laws/regulations.
- H.** Current system used for record storage (current and archived).
- I.** Areas of potential record duplication.

Laserfiche project lifecycles cover the above tasks. Initial discussions are required to determine exactly what migrations from legacy systems would require. It is Laserfiche's expectation that after a migration all content, Laserfiche would become the source of truth for documents. Any risk of record duplication would be cleared up in the migration plan.

2.3 System Capability. Laserfiche solutions:

- A.** Are compatible with all modern web browsers (Edge, Firefox, Chrome, Safari, etc.)
Laserfiche is supported on the latest versions of Chrome, Microsoft Edge (Chromium), Firefox, and Safari for iOS.
- B.** Utilize a mobile-friendly, responsive design that is compatible on iOS and Android Mobile devices
- C.** Allow Participating Agency System Administrator to configure role-based permissions and individual user permissions.

System administrators can set security permissions and feature rights on an individual or group basis.

- D.** Allow users to enter search parameters to locate documents by reference number, application name, document type, date received, site address and other entered attributes.

These metadata fields can be applied to all files/folders stored in the repository and used in search.

- E.** Allow Participating Agency Application Administrator to configure new folders, sub-folders, document attributes, and document types without Contractor's assistance. Administrator can select whether confidential folders are visible in the customer-facing interface.

Admin users can configure security rights, including visibility, on all files within the repository. Authorized users can create new folders, sub folders, metadata fields, templates, or document types, and configure other settings based on their assigned rights.

- F.** Allow Users to configure their own search parameters to enable searching by a variety of attributes, for example: reference number, date received, and document type.

Users can filter their searches by metadata fields (reference number, date, document type, or any other fields that are configured by authorized users.) These searches can also be saved and reused if needed.

- G.** Have options for onsite, cloud-based storage and hybrid-based storage

Laserfiche is available in either a Cloud SaaS system or Self-hosted system. Self-hosted systems can be hosted on an organization's onsite servers and/or Cloud environments such as Azure or AWS.

- H.** Allow Participating Agency to retain ownership of the data stored on the platform and the ability to extract it in full at any time.

- I.** Allow the direct import of common electronic document types (such as, but not limited to: TIF, PDF, JPG, Microsoft Office standard formats such as docx and xlsx).

All file types that can be stored within a Windows system can also be stored in the Laserfiche Repository.

- J.** Are easy to navigate, user-friendly user interface.

Laserfiche provides a friendly user experience by delivering a modern, intuitive user interface.

- K.** Allow for add-on for Microsoft Office Integration to enable import of emails directly into system.

Laserfiche has a user-friendly Microsoft Outlook integration that allows users to import emails with only a couple of clicks.

- L.** Allow for files can be uploaded by using a drag-and-drop system.

- M.** Allow Application administrator to upload document templates for use by users.

- N.** Enable storage of application presentation documents, such as PowerPoint files, photographs and videos

All files that can be saved on a Windows device can be uploaded into the

repository.

O. Identify duplicate documents within a folder

Depending on the Repository setup, workflow can be used to identify duplicate documents in a folder based on configured rules (such as when file names match).

2.5 Customer Facing Interface. The Laserfiche User Interface addresses the following requirements:

A. Include a count of the total number of documents in a folder,

B. Enable the downloading and printing of documents

C. Allow Administrator to redact sections of documents from public view if needed. Printed and downloaded documents include the redaction in the downloaded version,

Annotations, such as redactions, can be applied to document pages. Redactions will be included in downloaded versions of documents. When downloading document pages as PDFs, users can choose to convert Laserfiche annotations to PDF annotations upon download.

D. Ability to generate hyperlinks to specific documents within the system to allow these to be used in reports, emails, etc,

Please note that depending on how the document link is sent, users will still need to login to view the document.

E. Ability to select different languages and/or photos within the interface,

Laserfiche offers several language options to translate the interface display text within the repository client. Additionally, users can view photos stored in Laserfiche.

F. ADA Compliant Interface,

As a part of our ongoing commitment to accessibility within our software, Laserfiche has Voluntary Product Accessibility Templates (VPATs) available for review for our product suite. For more information visit <https://www.laserfiche.com/legal/accessibility/>

G. At-a-glance status of applications based on input meta-data (i.e meta-data and attribute can be added to application folders in addition to documents within folders to enable application status to be published/summarized via a page on the Participating Agency's website.

Metadata can be applied to folders and updated depending on the status of a document. This information can be displayed either in the Repository columns, or in the folder name itself so it can be viewed at a glance.

2.6 Reporting and Management. Laserfiche solutions meet the following requirements:

A. System generates reports of number of documents accessed, imported, uploaded, edited and deleted. Results can be refined by user.

Laserfiche Audit Trail enables you to track activities performed in a Laserfiche repository. The tracked information is stored in log files that Audit Trail uses to generate reports. Users can filter reports based on criteria such as action performed, date range, etc.

B. System collects information on when documents are accessed/ viewed/ modified and

downloaded.

Laserfiche Audit Trail can be configured to store this data into log files that can be used to generate reports.

- C. System can generate reports on total size of all data stored in the system and, depending on whether system is cloud-based, where data is being stored.

Full storage information can be viewed within administrative consoles for both self-hosted and cloud. Self-hosted systems will also display storage location information by reporting on individual file volumes created for the system.

2.7 Testing. Laserfiche will complete all necessary implementation work in a professional manner that meets the requirements of the Participating Agency. Laserfiche will ensure that system is correctly configured to meet all Participating Agency functional requirements. Laserfiche will coordinate functional testing to ensure accuracy of configurations. Work shall commence within 45 days of contract award.

Projects always entail the delivery of a requirements document. On signing off on finalized requirements documentation, the development cycle begins. The Laserfiche development cycle runs in an agile manner where the team will demo new features/processes as they are being built to receive immediate feedback in coordination with the requirements deliverable. After development, the project enters the user acceptance testing phase where Laserfiche and our customer will work together to turn the requirements document into a test plan. It will be up to the customer to work through the test plan and confirm requirements are met. Laserfiche's goal with the agile development cycle is to make the User Acceptance Testing phase much easier for both parties as proper expectations are met early in the project.

2.8 Training. Laserfiche will provide resources experienced with developing and executing training plans, including content development and delivery, to assist the Participating Agency in meeting end-user training needs. Implementation shall occur in phases and knowledge transfer shall be an ongoing process throughout the entire project. Laserfiche will also provide knowledge transfer both verbally and through written documentation and procedures.

When working directly with our customer, Laserfiche provides engineers well-versed in all aspects of a project's lifecycle. A typical project flow runs as follows: project kickoff, requirements gathering, development, user acceptance training/testing, formal user training, go-live and stabilization. Knowledge transfer occurs during the entire project but agreed upon documentation is typically delivered between the UAT/Go-Live phases of the project.

Laserfiche's most successful projects follow a train-the-trainer approach, where a subset of business/admin users are trained directly by the Laserfiche staff and become well versed in the documentation provided. From there, these internal individuals are points of contact for onboarding new users or helping existing users work through any issues.

3. Deliverables. Laserfiche will work with each customer to develop the following deliverables in the assessment of the Participating Agencies current system and proposed solution:

- A. Work Plan/Timeline: Provide work timeline with estimated days/hours required to complete the Discovery/Assessment of Existing Records, System, and Procedures.

- B.** Findings Report with comprehensive findings resulting from the assessment/evaluations and onsite meeting completed.
- C.** Key Stakeholder Meeting: Conduct one on-site presentation of the gap analysis findings identified from the assessment/ evaluations and onsite meetings to the Participating Agency's identified project team.
- D.** Suggested retention processes that are applicable across various record generating processes and systems.
- E.** Include costs and strategies for implementing such automated processes across different enterprise systems.
- F.** A reduction of impacts to existing and future document users and resources, including processes that access, use, generate, store or destroy documents (including minimizing new requirements, responsibilities and processes related to managing documents).
- G.** Recommendations on maximizing the availability and accessibility of documents for business and transparency purposes.
- H.** Recommendations on minimizing the long-term costs associated with managing documents of all forms, including costs associated with onsite and offsite document filing, storing and retrieving, as well as storing and backing up electronic documents.
- I.** Recommendations on minimizing Participating Agency's liability associated with retaining and destroying documents and comply with applicable regulations and laws.
- J.** Document destruction, transference and conversion guidelines.
- K.** Identify space (internal or external) and equipment necessary for filing records. Determine if offsite records storage can be reduced for cost reduction for the Participating Agency.
- L.** General guidance on executing strategies for successful adoption of new policies, processes and procedures.
- M.** Recommendations for change management, training and other ongoing program management activities such as self-auditing.
- N.** Additional recommendations as needed.
- O.** Work Plan/Schedule for recommendations and strategies (including milestones and phases)

TAB 8

VALUE ADDED PRODUCTS AND SERVICES

Laserfiche lists integrations available from our Professional Developer Partnership (PDP) members on the Integration Marketplace (<https://www.laserfiche.com/products/marketplace/>). These integrations compliment the Laserfiche product line.

Additionally, the Laserfiche Professional Services Group can work with customers and resellers to meet the customer's unique product needs. This services rate may be found in our separately provided price list.

TAB 9 REQUIRED DOCUMENTS

- Federal Funds Certifications
- Clean Air and Water Act & Debarment Notice
- Contractors Requirements
- Required Clauses for Federal Assistance by FTA
- Federal Required Signatures
- Antitrust Certification Statements Texas Government Code § 2155.005
- State Notice Addendum

FEDERAL FUNDS CERTIFICATIONS

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 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.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to 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 as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 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."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 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, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay

wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 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. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be 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 U.S.C. 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.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the 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 of 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.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 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 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) 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 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors 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 U.S.C. 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.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the

offeror certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for 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.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- 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 all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

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

CLEAN AIR AND WATER ACT AND DEBARMENT NOTICE

By the signature below (Under Federal Required Signatures), 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.

I hereby further 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.

CONTRACTOR REQUIRMENTS

Contractor Certification

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 statues of the states it is 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 offeror 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 NCPA Participating entities in which work is being performed.

Fingerprint & 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 offeror 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.

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

REQUIRED CLAUSES FOR FEDERAL ASSISTANCE PROVIDED BY FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees

to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. 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. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
 - c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

- 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

- 3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me

made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

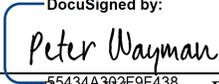
FEDERAL REQUIRED SIGNATURES

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror Compulink Management Center, Inc. dba Laserfiche

Address 3443 Long Beach Blvd.

City/State/Zip Long Beach, CA 90807

Authorized Signature 
Peter Wayman, President

Date 11/16/2022

ANTITRUST CERTIFICATION STATEMENTS TEXAS 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 bid, 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 bid, 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 bid 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.

Company Name Compulink Management Center, Inc. dba Laserfiche

Address 3443 Long Beach Blvd

City/State/Zip Long Beach, CA 90807

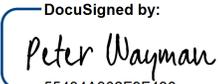
Telephone Number 562-988-1688

Fax Number Not Applicable

Email Address notices@laserfiche.com

Printed Name Peter Wayman

Title President

Authorized Signature 
55434A302F9F438...

STATE NOTICE ADDENDUM

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/State_and_Territories.shtml

<https://www.usa.gov/local-governments>



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

June 11, 2025

Mr. Landon Devault
Sales Operations Analyst
Compulink Management Center, Inc. dba Laserfiche
3443 Long Beach Blvd
Long Beach, CA 90807

Sent via email to: landon.devault@laserfiche.com

Re: Renewal of Region 14 ESC Contract **#01-158, Documents and Records Management**

Dear Mr. Devault:

Region 14 Education Service Center is pleased to announce it is renewing contract **#01-158, Documents and Records Management** for the period December 1, 2025 through November 30, 2026, in accordance with the contract.

If you have any questions or concerns, feel free to contact me at (325) 675-7003.

Sincerely,

Signed by:

Handwritten signature of Emily Jeffrey in black ink, enclosed in a blue rounded rectangular box. Below the signature is the alphanumeric string "4FE64E70707547B...".

Emily Jeffrey
Region 14, Chief Financial Officer

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Information Technologies Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. 23-6692-01) and Carahsoft for the purchase of Technology Products, Solutions and Related Services.

BE IT FURTHER RESOLVED that the Kane County Information Technologies Department is hereby authorized to purchase Technology Products, Solutions and Related Services through OMNIA's Carahsoft Contract No. 23-6692-01 for a sum not-to-exceed One Hundred Thousand Dollars (\$100,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED by the Kane County Board that One Hundred Thousand Dollars (\$100,000) per fiscal year is hereby appropriated from Various Computer Software/ Computer Related Supplies funds and Various to pay for the Information Technologies Department Technology Products, Solutions and Related Services procurement from Carahsoft under Contract No. 23-6692-01.

Line Item: 001.800.801.50340, 001.060.060.60020, 500.800.801, Various
Line Item Description: Computer Software, Computer related supplies, Capital, Various
Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes
Are funds currently available for this Personnel/Item/Service in the specific line item? Yes
If funds are not currently available in the specified line item, where are the funds available? N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Purchase of Technology Products, Solutions, and Related Services for the Information Technologies Department (Contract#23-6692-01)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630-232-5827

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$100,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

The Kane County Information Technologies Department desires to utilize, through the OMNIA MICPA public purchasing contract (Contract No. 23-6692-01) to purchase Technology Products, Solutions and Related Services from Carahsoft. This was previously approved on Resolution No. 24-246 and the contract has been extended through April 30, 2028. This resolution is for a for a sum not-to-exceed \$100,000 per fiscal year.

Cobb County

Contract # 23-6692-01

for

Technology Product Solutions and Related Services

with

Carahsoft Technology Corporation

Effective: May 1, 2023

The following documents comprise the executed contract between the Cobb County, and Carahsoft Technology Corporation effective May 1, 2023:

- I. Executed Master Agreement
- II. Supplier's Response to the RFP, incorporated by reference

Reference Number	
Reference Depart.	Purchasing Department

Master Agreement

Owner: Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090

Contractor: Carahsoft Technology Corp.
11493 Sunset Hills Road, Suite 100
Reston, VA 20190

Description: **TECHNOLOGY PRODUCT SOLUTIONS AND RELATED SERVICES:** The undersigned parties understand and agree to comply with and be bound by the entire contents of Sealed Bid #23-6692 ("the RFP"), and the Contractor's Proposal submitted October 13, 2022, which is incorporated herein by reference.

OMNIA PARTNERS, PUBLIC SECTOR: Supplier agrees to extend Goods and/or Services to public agencies (state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit) ("Public Agencies") registered with OMNIA Partners, Public Sector ("Participating Public Agencies") under the terms of this agreement ("Master Agreement").

Governing Law: This Agreement shall be governed by the laws of the State of Georgia. As to any dispute hereunder, venue shall be in the Superior Court of Cobb County, Georgia.

Term: This Agreement shall begin on May 1, 2023, the Effective Date, for a period of thirty-six months, and shall automatically terminate and renew for two (2) additional twelve (12) month periods and shall terminate absolutely on April 30, 2028, unless earlier terminated as provided herein. Pursuant to O.C.G.A. § 36-60-13, this Agreement shall terminate absolutely and without further obligation on the part of the County at the close of the calendar year in which it was executed and at the close of each succeeding calendar for which it may be renewed. The Parties reserve the right to renew, amend or extend the Agreement for additional terms. Either party may terminate this Agreement for convenience and/or due to lack of funding at the end of each annual term.

Price: Prices for services and equipment, if applicable, as stated in the Contractor's proposal

Billing: For purchases made by Cobb County Government, all original invoices shall be submitted directly to the Cobb County Finance Department. Invoices shall bill only for items received during the period covered by the invoice and shall clearly identify such items in accordance with invoicing guidelines in the Sealed Bid Proposal. For purchases made by participating public agencies, the Contractor shall comply with each agency's invoicing and billing requirements outlined on the applicable order.

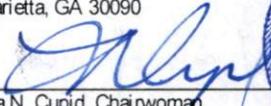
{ SIGNATURES ON NEXT PAGE }

IN WITNESS, WHEREOF, this Agreement has been executed by Owner and accepted by Contractor to be effective as of the date first above written.



Cobb County... Expect the Best!

Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090



Lisa N. Cupid, Chairwoman
Cobb County Board of Commissioners



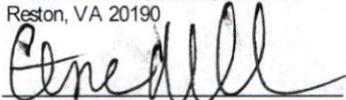
5/5/23

Date

APPROVED
PER MINUTES OF
COBB COUNTY
BOARD OF COMMISSIONERS

3/14/23

Carahsoft Technology Corp.
11493 Sunset Hills Road, Suite 100
Reston, VA 20190



Authorized Signatory

Proposal Team Lead

Title

04/06/23

Date

Date

FEDERAL TAX ID NUMBER

52-2189693

Approved as to form



County Attorney's Office

April 25, 2023

Date

Reference Number	
Reference Depart.	Purchasing Department

Master Agreement

Owner: Cobb County Board of Commissioners
100 Cherokee Street
Marietta, GA 30090

Contractor: Carahsoft Technology Corp.
11493 Sunset Hills Road, Suite 100
Reston, VA 20190

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{ SIGNATURES ON NEXT PAGE }

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5.1 COVER LETTER

The proposer shall provide a cover letter describing a brief history of the Proposer and its organization. The letter will list the Principal or Officer of the organization who will be the County's primary point of contact during clarifications or negotiations. This individual must have the authority to clarify and/or negotiate all aspects on the scope of products and services on behalf of the Proposer. An officer authorized to bind the Proposer to the terms and conditions of this RFP must sign the cover letter.

October 13, 2022
Cobb County
122 Waddell Street NE
Marietta, Georgia 30060

Re: Carahsoft's Response to the Cobb County's Request for Proposals: Technology Product Solutions and Related Services, Solicitation Number: 23-6692

Dear Evaluation Team,

Carahsoft Technology Corp. appreciates the opportunity to respond to the Cobb County (County)'s Request for Proposals (RFP): Technology Product Solutions and Related Services. Carahsoft is proposing our robust catalog of manufacturer, services, and reseller partners. Our team has reviewed and considered County's requirements outlined in the RFP and has carefully put together a solution that will best meet your needs.

Carahsoft, The Trusted Government IT Solutions Provider®, is responding as the OMNIA contractor (R191902) and government distributor for our partner ecosystem. As the Master Government Aggregator® for our vendor partners, Carahsoft has combined extensive knowledge of the technologies we provide with a thorough understanding of the government procurement process, to analyze needs, provide configuration support, simplify the ordering process, and offer special government pricing since 2004. Working with resellers, systems integrators and consultants, our sales and marketing teams provide industry leading IT products, services, and training to support Public Sector organizations across Federal, State and Local Government agencies and Education and Healthcare markets.

Please feel free to contact me directly at 703.673.3568/Elise.Roell@carahsoft.com or George Nicholls at 703.889.9815/George.Nicholls@carahsoft.com with any questions or communications that will assist County in the evaluation of our response. This proposal is valid for 90 days from the date of submission.

Thank you for your time and consideration.

Sincerely,



Kristina Smith
Contracts Director

5.2 EXECUTIVE SUMMARY

The Proposer shall provide an Executive Summary that presents in brief, concise terms a summary level description of the contents of the proposal.

Solution Overview

Carahsoft understands that the Cobb County is seeking qualified suppliers for Technology Product Solutions and Related Services to establish a Master Agreement to achieve cost and time savings for Suppliers and Participating Public Agencies. As the Prime Contractor, Carahsoft has assembled a team for the initiative that includes our portfolio of over 300 Technology Manufacturers and network of around 3,000 reseller and services partners as the best solution to meet County’s requirements.

Cobb County Objectives	Carahsoft Qualifications
Provide a comprehensive competitively solicited Master Agreement offering products and services to Participating Public Agencies.	With over 300 technology manufacturers and our large partner network of over 3,000 resellers and services partners, Carahsoft is uniquely positioned to provide a robust catalog of products and services to help the Participating Public Agencies access a full range of solutions to meet their needs.
Establish the Master Agreement as a Supplier’s primary offering to Participating Public Agencies.	Carahsoft currently holds two Omnia contracts, in addition to a multitude of Canadian, and U.S. Federal and State and Local contracts.
Achieve cost savings for the Suppliers and Participating Public Agencies through a single competitive solicitation process that eliminates the need for multiple bids or proposals.	As the Master Government Aggregator for our vendor partners, we have extensive experience negotiating price lists that provide the best value to our government customers and cuts down on the procurement activity required for all parties.
Combine the volumes of Participating Public Agencies to achieve cost effective pricing.	Carahsoft strives to provide the most competitive pricing on the market for our government customers.
Reduce the administrative and overhead costs of Suppliers and Participating Public Agencies through state-of-the-art ordering and delivery systems.	Our sales, order operations and IT teams are all closely integrated to deliver the most efficient process from quote to cash. We strive for 60-minute quote turnaround time, especially for end-of-quarters and end-of years as well as 6-hour turnaround on all clean POs.

Prime Contractor: Carahsoft Technology Corp.

Carahsoft Technology Corp. is The Trusted Government IT Solutions Provider®, supporting Public Sector organizations across Federal, State and Local Government agencies and Education and Healthcare markets. As the Master Government Aggregator® for our vendor partners, we deliver solutions for Cybersecurity, MultiCloud, DevSecOps, Big Data, Artificial Intelligence, Open Source, Customer Experience and more. Working with resellers, systems integrators and consultants, our sales and marketing teams provide industry leading IT products, services, and training through hundreds of contracts. Founded in 2004, Carahsoft is headquartered in Reston, Virginia and employs more than 1,900 professionals dedicated to serving our public sector customers and partners.

Vendor and Partner Relationships – In addition to establishing strategic, long-term relationships with the industry’s leading manufacturers, our partner ecosystem encompasses more than 3,000+ government

contractors, resellers, and integrators who we support and enable with an entire suite of value-added opportunities that run the gamut from training/certification and pre-sales support to lead generation and business development.

Proven Execution – Carahsoft has deep expertise in government contracting and procurement. We manage and maintain a wide variety of government-wide and agency-specific purchasing contract vehicles and purchasing agreements for agencies at the state, local, and federal levels. As a result, we now serve as the largest government partner for the majority of our vendors, who have also entrusted other major aspects of their businesses to Carahsoft including partner enablement, commercial sales, renewals and upsell, and help desk services.

Contract Vehicles – Since 2004, Carahsoft has acquired and maintained a wide variety of purchasing contract vehicles for agencies at all levels of government. Associated with all contracts are dedicated and experienced contract management resources. A list of available contracts can be found at www.carahsoft.com/contracts/index.php.

Growth & Stability – A stable, conservative, and profitable company, Carahsoft has demonstrated impressive growth year after year, with annual revenue of \$3.4 million in our first year in 2004 to \$10.2 billion in 2021. In September of 2021, our team of dedicated, highly trained marketing, sales, contracting, and business operations experts processed 16,916 orders worth more than \$1.8 billion.

Awards and Industry Recognition – Carahsoft receives awards for our excellent performance yearly. For more information on the hundreds of awards we have received please visit our website at <https://www.carahsoft.com/awards>.



Carahsoft Technology Product, Services, and Solution Offering

Cobb County Requirements	Carahsoft Capabilities
<p>Technology Products: A complete portfolio of technology products such as desktops, laptops, tablets, PDAs, servers, storage, ruggedized devices, thin clients, printers, monitors, multifunction printers, scanners, plotters, projectors, video conferencing, teleconferencing, analog phones, VoIP phones, conference phones, audiovisual equipment such as computer-video interfaces, switchers, matrix switchers, distribution amplifiers, video scalars, scan converters, processing devices Ethernet control interfaces and high resolution cables, instructional equipment, security equipment, cabling, modems, wired and wireless networking, networking to support server, storage and client applications such as routers and switches, software, computer accessories, computer components, power protection, data protection, video cameras, virtualization products, systems and network management tools, database products, data center facilities (racks, fire suppression, electrical, HVAC, generator, physical access controls) as well as any other technology products available from Offeror.</p>	<p>Carahsoft has provided our corporate linecard as an attachment which shows our robust catalog of manufacturer partners which meet the technology portfolio described. We are happy to leverage this vast ecosystem to support the Cobb County and Omnia partners needs.</p>
<p>Technology Services and Solutions: A complete portfolio of technology services and solutions such as systems</p>	

Cobb County Requirements	Carahsoft Capabilities
<p>configuration, testing, software copying, hardware and software installation, upgrades and/or maintenance, system integration, network integration, extended warranties, warranty service, staff augmentation and any other services and solutions available from Offeror. Specific requirements will be developed on a task order basis and may include, but is not limited to, services and solutions such as:</p>	
<p><u>Virtualization</u>: Transform data center with virtualization to consolidate servers, reduce energy consumption, increase IT capacity, add system flexibility and prepare for cloud computing.</p>	<p>IT organizations are challenged by the limitations of today's x86 servers, which are designed to run just one operating system and application at a time. As a result, even small data centers have to deploy many servers, each operating at just 5 to 15 percent of capacity—highly inefficient by any standard.</p> <p>A key benefit of virtualization technology is the ability to contain and consolidate the number of servers in a datacenter. This allows businesses to run multiple application and OS workloads on the same server. Ten server workloads running on a single physical server is typical, but some companies are consolidating as many as 30 or 40 workloads onto one server. As you might expect, dramatically reducing server count has a transformational impact on IT energy consumption. Utilization of x86 servers increases from the typical 8-15 percent to 70-80 percent. Reducing the number of physical servers through virtualization cuts power and cooling costs and provides more computing power in less space. As a result, energy consumption typically decreases by 80 percent.</p>
<p><u>Physical Security</u>: Security solutions seaports, airports, water and wastewater, transportation, critical infrastructure, perimeter defense, physical and logical access control, identity management, antiterrorism protection, automated alarms and alerts, integration with databases containing critical security information, cyber security and asset management, endpoint security and other network security and IT security.</p>	<p>Physical Security solutions combine video management, access control, video analytics, intrusion alerts and more onto a single or consolidated platform of networks that can be accessed from anywhere and at any time through a Web browser. Data from these subsystems is automatically correlated, providing users with a comprehensive view of security operations.</p>
<p><u>Communications</u>: Communication solutions to converge voice, data and video communications onto a single, secure IP-based network.</p>	<p>The F5 BIG-IP family of products offers application intelligence that network managers need to ensure applications are fast, secure, and available. All BIG-IP products share a common underlying architecture, F5's Traffic Management Operating System (TMOS), which provides unified intelligence, flexibility, and programmability. Together, BIG-IP's powerful platforms, advanced modules, and centralized management system make up the most comprehensive set of application delivery tools in the industry.</p>
<p><u>Cloud</u>: Cloud solutions for scalable computing and storage capacity and rapid self-provisioning computing capabilities. This may include, but is not limited to, Cloud Infrastructure as a Service (IaaS), Cloud Software as a Service (SaaS) and Cloud Platform as a Service (PaaS).</p>	<p>With no minimum fee and a pay for what you use model, Google Cloud Storage capacity pricing is the most cost effective in the market. In addition, with lifecycle management Google Cloud storage allows you to reduce your costs even further by automatically archiving your objects to Cloud Storage Nearline and scheduled deletions. Store your data on Google's infrastructure with very high level of durability and availability. Google Cloud Storage stores and replicates your data allowing a high level of persistence. Google Cloud Storage is built with a replicated storage strategy. All data is encrypted both in-flight and at rest. The</p>

Cobb County Requirements	Carahsoft Capabilities
<p>Infrastructure: Infrastructure solutions such as data center management, network modernization and migration, desktop virtualization, risk and vulnerability management, and IT service management.</p>	<p>Google security model is an end-to-end process, built on over 15 years of experience.</p> <p>Datacenter Infrastructure is the backbone of delivering IT performance to the consumers of today's applications. Technology has shifted to become increasingly software-driven which puts more pressure on the infrastructure to deliver the level of performance the software is capable of or demands. Traditional datacenter infrastructure is being challenged to meet the demands of this new approach.</p> <p>New datacenter infrastructure technology embraces the software driven approach and is designed to accommodate large consumptions of data in a number of forms. Arista Networks has lead the network modernization shift by designing network switches with high buffers and high speeds. They provide a flexible solution to make the transition from a traditional approach to a modern infrastructure more affordable, by not requiring forklift upgrades to the entire datacenter. Network modernization is a key to delivering applications like desktop virtualization and big data analytics.</p>
<p>Data Management: Data management solution which uses technologies such as thin provisioning, de-duplication and automated storage tiering to improve storage utilization.</p>	<p>Data is the raw material of business – an economic input almost on par with capital and labor. However, data in most organizations is scattered across multiple operational and analytical systems. Big data with new sources, such as social media, cloud applications, and syndicated data services are on the rise, and many organizations are realizing that physical consolidation or replication of data is not practical for all data integration and business agility needs. Data needs to be made easily consumable by people who need it to advance the business.</p> <p>Data Virtualization is a lean data integration solution that provides easy, real-time, and unified data access across disparate sources to multiple applications and users. Data Virtualization makes data spread across physically distinct systems – such as multiple databases, XML files, and even Hadoop systems – appear as a set of tables in a local database. This comprehensive platform enables agile data provisioning by providing the following functions:</p> <ul style="list-style-type: none"> • Connect: Access data from multiple heterogeneous data sources with different access methods and storage models. • Compose: Easily create reusable, business-friendly data models and virtual unified views by combining and transforming data from multiple sources. • Consume: Make integrated data available on demand for consumption by external apps through open standards interfaces.
<p>Visual Communications: Visual communications that integrate</p>	<p>Now more than ever, people need the ability to</p>

Cobb County Requirements	Carahsoft Capabilities
<p>audio, video, voice and presentation capabilities.</p>	<p>collaborate effectively with colleagues, partners, and customers—around the world, across devices, and through technical boundaries. More and more organizations, including large enterprises and government agencies, are using Visual Communication to drive end-to-end, business-critical workflows for web meetings, eLearning, and webinars. The right Visual Communication solution delivers exceptionally rich interactions and enables organizations to fundamentally improve productivity.</p> <p>You can captivate your audience with rich, engaging, and interactive experiences and make them available to virtually anyone, anywhere, on virtually any device, with just a click of a button.</p> <p>Certain Visual Communication Technologies allow invitees to easily attend a meetings from the desktop without requiring a client download, and offers complete mobile-to-mobile collaboration capabilities to address the realities of today's business environments, where employees and customers are on the move worldwide.</p>
<p>UCC (Unified Communications and Collaboration): UCC video teleconferencing solutions that provide for critical infrastructure, emergency operations centers, command rooms, fusion centers, training rooms, and classrooms.</p>	<p>When disasters happen, first responders and emergency personnel are not always in the same place. Unified Communications and Collaboration allows you to set up a virtual command center that can be pre-loaded with maps, actions plans and emergency contact information. This allows first responders and decision makers to work together more quickly and effectively. In 2010 the US Southern Command used UCC technologies to support the Haiti earthquake disaster relief teams, and the Montana National Guard used it to coordinate efforts in fighting the wildfires in the summer of 2015.</p> <p>UCC technologies for distributed team collaboration efforts help government organizations accelerate team decision-making regardless of where people are located by equipping them with a powerful and easy-to-use set of tools for web conferencing and information sharing. Leverage existing investments in video conferencing solutions by integrating your video telephony devices supporting SIP/H.264. Nontechnical users can share everything from text and graphics files to multimedia presentations and websites; collect comments from multiple reviewers; and host live, interactive discussions online without additional downloads.</p>
<p>Broadcast Studio: Broadcast studio solutions for staff that oversee communications and public broadcast efforts which provide integration (system design engineering), fabrication, budgeting, scheduling, engineering, architectural planning (technical grounding, power distribution and facility load requirements), and equipment specification (video, audio, network and storage technologies).</p>	<p>Public sector communication is undergoing an incredible transformation. Government organizations that adopt innovative technologies can capitalize on this transformation to create mission value and cost savings opportunities.</p> <p>Broadcast Studios help public sector organizations accelerate their direct communications with the public in</p>

Cobb County Requirements	Carahsoft Capabilities
	<p>order to drive measurable benefits. More than 1,000 organizations worldwide use Broadcast Studios and secure cloud-based enterprise marketing platforms to reach, inform and engage their audiences through web, email, mobile and social media channels.</p> <p>The utilization of multiple channels enables Broadcast Studios to send personalized, targeted communication to promote services, enhance public awareness, and drive better involvement in agency programs through email, text messaging and other digital media channels.</p>
<p><u>Law Enforcement:</u> Public safety solutions such as in-car video, body worn cameras, license plate recognition, mobile computing, city surveillance, and digital evidence management.</p>	<p>Carahsoft works in law enforcement with a number of vendors; with various solutions like: Acadis, ADF Solutions, Adobe, Airgility, Airversity, Authentic8, AWS, Axon, BlackBerry, Blackswift, Blueforce Development, Cellebrite, Chainalysis, Commvault, Conceal, Darkowl, Dedrone, DigitalBlue, Elight, Flashpoint, Ghost Robotics, Google Cloud, Gridless Power, Icaros, ikeGPS, Informatica, Inspired Flight, Juniper Unmanned, Lightsense, Magnet Forensics, Mark43, Measure, Mi-Case, Microsoft, Microsoft Surface, NTrepid, Nuance, NVIDIA, Okta, piXlogic, Qii.Ai, Recorded Future, Red Hat, Reveal, SAFR, Salesforce, SkyX, Software AG, Sonim, Tableau, TransUnion, Trimble, VELARY, Veritone, Vidizmo, Vintra, VIQ, Voyager Labs, Wickr</p>
<p><u>Mobility:</u> Mobility services to keep users connected, responsive and secure such as email protection, download prevention, containerize content on devices, self- destructing content, and content linked back to the user.</p>	<p>The Mobility/Telework portfolio at Carahsoft includes industry-leading emerging technology solutions to enable government agencies to address a changing workplace. Organizations need to adapt rapidly to shifting user needs while maintaining data privacy and compliance requirements.</p> <p>The US Communities contract would benefit from access to a host of software manufacturers whose focus is to turn a government entities mobile and telework program in to a fully operating and compliant environment to fully meet an agencies mission with:</p> <ul style="list-style-type: none"> • Secure Mobility and Device Management Mobile • Applications and Mobile Productivity Applications • Mobile Application Development and Performance Management • VDI solutions and Telecom and Expense Management software.
<p><u>Asset Management:</u> Asset management solutions to identify and manage installed software, hardware and license entitlements.</p>	<p>Inaccurate inventory, wasted resources, compliance issues, and service delays are all every day risks for enterprises that have serious consequences if not addressed. To mitigate risk, organizations need to know the assets they have, where they are, usage entitlements, who uses them, how they are used, how they are configured, what they cost and the value they deliver.</p>

Cobb County Requirements	Carahsoft Capabilities
	<p>Asset Management tracks the financial, contractual, and inventory details of hardware, software, and virtual infrastructure – as well as non-IT assets – throughout their lifecycles. Asset requests are handled using workflows to obtain approvals, validate entitlements, issue chargebacks, and provision services. Once an asset is deployed, Asset Management records all maintenance activity and enables IT to perform regular audits, right up until asset retirement.</p>
<p>Data Protection: Data protection to protect, backup, recover and archive data and applications.</p>	<p>VERITAS provides complete data protection and recovery for all data, systems, and locations. The Backup Exec family provides the gold standard in Windows data and system protection. The BUE family provides efficient granular recovery of critical Microsoft applications and complete Windows system recovery in minutes, ensuring Windows information is always protected. Backup Exec is designed specifically to protect heterogeneous server environments and remote offices. Additionally, the newest version of Backup Exec, v. 15 provides:</p> <ul style="list-style-type: none"> • Efficient block level deduplication and change block tracking to reduce the amount of data saved to storage. • Deep integration with Microsoft Volume Shadow Copy Service (VSS) and VMware’s vStorage APIs for Data Protection (VADP) for fast virtual machine snapshots. • A single solution and management console for virtual and physical to help reduce cost and complexity while simplifying the protection of your entire environment. • Flexible storage options so you can backup to virtually any storage device including disk, tape, or third party cloud. <p>VERITAS NetBackup delivers high performance data protection that scales to protect the largest UNIX, Windows, Linux, and NetWare environments. With complete protection from remote office to data center to vault, NetBackup offers a single console for all backup and recovery operations. Key Features of NetBackup 7.7 include:</p> <ul style="list-style-type: none"> • Converged backup platform integrates software and hardware to create a solution that is extremely easy to deploy and maintain. • Extensive integration with virtual and physical systems, applications, and storage technologies enable almost any enterprise environment to be protected using a single solution. • Accelerator reduces backup times from hours to minutes by limiting backups to changed blocks and combining them with previous

Cobb County Requirements	Carahsoft Capabilities
	<p>backup data to produce synthetic full backups.</p> <ul style="list-style-type: none"> • Auto Image Replication automates the process of moving data to another site for disaster recovery, merging data from multiple sources and synchronizing catalog information to speed recovery. • Replication Director orchestrates hardware snapshot and replication operations from leading providers such as NetApp and EMC, ensures snapshots are application-consistent, and catalogs snapshots for easy file restore.
<p><u>Energy and Water Conservation:</u> Energy and water conservation solutions to deploy advanced metering infrastructure (AMI) systems designed to measure, collect, analyze and monitor usage real time. Examples of projects include automated meter projects, SCADA (Supervisory Control and Data Acquisition) projects, and security projects.</p>	<p>From smart grid analytics and meter data management to demand-side management tools, we have everything you need to become a best-run utility.</p> <p>With SAP solutions, utilities companies operating in regulated and unbundled markets are better able to meet challenges in supplying power while adapting to industry reorganization and coping with regulatory uncertainty. Facilitated by SAP software, they can harness emerging technologies to achieve the right balance between profitability, sustainability, and safety in supplying their customers with energy.</p> <ul style="list-style-type: none"> • Energy supply chain optimization Integrate supply chain processes and information from procurement and delivery to consumption. • Operational efficiency for plants and grids: gain a single real-time view of plant and business data that enhances the entire asset lifecycle. • The intelligent grid uses state-of-the-art technologies to move smart-grid benefits on to consumers and businesses. • Customer experience: Gain a 360-degree, real-time view of customers to enhance service, marketing, and sales.
<p><u>Financial Services:</u> Financing options such as lease, lease to own, lease with option to own, and IT as a Service.</p>	<p>New innovative technologies and solutions from SAP deliver greater value by enabling better business insight to maintain financial excellence. Make better business decisions with SAP HANA by handling large volumes of granular data and performing in-memory analysis. In addition to on-premise implementations, deploy business processes quickly and flexibly in the cloud.</p> <ul style="list-style-type: none"> • Collaborative finance operations: Improve efficiency with increased automation and global consistency while providing superb service. • Enterprise risk and compliance management: Manage enterprise risk and compliance for optimal financial performance of fraud and audit processes. • Treasury and financial risk management: Increase insight and control for managing cash, liquidity, financial investment decisions,

Cobb County Requirements	Carahsoft Capabilities
	and risk. <ul style="list-style-type: none"> • Financial planning and analysis: Increase organizational agility, control costs, improve margins, and align execution with strategy. • Accounting and financial close: Execute a compliant close that reduces cost and effort and provides regulatory disclosures.
<u>Other Services and Solutions:</u> Services and solutions not listed above that may be proposed by Offeror.	Additional Services and Solutions are detailed and provided within the Cost Proposal of this response.

5.3 COMPANY BACKGROUND/PROFILE

Provide information on company background to include the following:

a. Legal name, address, phone and fax numbers, e-mail, Federal ID#, and website address.

Carahsoft Technology Corporation
11493 Sunset Hills Road,
Reston, VA 20190
www.carahsoft.com

703-871-8500
703-871-8505 – Fax
Sales@Carahsoft.com
Federal ID# 52-2189693

b. Date business was established under current name.

Carahsoft was incorporated in 1999. We have been in business since 2004.

c. Size of company including the total number of employees.

Carahsoft is a Large S-Corporation with around 2,400 employees.

d. Type of ownership or legal structure of business

S-Corporation. We are a privately held company.

e. Has the company ever failed to complete work for which a contract was issued? If yes, explain the circumstances.

Carahsoft has not failed to complete work for which a contracts was issued.

f. Are there any civil or criminal actions pending against the firm or any key personnel related in any way to contracting? If yes, explain in detail. Are there any current unresolved disputes/allegations?

There are no civil or criminal actions pending against the firm or any key personnel related in any way to contracting.

g. Has the firm ever been disqualified from working for any public entity? If yes, explain the circumstances.

Carahsoft has not been disqualified from working for any public entity.

h. If a Supplier requires additional agreements to be signed by a Participating Public Agency, include a copy of the proposed agreement(s) as part of Supplier's proposal.

Individual SOWs and work orders may require additional terms depending on the work required. Since this is deal dependent, we are unable to provide an exact list of additional terms at this time.

5.4 EXPERIENCE

Include a list of the five (5) most relevant or comparable contracts completed by your firm during the past five (5) years with a public entity. For each contract, provide the following information.

- Scope of services/contract description.
- Dollar value of contract.
- Assigned project personnel.
- The contracting entity's contact person, current phone number, and current e-mail address as reference information.

Relevant Experience	
Scope of services/contract description.	Education Software Solutions and Services
Dollar value of contract.	Approximately \$20 Million
Assigned project personnel.	contracts@Carahsoft.com
The contracting entity's contact person, current phone number, and current e-mail address as reference information.	Name: Margaret S. Bass Title: Region 4 ESC Authorized Board Member Phone Number: Carahsoft will provide upon request E-mail Address: Carahsoft will provide upon request

Relevant Experience	
Scope of services/contract description.	Google Products, Services and Solutions Contract
Dollar value of contract.	N/A
Assigned project personnel.	contracts@Carahsoft.com
The contracting entity's contact person, current phone number, and current e-mail address as reference information.	Name: Cathy Muse Title: CPPO Director of Purchasing and Supply Management Phone Number: Carahsoft will provide upon request E-mail Address: Carahsoft will provide upon request

Relevant Experience	
Scope of services/contract description.	GSA Multiple Award Schedule
Dollar value of contract.	N/A
Assigned project personnel.	Contracts@Carahsoft.com
The contracting entity's contact person, current phone number, and current e-mail address as reference information.	Name: Carahsoft will provide upon request Title: Carahsoft will provide upon request Phone Number: Carahsoft will provide upon request E-mail Address: Carahsoft will provide upon request

Relevant Experience	
Scope of services/contract description.	NASA SEWP
Dollar value of contract.	N/A
Assigned project personnel.	Contracts@Carahsoft.com
The contracting entity's contact person, current phone number, and current e-mail address as reference information.	Name: Carahsoft will provide upon request Title: Carahsoft will provide upon request Phone Number: Carahsoft will provide upon request E-mail Address: Carahsoft will provide upon request

Relevant Experience	
Scope of services/contract description.	2GIT
Dollar value of contract.	N/A
Assigned project personnel.	Contracts@Carahsoft.com
The contracting entity's contact person, current phone number, and current e-mail address as reference information.	Name: Carahsoft will provide upon request Title: Carahsoft will provide upon request Phone Number: Carahsoft will provide upon request E-mail Address: Carahsoft will provide upon request

5.5 PRODUCT INFORMATION/SERVICE CAPABILITY

a. *Provide detailed information on service capability and the availability of service centers for maintenance and repairs on a national level. Indicate how many authorized service centers will be available for each state. Will pick up and delivery services be available for service of large equipment items?*

Maintenance and repairs are based on the warranty terms of our individual manufacturer partners and can be provided upon review of a SOW or details provided on a specific work order.

b. *Provide available payment terms and payment methods – purchase order, credit card (procurement card), etc. If credit cards are accepted, may credit card payment(s) be made online?*

Carahsoft supports the following communication types:

1. E-mail Attachment in the following formats: Plain text, PDF, HTML, JPEG, TIFF, Gif, Microsoft Excel, and Microsoft Word
2. Fax
3. Paper copy sent via US Mail or private courier
4. Credit Card (phone or web)

5.6 PRICING

a. *Suppliers shall provide pricing based on a discount from a manufacturer's price list or catalog. Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from Supplier and the pricing per item. Multiple percentage discounts are acceptable, if where different percentage discounts apply, different percentages are specified. Additional pricing and/or discounts may be included.*

- *Include an electronic copy of the catalog from which discount is calculated. Electronic price lists must contain the following: (if applicable)*

- *Manufacturer part #*
- *Supplier's Part # (if different from manufacturer part #)*
- *Description*
- *Manufacturer's Suggested List Price and Net Price*
- *Net price to Cobb County, GA (net price shall include freight and any additional fees that may be charged such as credit card processing, administrative fees, etc.)*

Media submitted for pricing must include the Supplier's company name, solicitation name and bid #, and the bid opening date on a Flash Drive.

b. *Provide details of and propose additional discounts for volume orders, special manufacturer's offers, minimum order quantity, free goods programs, total annual spend, etc. (if offered).*

c. *If used, trade-ins, leasing/financing, or other offerings are available, provide applicable pricing and discounts.*

Carahsoft is proposing to extend the pricing discounts that are currently offered through our Educational Software Solutions and Services Contract (Contract Number: R191902, which managed by Region 4 Education Service Center in Texas) to Cobb County.

This pricelist can be viewed at the following

link: <https://www.omniapartners.com/publicsector/suppliers/carahsoft-technology-corp/contract-documentation#c35362>

5.7 FINANCIAL STATEMENTS

Proposers shall submit a recent history of financial solvency and provide the following:

- a. *Financial Statement: Include the most recent, independently certified financial statement. Financial statements must include a balance sheet and income statement.*

As a privately owned company, Carahsoft does not publicly release financial information. We are a stable, conservative, and profitable company which has grown, since founding in 2004, from \$4M in bookings to more than \$10.2 in 2021. The company has received numerous accolades for our business performance from our manufacturing partners and the industry, including annual recognition (detailed further on our website) in the CRN Solution Provider 500 (2006—Present), Washington Technology's Top 100 Government Contractors (2010—Present), and the Washington Business Journal's Largest Government Contractors (2011—Present).

We currently maintain a \$25M line of credit available (currently 100% available) with Atlantic Union Bank.

Should you require our audited financial statements or have further financial inquiries, we would be happy to provide additional information under separate cover to the specific individual that would be reviewing them.

- b. *Name and address of firm preparing the attached financial statement including a letter stating the independent audit or review has been performed by the firm.*

Not applicable.

- c. *State whether the Proposer has ever had a bankruptcy petition filed in its name, voluntarily or involuntarily. If yes, specify all relevant details.*

Not applicable.

5.8 NATIONAL CONTRACT

Attachment A, Exhibit A

a. *Include a detailed response to Attachment A, Exhibit A, OMNIA Partners Response for National Cooperative Contract. Responses shall highlight experience, demonstrate a strong national presence, describe how Supplier will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and report to OMNIA Partners.*

Supplier must supply the following information for the Principal Procurement Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies through OMNIA Partners.

3.1 Company

a. *Brief history and description of Supplier to include experience providing similar products and services.*

Carahsoft Technology Corp. is The Trusted Government IT Solutions Provider®, supporting Public Sector organizations across Federal, State and Local Government agencies and Education and Healthcare markets. As the Master Government Aggregator® for our vendor partners, we deliver solutions for Cybersecurity, MultiCloud, DevSecOps, Big Data, Artificial Intelligence, Open Source, Customer Experience and more. Working with resellers, systems integrators and consultants, our sales and marketing teams provide industry leading IT products, services, and training through hundreds of contracts. Founded in 2004, Carahsoft is headquartered in Reston, Virginia.

b. *Total number and location of salespersons employed by Supplier.*

Carahsoft employees about 2,400 persons.

c. *Number and location of support centers (if applicable) and location of corporate office.*

Carahsoft's main office is located at 11493 Sunset Hills Road, Reston, VA 20190.

d. *Annual sales for the three previous fiscal years.*

2019 – \$6.9B
2020 – \$9.0B
2021 – \$10.6B

a. *Submit FEIN and Dunn & Bradstreet report.*

FEIN#: 52-2189693
DUNS: 088365767

e. *Describe any green or environmental initiatives or policies.*

Reducing our carbon footprint is extremely important to Carahsoft. As a result, we strive to ensure that our recycling program is comprehensive and robust. Carahsoft uses single-stream recycling to make it as easy

as possible for our employees to recycle as much as they can. Carahsoft uses recycled materials whenever possible. For example, hard copy bid submissions are printed on recycled paper and shipped using recycled packing materials.

Carahsoft uses only Energy Star compliant hardware, which uses substantially less electricity when items are not in use. Additionally, the lights in our office are on a timer to ensure that lights are turned off when the employees are not working. Likewise, motion detectors ensure that lights are not left on when rooms are empty.

Carahsoft has implemented VMware internally, which moves our servers to a virtualized cloud environment, eliminating the need for physical servers in our office. This has drastically reduced our server footprint, allowing us to save thousands of dollars each year on heating and cooling our data center.

Carahsoft also seeks to reduce our carbon footprint by providing transit benefits for employees who use public transportation to commute to and from work. In fact, we recently relocated our offices to within less than half of a mile of the Washington Metrorail System, making it easy for employees to take advantage of sustainable public transportation.

Carahsoft is always open to suggestions on how we can encourage more sustainable practices and how we can implement further policies to reduce our company's footprint.

f. Describe any diversity programs or partners supplier does business with and how Participating Agencies may use diverse partners through the Master Agreement. Indicate how, if at all, pricing changes when using the diversity program. If there are any diversity programs, provide a list of diversity alliances and a copy of their certifications.

Carahsoft maintains a vast ecosystem of partners of various socioeconomic classifications, including resellers, systems integrators, and service providers. The Carahsoft partner network includes a very diverse group with varying specializations, credentials, product lines, and business types, including over 700 Small Businesses. If awarded, Carahsoft will leverage our experience managing this vast partner ecosystem to support the participation of MWBE or SDVOB certified businesses.

g. Indicate if supplier holds any of the below certifications in any classified areas and include proof of such certification in the response:

a. Minority Women Business Enterprise

Yes No

If yes, list certifying agency: _____

b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise

Yes No

If yes, list certifying agency: _____

c. Historically Underutilized Business (HUB)

Yes No

If yes, list certifying agency: _____

d. *Historically Underutilized Business Zone Enterprise (HUBZone)*

Yes No

If yes, list certifying agency: _____

e. *Other recognized diversity certificate holder*

Yes No

If yes, list certifying agency: _____

h. *List any relationships with subcontractors or affiliates intended to be used when providing services and identify if subcontractors meet minority-owned standards. If any, list which certifications subcontractors hold and certifying agency.*

As described above, Carahsoft has a robust partner network, many of which do meet minority owned standards.

i. *Describe how supplier differentiates itself from its competitors.*

Carahsoft's top three differentiating strengths include:

1. Sales & Marketing – Carahsoft provides innovative sales and marketing programs to each vendor we support. Carahsoft's dedicated proactive sales team focuses on lead generation, proactive inside sales, and provides responsive sales support. We work with vendors to develop a joint sales process based on the vendor go-to-market strategy and work to align the Carahsoft sales team with vendor and reseller teams.

Carahsoft's comprehensive marketing program is supported by a dedicated marketing team of 220+ reps. The marketing team plans and executes many informative events throughout the year to drive demand including but not limited to: webcasts, on-site events (Carahsoft hosted and third-party hosted), conferences and trade shows, email campaigns, social media campaigns, advertising and thought-leadership. Carahsoft invests in many marketing resources that we extend to our vendor teams to maximize marketing effectiveness and amplify the vendor's messaging.

2. Proven Execution – Carahsoft has leveraged its vast contracting experience and extended it to quoting and order management. In our experience managing public sector aggregation programs on behalf of other industry leading vendors, Carahsoft has the operation excellence in place to free up vendor resources previously committed these tasks. We feel our model will allow Autodesk to "offload" some of these tasks on Carahsoft, knowing that we are fully committed and capable of servicing the partner eco-system.

- Carahsoft seamlessly generates quotes within 30 minutes or less
- Carahsoft has a team dedicated to renewals sales and a leadership group to ensure that each team is working at an optimal level.

3. Knowledge of Government – The government market is complex and the intricacies offer the opportunity for an innovative model driven to best serve government customers and add value to the channel. Carahsoft has extensive knowledge and decades of expertise in understanding the public sector market, including:

- Unique budget and procurement cycles

- Specific contract requirements and set-asides
- Audits, regulations and compliance
- The value of Prime Contractors and Systems Integrators and how to work with them
- Competitive marketplace
- Security Clearances
- Collection of A/R requires expertise and focus

Carahsoft stays current with government requirements, trends and initiatives by attending and participating in many industry events. We also rely on the expertise of our industry consultants who are former government executives.

j. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

Not applicable.

k. Felony Conviction Notice: Indicate if the supplier

a. is a publicly held corporation and this reporting requirement is not applicable;

Not applicable.

b. is not owned or operated by anyone who has been convicted of a felony; or

Carahsoft is not owned or operated by anyone who has been convicted of a felony.

c. is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

Not applicable.

l. Describe any debarment or suspension actions taken against supplier

Not applicable.

3.2 Distribution, Logistics

a. Each offeror awarded an item under this solicitation may offer their complete product and service offering/a balance of line. Describe the full line of products and services offered by supplier.

Carahsoft is leveraging our vast ecosystem of manufacturer, reseller, and services partners. Please see our attached corporate line card for an idea of the large partner network we can provide for this initiative.

b. Describe how supplier proposes to distribute the products/service nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas.

Carahsoft holds many other contract vehicles with State and Local agencies. We are happy to offer these to any states where products and services will not be offered under the Master Agreement. Please see a full list of our contracts here: <https://www.carahsoft.com/buy#state-local>

c. Describe how Participating Agencies are ensured they will receive the Master Agreement pricing; include all distribution channels such as direct ordering, retail or in-store locations, through distributors,

etc. Describe how Participating Agencies verify and audit pricing to ensure its compliance with the Master Agreement.

Carahsoft has a representative that manages our current Omnia contract. This same representative will help manage this contract, and will help ensure that all Participating Agencies will receive the Master Agreement pricing through any distributors or reseller partners. In addition, the contract pricing will be listed for all our in-house sales representatives to chose in our internal, custom built Customer Relationship Management Platform to ensure direct deals are properly priced according to the Master Agreement.

d. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.

Carahsoft would like to leverage our entire partner network, to ensure that all OMNIA Partners have the best coverage and options available on the market, no matter their need or location. Considering the constantly expanding nature of our current partner network of over 4,000 partners, Carahsoft is unable to list all potential partners at this time. Carahsoft will act as the main point of contact for any processing, handling or shipping of any products or services to the end user and can even provide direct contact information for our manufacturer or reseller partners to facilitate communication if needed.

e. Provide the number, size and location of Supplier's distribution facilities, warehouses and retail network as applicable.

Carahsoft is capable of shipping to any customer worldwide from our main headquarters in Reston, VA. As a North American distributor, 99% of hardware deliveries are made within the continent and mostly within continental US or US address abroad.

3.3 Marketing and Sales

a. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to immediately implement the Master Agreement as supplier's primary go to market strategy for Public Agencies to supplier's teams nationwide, to include, but not limited to:

- *Executive leadership endorsement and sponsorship of the award as the public sector go-to-market strategy within first 10 days*

Carahsoft can confirm we will have dedicated contract management and marketing personnel involved to determine strategies to advertise the new contract and determine the best ways to ensure our in house personnel, manufacturer partners and reseller partners can leverage the contract.

- *Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the OMNIA Partners team within first 90 days*

Carahsoft can confirm we will create trainings alongside the OMNIA Partners team to educate all necessary parties of the details of the new contract, and how to get involved.

b. Provide a detailed ninety-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, to include, but not limited to:

- *Creation and distribution of a co-branded press release to trade publications*

Carahsoft will post a co-branded press release on our website, as well as a trade publication such as GlobeNewswire. Here is an example from a previous contract: <https://www.globenewswire.com/news-release/2020/05/21/2037187/0/en/Carahsoft-Awarded-Educational-Software-Solutions-and-Services-Contract-through-OMNIA-Partners-Public-Sector.html>

- *Announcement, Master Agreement details and contact information published on the Supplier's website within first 90 days*

Carahsoft posts all contracts and agreement details on our website at the following link: <https://www.carahsoft.com/buy#omnia-partners-public-sector>

Upon award, Carahsoft will add the relevant contract details to the website above.

- *Design, publication and distribution of co-branded marketing materials within first 90 days*

Carahsoft's dedicated marketing team will edit current materials to add co-branded marketing on this contract to our proven end-user / customer initiatives such as the following:

- On-Site Events
- Webcasts
- Tradeshows
- Industry conferences
- Email Campaigns
- Digital and Print ads

- *Commitment to attendance and participation with OMNIA Partners at national (i.e. NIGP Annual Forum, NPI Conference, etc.), regional (i.e. Regional NIGP Chapter Meetings, Regional Cooperative Summits, etc.) and supplier-specific trade shows, conferences and meetings throughout the term of the Master Agreement*

Carahsoft offers deep experience in public sector marketing. Our dedicated team plans, promotes and executes more than 2,000 public-sector marketing campaigns and events each year, including contract specific promotional activities such as national, state and local government and education shows. We would be more than happy to participate with OMNIA Partners at these trade shows, or additional trade shows that may be beneficial to promoting the Master Agreement.

- *Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by OMNIA Partners for partner suppliers. Booth space will be purchased and staffed by Supplier. In addition, Supplier commits to provide reasonable assistance to the overall promotion and marketing efforts for the NIGP Annual Forum, as directed by OMNIA Partners.*

Carahsoft can commit to attend the NIGP Annual Forum.

- *Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement*

As a prime government aggregator, Carahsoft is constantly utilizing marketing efforts to drive and identify new and upcoming business. We confirm that we will include this contract in our marketing efforts throughout the term of the Master Agreement through national and regional trade publications.

- *Ongoing marketing and promotion of the Master Agreement throughout its term (case studies, collateral pieces, presentations, promotions, etc.)*

Carahsoft relishes the opportunity to promote our success stories to our current and future customers. We confirm that we will continue to make updated publications and materials throughout the contract term to promote the Master Agreement.

- *Dedicated OMNIA Partners internet web-based homepage on Supplier's website with:*

- *OMNIA Partners standard logo;*
- *Copy of original Request for Proposal;*
- *Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier;*
- *Summary of Products and pricing;*
- *Marketing Materials*
- *Electronic link to OMNIA Partners' website including the online registration page;*
- *A dedicated toll-free number and email address for OMNIA Partners*

Carahsoft has a dedicated OMNIA contract page for our current contract here:

<https://www.carahsoft.com/buy/slg-contracts/all-states/omnia-partners-edu#resources>

Upon award, we will add the details provided above for this current contract to our page. We are also more than happy to edit the information provided for our current contracts if necessary to meet the OMNIA partner's goals.

- c. Describe how Supplier will transition any existing Public Agency customers' accounts to the Master Agreement available nationally through OMNIA Partners. Include a list of current cooperative contracts (regional and national) Supplier holds and describe how the Master Agreement will be positioned among the other cooperative agreements.*

Carahsoft holds a multitude of contracts for the convenience of our Government customers. Each agency often requires different terms and conditions or contract vehicles and we work diligently to discuss the right option for each customer. Carahsoft has a database of information to determine the best contract to use for each agency, and vendor. Carahsoft will utilize this database when discussing options with our government customers, and recommend this contract for our SLED customers whenever possible.

- d. Acknowledge Supplier agrees to provide its logo(s) to OMNIA Partners and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of OMNIA Partners logo will require permission for reproduction, as well.*

Carahsoft agrees to provide its logo to OMNIA partners for reproduction in marketing communications and promotions. We will be sure to request permission when reproducing the OMNIA Partners logo in our own marketing communications and promotions.

- e. Confirm Supplier will be proactive in direct sales of Supplier's goods and services to Public Agencies nationwide and the timely follow up to leads established by OMNIA Partners. All sales materials are to use the OMNIA Partners logo. At a minimum, the Supplier's sales initiatives should communicate:*

- *Master Agreement was competitively solicited and publicly awarded by a Principal Procurement Agency*

- *Best government pricing*
- *No cost to participate*
- *Non-exclusive*

As discussed above, Carahsoft will actively direct sales to Public agencies nationwide through this contract. We will be sure to include the above bullets in our initiatives.

f. *Confirm Supplier will train its national sales force on the Master Agreement. At a minimum, sales training should include:*

- *Key features of Master Agreement*
- *Working knowledge of the solicitation process*
- *Awareness of the range of Public Agencies that can utilize the Master Agreement through OMNIA Partners*
- *Knowledge of benefits of the use of cooperative contracts*

Carahsoft will appoint a contract manager upon award who will instruct any sales personnel on the details listed above.

g. *Provide the name, title, email and phone number for the person(s), who will be responsible for:*

- *Executive Support*
- *Marketing*
- *Sales*
- *Sales Support*
- *Financial Reporting*
- *Accounts Payable*
- *Contracts*

The security and privacy of each of Carahsoft's employees are of the utmost importance to the company. Due to the sensitive nature of this information, Carahsoft respectfully declines to share names and contact information for specific employees at this stage. We would be more than happy to provide this information upon award or sample resumes upon down selection directly to the evaluation team where it will not be part of the public record.

h. *Describe in detail how Supplier's national sales force is structured, including contact information for the highest-level executive in charge of the sales team.*

Please see the attachment labelled "Carahsoft's Organization Chart". Due to our employee confidentiality and the public nature of procurement documents, Carahsoft respectfully declines to provide the contact information for our employees at this time.

i. *Explain in detail how the sales teams will work with the OMNIA Partners team to implement, grow and service the national program.*

Our sales teams will be educated on the availability of this contract, and the relevant contract details so they can offer this contract as an option for our government customers to utilize when purchasing IT Solutions and Services.

j. *Explain in detail how Supplier will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new*

Participating Public Agency account set-up, timely contract administration, etc.

Carahsoft will appoint a dedicated Contract Manager who will help manage communications received from Participating Public Agency's requesting to account set up, and who will manage any contract administration requirements.

- k. State the amount of Supplier's Public Agency sales for the previous fiscal year. Provide a list of Supplier's top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each.*

Due to customer confidentiality, Carahsoft is unable to provide total purchase numbers and contact information on documents subject to the public record. However, Carahsoft completed \$10.64B in sales in 2021 with help from over 4,000 marketing activities, generating over 64,000 leads.

- l. Describe Supplier's information systems capabilities and limitations regarding order management through receipt of payment, including description of multiple platforms that may be used for any of these functions.*

The Carahsoft Team is fully able to send and receive Delivery Orders, Order Status Reports, Post Order Reports, Administrative Handling Fees, and the like in any format that is most comfortable to our Government Customers. Carahsoft accepts orders via purchase order, credit card (phone or web), direct invoices, customer contracts and similar.

- m. Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").*

Carahsoft cannot guarantee a specific number of Contract Sales at this time.

- n. Even though it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement.*

- *Respond with Master Agreement pricing (Contract Sales reported to OMNIA Partners).*
- *If competitive conditions require pricing lower than the standard Master Agreement not-to-exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales are reported as Contract Sales to OMNIA Partners under the Master Agreement.*
- *Respond with pricing higher than Master Agreement only in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract Sales are not reported to OMNIA Partners).*
- *If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.*

Detail Supplier's strategies under these options when responding to a solicitation.

Carahsoft will work with our Government customers to ensure we provide the best possible pricing for each individual deal and contract to ensure we are meeting and exceeding their needs.

ATTACHMENTS

Bid Cover Page

Please find our completed Bid Cover Page beginning on the following page.



Cobb County...Expect the Best!

REQUEST FOR PROPOSALS

**Sealed Bid # 23-6692
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Bid Opening Date: October 13, 2022

Pre-Proposal Meeting via WebEx: September 14, 2022 at 3:00 PM Eastern

Join from meeting link

<https://cobbcounty.webex.com/cobbcounty/j.php?MTID=m6334e0c9e0f46364cc2157383bc375a6>

Meeting number (access code): 2317 292 4027

Meeting password: fxZKmmi3p93

Join by phone

+1-415-655-0004 US Toll

**Proposals Are Received in the Cobb County Purchasing Department
122 Waddell Street NE
Marietta, GA 30060**

Before 12:00 (Noon) By the Bid Opening Date

**Proposal Will Be Opened in the Cobb County Purchasing Department at 2:00 pm
122 Waddell Street NE
Marietta, GA 30060**

**VENDORS ARE REQUIRED TO SUBMIT THE ORIGINAL, TWO (2) COPIES & TEN (10) FLASH DRIVES OF BID
(UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)**

NAME: Carahsoft Technology Corporation

ADDRESS: 11493 Sunset Hills Road

REPRESENTATIVE: Elise Roell

PHONE: 703-673-3568 FAX: 703-871-8505

E-MAIL Elise.Roell@Carahsoft.com

NOTE: The Cobb County Purchasing Department will not be responsible for the accuracy or completeness of the content of any Cobb County Invitation to Bid or Request for Proposal or subsequent addenda thereto received from a source other than the Cobb County Purchasing Department.

Bid Submittal Form

Please find our completed Bid Submittal Form beginning on the following page.

BID SUBMITTAL FORM



SUBMIT BID/PROPOSAL TO:

Cobb County Purchasing Department
122 Waddell Street NE
Marietta, GA 30060

BID/PROJECT NUMBER: 23-6692

Request for Proposals

**Technology Product Solutions and Related Services
Cobb County Purchasing Department**

**DELIVERY DEADLINE: OCTOBER 13, 2022 BEFORE 12:00 (NOON) EST
(NO BIDS/PROPOSALS WILL BE ACCEPTED AFTER THIS DEADLINE).**

Bid Opening Date: October 13, 2022 @ 2:00 P.M. in the Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, Georgia, 30060.

BUSINESS NAME AND ADDRESS INFORMATION:

Company name: Carahsoft Technology Corporation

Contact name: Elise Roell

Company address: 11493 Sunset Hills Road

E-mail address: Elise.Roell@Carahsoft.com

Phone number: 703-673-3568 **Fax number:** 703-871-8505

NAME AND OFFICIAL TITLE OF OFFICER GUARANTEEING THIS QUOTATION:

<u>Kristina Smith</u>	<u>Contracts Director</u>
(PLEASE PRINT/TYPE) NAME	TITLE

SIGNATURE OF OFFICER ABOVE: _____
(SIGNATURE)

TELEPHONE: 703-871-8500 **FAX:** 703-871-8505

BIDDER WILL INDICATE TIME PAYMENT DISCOUNT: N/A

BIDDER SHALL INDICATE MAXIMUM DELIVERY DATE (UNLESS OTHERWISE SPECIFIED IN BID SPECIFICATIONS)
Deal by Deal basis

Bids received after the date and time indicated will not be considered. Cobb County reserves the right to reject any and all bids, to waive informalities, to reject portions of the bid, to waive technicalities and to award contracts in a manner consistent with the county and the laws governing the state of Georgia.

The enclosed (or attached) bid is in response to Bid Number **23-6692**; is a firm offer, **as defined by section O.C.G.A. (s) 11-2-205 of the code of Georgia (Georgia laws 1962 pages 156-178)**, by the undersigned bidder. This offer shall remain open for acceptance for a period of 90 calendar days from the bid opening date, as set forth in this invitation to bid unless otherwise specified in the bid documents.

Contractor Affidavit and Agreement (Exhibit A)

Please find our completed Contractor Affidavit and Agreement beginning on the following page.

**CONTRACTOR AFFIDAVIT & AGREEMENT
(EXHIBIT A)**

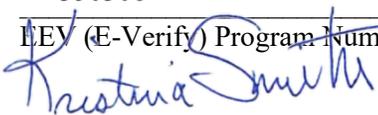
This affidavit must be signed, notarized and submitted with any bid requiring the performance of physical services. If the affidavit is not submitted at the time of the bid, the bid will be determined non-responsive and will be disqualified.

By executing this affidavit, the undersigned contractor verifies compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Cobb County, Georgia, has registered with, is authorized to use, and is participating in a federal work authorization program (an electronic verification of work authorization program operated by the U.S. Department of Homeland Security or any equivalent federal work authorization program operated by the U.S. Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA)). The undersigned contractor further attests that it will continue to use the federal Employment Eligibility Verification (EEV) work authorization program throughout the contract period.

The undersigned further agrees that should it employ or contract with any subcontractor(s) or should its subcontractor(s) employ other subcontractor(s) for the physical performance of services pursuant to the contract with Cobb County, Georgia, the contractor or subcontractor will:

- (1) Notify the County within five business days of entering into a contract or agreement for hire with any subcontractor(s);
- (2) Secure from any subcontractor(s) and/or their subcontractor(s) verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit (EXHIBIT A-1) prior to the commencement of any work under the contract/agreement;
- (3) Secure from any subcontractor(s) and/or their subcontractor(s) a completed Immigration Compliance Certification (EXHIBIT A-2) prior to the commencement of any work under the contract/agreement;
- (4) Provide the subcontractor(s) with legal notice that Cobb County, Georgia, reserves the right to dismiss, or require the dismissal of, any contractor or subcontractor for failing to provide the affidavit and/or for failure to comply with the requirements referenced in the affidavit;
- (5) Maintain records of such compliance and provide a copy of each such verification to Cobb County, Georgia, at the time the subcontractor(s) is retained to perform such services or upon any request from Cobb County, Georgia; and
- (6) Maintain such records for a period of five (5) years.

350308

 EEV (E-Verify) Program Number


 BY: Authorized Officer or Agent
 [Contractor Name]

08/12/2010

 EEV Program Date of Authorization
 Carahsoft Technology Corporation

 Contractor Business Name

Kristina Smith

 Printed Name

10/12/22

 Date

SWORN AND SUBSCRIBED BEFORE ME
 ON THIS THE 12 DAY OF October, 2022

Notary Public Commission Expires: 07/31/23

Effective 09-20-2013

Statement of Ownership Disclosure

Please find our completed Statement of Ownership Disclosure beginning on the following page.

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: Carahsoft Technology Corporation _____

Organization Address: 11493 Sunset Hills Road _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Craig P. Abod	Carahsoft is a privately owned company and is not publicly traded on the stock market

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

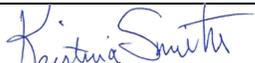
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Kristina Smith	Title:	Contracts Director
Signature:		Date:	10/12/22

Non-Collusion Affidavit

Please find our completed Non-Collusion Affidavit beginning on the following page.

NON-COLLUSION AFFIDAVIT

State of Virginia
County of Fairfax

ss:

I, Kristina Smith residing in Reston in the County of Fairfax and State of Virginia of full age, being duly sworn according to law on my oath depose and say that:

I am Contracts Director of the firm of Carahsoft Technology Corporation

the bidder making this Proposal for the bid

entitled IT Product Solutions and Related Services and that I executed the said proposal with

full authority to do so that said bidder 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 named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the

County relies upon the truth of the statements contained in said Proposal

and in the statements contained in this affidavit in awarding the contract for the said project.

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 Carahsoft

Subscribed and sworn to

before me this day

Kristina Smith (handwritten signature)

Signature

October 12, 2022

Kristina Smith

(Type or print name of affiant under signature)

Virginia
Notary public of

My Commission expires 07/31/23

(Seal)

Affirmative Action Affidavit

Please find our completed Affirmative Action Affidavit beginning on the following page.

**AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, C.127)**

Company Name: Carahsoft Technology Corporation
Street: 11493 Sunset Hills Road
City, State, Zip Code: Reston, VA 20190

Proposal Certification:

Indicate below company's compliance with New Jersey Affirmative Action regulations. Company's proposal will be accepted even if company is 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 photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

3. A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201. A project contract ID number will be assigned to your firm upon receipt of the completed Initial Project Workforce Report (AA201) for this contract.
- 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.

10/12/22

Date



Authorized Signature and Title

Stockholder Disclosure Certification

Please find our completed Stockholder Disclosure Certification beginning on the following page.

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

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

OR

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

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

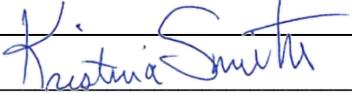
Limited Liability Partnership

Subchapter S Corporation

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

Stockholders:

Name: Craig P. Abod	Name:
Home Address: 11493 Sunset Hills Road Reston, VA 20190	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:

Subscribed and sworn before me this <u>12</u> day of <u>October</u> , <u>2022</u>	 _____ (Affiant)
(Notary Public)	Kristina Smith - Contracts Director _____ (Print name & title of affiant)
My Commission expires: 07/31/23	(Corporate Seal)



Certification of Non-Involvement in Prohibited Activities in Iran

Please find our completed Certification of Non-Involvement in Prohibited Activities in Iran beginning on the following page.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: # 23-6692 Technology Product Solutions and Related Services

VENDOR NAME: Carahsoft Technology

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran.

CHECK THE APPROPRIATE BOX

[X] I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

[] I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities
Duration of Engagement
Anticipated Cessation Date

*Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Kristina Smith (handwritten signature)

10/12/2022

Signature

Date

Kristina Smith - Contracts Director

Print Name and Title

New Jersey Business Registration Certificate

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	CARAHSOFT TECHNOLOGY CORP
Trade Name:	
Address:	1860 MICHAEL FARADAY DR STE. 100 RESTON, VA 20190
Certificate Number:	1511213
Effective Date:	September 09, 2009
Date of Issuance:	February 04, 2019
For Office Use Only:	20190204164113764

EEOAA Evidence

Please find our completed EEOAA Evidence form beginning on the following page.

EEOAA EVIDENCE

Equal Employment Opportunity/Affirmative Action
Goods, Professional Services & General Service Projects

EEO/AA Evidence

Vendors are required to submit evidence of compliance with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 in order to be considered a responsible vendor.

One of the following must be included with submission:

- Copy of Letter of Federal Approval
- Certificate of Employee Information Report
- Fully Executed Form AA302
- Fully Executed EEO-1 Report

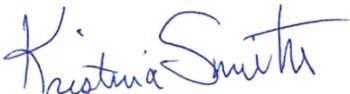
See the guidelines at:

https://www.state.nj.us/treasury/contract_compliance/documents/pdf/guidelines/pa.pdf
for further information.

I certify that my bid package includes the required evidence per the above list and State website.

Name: Kristina Smith

Title: Contracts Director

Signature: 

Date: 10/12/22

MacBride Principles

Please find our completed MacBride Principles form beginning on the following page.

DOC #9
MACBRIDE-PRINCIPLES



STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

MACBRIDE PRINCIPALS FORM

BID SOLICITATION #: 23-6692 VENDOR/BIDDER: Carahsoft Technology Corporation

VENDOR'S/BIDDER'S REQUIREMENT
TO PROVIDE A CERTIFICATION IN COMPLIANCE WITH THE MACBRIDE PRINCIPALS
AND NORTHERN IRELAND ACT OF 1989

Pursuant to Public Law 1995, c. 134, a responsible Vendor/Bidder selected, after public bidding, by the Director of the Division of Purchase and Property, pursuant to N.J.S.A. 52:34-12, must complete the certification below by checking one of the two options listed below and signing where indicated. If a Vendor/Bidder that would otherwise be awarded a purchase, contract or agreement does not complete the certification, then the Director may determine, in accordance with applicable law and rules, that it is in the best interest of the State to award the purchase, contract or agreement to another Vendor/Bidder that has completed the certification and has submitted a bid within five (5) percent of the most advantageous bid. If the Director finds contractors to be in violation of the principals that are the subject of this law, he/she shall take such action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, on behalf the Vendor/Bidder, certify pursuant to N.J.S.A. 52:34-12.2 that:

CHECK THE APPROPRIATE BOX

The Vendor/Bidder has no business operations in Northern Ireland; or

OR

The Vendor/Bidder will take lawful steps in good faith to conduct any business operations it has in Northern Ireland in accordance with the MacBride principals of nondiscrimination in employment as set forth in section 2 of P.L. 1987, c. 177 (N.J.S.A. 52:18A-89.5) and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of its compliance with those principals.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification to be void and unenforceable.

10/12/22

Signature

Date

Kristina Smith - Contracts Director

Print Name and Title

Addendum 1

Please find our completed Addendum 1 beginning on the following page.



**COBB COUNTY
Purchasing Department**

122 Waddell Street NE
Marietta, Georgia 30060
(770) 528-8400 • fax: (770) 528-8428
purchasing@cobbcounty.org

Roger Ball
Purchasing Director

ADDENDUM No. 1

**Sealed Bid # 23-6692
Request for Proposals
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Date: September 19, 2022

Page 1 of 8

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

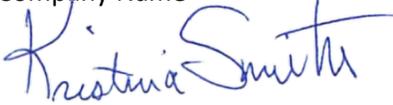
This Addendum consists of:

- Minutes, Questions and Clarifications from Pre-Proposal Meeting held via Webex on September 14, 2022
- Sign-In Sheet(s) from Pre-Proposal Meeting
- Questions Submitted in Writing
- Attachment - Financial Ratio Evaluation Excel Spreadsheet

Receipt of addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Carahsoft Technology Corporation

Company Name


Signature

10/12/22

Date

Kristina Smith

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.

Addendum 2

Please find our completed Addendum 2 beginning on the following page.



**COBB COUNTY
Purchasing Department**

122 Waddell Street NE
Marietta, Georgia 30060
(770) 528-8400 • fax: (770) 528-8428
purchasing@cobbcounty.org

Roger Ball
Purchasing Director

ADDENDUM No. 2

**Sealed Bid # 23-6692
Request for Proposals
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Date: September 30, 2022

Page 1 of 5

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Questions Submitted in Writing**

Receipt of addendum MUST be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Carahsoft Technology Corporation _____

Company Name

Signature

10/12/22 _____

Date

Kristina Smith

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.

Addendum 3

Please find our completed Addendum 3 beginning on the following page.



**COBB COUNTY
Purchasing Department**

122 Waddell Street NE
Marietta, Georgia 30060
(770) 528-8400 • fax: (770) 528-8428
purchasing@cobbcounty.org

Roger Ball
Purchasing Director

ADDENDUM No. 3

**Sealed Bid # 23-6692
Request for Proposals
Technology Product Solutions and Related Services
Cobb County Purchasing Department**

Date: October 5, 2022

Page 1 of 5

The following addendum hereby amends and/or modifies the Proposal Documents and specifications as originally issued for this project. All proposers are subject to the provisions of this Addendum.

This Addendum consists of:

- **Questions Submitted in Writing**

Receipt of addendum **MUST** be acknowledged in the submitted proposal. It is the Proposer's ultimate responsibility to ensure that they have all applicable addenda prior to bid submittal.

This acknowledgment form must be signed, dated, and included with your submitted proposal

Carahsoft Technology Corporation

Company Name
Kristina Smith

Signature

10/12/22

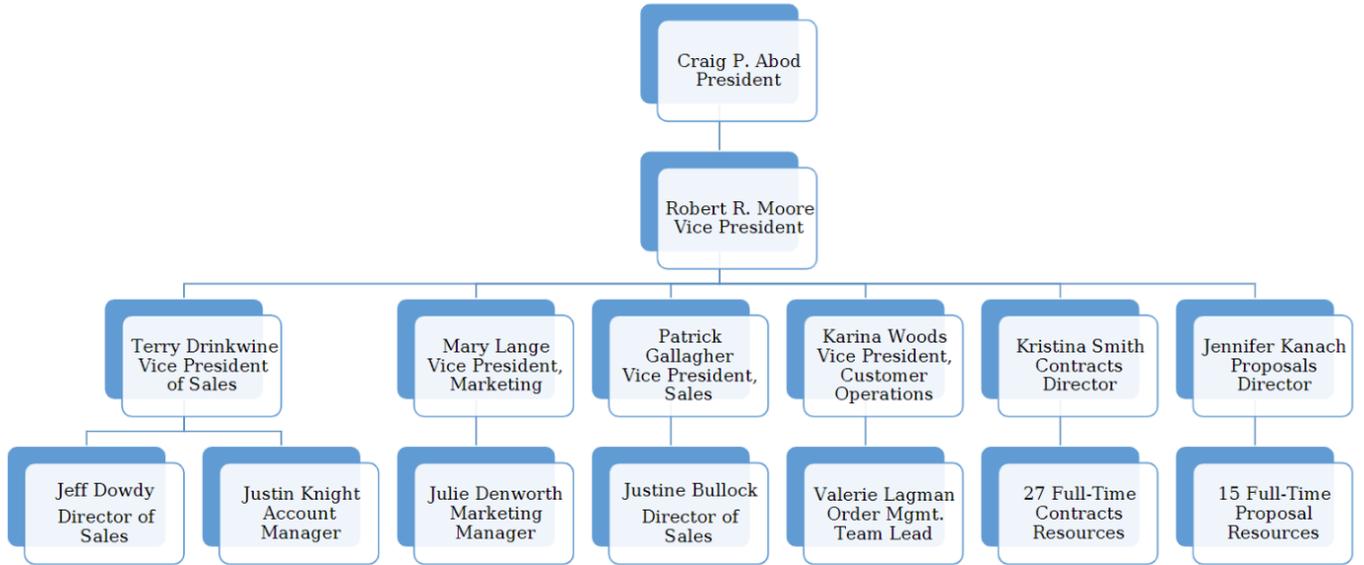
Date

Kristina Smith

Please Print Name

All bids must be received before 12:00 (noon) by the Bid Opening date. Bids shall be delivered to Cobb County Purchasing Department, 122 Waddell Street NE, Marietta, GA 30060.

Carahsoft Organization Chart



Carahsoft Line Card

Please find the Carahsoft Line Card beginning on the following page.

Carahsoft Technology Corp. is The Trusted Government IT Solutions Provider®, supporting Federal, State and Local Government agencies and Education and Healthcare organizations. As the Master Government Aggregator® for our vendor and reseller partners, we deliver solutions for Cybersecurity, MultiCloud, DevSecOps, Big Data, Artificial Intelligence, Open Source, Customer Experience and more.

	<p>VMware is the global leader in virtualization and cloud computing solutions from desktop to datacenter. All 15 cabinet level agencies, military services, numerous DoD agencies, and many other federal agencies rely on VMware to avoid IT infrastructure costs, ensure continuity of operations and provide secure endpoints.</p>	<p>888-6VMWARE 888-686-9273</p>
	<p>Amazon Web Services provides a highly reliable, scalable, low-cost infrastructure platform in the cloud that powers hundreds of thousands of businesses in 190 countries around the world. With data center locations in the U.S., Europe, Brazil, Singapore, Japan, and Australia, customers across all industries are taking advantage of the low-cost, agile, flexible, and secure solutions that AWS offers.</p>	<p>888-662-2724</p>
	<p>Symantec enables government agencies to have confidence in their IT infrastructure. Helping agencies protect and manage mission-critical information and interactions, Symantec delivers software and services that address risks to security, availability, compliance and performance.</p>	<p>877-GOV-SYMC 877-468-7962</p>
	<p>Palo Alto Networks is the next-generation security company maintaining trust in the digital age by helping organizations prevent cyber breaches. Palo Alto Networks' security platform safely enables applications, users and content, empowering government agencies to securely and efficiently move their missions forward.</p>	<p>855-6NEXTGN 855-663-9846</p>
	<p>Veritas Technologies is the global leader in enterprise backup and data recovery solutions. Agencies and organizations rely on the Veritas Enterprise Data Services Platform to automate enterprise data protection, ensure 24/7 availability of mission-critical and citizen-facing applications, and provide the insights needed to comply with evolving data regulations.</p>	<p>866-837-4827</p>
	<p>Splunk Inc. is the market leader in analyzing machine data to deliver Operational Intelligence for security, IT and the business. Splunk® software provides the enterprise machine data fabric that drives digital transformation. More than 13,000 customers in over 110 countries use Splunk solutions in the cloud and on-premises.</p>	<p>855-3-SPLUNK 855-377-5865</p>
	<p>Trellix is a global company redefining the future of cybersecurity. Trellix's security experts, along with an extensive partner ecosystem, accelerate technology innovation through machine learning and automation to empower over 40,000 business and government customers.</p>	<p>855-462-2333</p>
	<p>Dell is a leader in enabling government agencies to transform their operations and deliver IT as a service. Through innovative products and services, Dell accelerates the journey to cloud computing, helping IT departments store, manage, protect and analyze information in a more agile, trusted and cost-efficient way.</p>	<p>866-DELL-2-GO 866-335-5246</p>
	<p>F5 Networks helps government organizations create an agile IT infrastructure that aligns with mission-critical demands. With F5 solutions in place, organizations gain strategic points of control wherever information is exchanged, from client devices and the network to application servers, data storage and everything in between.</p>	<p>877-95-F5GOV 877-953-5468</p>
	<p>Red Hat understands that government agencies demand performance, transparency and value—and that's exactly what Red Hat offers. As the standard for Linux in governments, Red Hat's cloud, virtualization, storage and platform solutions bring freedom, collaboration and the power of open source to all government agencies.</p>	<p>877-RHAT-GOV 877-742-8468</p>
	<p>Adobe revolutionizes how agencies engage with ideas and information, transforming and extending government services to provide a richer, more productive, and trusted experience with constituents, personnel, and the military. Adobe helps government deliver information to the edge – anytime, anywhere, and through any medium.</p>	<p>877-99ADOBE 877-992-3623</p>
	<p>Salesforce is the enterprise cloud computing leader dedicated to helping companies and government agencies transform into connected organizations through social and mobile technologies. Since launching its first service in 2000, Salesforce's list of over 150,000 customers spans nearly every industry worldwide.</p>	<p>877-SFDC-007 877-733-2007</p>
	<p>Google Cloud is a trusted technology leader who understands how to help agencies transition from legacy architectures and utilize their data to fuel true mission success. Google Cloud provides cloud-native infrastructure with layered security, machine learning and analytics at web-scale to rapidly innovate and advance agency goals.</p>	<p>844-55-GOOGLE 844-554-6645</p>
	<p>SAP sets a new standard for innovation and performance in the public sector with integrated solutions that apply database technology, business analytics, applications, cloud computing and mobility to solve IT challenges. SAP brings intelligent ideas to the public sector that achieve mission-critical operations.</p>	<p>888-SAP-1GOV 888-727-1468</p>
	<p>Micro Focus Government Solutions supports the needs of the U.S. public sector. Micro Focus Government Solutions' agile and modern software helps solve mission-critical IT challenges. Micro Focus Government Solutions is a purpose-built, U.S. based company that is committed to helping public sector organizations' mission.</p>	<p>888-554-7468</p>

COMPLEMENTARY SOLUTIONS

VMWARE	10iG Technology, Arista, ClearCube, HYCu, Hytrust, Imprivata, Ivanti, Lightbend, Liquidware, NCS, Nutanix, Puppet, Rubrik, Teradici
SPLUNK	AcAlvio, Corelight, Cynerio, Discovered Intelligence, Exiger, Expanse, Infinidat, PencilData, Qmulos, RedFactor, Rhondos, SMS 360, Syncsort, Vectra
SAP	Acsis, Adobe, Apex, Apigee, Ariba, BMC, ClockWork, Cloudera, Datawatch, Dassian, Dell Technologies, GB&Smith, GoSecure, Greenlight Technologies, LC, Micro Focus Government Solutions, NimbleStorage, NoteShark, NS2, NS2 Labs, Onapsis, PingIdentity, Precise, Progress, Progress, Resilient, SAP, SAP + Qualtrics, SAP Concur, SAP SuccessFactors, VMware, Volume Integration
SERVICENOW	3CLogic, Apptio, Bravium, Dtech Apps, MobiChord, Mobile Reach, NNT, Nuvolo, Pagerduty, Platcore, Stave, Uxstorn

SOLUTION VERTICALS

MULTICLOUD	Accla, Acquia, Adobe, Akamai, Alfresco, AWS, Anaplan, Anchore, Apptio, Aqua, Aviatrix, Axway, Backblaze, BlackBerry, Box, Brightcove, C3.ai, CIS, CloudBees, CloudBolt, CloudCheckr, Commvault, Confluent, DarkOwl, Databricks, Dell Technologies, Denodo, Digital.ai, DocuSign, Domino, Druva, Elastic, EDB, Exterro, Genesys, GitLab, Google Cloud, Granicus, greymatter.io, GroundWork, HashiCorp, Hootsuite, Jive, Kion, Kiteworks, LinkedIn, Lookout, MicroFocusGovernmentSolutions, Microsoft, MongoDB, Neustar, NewRelic, Nutanix, Okta, Orion, OSISOft, OutsysteMS, Proofpoint, QTS, Qualtrics, Qualys, Rackspace, Red Hat, Salesforce, SAP NS2, Saviynt, Secureworks, ServiceNow, Slack, SmartSheet, Software AG, Sonatype, Splunk, SwiftStack, Symantec, Teradici, TerraPixel, ThreatConnect, Trellix, Trustwave, Twilio, Tyler, Virtru, Virtustream, VMware, Voyager Labs, Zscaler
CYBERSECURITY	1Kosmos, Agari, Akamai, ALTR, Anchore, Anomali, Aqua, Aquera, Armis, Attivo Networks, AvePoint, Bastille, Bayshore Networks, BeyondTrust, BlackBerry, BlackBerry Cyclance, Blancco, Blinkly, Cellebrite, CertiPath, Cloud Cover, Cofense, Conceal, Contrast Security, CrowdStrike, CyberArk, Dataguise, DataLocker, Digital Guardian, Druva, Dtex, EclypsiUM, Entrust, Exabeam, Exterro, F5, Fidelis, FlashPoint, Forcepoint, Forescout, ForgeRock, Foretix, Fortinet, Forward, Gigamon, GlobalScape, GoSecure, HashiCorp, HID, iBoss, Identity Automation, Imperva, Information Security, Infoblox, Inspired eLearning, IronNet, Keeper, Kion, Kiteworks, Lookout, Material, MediGate, Micro Focus, Mosse Security, Netskope, Netwitness, Netwrix, Neustar, Nlyte, Nucleus Security, Okta, OSISOft, PaloAlto Networks, Ping Identity, ProofPoint, Qualys, RackTop, Radiant Logic, RangeForce, Rapid7, Recorded Future, RiskSense, RSA, Sailpoint, Samsung, SANS, Saviynt, Secureworks, Securoix, SentinelOne, SkyBox Security, SolarWinds, Sonatype, Splunk, Symantec, Tanium, Tempered Networks, Tenable, Thales, ThreatConnect, ThreatLocker, ThreatQuotient, Trellix, Trend Micro, TruSona, Trustwave, Tufin, Venafi, Veracode, VMware, Waterfall, White Canyon, Zeva, Zimpeium, Zscaler
OPEN SOURCE	Acquia, Alfresco, Anchore, CloudBees, Cloudera, Cockroach Labs, Confluent, Databricks, Ekahau, Elastic, EDB, ForgeRock, GitLab, GroundWork, H2O.ai, HashiCorp, Hitachi, Liferay, Lucidworks, Liquebase, Mattermost, MongoDB, Neo4j, Red Hat, Red Hat 3scale API Management, Red Hat Advanced Cluster Management, Red Hat Ansible, Red Hat Application Services, Red Hat Ceph Storage, Red Hat CodeReady Studio, Red Hat CodeReady Workspaces, Red Hat Decision Manager, Red Hat Enterprise Linux, Red Hat Gluster Storage, Red Hat Hyperconverged Infrastructure, Red Hat Integration, Red Hat Insights, Red Hat Integration, Red Hat JBoss, Red Hat Mobile App Platform, Red Hat OpenShift Container Platform, Red Hat OpenShift Data Foundation, Red Hat OpenStack, Red Hat Process Automation Manager, Red Hat Quay, Red Hat Runtimes, Red Hat Satellite, Red Hat Smart Management, Red Hat Storage, Red Hat Virtualization, Sonatype, Tetrade, Zimbra
AI & MACHINE LEARNING	ABBYY, Adobe, AWS, Alteryx, Basis Technology, BlackBerry, C3.ai, CalypsoAI, Chooch.ai, ClarifAI, Cloudera, Colibra, CORAS, CornerstoneAI, CrowdAI, CrowdStrike, CVEDIA, Darktrace, Databricks, DataRobot, Deep Labs, Dell Technologies, Delphix, Deltek, Denodo, Domino, Eightfold, AI, Fortinet, Google, H2O.AI, Heavy.AI, HPE, Informatica, IronNet, Keeper, Kion, Kinetica, Kofax, Labelbox, Liquid, Micro Focus Government Solutions, Microsoft Azure, Microway, Modzy, NNData, Nuance, Nutanix, NVIDIA, NVIDIA Networking, Ocient, piXlogic, Red Hat, Rescale, Run.ai, Salesforce, SAP, SAP NS2, Sensing, SFL Scientific, Snowflake, Sophos, Splunk, Tableau, Tensor Networks, Titan Technologies, Trellix, UiPath, Vast Data, Vectra, Veritone
MOBILITY & TELEWORK	102iG, BlackBerry, Blancco, Blue Cedar, ClearCube, Deep Instinct, HYCU, Isec, Liferay, Liquidware, Lookout, MongoDB, NowSecure, Nutanix, Red Hat, Slack, Splunk, Swyft, Teradici, VMware
5G SOLUTIONS	AWS, CalChip, CID, Ciena, Commscope Ruckus, CTS, Dell Technologies, F5, Infinera, Infovista, Intel, JMA Wireless, MantisNet, Nokia, Orion, PaloAlto Networks, Red Hat, SAP, Telia Carrier, VMware
CX & ENGAGEMENT	ABBYY, Accla, Acquia, Adobe, Akamai, Alfresco, Atlassian, Box, Conga, Copado, Decision Lens, Delphix, DocuSign, ForgeRock, Genesys, Google Cloud, Granicus, Hootsuite, Jumio, Liferay, LinkedIn, Microsoft, Mural, New Relic, Nintex, Nuance, Okta, Orion, Qualtrics XM, Red Hat, Salesforce, ServiceNow, Skedulo, Slack, Software AG, Sprinklr, Tableau, Talkdesk, Tyler Technologies, WalkMe, Yext, Zencity, Zoom
IN-Q-TEL SOLUTIONS	Anomali, Apigee, Apptio, ArchSight, Basis Technology, Boundless, Box, Bromium, Cellebrite, CipherCloud, Cloudant, Cloudera, Contrast, Cylance, Databricks, DataRobot, Delphix, Digital Reasoning, Domino, Endeca, Finch Computing, Frame, Fusion-IO, geoiQ, GitLab, Heavy.AI, Hytrust, Ike, Immersive Wisdom, Initiate, Kofax, LabelBox, Language Weaver, LILT, Local Motion, Lookout, Lucidworks, Magnet Forensics, Markforged, memSQL, MetaCarta, Micro Focus Government Solutions, Mocana, Mongo DB, MotionDSP, NarrativeScience, Nicira, NovoDynamics, Nozomi, Okta, Optiolabs, Orbital Insight, Orion, Palantir, Paxata, Phantom, Pindrop, piXlogic, Platfora, QuantiFind, Recorded Future, ReversingLabs, SDL, SitScape, SilverTail, Skytree, Socrata, Software Government Solutions, Sonatype, Tenable, Teradici, Terrago, Thetis Corp, Trellix, Veracode, Vintri
LAW ENFORCEMENT	Acadis, ADF Solutions, Adobe, Airgility, Airversity, Authentic8, AWS, Axon, BlackBerry, Blackswift, Blueforce Development, Cellebrite, Chainalysis, Commvault, Conceal, Darkowl, Dedrone, DigitalBlue, ElSight, Flashpoint, Ghost Robotics, Google Cloud, Gridless Power, Icaros, ikeGPS, Informatica, Inspired Flight, Juniper Unmanned, Lightsense, Magnet Forensics, Mark43, Measure, Mi-Case, Microsoft, Microsoft Surface, NTrepid, Nuance, NVIDIA, Okta, piXlogic, Qii.AI, Recorded Future, Red Hat, Reveal, SAFR, Salesforce, SkyX, Software AG, Sonim, Tableau, TransUnion, Trimble, VELARY, Veritone, Vidizmo, Vintra, VIQ, Voyager Labs, Wickr
FEDRAMP SOLUTIONS	Achievelt, Acquia, Adobe, Akamai, Apptio, Armis, Authentic8, AvePoint, AWS, Axon, BlackBerry, BMC, Boomi, Box, Broadcom, C3.ai, CloudCheckr, Cofense, Colibra, Contegix, Copado, CORAS, CoSo Cloud, CrowdStrike, CyberArk, Databricks, DataRobot, Decision Lens, Delinea, Digital.ai, DocuSign, Druva, Eightfold.ai, Elastic, Exterro, FM:Systems, Forcepoint, Genesys, Google Cloud, Granicus, HackerOne, Hootsuite, IBM, iBoss, Infoblox, Informatica, Ivanti, Keeper Security, Kiteworks, Lookout, Micro Focus Government Solutions, Microsoft, MongoDB, MuleSoft, Netskope, New Relic, Nintex, Nuance, Nutanix, Okta, Orock, OwnBackup, PaloAlto Network, Proofpoint, Qualtrics, Qualys, Quzara, Rackspace, Rescale, RSA, SailPoint, Salesforce, SAP NS2, Saviynt, ServiceNow, SkyHigh, Slack, SmartSheet, Snowflake, Software AG, Splunk, Sprinkl, Tanium, Tenable, Trellix, Trello, Tyler Technologies, UiPath, ValiMail, Veracode, Veritone, Virtru, Virtustream, VMware, Vyopta, Wickr, Zimperium, Zoom, Zscaler
GEOSPATIAL	Accla, AeroCloud, Airversity, AutoDesk, Ball, Bentley, Better GIS, Chooch AI, CompassCom, CompassData, Dedrone, Digital Map, e-PlanSoft, FM:Systems, GeoNorth, Google Maps, Icaros, ikeGPS, Intermap, MapBox, NearMap, Qii.AI, Spire, Terra Pixel, TomTom, Trimble, Vehicle Tracking Solutions, Velary
HEALTHCARE	Adobe, BeyondTrust, BlackBerry, CA Technologies, Cloudera, Colibra, Databricks, Dell Technologies, F5, Fidelis Security, Forescout, Gigamon, Google Cloud, Granicus, Gridless Power, HPE, Imprivata, Infoblox, Ivanti, John Snow Labs, Kofax, Micro Focus Government Solutions, MuleSoft, NCS, New Relic, Nuance, Nutanix, Nuvolo, Okta, Orion, piXlogic, Red Hat, Salesforce, Samsung, SAP, SentinelOne, ServiceNow, Snowflake, Splunk, Symantec, Tableau, Trellix, Trend Micro, Veritas, VMware, Zscaler
CARASOFT CONTRACT VEHICLES	
GSA SCHEDULE	47QSWA18D008F, GS-35F-0119Y
SEWP V	Group A Other Than Small: NNG15SC03B, Group D Other Than Small: NNG15SC27B
ESI BPA CONTRACTS	Adobe: N00104-09-A-ZF31, N00104-12-A-ZF31, NNX13AA89Z, HSHQDC-13-A-00039; CollabNet: HC1028-11-A-0100; Micro Focus Government Solutions: N00104-13-A-ZF46; Intel: W5P1J-15-D-0008; IronKey: HSTS05-12-A-MED002; Red Hat Linux: HC1028-14-A-0002; SAP: N00104-08-A-ZF43 ServiceNow: N00104-13-A-ZF47; Splunk: DE-IM0000789; Symantec: N00104-13-A-ZF45; VMware/Dell: W91QUZ-09-A-0003; ForeScout: #N66001-18-A-0005

EEO Report

Please find our 2021 EEO report beginning on the following page.

CO= DA57607

EQUAL EMPLOYMENT OPPORTUNITY

2021 EMPLOYER INFORMATION REPORT EEO-1

SINGLE ESTABLISHMENT REPORT

U= DA57607

SECTION B - COMPANY IDENTIFICATION

1. CARAHSOFT TECHNOLOGY CORPORATION
11493 Sunset Hills Road
SUITE 100
RESTON, VA 20190

2.a. CARAHSOFT TECHNOLOGY CORPORATION
11493 Sunset Hills Road
SUITE 100
RESTON, VA 20190

c. EIN= 522189693

SECTION C - TEST FOR FILING REQUIREMENT

1- Y 2- N 3- N DUNS= 088365767

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 511210 - Software Publishers

SECTION D - EMPLOYMENT DATA

Table with columns: JOB CATEGORIES, HISPANIC OR LATINO (MALE, FEMALE), NOT-HISPANIC OR LATINO (WHITE, BLACK OR AFRICAN AMERICAN, NATIVE HAWAIIAN OR PACIFIC ISLANDER, ASIAN, AMERICAN INDIAN OR ALASKAN NATIVE, TWO OR MORE RACES), OVERALL TOTALS. Rows include EXECUTIVE/SR OFFICIALS & MGRS, FIRST/MID OFFICIALS & MGRS, PROFESSIONALS, TECHNICIANS, SALES WORKERS, ADMINISTRATIVE SUPPORT, CRAFT WORKERS, OPERATIVES, LABORERS & HELPERS, SERVICE WORKERS, TOTAL, and PREVIOUS REPORT TOTAL.

SECTION F - REMARKS

DATES OF PAYROLL PERIOD: 12/15/2021 THRU 12/31/2021

SECTION G - CERTIFICATION

CERTIFYING OFFICIAL: Kristina Smith
EMAIL: kristina.smith@carahsoft.com

EEO1 REPORT CONTACT PERSON: Kristina Smith
EMAIL: kristina.smith@carahsoft.com

CERTIFIED DATE [EST]: 5/11/2022 4:15 PM

TITLE: Contracts Director
PHONE: 703-871-8504

TITLE: Contracts Director
PHONE: 703-871-8504

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Kane County Information Technologies Department is authorized to enter into a joint purchasing agreement with OMNIA (under Contract No. R-TC-17006) and Amazon Business for the purchase of Products and Services.

BE IT FURTHER RESOLVED the Kane County Information Technologies Department is hereby authorized to purchase Online Marketplace Products and Services through OMNIA's Amazon Business Contract No. R-TC-17006 for a sum not-to-exceed Two Hundred Fifty Thousand Dollars (\$250,000) per fiscal year.

BE IT ALSO FURTHER RESOLVED that Two Hundred Fifty Thousand Dollars (\$250,000) per fiscal year is hereby appropriated from various applicable Information Technologies and Capital Funds to pay for the Department's Marketplace purchases from Amazon Business under Contract No. R-TC-17006.

*Line Item: 001.060.060.60020, 001.060.060.60000, 500.800.801, Various
Line Item Description: Computer Replated Supplies/Office Supplies, Capital, Various
Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes
Are funds currently available for this Personnel/Item/Service in the specific line item? Yes
If funds are not currently available in the specified line item, where are the funds available? N/A*

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Purchase of Products and Services through the Amazon Business Online Marketplace for the Information Technologies Department (Contract No. R-TC-17006)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630-232-5827

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$200,000
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution authorizes the Kane County Information Technologies Department to purchase products and related services from Amazon Business through the OMNIA Partners contract (No. R-TC-17006), valid through January 18, 2028. The County has previously approved participation in OMNIA's cooperative purchasing program under Resolutions No. 22-265 and 25-118, allowing access to competitively bid contracts. This resolution authorizes the continued use of competitively bid contracts for the efficient, cost-effective, and compliant procurement of marketplace products and related services through a competitively bid cooperative purchasing program, with total expenditures not to exceed \$250,000 per fiscal year from various Information Technologies and Capital Funds.



CONTRACT RENEWAL #3

August 21, 2025

Amazon.com Services LLC
(Amazon Business)
Brett Tuson
410 Terry Avenue North,
Seattle, WA 98109-5210

Re: Contract Renewal #3
Contract #R-TC-17006 – On-line Marketplace for Purchases of Products and Services

Dear Mr. Tuson:

This is to advise you that Prince William County Public Schools (PWCS) desires to renew the referenced contract for an additional two-year period in accordance with the "Contract Term" clause in the Contract. The current contract will expire on January 18, 2026.

Please advise me if you desire to renew the contract and prices in accordance with the terms of the contract by signing and returning this **Contract Renewal** form no later than September 4, 2025.

If you have any questions on this matter, please contact me by phone at 703-791-8744 or via email at bakerax@pwcs.edu.

Sincerely,

Angie Baker, VCA
Buyer

=====

Acceptance Agreement

It is mutually agreed that the above-mentioned contract is renewed for the period of January 19, 2026 to January 18, 2028 and all terms and conditions in the original solicitation and contract shall remain the same.

Renew Contract: Yes: No:

Rates to Remain the Same: Yes: No: If no, attach explanation and revised rates.
Revised rates shall be effective on January 18, 2026, upon PWCS signature below.

Vendor: Brett Tuson
91209151964544E
Legally Authorized Signature
Brett Tuson, Authorized Signatory

PWCS: Brian Burtner
Legally Authorized Signature

Print Name & Title

Colleen Keener, NIGP-CPP, CPPB, CPCP, VCO, VCA
Supervisor of Purchasing

Date: September 4, 2025

Date: Sep 9, 2025

BH

PROCUREMENT



Signature: Brian Hall

Brian Hall (Aug 21, 2025 14:38:35 EDT)

Email: hallbm@pwcs.edu



Renewal 3 - R-TC-17006 - Amazon

Final Audit Report

2025-08-21

Created:	2025-08-21
By:	Angela Baker (BAKERAX@pwcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAxDUeObxcyg0ViZIL9MaCj2rhmpfgCJoc

"Renewal 3 - R-TC-17006 - Amazon" History

-  Document created by Angela Baker (BAKERAX@pwcs.edu)
 2025-08-21 - 6:28:02 PM GMT- IP address: 204.122.110.251

-  Document emailed to Brian Hall (hallbm@pwcs.edu) for signature
 2025-08-21 - 6:28:49 PM GMT

-  Email viewed by Brian Hall (hallbm@pwcs.edu)
 2025-08-21 - 6:38:06 PM GMT- IP address: 104.47.70.126

-  Document e-signed by Brian Hall (hallbm@pwcs.edu)
 Signature Date: 2025-08-21 - 6:38:35 PM GMT - Time Source: server- IP address: 204.122.110.142

-  Agreement completed.
 2025-08-21 - 6:38:35 PM GMT

Renewal 3 - R-TC-17006 - Amazon - vendor signed

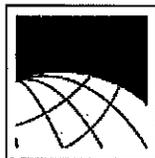
Final Audit Report

2025-09-09

Created:	2025-09-08
By:	Angela Baker (BAKERAX@pwcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7xgVXbIBEs9sOMCCmhetKUrGrIEFJV05

"Renewal 3 - R-TC-17006 - Amazon - vendor signed" History

-  Document created by Angela Baker (BAKERAX@pwcs.edu)
2025-09-08 - 2:40:48 PM GMT- IP address: 204.122.110.142
-  Document emailed to Brian Burtner (burtneba@pwcs.edu) for signature
2025-09-08 - 2:41:20 PM GMT
-  Email viewed by Brian Burtner (burtneba@pwcs.edu)
2025-09-09 - 2:49:30 PM GMT- IP address: 204.122.110.162
-  Document e-signed by Brian Burtner (burtneba@pwcs.edu)
Signature Date: 2025-09-09 - 2:49:58 PM GMT - Time Source: server- IP address: 204.122.110.162
-  Agreement completed.
2025-09-09 - 2:49:58 PM GMT



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

CONTRACT NUMBER: R-TC-17006

This Contract entered into this 19th day of January 2017 by, **Amazon Services, LLC, Amazon Business, 325 9th Avenue N., Seattle, WA 98109**, hereinafter referred to as the "Contractor" and **Prince William County School Board, P.O. Box 389, Manassas, VA 20108**, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide an On-Line Marketplace for the Purchase of Products and Services in accordance with the Statement of Needs, General Terms and Conditions and Special Terms and Conditions stated herein.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated January 19, 2017.
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from the date of award, January 19, 2017 to January 18, 2022, with the option to renew for three (3) additional two (2)-one-year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
4. **CONTRACT ADMINISTRATOR/PROJECT MANAGER:** The following PWCS employees are identified to use all powers under the contract to enforce its faithful performance:
 - 4.1. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his/her designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.



- 4.2. **PROJECT MANAGER:** The following individuals shall work directly with the Contractor in scheduling and coordinating work, answering questions in connection with the scope of work, and providing general direction under the resulting contract:
- 5. **TIME OF PERFORMANCE:** In accordance with Contractor's proposal, Section 4.2.2. and 5.3.2.
- 6. **PRICING:** In accordance with Contractor's proposal, Section 4.2.1.
- 7. **PAYMENT TERMS:** In accordance with Contractor's proposal, Section 5.3.6.

Prince William County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

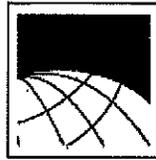
CONTRACTOR:

Prentis D. Wilson, Jr.
 Authorized Signature
Prentis D. Wilson, Jr.
 Type Name
Vice President
 Title
Jan 27, 2017
 Date

PURCHASING AGENCY:

Jim Totty
 Authorized Signature
Jim Totty, CPPO, C.P.M.
 Type Name
Supervisor of Purchasing
 Title
1-31-17
 Date





Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

MEMORANDUM OF NEGOTIATIONS

R-TC-17006

Dated: January 19, 2017

Prince William County Schools (hereinafter called PWCS) and Amazon Services, LLC (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-TC-17006 for On-Line Marketplace for the Purchases of Products and Services. The final Contract contains the following documents listed in the order of precedence:

- a. Contractor's proposal dated October 14, 2016;
 - b. Contractor's response to Clarification Questions dated October 31, 2016, attached;
 - c. PWCS's Request for Proposal, R-TC-17006 and all Addendum #1;
 - d. Contractor's Business Accounts Terms and Conditions (currently available at <https://www.amazon.com/gp/help/customer/display.html?nodeId=201613180>), attached;
 - e. PWCS's General Terms and Conditions, Section 11 (RFP – Revised 12/16/16), attached;
 - f. This Memorandum of Negotiations;
 - g. Any subsequent modifications to the Contract.
1. The contract term shall remain as originally issued in the RFP, as follows:
 - 9.1. The initial term of this contract shall be five years (5) from the date of award to **December 30, 2021**, with the option to renew for three-two (2) year periods, upon mutual written consent of the parties to the contract.
 2. Amazon Whispercast is not being offered upon award but will remain in scope for future offerings by the Contractor. In addition, all new Amazon business opportunities may be modified to the Contract by mutual agreement between the Contractor and PWCS.



3. The following provision is added to PWCS Special Terms and Conditions:

10.7 NOTICE OF DEFERRAL UNDER FEDERAL GRANT UNIFORM GUIDANCE:

As permitted under the rule published at 80 FR 54407, Prince William County Schools is electing to defer until July 1, 2017, the implementation of the procurement provisions of the Uniform Guidance, as detailed in 2 CFR 200 subsections .317 through .326. During this period, we will continue to operate under the guidance of 44 C.F.R. § 13.36(a)-(i) (States, Local and Tribal governments) and 2 C.F.R. 215.40-48 (Institutions of Higher Education, Hospitals, and Private Non-Profits). This provision shall constitute the documentation of this decision as required, and shall be deemed incorporated into our internal procurement policies.

4. Contractor's response to Clarification Questions dated October 31, 2016, Question #1: The State of Iowa is hereby removed as an excluded state and allowed use of the Master Agreement award.

ACCEPTED BY:

 Rene D. Wilson
Contractor Authorized Signature

 Jan 27, 2017
Date

 Vice President
Title

 Jim Totty
Jim Totty, C.P.M., CPPO
Supervisor of Purchasing

 1/31/17
Date



will be remain available for public inspection or copying upon request pursuant to Illinois law but will not be included in the publicly posted materials.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that agendas for meetings of the Kane County Board and its committees shall be made available in accordance with the Open Meetings Act and the Kane County Code, and that any resolutions and ordinances on such agendas that will be the subject of final action at such meetings of the Kane County Board and its committees shall be prepared for posting on the County of Kane website in compliance with the DOJ final rule for Title II of the Americans with Disabilities Act.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that, to comply with the accessibility standards, only ADA-compliant materials such as agendas, resolutions, and ordinances will be posted online, while supporting documentation will remain available for public inspection or copying upon request in accordance with Illinois law.

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Approving Accessibility Efforts Related to the County of Kane Website and Agendas for the Kane County Board and its Committees

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Charles Lasky, 630.232.5827

Budget Information:

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution affirms the Kane County Board's commitment to accessibility and compliance with the United States Department of Justice (DOJ) final rule implementing Title II of the Americans with Disabilities Act (ADA) regarding web content and mobile application accessibility. The DOJ's updated regulations, issued in April 2024, require all public web content and mobile applications provided by state and local governments to meet Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA compliance by April 24, 2026.

The County of Kane currently posts agenda packets for the Kane County Board and its committees on its website, including agendas, resolutions, ordinances, and supporting documentation. To comply with the new DOJ standards and ensure accessibility for all members of the public, this resolution establishes that going forward, only ADA-compliant materials such as agendas, resolutions, and ordinances will be posted online. Supporting documentation will remain available for public inspection or copying upon request in accordance with Illinois law but will not be included materials publicly posted online.

This action ensures that all posted meeting materials meet ADA accessibility requirements while maintaining full transparency and compliance with the Open Meetings Act and the Kane County Code.

Hundred Eighty Five Dollars (\$326,785) with One Hundred Thousand Dollars (\$100,000) per fiscal year in contingency.

Line Item: 520.690.730.52120, Various

Line Item Description: Repairs & Maintenance Grounds, Various

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? Yes

Are funds currently available for this Personnel/Item/Service in the specific line item? Yes

If funds are not currently available in the specified line item, where are the funds available?

N/A

Passed by the Kane County Board on April 14, 2026.

John A. Cunningham, MBA, JD, JD
Clerk, County Board
Kane County, Illinois

Corinne M. Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing a Contract for Landscaping Maintenance Services for the Mill Creek Special Services Area with Langton Group (RFP#26-010-TL)

Committee Flow:

Administration Committee, Executive Committee, County Board

Contact:

Roger Fahnestock, 630-232-3571

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$526,785
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

The Mill Creek Special Service Area (Mill Creek SSA) is responsible for providing special services to the Mill Creek Planned Unit Development (Mill Creek PUD). The services are funded through a tax levy paid by the residents of the Mill Creek Subdivision for the sole use within the boundaries of the Mill Creek PUD. Requests for proposals were solicited for the Mill Creek SSA Landscape Maintenance Services (RFP#26-010-TL). A total of eleven (11) proposals were received by the January 26, 2026 deadline and opened publicly. This resolution is to award the landscape maintenance services contract to Langton Group of Woodstock, IL for the base price quote of \$326,785 for a two-year period with \$100,000 per fiscal year in contingency.

**County of Kane
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER**

719 S. Batavia Avenue, Bldg. A
Geneva, Illinois 60134

Telephone: (630) 232-5929
Fax: (630) 208-5107



March 3, 2026

PROCUREMENT SYNOPSIS

Requesting Department: Building Management
Procurement Name: RFP 26-010-TL Landscape Maintenance Service Mill Creek SSA
Recommended Vendor: Langton Group – Aurora, IL

NOTIFICATION AND RESPONSE

Public Notices: Kane County Web Site and The Daily Herald

Advertising Date:	January 2, 2026	Notices sent/Plan Holders: 257/60
Proposal Due Date:	January 26, 2026	Proposals Received: 11

PURPOSE

The County of Kane requested competitive proposals to retain the services of a qualified and experienced contractor to provide general landscape maintenance services to select sections of the Mill Creek Special Service Area (SSA) in the Mill Creek Subdivision for the Kane County Building Management Department. The following vendors submitted a proposal:

VENDOR	SCORE
Langton Group - Woodstock, IL	87%
Mark 1 Landscape – Bartlett, IL	82%
Cornerstone Partners – St. Charles, IL	82%
Brightview Landscapes – Elmhurst, IL	81%
Beary Landscaping – Aurora, IL	77%
Ramiro Guzman Landscaping – Plainfield, IL	76%
Beverly Environmental – Markham, IL	73%
Green Garden Group – Downers Grove, IL	72%
AB Sanchez Landscapes – Arlington Heights, IL	70%
Cox Landscaping – Yorkville, IL	69%
JJ Residential Landscaping – Rantoul, IL	58%

The Proposals were reviewed and scored based on the weights and criteria as stated in the RFP. Building Management staff recommends awarding of this contract to Langton Group of Woodstock, IL for a two-year (2) period with three (3) optional one-year (1) renewals if mutually agreed upon by both parties pending standing committee and final County Board approval.

Submitted by:
Tom Laird
Tom Laird
Assistant Director of Purchasing

**County of Kane
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER**

Timothy Keovongsak
Director of Purchasing

719 S. Batavia Avenue, Bldg. A.
Geneva, Illinois 60134
Telephone: (630) 208-3803
Fax: (630) 208-5107



REQUEST FOR PROPOSAL

DATE: JANUARY 2, 2026

RFP #26-010-TL – MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM

The County of Kane (“County”) is accepting sealed proposals seeking to establish a - two (2) year contract with a qualified and experienced Vendor to provide landscape and turf maintenance services for the Mill Creek SSA. This contract has a possibility of three (3) one-year renewals.

EVENT:	LOCATION:	DATE:	TIME:
Deadline for Exceptions to Proposal Language and Specification Inquiries.	Must be submitted in writing to: purchasing@kanecountyil.gov	01/15/26	2:00 p.m.
Proposal Due	Proposals must be submitted electronically to https://www.bidnetdirect.com/illinois/kanecounty	01/26/26	2:00 p.m.

Solicitation Opening Location: Kane County Purchasing Department, 719 S. Batavia Avenue, Building A, 2nd Floor, Geneva, IL, 60134

√	SUBMITTAL CHECKLIST
	PROPOSAL RESPONSE FORM COMPLETED, WITH AUTHORIZED SIGNATURE
	ELECTRONIC (PDF) COPY (MUST BE SUBMITTED ELECTRONICALLY AT http://www.bidnetdirect.com/illinois/kanecounty)
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	PROPOSAL PRICING (INCLUDING UNIT PRICES, WHERE REQUIRED)
	REFERENCES
	COMMUNICATION NARRATIVE
	COMPLETED CONTRACTOR DISCLOSURE FORM (UPON AWARD)
	COMPLETED FAMILIAL DISCLOSURE FORM (SIGNED AND NOTARIZED) AND VENDOR CERTIFICATION COMPLETED (UPON AWARD)
	CERTIFICATE OF INSURANCE SAMPLE

EXCEPTIONS TO THE COUNTY'S GENERAL TERMS, CONDITIONS OR REQUIREMENTS

Submit one (1) electronic copy (PDF format) of any exceptions to the County's terms, conditions, or requirements outlined in this RFP. Such exceptions may be considered in the evaluation and award processes. The County will be the sole determiner of the acceptability of any exception. Any exceptions submitted may render the submission as non-responsive to the requirements listed.

PLEASE NOTE: Proposals received after the submittal time will be rejected. There will be no public opening of proposals.

CONTACT PERSON: Tom Laird
purchasing@kanecountyil.gov

ATTACHMENT: Appendix A-E - Location Maps, Photos & Parcels Square Footage

DISCLAIMER: TO THE EXTENT THAT YOU HAVE OBTAINED THESE DOCUMENTS FROM A SOURCE OTHER THAN BID NET DIRECT, PLEASE BE ADVISED THAT THESE DOCUMENTS MAY NOT INCLUDE ALL UPDATES, INCLUDING, BUT NOT LIMITED TO, ADDENDUMS, CLARIFICATIONS, AND DUE DATE EXTENSIONS. FOR ALL UPDATES TO DOCUMENTS, PLEASE VISIT <HTTPS://WWW.BIDNETDIRECT.COM/ILLINOIS/KANECOUNTY>

**PROPOSALS MUST BE SUBMITTED ELECTRONICALLY
AT
<HTTPS://WWW.BIDNETDIRECT.COM/ILLINOIS/KANECOUNTY>**

**INSTRUCTIONS TO OFFERORS
COUNTY OF KANE
COMPETITIVE SELECTION PROCEDURE - PROPOSAL
TERMS AND CONDITIONS**

A. REQUEST FOR PROPOSALS

A.01 Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Award will be based on the criteria set forth herein.

A.02 Proposal Opening:

Sealed proposals will be received at the Kane County Purchasing Department until the date and time specified, at which time the names of offerors will be read aloud and recorded on an abstract. Contents of the sealed proposals will be opened and evaluated in private with proposal information kept confidential until an award is made. Late proposals shall be rejected and returned unopened to the sender. Kane County does not prescribe the method by which proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of the reason, in delivery of the proposals.

A.03 Proposal Preparation:

Proposals must be submitted in the format listed in submittal instructions and all information and certifications called for must be furnished. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the proposal. The proposal shall include the legal name of the Vendor, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the Vendor to a contract. Name of person signing should be typed or printed below the signature.

A.04 Proposal Envelopes:

Envelopes containing proposals must be sealed and addressed to the County of Kane, Purchasing Department. The name and address of the Vendor and Invitation Number must be shown in the upper left corner of the envelope.

A.05 Addenda:

A.05.1 Addenda are written instruments issued by the County prior to the date for receipt of proposals which modify or interpret the RFP by addition, deletion, clarifications, or corrections.

- A.05.2 Prior to the receipt of proposals, addenda will be mailed or delivered to all who are known to have received a complete Request for Proposals.
- A.05.3 After receipt of proposals, addenda shall be distributed only to offerors who submitted proposals, and those offerors shall be permitted to submit new proposals or to amend those submitted.
- A.05.4 Each offeror shall ascertain prior to submitting a proposal that all addenda issued have been received and acknowledge on the proposal response form, by submission of a proposal, such act shall be taken to mean that such offeror has received all addenda, and that the offeror is familiar with the terms thereof and understands fully the contents of the addenda.
- A.06 Evaluation of Proposals:
The proposals submitted by offerors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Proposals shall be categorized as:
- A.06.1 Acceptable;
- A.06.2 Potentially Acceptable; that is, reasonably susceptible of being made acceptable; or
- A.06.3 Unacceptable.
- A.07 Discussion of Proposals:
- A.07.1 The Evaluation Panel may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity of discussion and revision of proposals. During the course of such discussions, the Evaluation Panel shall not disclose any information derived from one proposal to any other offeror.
- A.07.2 During the initial discussion, the offeror shall be prepared to give an oral presentation covering the following topics:
- (a) The specific services to be provided;
 - (b) Qualifications of the offeror, experience of personnel, etc;
 - (c) The working relationship to be established between the County and the offeror, including, but not limited to, what each party should expect from the other.
 - (d) A review of the costs associated with this project.
- A.08 Negotiations:
The County of Kane reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the entire proposal be made an

integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the offeror during

discussions or negotiations will be held by the County of Kane as contractually binding on the successful offeror.

A.09 Notice of Unacceptable Proposal:

When the Evaluation Panel determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal. The decision of the Evaluation Panel shall be final.

A.10 Confidentiality:

The County's Director of Purchasing shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Director of Purchasing. All data, documentation and innovations developed as a result of these contractual services shall become the property of the County of Kane. Based upon the public nature of these RFP's, an offeror must inform the County, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

A.10.1 Confidential information submitted by the Vendor shall be labeled and shall be maintained in confidence to the extent permitted by the Illinois Open Meetings Act, and the Illinois Freedom of Information Act.

A.11 Proprietary Information:

Under the Illinois Freedom of Information Act, all records in the possession of Kane County are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exception is "[t]rade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested." 5 ILCS 140/7(1)(g). The County will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

A.12 Interpretation or Correction of Documents:

Vendors shall promptly notify the County of any ambiguity, inconsistency or error they may discover upon examination of the specification documents. Interpretations, corrections and changes will be made by addendum.

A.13 Variances:

State or list by reference any variations to specifications, terms and conditions.

B. TERMS AND CONDITIONS

B.01 Authority:

This Request for Proposals is issued pursuant to applicable provisions of the Kane County Purchasing Department.

B.02 Errors in Proposals:

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

B.03 Reserved Rights:

The County of Kane reserves the right at any time and for any reason to cancel this Request for Proposals, or to accept an alternate Proposal. The County reserves the right to award one or more contracts for their services specified herein. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the offeror, the County has one hundred twenty (120) days to accept. The county may seek clarification from any offeror at any time and failure to respond promptly is cause for rejection.

Kane County reserves the right to compare pricing submitted to any and all known national joint purchasing cooperatives in order to obtain the lowest pricing available in the current market place for this contract award. The list of joint purchasing cooperatives is not all inclusive and may include other joint purchasing cooperatives Kane County is not currently aware of at the present time. Kane County reserves the right to award a contract to the lowest responsive, responsible vendor for said product or service after reviewing all joint purchasing cooperative pricing available for Kane County to participate in their program.

State of Illinois Central Management Services (CMS)
Omnia Partners (formerly US Communities & National IPA)
Sourcewell

B.04 Incurred Costs:

The County of Kane will not be liable in any way for any costs incurred by respondents in replying to this RFP.

B.05 Award:

Proposals will be evaluated and negotiated by the Evaluation Panel. The Evaluation Panel shall have the authority and discretion to determine the qualifications, responsibility and capabilities of offerors, the reasonableness of price, and other factors (where applicable): (a) adherence to all conditions and

requirements of the proposal specifications; (b) price; (c) qualifications of the Vendor, including past performance, financial responsibility, general reputation,

experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

B.05.1 Confidential information submitted shall be maintained in confidence to the extent permitted by the Illinois Open Meetings Act, and the Illinois Freedom of Information Act. The Evaluation Panel's final recommendation and reports shall be forwarded to the appropriate committees of the Kane County Board for consideration and award of the contract.

B.06 Criteria for Selection:

All proposals will be evaluated based on the criteria as stated on the specification.

B.07 Pricing:

The price for the contract is to be held firm for the term of the contract.

B.08 Taxes:

The County of Kane is exempted from paying Illinois Retailers Occupation Tax and Federal Excise Tax.

B.09 Warranty:

Vendor expressly warrants that all goods and services (real property and all structures thereon) will conform to the drawings, materials, performance and any other specifications, samples or other description furnished by the County, and will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship. Vendor agrees that these warranties shall run to Kane County, its successor, assigns, customers and users of the products or services and that these warranties shall survive acceptance of the goods or performance of the services.

B.10 Indemnity:

Vendor agrees to save, hold harmless, defend and indemnify the County of Kane and its Officers, Agents and Employees from any and all liability or loss incurred by the County of Kane resulting from Vendor's noncompliance with any laws or regulations of any governmental authority having jurisdiction over Vendor's performance of this contract and Vendor's violation of any of the terms and

conditions of this agreement, and from the Vendor's negligence arising from, in any manner and in any way connected with, the terms and conditions of this Agreement and arising from the Vendor's performance thereunder.

Vendor shall provide to the County of Kane proof of adequate insurance coverage to satisfy the indemnification provisions herein.

B.11 Equal Employment Opportunity:

The equal employment opportunity clause required by the Illinois Human Rights Act is hereby incorporated by reference in all contract made by the County of and in all bid specifications therefore furnished by the County to all Vendors, contractors and subcontractors.

The County of Kane, State of Illinois, represents that it and the employing agencies responsible to it, conform to the following:

We do not discriminate against any employee or applicant for employment because of race, creed, color, age, disability, religion, sex, national origin/ancestry, sexual orientation, marital status, veteran status, political affiliation, pregnancy, or any other legally protected status. We will take whatever action is necessary to ensure that applicants and employees are treated appropriately regarding all terms and conditions of employment. We will post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

We will, in all solicitations or advertisements for employees placed by or on behalf of the employing agencies, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, military status, sexual orientation, pregnancy or unfavorable discharge from military service. (Ordinance No. Res. No. 82-90, 6-10-80; Res. No. 81-79, 6-9-81; Res. No. 82-90, 6-8-82; Res. No. 05-303, 9-23-05). State law references—Illinois Human Rights Act, 775ILCS 5/1-101 et seq.

B.12 Default:

If delivery of services is not completed by the time promised, the County reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by the Contractor.

B.13 Payments:

B13.1 The payment terms for this contract will be made on a monthly basis by the County of Kane.

B13.2 The County of Kane requests all payments being made to vendors be done as direct deposits through an Automated Clearing House (ACH). All vendors being awarded a contract shall complete an authorization

agreement form prior to award. The ACH form and information on this program can be located on the County's Web site under Vendor Information on the Finance Department page.

B.14 Eligibility:

By signing the proposal response form, the Vendor hereby certifies that they are not barred from bidding on this contract as a result of a violation of Article 33E, Public Contracts of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Prohibition to Award Contracts to Parties Debarred or Suspended:

No contract may be awarded to parties listed on the federal governments Excluded Parties List System in the System for Award Management (SAM), on the State of Illinois' list of sanctioned persons maintained by the Agency's Office of Inspector General, or on the County's own list of parties suspended or debarred from doing business with the County.

Debarment:

Debarment is the process of determining that a contractor is ineligible to received contract awards based upon a preponderance of evidence, usually a conviction. Debarment is usually three (3) years in length. The name of the debarred contractor may be published as ineligible on the System for Award Management (SAM), which is a website administered by the U. S. General Services Administration, or on the list of sanctioned providers maintained by the State of Illinois Office of Inspector General.

Suspension:

Suspension is the process of determining that a contractor is ineligible to receive contract awards based upon adequate evidence, usually an indictment. Suspension is a temporary measure having a 12-month limit. It is usually used pending completion of an investigation or legal proceedings. The name of the suspended contractor will be published as ineligible on the System for Award Management (SAM), which is a website administered by the U. S. General Services Administration, or on the list of sanctioned providers maintained by the State of Illinois Office of Inspector General.

B. 15 Communication during the Procurement Process:

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact through the solicitation process. Therefore, from the issue date of any solicitation until the due date of the solicitation, all requests for clarification or additional information regarding the solicitation, or contact with County personnel concerning this solicitation or the evaluation process must only be through the Purchasing Department staff. Inquires will be collected by the Purchasing Department staff who will then submit the inquiries to the Department Head responsible for the procurement. Responses by the Department Head to the inquires will be submitted to the

Purchasing Department staff who will then distribute the responses to all vendors responding to the solicitation. In this way it will be assured that all vendors participating in the process will be receiving the same information. No contact regarding this solicitation with other County employees, agents of the County or elected officials is permitted unless expressly authorized by the Purchasing Director. A violation of this provision is cause for the County to reject the Bidder's

proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

B. 16 CERTIFICATE OF INSURANCE REQUIRED BY KANE COUNTY

Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the requirements of County of Kane containing:

B.16.1 The Contractor and all Subcontractors shall provide a Certificate of Insurance naming the Owner (Kane County) as certificate holder and as additional insured. The certificate shall contain a 30-day notification provision to the owner (Kane County) prior to cancellation or modification of the policy.

B.16.2 Commercial General Liability insurance including Products/Completed Operations, Owners and Contractor Protective Liability and Broad Form Contractual Liability. The exclusion pertaining to Explosion, Collapse and Underground Property Damage hazards eliminated. The limit of liability shall not be less than the following:

General Aggregate	\$2,000,000
Products and Completed Operations	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Or - Combined Single Limit	\$1,000,000

B16.2.1 Products and Completed Operation coverage is to remain in force for a period of two years after the completion of project.

B16.3 Business Automotive Liability Insurance including owned, hired and non-owned automobiles, and/or trailer and other equipment required to be licensed, with limits of not less than the following:

Each Person for Bodily Injury	\$1,000,000
Each Occurrence for Bodily Injury	\$1,000,000
Each Occurrence for Property Damage	\$1,000,000
Or - Combined Single Limit	\$1,000,000

B16.4 Statutory Worker's Compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not

protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause Subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

B16.5 Umbrella Liability:
Aggregate Limits \$5,000,000

B16.6 Professional Liability policy to cover all claims arising out of the Consultant's operations or premises, Sub-consultant's operation or premises, anyone directly employed by the Consultant or Sub-consultant, and the Consultant's obligation of indemnification under this Contract.

Limits:

Aggregate \$1,000,000

Vendor to furnish a copy of the Endorsement showing Kane County, as an additional insured on the General Liability and auto policies.

The Contractor shall cease operations on the project if the insurance is cancelled or reduced below the required amount of coverage.

C. CONTRACTOR DISCLOSURE

C.01 Prior to award, every contractor or vendor who is seeking or who has obtained contracts or change orders to contracts or two (2) or more individual contracts with Kane County resulting in an amount greater than Fifteen Thousand Dollars (\$15,000) shall disclose to the Kane County Purchasing Department, in writing all cumulative campaign contributions, (which includes multiple candidates) made within the previous twelve (12) months of awarding of the contract made by that contractor, union, or vendor to any current officer or countywide elected officer whose office the contract to be awarded will benefit.

Disclosure shall be updated annually during the term of a multi-year contract and prior to any change order or renewal requiring Board level approval. For purposes of this disclosure requirement, "contractor or vendor" shall include owners, officers, managers, insurance brokers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors corporations, partnerships, associations, business trusts, estates, trustees, and/or beneficiaries

under the control of the contracting person, and political action committees to which the contracting person has made contributions.

- C.02 All contractors and vendors who have obtained or are seeking contracts with Kane County must disclose the following information which shall be certified and attached to the application or document. Penalties for knowingly violating

disclosure requirements will potentially result in immediate cancellation of the contract, and possible disbarment from future County contracts:

C.02.1 Name, address, and percentage of ownership interest of each individual or entity having a legal or beneficial interest of more than five percent (5%) in the applicant. Any entity required by law to file a statement providing substantially the information required by this paragraph with any other government agency may file a duplicate of such statement;

C.02.2 Names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with County employees or officials in relation to the contract or bid. This information disclosure must be updated when any changes to the information occurs.

C.02.3 Whenever any interest required to be disclosed in paragraph (a) above is held by an agent or agents, or a nominee or nominees, the principals for whom such agents or nominees hold such interest shall also be disclosed. The application of a spouse or any other party, if constructively controlled by another person, or legal entity as set forth above, shall state the name and address and percentage of beneficial interest of such person or entity possessing such constructive control and the relationship under which such control is being or may be exercised.

Whenever a stock or beneficial interest is held by a corporation or other legal entity, such shareholder or beneficiary shall also make disclosure as required by paragraph C.02.1 above.

C.02.4 A statement under oath that the applicant has withheld no disclosures as to economic neither interests in the undertaking nor reserved any information, data or plan as to the intended use or purpose for which it seeks County Board or other county agency action.

- C.03 All disclosures and information shall be current as of the date upon which the application is presented and shall be maintained current until such time as Kane County shall take action on the application. Furthermore, this information shall

be maintained in a database by the Purchasing Department, and made available for public viewing.

- C.04 Notwithstanding any of the above provisions, the County Purchasing Department with respect to contracts awarded may require any such additional information from any applicant which is reasonably intended to achieve full disclosure

relevant to the application for action by the County Board or any other County agency.

- C.05 Any failure to comply with the provisions of this section shall render any ordinance, ordinance amendment, County Board approval or other County action in behalf of the applicant failing to comply voidable at the option of the County Board or other County agency involved upon the recommendation of the County Board Chairman or the majority of the County Board.

D. LAW GOVERNING:

- D.01 This contract shall be governed by and construed according to the laws of the State of Illinois.

E. Illinois Non-Appropriation Clause:

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

F. Termination for Cause:

This Contract may be terminated by the County at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Contract is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement. Upon such termination, the liabilities of the parties to this Contract shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this Contract is terminated due to the County's substantial failure to perform, the Contractor shall be paid for labor and expenses incurred to date, subject to setoff for any damages, losses or claims against the County resulting from or relating to Contractor's performance or failure to perform under this agreement.

In the event of termination by the County upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Contractor for services rendered through such phase shall constitute total payment for services. In the event of such termination by the County during any phase of the Basic Services, the Contractor will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

In the event of any such termination, the Contractor also will be reimbursed for the charges of independent professional associates and contractors employed by the

Contractor to render Basic Services, and paid for all unpaid Additional Services and Reimbursable Expenses not in dispute.

Reimbursable expenses mean the actual expenses incurred by the Contractor or the Contractor's independent professional associates or contractors, directly or indirectly in connection with the Project.

G. Litigation

Vendors are required to disclose if they have been a party to any lawsuits or arbitration proceedings involving their services within the last five years. Provide status or outcome of any such proceedings disclosed.

H. Holidays

Kane County is closed for business on the following holidays: New Year's Day; Martin Luther King, Jr. Day; Lincoln's Birthday, Washington's Birthday, Spring Holiday, Memorial Day, Juneteenth, Independence Day; Labor Day, Columbus Day; Veteran's Day, Thanksgiving Day, Day following Thanksgiving Day, Christmas Day.

STATEMENT OF WORK
For
MILL CREEK SSA
LANDSCAPE MAINTENANCE PROGRAM

OVERVIEW:

The County of Kane is accepting bids from qualified and experienced Vendors for the 2026 and 2027 season (2-program years) Mill Creek SSA Landscape Maintenance Program with an option for three additional one-year renewals. This is NOT a prevailing wage bid.

WORK INCLUDED IN BASE BID:

The work consists of the provision of various landscape maintenance items and services, as well as all necessary and incidental work to provide such items and services as defined within the plans and specifications contained herein.

The Contract presented is for a 2-year period with up to three 1-year renewals by the County. The Contractor shall provide unit prices for each year in the 5-year period of the contract. The County has the right to end the contract at any time without additional compensation. The Contractor will be paid for all services rendered prior to the end of the contract.

STATEMENT OF WORK
For
MILL CREEK SSA
LANDSCAPE MAINTENANCE PROGRAM

The following Special Provisions supplement the “Standard Specifications for Road and Bridge Construction, Adopted January 1, 2022”, the latest edition of the “Manual on Uniform Traffic Control Devices for Streets and Highways”, and the “Manual of Test Procedures for Materials” in effect on the date of invitation for bids, and the “Supplemental Specifications and Recurring Special Provisions” indicated on the Check Sheet included herein, which apply to and govern the Mill Creek SSA Landscape Maintenance Program, in Kane County, Illinois, and in case of conflict with any part, or parts, of said Specifications, the said Special Provisions shall take precedence and shall govern.

LOCATION OF PROJECT

The project is located at various right of ways and common areas within the Mill Creek SSA. The Mill Creek Subdivision is west of the corporate limits of the City of Geneva unincorporated Kane County, Illinois. The Subdivision is generally bound by Main Street on the South, Keslinger Road on the North, Wenmoth Road on the East, and approximately 4,000 ft west of Brundige Road on the West.

DESCRIPTION OF PROJECT

The work consists of the provision of various landscape maintenance items and services, as well as all necessary and incidental work to provide such items and services as defined within the plans and specifications contained herein.

CONTRACT TIME

The initial term of the contract is April 1, 2026, or the date of award, through March 31, 2028, with options to renew for three additional one-year terms, all with ending dates of March 31. The Mill Creek SSA reserves the right to extend beyond the Contract term, if mutually agreed upon with the awarded contractor and if deemed to be in the best interest of the SSA.

The Mill Creek SSA has the option to automatically extend this contract into its third, fourth, and fifth years unless notified, in writing, by the Contractor; or notifies the Contractor, in writing, 90 calendar days prior to the expiration of the initial and/or succeeding Contract term(s).

BONDING AND INSURANCE

The Contractor shall renew both the contract bond and certificate of insurance prior to the start of each contract year.

SUBCONTRACTING

The Contractor may provide services by means of an approved Subcontractor. If the Contractor plans to utilize a subcontractor during the contract period, the planned subcontractor shall be indicated in the proposal.

PREVAILING WAGES

There shall be no work completed on this contract related to a construction project or public works improvement project. As such, this program is not subject to the requirements of the Illinois Prevailing Wage Act.

LICENSES AND CERTIFICATIONS

This work includes the application and fertilizers, pesticides, and herbicides. All workers on the project shall carry the necessary applicator licenses for the applied product for all items of work. This shall be considered as incidental to the contract.

PROJECT MANAGER

The Contractor shall identify a staff member to be designated as the Project Manager for the project. The project manager shall be authorized to coordinate all operations in the field with the Mill Creek SSA Services Coordinator and the Contractor shall provide a 24-hour contact number for the Project Manager.

KICKOFF MEETING AND SCHEDULE

Prior to the beginning of each contract year the Project Manager shall attend a kickoff meeting with the Mill Creek SSA Services Coordinator and will present a proposed schedule of maintenance to the Services Coordinator for consideration. This meeting will take place prior to the start of services in each contract year.

COORDINATION OF SERVICES

It is imperative that the Contractor have open lines of communication with the Mill Creek Coordinator throughout the Contract. A minimum of 1 week is needed prior to the start of any scheduled activity so that residents can be made aware of the upcoming events.

It is required that the Contractor return phone calls to the Coordinator within 2 hours of a request for additional services. A 24-hour primary and secondary contact shall be provided.

In the event that minimum coordination activities are not met, the Contractor will be assessed \$500 in liquidated damages that will be reflected on the next request for payment for each request which is not responded to.

GENERAL GROUNDS MAINTENANCE

Throughout the duration of the normal maintenance season (April 1st through November 15th) weekly inspection of grounds shall be performed and litter cleanup will be completed as necessary to maintain all sites in a clean condition. A general Fall Cleanup which will include comprehensive litter and debris pickup of all mowing areas and planting beds shall be performed prior to the beginning of the winter season. A general Spring Cleanup which will include comprehensive litter and debris pickup of all mowing areas and planting beds shall be performed to remove litter and debris accumulated over the winter over the entire site. Ornamental grasses and other dead vegetation left untrimmed in the planting beds over the winter shall be cut down.

Measurement and Payment

This work shall be paid for on a monthly basis during the normal maintenance season for GENERAL GROUNDS MAINTENANCE, which price shall include all labor, materials, and equipment necessary to perform this item for the entirety of each calendar year of maintenance.

POWER WASHING STONE MONUMENTS

This work shall consist of the annual power washing, cleaning, and placement of organic stain preventer for stone monuments, subdivision monuments, flagstone steppers, stone outcrops, and stone roadway markers based upon the location maps provided in the contract proposal documents (Appendix D).

At the start of every contract year and no later than May 1, the contractor will visit each location identified and will power wash all identified stone monuments, subdivision monuments, and stone roadway markers.

Measurement and Payment

This work shall be paid for per each basis for POWER WASHING STONE MONUMENTS, which price shall include all labor, materials, and equipment necessary to perform this item for the entirety of each calendar year of maintenance.

TURF MAINTENANCE

This work shall consist of the weekly mowing and turf maintenance of SSA maintained properties based upon the location maps provided in the contract proposal documents.

Schedule and Hours

Weekly mowing shall be performed between April 15 and November 15 of each calendar year. A minimum of 30 weekly mowing cycles will be required. Hours of mowing shall be limited to 7:00 AM and 6:00 PM Monday through Friday and all mowing shall be performed on the same day of the week, which shall be approved by the SSA Coordinator. In the case of weather preventing the completion of mowing on the regularly scheduled day of the week the Contractor shall notify the SSA Coordinator and will complete mowing on the next available calendar day. Mowing on weekend days will not be performed without the approval of the SSA Coordinator and if allowed will be limited to the hours of 8:00 AM to 4:00 PM.

Performance Specifications

Lawn areas shall be cut at a height of 2"-3" as conditions dictate. Mowing shall be done frequently enough so that no more than one-third (1/3) of the grass blade is removed per cutting but not less than weekly. Grass mowing shall be accomplished in a manner that is free of scalping, rutting, bruising, and uneven and rough cutting. Areas next to fences, around the edges of ponds, boulders, posts, etc. shall be trimmed every time the adjacent area is mowed. String trimming shall be to the same height as the mowing height. Mowing equipment and patterns shall be employed to permit recycling of clipping where possible and present a neat appearance. Excess clippings shall be removed from turf and beds and all clippings shall be removed from sidewalks and streets. Blades on all equipment shall be kept sharp to prevent tearing of grass blades. Safety shielding and other manufacturer amenities on all equipment shall remain operational at all times. Mowing shall be conducted in such a manner and at such times that will not interfere with the public use of said areas and/or adjoining areas. Turf adjacent to walks and curbs shall be edged with a power edger on a monthly basis six (6) times throughout the season during the months of May through October.

Mowing and all equipment shall not be permissible when frost, standing water, or overly saturated soils are present. Delayed start or rescheduling of services may be necessary.

Adjustments in Number of Mowing Cycles and Mowing Locations

The SSA Coordinator shall reserve the right to cancel the week's scheduled mowing for any individual site, a selection of sites, or all locations upon 48 hours' notice to the Contractor. In addition, the SSA Coordinator shall reserve the right to include additional areas, if deemed necessary, or remove areas permanently. No adjustment in unit prices will be made for any reduction in the number of mowing cycles. Significant reduction or additions (>20%) of the overall area may require an updated unit price. The Contractor or SSA Coordinator can initiate a renegotiation of unit prices if adjustments are greater than 20%.

Measurement and Payment

This work shall be paid for on a per acre per week basis between the weeks of April 15 and November 15 for TURF MAINTENANCE for all locations identified on the provided location map

(Appendix A) which are completed in a given week in accordance with the completed schedule of prices. Payment will be made only for weekly mowings which are actually performed at each location.

TURF FERTILIZATION

This work shall consist of the routine application of fertilizer and herbicide to turf areas on SSA maintained properties based upon the location maps provided in the contract proposal documents.

Performance Specifications

Turf areas shall be fertilized four (4) times to provide a minimum of 4 pounds of nitrogen per 1,000 square feet per season with a balanced turf fertilizer at the rate specified by manufacturer.

1. The first application shall take place within the month of April and be a minimum fifty percent slow-release formula, include a Crabgrass Pre-Emergence Herbicide, and Broadleaf Weed Control Herbicide.
2. The second application shall take place within the month of June and be a minimum fifty percent slow-release formula and include Broadleaf Weed Control Herbicide. In addition, a grub control shall be spread to prevent damage to the turf grass roots.
3. The third application shall take place within the month of September and be a minimum fifty percent slow-release formula with high phosphorous content to promote vigorous root development and include a Broadleaf Weed Control Herbicide.
4. The fourth application shall take place within the month of October and be a minimum fifty percent slow-release formula with high phosphorous content to promote vigorous root development.

Measurement and Payment

This work shall be paid for on a per application for all locations identified on the provided location map (Appendix A) for TURF FERTILIZATION in accordance with the completed schedule of prices.

CORE AERATION

This work shall consist of the completion of core aeration of turf areas on SSA maintained properties based upon the location maps provided in the contract proposal documents. Prior to applying soil amendment products, all lawn areas shall be conditioned through core aeration. Core aeration shall be conducted in accordance with all applicable codes and by personnel with appropriate training in safety and in the use of the machinery being utilized.

Performance Specifications

Mechanical core or plug aeration methods shall be utilized, resulting in two to four (2-4) inch deep soil cores that are three-quarters (3/4) of an inch in diameter being pulled from the soil profile every six to eight (6-8) inches of forward movement. Side to side spacing of pulled plugs shall be five to seven (5-7) inches.

Aeration spoons shall be designed to release removed soil cores as the machine is operated, removed soil cores shall be left on the turf surface. All areas of turf shall be conditioned with a

single pass of mechanized soil aeration equipment; each pass shall be adjacent to the last with a maximum of six (6) inches overlapping or gapping allowed. Spike aeration is not acceptable.

Measurement and Payment

This work shall be paid for on a per treatment for all locations identified on the provided location map (Appendix A) CORE AERATION in accordance with the completed schedule of prices.

PATH MAINTENANCE

This work shall consist of the maintenance of vegetation along multi-use paths in SSA maintained properties based upon the location maps identified in the contract proposal documents.

Performance Specifications

A 36" wide section of turf/vegetation on each side of paths identified for maintenance by weekly turf mowing. Debris, including fallen branches and litter shall be removed on a weekly basis between the dates of April 15 and November 15 in advance of turf mowing operations. Trees and shrubs adjacent to paths will be maintained on a routine basis to maintain a safe canopy for pedestrians and cyclists which is 36" wide on each side all paths and 8' above the surface of all paths. The Contractor shall notify the SSA Coordinator of any potential safety issues encountered through the performance of PATH MAINTENANCE.

Measurement and Payment

This work shall be paid for on a weekly basis for PATH MAINTENANCE for all multi-use paths identified on the provided location map (Appendix C) in accordance with the completed schedule of prices. Payment will be made only for maintenance which is actually performed.

PATH HERBICIDE APPLICATION

This work shall consist of the application of broad-spectrum herbicide for the purpose of preventing encroachment of weeds into or through recreational paths.

Performance Specifications

Broad-spectrum herbicide shall be used to accomplish this objective at specified path locations. Herbicide shall be applied to encroaching weeds and invasive or undesirable vegetation at routine intervals. One application shall be applied in the month of June and one application shall be applied in the month of October. Aggressive vegetation like Willow, Thistle, Japanese Knotweed, Tree of Heaven, Common Reed, Buckthorn, Bush Honeycukle, Multiflora Road, Garlic Mustard, Teasel, etc. shall be treated.

Damage to recreational paths by vegetation, including location of the damage, pictures, and species that caused the damage, shall be documented and transmitted to the SSA Coordinator.

Measurement and Payment

This work shall be paid for on a per application basis for PATH MAINTENANCE for all multi-use paths identified on the provided location map (Appendix C) in accordance with the completed schedule of prices.

PLANTING BED MAINTENANCE

This work shall consist of the preparation of planting beds, planting, maintenance, and removal perennial plants as well as other herbaceous materials.

Maintenance

At the beginning of each maintenance year all planter beds will have all debris, dead foliage, and litter removed and shall have a new 4" layer of mulch installed within the edged limits of every bed which will be maintained throughout the season. At the beginning of each season all dead foliage will be removed from planter beds and replaced with fresh stock. The replacement of dead plants will be performed and paid for in accordance with the special provision for ITEMS

AS DIRECTED BY THE SSA COORDINATOR. Materials including plant stock required for the services directed by the SSA Coordinator shall be provided at cost + 10%. A copy of all receipts shall be provided with the monthly invoices.

Weekly visits shall be provided to water, weed, and edge landscape beds as needed to maintain the highest level of aesthetics and in accordance with best management practices. All landscape beds shall be always maintained in weed-free and debris free condition. Mulch rings containing trees and shrubs will be edged two times per year and fresh mulch added to keep out grass encroachment. The first edging must be completed by June 1st and the second edging must be completed by September 1st. A pre-emergent herbicide must be applied to all perennial plant beds by April 1st of each year, and post-emergent herbicide shall be used as needed throughout the remainder of the year. Fertilizer will be applied twice per year to all perennial beds. This work shall commence in the month of April and shall end on November 15th. Trees and shrubs will be trimmed or pruned twice per year to a uniformed shape and consistent appearance. Pruning of plant material shall occur in accordance with best management practices.

Planting beds shall be hand weeded every two weeks during the growing season. More frequent weed removal may be necessary to remove invasives and keep a clean appearance of the perennial beds.

Perennial beds shall be maintained a total of 3 times for each growing season. Flowers, which are out of bloom, shall be removed to keep neat appearance and encourage more blooms. Overcrowded area shall be thinned. When plants die back, dead foliage will be removed and replaced with fresh stock where warranted. The replacement of dead plants will be performed and paid for in accordance with the special provision for ITEMS AS DIRECTED BY THE SSA COORDINATOR. Materials including plant stock required for the services directed by the SSA Coordinator shall be provided at cost + 10%. A copy of all receipts shall be provided with the monthly invoices.

Removal and Winterization

At the end of the yearly maintenance season all dead foliage shall be removed, weeds shall be pulled, debris will be removed, and all perennial flowers will be cut back from all planting beds.

Measurement and Payment

This work shall be paid for on a weekly basis between the weeks of April 1st and November 15th for PLANTING BED MAINTENANCE for all planting beds identified on the provided location map (Appendix B) in accordance with the completed schedule of prices. This price will include all labor, materials, and equipment necessary to perform this item for the entirety of each calendar year of maintenance.

WATERING

This work shall consist of the watering of planting beds at individual locations identified on the provided location map (Appendix B) as requested by the SSA Coordinator.

Performance Specifications

Water shall be applied at a ratio of 2 gallons per square yard per requested application for established plants.

Measurement and Payment

This work shall be paid for on a per acre for WATERING for all planting beds at individual locations identified on the provided location map (Appendix B) as requested by the SSA

Coordinator in accordance with the completed schedule of prices. This price will include all labor, materials, and equipment necessary to perform this item for the entirety of each calendar year of maintenance.

GARBAGE COLLECTION

This work shall consist of the Contractor shall emptying garbage receptacles under the jurisdiction of the SSA, inserting new liners, and dispose of collected refuse offsite at routine intervals. Locations for nineteen (19) total garbage receptacles which are to be collected under this item are identified on the included location map (Appendix E).

During the primary season (April 1st through November 15th) receptacles shall be emptied once per week and during the off season (November 15th through March 31st) receptacles shall be emptied twice per month.

Measurement and Payment

This work shall be paid for on a monthly basis for GARBAGE COLLECTION, which price shall include all labor, materials, and equipment necessary to perform this item for the entirety of each calendar year of maintenance

MULCH INSTALLATION

This work shall consist of furnishing, transporting, and spreading an approved shredded hardwood bark mulch as directed by the SSA Coordinator.

Material

Hardwood bark mulch shall be clean, finely shredded mixed-hardwood bark meeting the following requirements:

- Material shall be free of sticks, leaves, stones, dirt clods, and other debris.
- Material shall be free of diseased tree mulch, fungus, or other materials which are capable of damaging perennial plantings as well as landscape trees and bushes.
- Individual wood chips shall not exceed 2 inches (50 mm) in the largest dimension.

Method of Installation

The grade, depth, and condition of the area must be approved by the SSA Coordinator prior to placement. The Contractor shall remove all weeds, litter and plant debris before mulching. The Contractor shall repair the grade by raking and adding topsoil as needed, before mulching. Mulch shall be applied at a depth of 4-inches around all plants within the entire mulched bed

area or around each individual tree to form a mulch ring. Trees with a diameter of 15 inches or less will have a minimum 6 - foot diameter mulch ring and trees with a diameter of 16 inches or greater will have a minimum 8 – foot diameter mulch ring. An excess of 4-inches of mulch is unacceptable and excess shall be removed. Mulch shall not be tapered so that no mulch shall be placed within 6-inches of the shrub base or trunk to allow the root flare to be exposed and shall be free of mulch contact. Mulch shall not be in contact with the base of the trunk. Mulch volcanos are unacceptable. All finished mulch areas shall be left smooth and level to maintain uniform surface and appearance. After the mulch placement, any debris or piles of material shall be immediately removed from the right of way, including raking excess mulch out of turf areas.

Measurement and Payment

Mulch shall be paid for at the contract unit price per cubic yard for MULCH INSTALLATION for mulch furnished and installed at locations identified by the SSA Coordinator. The Contractor shall provide delivery tickets which document payment quantities for delivered mulch.

ITEMS AS DIRECTED BY THE SSA COORDINATOR

It may be necessary for items not outlined above to be included into the contract as directed by the SSA Coordinator. Hourly rates for labor and common equipment shall be provided in this agreement. Equipment that is not commonly used shall be charged in accordance with

“**Schedule of Average Annual Equipment Ownership Expense**” as outlined by the Illinois Department of Transportation.

Materials including plant stock required for the services directed by the SSA Coordinator shall be provided at cost + 10%. A copy of all receipts shall be provided with the monthly invoices.

FIRE HYDRANTS

The on-site use of fire hydrants for watering or filling equipment is not permissible without coordinating the use of hydrants with the local water provider including all metering and backflow devices. The Contractor shall be responsible for all fees and deposits required for water usage and equipment necessary to utilize hydrants.

UTILITY STRUCTURES ENCOUNTERED

The Contractor shall be entirely responsible and liable for all damages to any utility, structure, or area, including but not limited to natural gas, electricity, telephone, cable, water, sanitary and storm lines, existing structures, drains, sidewalks, curbs, fences, trees, culverts, and other structures of any kind, on public and private property, which was damaged as a result of work performed by the Contractor. It is the sole responsibility of the Contractor to contact J.U.L.I.E. to identify any and all buried utilities for the purpose of completing activities including, but not limited to tree planting, leaf and brush pickup, pruning, removing, stump grinding, parkway restoration and root pruning. It is the sole responsibility of the Contractor to notify the Mill Creek SSA Coordinator and the affected parties immediately of any damages resulting from any work completed under this contract and to coordinate any and all repairs to the satisfaction of the affected party.

RESTORATION OF PROPERTY

All private property and/or items within the Mill Creek SSA maintained properties which are damaged by the Contractor during the course of operations shall be repaired or replaced at the Contractor's expense and restored to the original condition. This work shall not be paid for separately but shall be considered as incidental to the contract.

Proposal Instructions:

An original RFP response (with all required documents) must be submitted electronically to <https://www.bidnetdirect.com/illinois/kanecounty> and marked, “RFP 26-010-TL: MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM” and must be received on or before 2:00 p.m. CST on January 26, 2026.

The proposal shall be tabulated in separate sections responding to the proposal requirements (Sections A – I) in order for a particular section to be used in the contract. All proposals should contain the following tabs in the format described below or as best determined by providers:

A. Schedule of Prices

B. Items as Ordered By the SSA Coordinator

C. List of Subcontractors

The Vendor shall submit a complete description of the proposed system including a point-by-point response to the County’s current services and specifications. Also include technical support and system documentation/instructions.

D. Similar Experience

E. Schedule of Equipment

Vendors will need to include in their proposal a detailed description of how they will meet and/or exceed these compliance standards. This should include a detailed list of equipment currently owned by the contractor and how they will obtain other equipment to satisfy the requirements of this contract.

F. Technology and Communication Plan

The contractor shall provide a written communication plan which describes the proposed means of coordination and communication for the provision of services which may include weekly maintenance maps, GIS applications and mapping, online dashboards, and other technologies etc.

G. Company Background:

The Vendor shall provide the following information:

- Legal name of the respondent.
- Address of office which will fulfill this contract.
- Number of years in business related to the RFP.
- Type of Operation: Individual, Partnership, Corporation, LLC.
- Number of employees dedicated to fulfillment of this contract.
- Company-wide annual sales volume.
- Is respondent currently for sale or involved in any transaction to expand or become acquired by another business entity?

- If yes, please explain the impact both in organizational and directional terms.
- Is respondent currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity?
 - If yes, specify date(s), circumstances, and prospects for resolution.
- Are there any circumstances impacting respondent that could affect respondent's ability to perform under any award made through the RFP process?

H. References:

The Vendor will provide four references, to be completed on the enclosed reference sheet, preferably of similar entities.

I. Schedule of Services:

The Vendor shall provide an annual services schedule which matches the proposal specifications.

Concluding Remarks

This section shall contain any final remarks or elaboration that the Vendor believes is important to gain a clear understanding of the proposed services and/or the Offeror's capabilities imperative to the County.

CRITERIA FOR EVALUATION AND SELECTION OF QUALIFIED PROFESSIONALS

All proposals submitted in response to the RFP will be evaluated based on the following criteria:

- 20% - Company Overview and Qualifications – The Contactor shall provide information on their company and include all active qualifications and certifications that are held. This should also include Project Manager's Education and Certifications.
- 15% - References – The Contractor shall provide a minimum of five (5) references for similar work with other communities/municipalities/or companies. The references shall include contact information including email and phone numbers for individuals that are familiar with the work provided.
- 20% Communication Plan and Operational Resources – The Contactor shall provide information on regarding their technology and communication use per the required documentation attachments listed in the proposal as well as provide a schedule of equipment (Table C).
- 45% Cost & Rate Sheet

TERM OF THE AWARD

The initial term of this contract will be for two (2) years, from the date of award. This contract may be extended for up to three (3) years in increments of one year if the vendor performs satisfactorily and provided that there are no changes in the terms, conditions, specifications, and pricing structure unless mutually agreed to by the parties.

SECTION A – SCHEDULE OF PRICES
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

Year 1

ITEM #	ITEM	UNIT	QTY	Unit Price	Cost
1	GENERAL GROUNDS MAINTENANCE	CAL MO	8	1,164	9,312
2	POWER WASHING STONE MONUMENTS	EACH	1	1,920	1,920
3	TURF MAINTENANCE	ACRE/WEEK	1735	1,625	50,375
4	TURF FERTILIZATION	EACH	4	8,250	33,000
5	CORE AERATION	EACH	1	6,984	6,984
6	PATH MAINTENANCE	WEEK	31	775	24,025
7	PATH HERBICIDE APPLICATION	EACH	2	672	1,344
8	PLANTING BED MAINTENANCE	WEEK	33	474	15,642
9	WATERING	ACRE	20	500	10,000
10	GARBAGE COLLECTION	CAL MO	12	700	8,400

Year 1 Total: 161,002

Year 2

ITEM #	ITEM	UNIT	QTY	Unit Price	Cost
1	GENERAL GROUNDS MAINTENANCE	CAL MO	8	1,198	9,584
2	POWER WASHING STONE MONUMENTS	EACH	1	1,977	1,977
3	TURF MAINTENANCE	ACRE/WEEK	1735	1,673	51,863
4	TURF FERTILIZATION	EACH	4	8,497	33,988
5	CORE AERATION	EACH	1	7,193	7,193
6	PATH MAINTENANCE	WEEK	31	798	24,738
7	PATH HERBICIDE APPLICATION	EACH	2	692	1,384
8	PLANTING BED MAINTENANCE	WEEK	33	488	16,104
9	WATERING	ACRE	20	515	10,700
10	GARBAGE COLLECTION	CAL MO	12	721	8,652

Year 2 Total: 163,783

Year 3

ITEM #	ITEM	UNIT	QTY	Unit Price	Cost
1	GENERAL GROUNDS MAINTENANCE	CAL MO	8	1233	9,864
2	POWER WASHING STONE MONUMENTS	EACH	1	2036	2036
3	TURF MAINTENANCE	ACRE/WEEK	1735	1723	29,813
4	TURF FERTILIZATION	EACH	4	8751	35,004
5	CORE AERATION	EACH	1	7408	7408
6	PATH MAINTENANCE	WEEK	31	821	25,451
7	PATH HERBICIDE APPLICATION	EACH	2	712	1,424
8	PLANTING BED MAINTENANCE	WEEK	33	502	16,566
9	WATERING	ACRE	20	530	10,600
10	GARBAGE COLLECTION	CAL MO	12	742	8,904

Year 3 Total: 170,170

Year 4

ITEM #	ITEM	UNIT	QTY	Unit Price	Cost
1	GENERAL GROUNDS MAINTENANCE	CAL MO	8	1269	10,152
2	POWER WASHING STONE MONUMENTS	EACH	1	2097	2097
3	TURF MAINTENANCE	ACRE/WEEK	1735	1809	31,379
4	TURF FERTILIZATION	EACH	4	9013	36,052
5	CORE AERATION	EACH	1	7630	7630
6	PATH MAINTENANCE	WEEK	31	843	26,133
7	PATH HERBICIDE APPLICATION	EACH	2	733	1466
8	PLANTING BED MAINTENANCE	WEEK	33	517	16,972
9	WATERING	ACRE	20	545	10,900
10	GARBAGE COLLECTION	CAL MO	12	764	9,168

Year 4 Total: 175,811

Year 5

ITEM #	ITEM	UNIT	QTY	Unit Price	Cost
1	GENERAL GROUNDS MAINTENANCE	CAL MO	8	1307	10,456
2	POWER WASHING STONE MONUMENTS	EACH	1	2047	2047
3	TURF MAINTENANCE	ACRE/WEEK	1735	1863	57,733
4	TURF FERTILIZATION	EACH	4	9283	37,132
5	CORE AERATION	EACH	1	7858	7858
6	PATH MAINTENANCE	WEEK	31	870	26,970
7	PATH HERBICIDE APPLICATION	EACH	2	754	1508
8	PLANTING BED MAINTENANCE	WEEK	33	532	17,356
9	WATERING	ACRE	20	561	11,220
10	GARBAGE COLLECTION	CAL MO	12	786	9,432

Year 5 Total: 181,952

SECTION B – ITEMS AS ORDERED BY SSA COORDINATOR
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM

For
KANE COUNTY BOARD, Geneva, Illinois

**Plant stock shall be paid for at 10% of material cost and material supplier invoices shall be provided.*

Year 1

ITEM #	ITEM	UNIT	Unit Price
1	PROJECT MANAGER	HOURLY	97
2	MAINTENANCE WORKER	HOURLY	84
3	PICKUP TRUCK	HOURLY	120
4	TRAILOR	HOURLY	60
5	MOWER	HOURLY	84
6	MULCHER	HOURLY	47
7	BRUSH CHIPPER	HOURLY	120
8	BRUSH CUTTER	HOURLY	250
9	FIELD CULTIVATOR	HOURLY	250
10	CHAINSAW	HOURLY	97
11	SKIDSTEER	HOURLY	120
12	DUMP TRUCK	HOURLY	140
13	MULCH INSTALLATION	CU YD	75

Year 2

ITEM #	ITEM	UNIT	Unit Price
1	PROJECT MANAGER	HOURLY	99
2	MAINTENANCE WORKER	HOURLY	86
3	PICKUP TRUCK	HOURLY	122
4	TRAILOR	HOURLY	62
5	MOWER	HOURLY	86
6	MULCHER	HOURLY	99
7	BRUSH CHIPPER	HOURLY	125
8	BRUSH CUTTER	HOURLY	255
9	FIELD CULTIVATOR	HOURLY	255
10	CHAINSAW	HOURLY	122
11	SKIDSTEER	HOURLY	122
12	DUMP TRUCK	HOURLY	143
13	MULCH INSTALLATION	CU YD	78

Year 3

ITEM #	ITEM	UNIT	Unit Price
1	PROJECT MANAGER	HOURLY	101
2	MAINTENANCE WORKER	HOURLY	88
3	PICKUP TRUCK	HOURLY	124
4	TRAILOR	HOURLY	64
5	MOWER	HOURLY	88
6	MULCHER	HOURLY	101
7	BRUSH CHIPPER	HOURLY	127
8	BRUSH CUTTER	HOURLY	257
9	FIELD CULTIVATOR	HOURLY	257
10	CHAINSAW	HOURLY	124
11	SKIDSTEER	HOURLY	124
12	DUMP TRUCK	HOURLY	145
13	MULCH INSTALLATION	CU YD	80

Year 4

ITEM #	ITEM	UNIT	Unit Price
1	PROJECT MANAGER	HOURLY	103
2	MAINTENANCE WORKER	HOURLY	90
3	PICKUP TRUCK	HOURLY	126
4	TRAILOR	HOURLY	66
5	MOWER	HOURLY	100
6	MULCHER	HOURLY	129
7	BRUSH CHIPPER	HOURLY	124 129
8	BRUSH CUTTER	HOURLY	259
9	FIELD CULTIVATOR	HOURLY	254
10	CHAINSAW	HOURLY	129
11	SKIDSTEER	HOURLY	129
12	DUMP TRUCK	HOURLY	147
13	MULCH INSTALLATION	CU YD	82

Year 5

ITEM #	ITEM	UNIT	Unit Price
1	PROJECT MANAGER	HOURLY	105 105
2	MAINTENANCE WORKER	HOURLY	92
3	PICKUP TRUCK	HOURLY	128
4	TRAILOR	HOURLY	62
5	MOWER	HOURLY	102
6	MULCHER	HOURLY	131
7	BRUSH CHIPPER	HOURLY	131
8	BRUSH CUTTER	HOURLY	261
9	FIELD CULTIVATOR	HOURLY	261
10	CHAINSAW	HOURLY	131
11	SKIDSTEER	HOURLY	131
12	DUMP TRUCK	HOURLY	149
13	MULCH INSTALLATION	CU YD	84

SECTION C – LIST OF SUBCONTRACTORS
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

Subcontractors who will Perform Work on the Project

Name	Address	Work to be Performed
N/A		

SECTION D – SIMILAR EXPERIENCE
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
 For
KANE COUNTY BOARD, Geneva, Illinois

Contractor shall complete items I and/or II below:

I. Statement of past three (3) years' experience on public construction projects.

Public Body/ Project Name/Year	Reference Name/ EMAIL / Phone #	Original Price/ Final price	Subcontractors
District 26	David Martin David.Martin@ Cary26.org 847-436-4273	160,000	NO
City of Wood Stock	John Mecklenburg jmecklenburg@ woodstockil.org 815-770-8634	100,000	NO
Highland Park District	DAN VOSS dvoss@pdhp.org 847-579-3130	180,000	NO

SECTION E – SCHEDULE OF EQUIPMENT
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
 For
KANE COUNTY BOARD, Geneva, Illinois

Equipment Type	Operation Use	Quantity
Zero turn Mowers 60"	grass cutting	50
Husqvarna Hand tools Blowers, whippers, chainsaws	Hand work, Edging tree cutting, mulching whipping	100
Auto Mowers	grass cutting	100
Water trucks	watering	5

SECTION F – TECHNOLOGY AND COMMUNICATION PLAN
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

SECTION G – COMPANY BACKGROUND
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

SECTION H – REFERENCES
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

List below businesses or other organizations for whom you have provided comparable services:

Offeror's Name: Langston Group

1. Organization: City of Woodstock
Address: 326 Washington St.
City, State, Zip Code: Woodstock, IL 60088
Telephone Number: 815-790-8634
Contact Person: John Mecklenburg
Date of Project: 4/01/2018 - Present
E-Mail Address: Jmecklenburg@woodstockil.gov
2. Organization: District 26
Address: 2109 Crystal Lake Rd
City, State, Zip Code: Cary, IL 60013
Telephone Number: 847-456-4273
Contact Person: David Martin
Date of Project: 4/01/2017 Present
E-Mail Address: David.Martin@Cary26.org
3. Organization: Elk Grove Public Works
Address: 430 E Devon Ave
City, State, Zip Code: Elk Grove, IL 60007
Telephone Number: 224-277-0332
Contact Person: Bill Bolich
Date of Project: 04/1/24 - present
E-Mail Address: BBolich@elkgrove.org
4. Organization: Highland Park District
Address: 635 Ridge Rd
City, State, Zip Code: Highland Park, IL 60035
Telephone Number: 847-574-3130
Contact Person: Dua Voss
Date of Project: 04/23 - Present
E-Mail Address: dvoss@pdhp.org

SECTION I – SCHEDULE OF SERVICES
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM
For
KANE COUNTY BOARD, Geneva, Illinois

SUBMITTAL INSTRUCTIONS

An original RFP response (with all required documents) shall be submitted electronically to <https://www.bidnetdirect.com/illinois/kanecounty> and marked, “**RFP 26-010-TL: MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM**” and must be received on or before 2:00 p.m. CST on January 26, 2026.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY

LATE PROPOSALS WILL NOT BE ACCEPTED

**PROPOSAL RESPONSE
FORM
RFP 26-010-TL
MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM**

RFP Due Date & Time: January 26, 2026 at 2:00 p.m. CST

Proposals may be submitted electronically to
<https://www.bidnetdirect.com/illinois/kanecounty>

The proposer shall return RFP with all documents, as well as literature, samples, etc. as required within the specifications.

The undersigned proposer, having examined the specifications and any other related documents, hereby agrees to provide the UPS System with Installation per specification and to perform other work stipulated in, required by and in accordance with the proposal documents attached for and in consideration of the proposed prices.

RECEIPT OF ADPPENDA: The undersigned hereby acknowledges receipt of following addendum(s): _____; _____; _____.

By signing this proposal, the proposer hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended. The awarding of any contract resulting from this RFP will be based upon the funding available to Kane County. The terms of the RFP and the response shall be incorporated by this reference as though fully set forth into the Contract notwithstanding any language in the contract to the contrary. In the event of any conflict between the terms of the Contract and the terms of the RFP and the response, the terms of the RFP and the response shall govern. Every element or item of the RFP and the response shall be deemed a material and severable item or element of the contract. **THIS SECTION MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY OR ENTITY RESPONDING TO THE RFP.**

Signature imbojado

Typed Signature IVY SAGRADO

Company LANGTON GROUP

Address 4510 DEAN ST WOODSTOCK IL 60098

Phone # 815-219-6259

E-mail KYLE@LANGTONGROUP.COM

Federal I.D./Social Security # 20-3713220 Date 1/23/26

ACCEPTANCE

The Offer is hereby accepted for **MILL CREEK SSA LANDSCAPE MAINTENANCE PROGRAM**

The Contractor is bound to provide the materials and services listed in the attached agreement and based upon the Request for Proposal, including all terms, conditions, specification and amendments, the Contractor's offer is accepted by the County of Kane.

This contract shall henceforth be referred to as Contract Number 26-010-TL. The Contractor has been cautioned not to commence any billable work or to provide any materials or services until this Contractor receives a purchase order and or notice to proceed.

Corinne Pierog MA, MBA
Chairman, County Board
Kane County, Illinois

Date

VENDOR CERTIFICATION

This information is collected for reporting purposes only and will not have any influence on vendor selection. It is required by the State of Illinois. Please check any of the following boxes that apply to the ownership of your firm.

- | | |
|---|--|
| <input type="checkbox"/> Minority-owned Business (MBE) | <input type="checkbox"/> Veteran-owned Business Enterprise (VBE) |
| <input type="checkbox"/> Woman-owned Business (WBE) | <input type="checkbox"/> Service-Disabled Veteran-owned Business Enterprise (SDVBE) |
| <input type="checkbox"/> Business Enterprise Program (BEP) | <input type="checkbox"/> Veteran-owned Small Business (VOSB) |
| <input type="checkbox"/> Small Disadvantaged Business (SDB) | <input type="checkbox"/> Persons with Disabilities-owned Business Enterprises (PDBE) |
| <input type="checkbox"/> Kane County Local Business | <input checked="" type="checkbox"/> N/A – These categories do not apply to my business |

Please Note: It is required that you check at least one box.

CONTRACTOR VERIFICATION

I certify that I am authorized to execute this Contractor Verification on behalf of the Contractor set forth on page one (1), that I have personal knowledge of all the information set forth herein, and that all statements, representations, information and documents provided in or with this Form and attachments hereto are true and accurate and are submitted in compliance with the requirements of Kane County Ordinance No. 23-340. Failure to comply with all submission requirements set forth in Kane County Ordinance No. 23-340 is grounds for the County of Kane to determine that a submission is incomplete, which may result in a determination that Contractor is not a responsible bidder.

The Contractor shall report any change in any of the facts stated in this Form within fourteen (14) days of the effective date of such change by completing and submitting a new Form. Failure to comply with this requirement is grounds for the Contractor to be deemed a non-responsible bidder.

[Handwritten Signature]
Signature of Authorized Officer
IVY SAGRADO
Name of Authorized Officer (Print or Type)
ACCOUNT MANAGER
Title
815-219-6259
Telephone Number

Subscribed and sworn to
before me this 23rd day of
January, 2026.

[Handwritten Signature]
Notary Public Signature & Seal



SUBCONTRACTOR VERIFICATION

I certify that I am authorized to execute this Subcontractor Verification on behalf of the Subcontractor set forth on page one (1), that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Form and attachments hereto are true and accurate and are submitted in compliance with the requirements of Kane County Ordinance No. 23-340.

The Subcontractor shall report any change in any of the facts stated in this Form within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit. Failure to comply with this requirement is grounds for the project owner to withhold payment due for work performed.

insagrado
Signature of Authorized Officer

IRY SAGRADO

Name of Authorized Officer (Print or Type)

ACCOUNT MANAGER

Title

815-219-6259

Telephone Number

Subscribed and sworn to
before me this 23rd day of
JANUARY, 2026

[Signature]
Notary Public Signature & Seal





RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Approving the Purchase of One (1) 2026 Ford F-250 Truck Cab and Body for the Kane County Division of Transportation --- Unit 47

Committee Flow:

Transportation Committee, Administration Committee, Executive Committee, County Board

Contact:

Michael Way 630.406.7359

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$70,405.00
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

Vehicle description: (1) One - 2026 Ford F-250 pickup with Body.

Vendor: Olathe Fleet (Sourcewell – 081325)

Purchase price – \$68,405.00
 Contingency- \$2,000.00
 total = \$70,405.00

Normal replacement of this type of vehicle is approximately every 10 years. Replacement is based on age, mileage, dependability, and maintenance costs. This vehicle is from Sourcewell cooperative agreement contract # 081325-OLA.

This vehicle is used in the maintenance section of Transportation by supervisors to respond to emergencies on the county roads after hours and for daily work. This vehicle will replace a 2012 F-250.

The old unit will be sold by the Purchasing Department for Transportation delivery of the replacement unit. The vehicle being replaced meets the County replacement requirements and both are in the FY26 budget.

Staff recommends approval

Olathe Ford #032824-OLA

Pricing for contract #032824-OLA offers Sourcewell participating agencies the following discount ranges by OEM Manufacturer:

- Ford Motor Company: from 3.47% - 17.67%
- Stellantis: from 4.96% - 15.55%
- General Motors (Chevrolet/GMC): from 5.25% - 19.87%
- Mercedes: from 4.44% - 12.38%
- In addition, a volume discount may be offered on a case-by-case basis for orders of 20 or more chassis



Solicitation Number: RFP #032824

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Olathe Ford Sales, Inc., 1845 E. Santa Fe, Olathe, KS 66062 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Class 4-8 Chassis and Cabs with Related Equipment, Accessories, and Services from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires July 9, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcwell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Supplier will pay an administrative fee to Sourcwell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted

price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms

no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability*. During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcwell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcwell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcwell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcwell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 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 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with

the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 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. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be 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 U.S.C. § 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. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 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 of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 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 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have 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 U.S.C. § 1352. Suppliers must 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. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and

records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 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.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

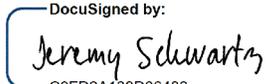
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

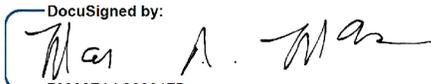
22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

Olathe Ford Sales, Inc.

DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 7/2/2024 | 2:59 PM CDT

DocuSigned by:

By: 78822EAAC9084FB...
Marc McEver
Title: Dealer Principal
Date: 7/2/2024 | 12:43 PM PDT

RFP 032824 - Class 4-8 Chassis and Cabs with Related Equipment, Accessories, and Services

Vendor Details

Company Name: Olathe Ford Sales Inc.
Does your company conduct business under any other name? If yes, please state: Olathe Fleet
Address: 1845 E Santa Fe
Olathe, KS 66062
Contact: Josh Allison
Email: jallison@olathefleet.com
Phone: 913-274-7429
Fax: 913-558-4608
HST#: 48-0720233

Submission Details

Created On: Monday February 19, 2024 18:06:07
Submitted On: Thursday March 28, 2024 14:17:18
Submitted By: Josh Allison
Email: jallison@olathefleet.com
Transaction #: b4d5b033-c206-4a39-a7fa-1315e84ead0e
Submitter's IP Address: 50.225.91.170

Specifications**Table 1: Proposer Identity & Authorized Representatives**

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Olathe Ford Sales, INC.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Olathe Fleet Solutions, Olathe Fleet, Fleet Pool USA, AFI, Model 1
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	None
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Olathe does not have one.
5	Proposer Physical Address:	1845 E Santa Fe Olathe, KS 66062
6	Proposer website address (or addresses):	www.olatheford.com www.fleetpoolusa.com www.afi-kc.com www.ofskc.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Marc McEver - Dealer Principal marc@olatheford.com 1845 E Santa Fe Olathe, KS 66062 913.269.8340
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Josh Allison - Vice President, Sales jallison@olathefleet.com 1845 E Santa Fe Olathe, KS 66062 913.558.4608
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Marc McEver - Dealer Principal marc@olatheford.com 1845 E Santa Fe Olathe, KS 66062 913.269.8340

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Olathe Ford Lincoln was founded in 1923, 51 years ago. Shortly after, Marc McEver now our dealer principal started our Fleet Department. He first started with Tow Trucks in Kansas and now it's grown to the largest Fleet Dealer in the United States. Olathe now sells 5 OEM Chassis, Ford, Chevrolet, GMC, Dodge, and Mercedes products. In 2023, Olathe was ranked as Ford's largest Fleet Dealer, Largest Commercial Dealer, Largest Government Dealer, #1 in sales to the Ambulance and Fire industry, #1 in sales to the School Bus, Shuttle Bus, and Public transportation industries. We also were the top volume Chevrolet dealer to the school bus and shuttle bus industry and a top volume seller of Mercedes Sprinter Chassis. In 2024, we have strong plans to continue to grow in our key industries across all of our OEM brands. On our journey of becoming the #1 Chassis provider in the US, Olathe always focused on exceptional customer service. We are constantly emphasizing across all of our teams that we must provide the highest level of customer service no matter the situation, industry or customer. We've grown our business over 50 years by always taking care of the customer and we know that if we continue to keep that value top of mind we will still be the largest chassis provider in another 50 years!
11	What are your company's expectations in the event of an award?	If awarded the Sourcewell contract Olathe plans on hitting the ground running by first providing exceptional customer service to both Sourcewell and all of your members across the United States and Canada. Since Olathe already has a very strong brand name across the chassis industry we'll be able to leverage our industry knowledge and relationships to get immediate traction with this program. Olathe is Ford's largest government dealer and we are the releasing dealer for almost all of the body modifier/builders for Ambulance, Fire, Bus, Commercial, and Mobility industries giving us significant insight into your member base. We'd expect to be working hand in hand with your members and many of our existing key customers to provide simple, turnkey solutions on total completed vehicles. We believe this is a great opportunity to expand both Sourcewell and Olathe reach to more members while providing a simple cost effective complete solution.
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Olathe has a long track record of financial strength, which is probably best demonstrated by our largest lender Ford Motor Credit. Today, Olathe has a \$225M credit line through Ford Motor Credit. This was/is established by our strong presence in the fleet market and an exceptional financial history and payment track record.
13	What is your US market share for the solutions that you are proposing?	Olathe is the largest Chassis supplier for Class 2-6 in the United States. We feel that our overall market share across all brands is approximately 65% of the market with the largest share coming in Government. We currently supply 95% of all ambulance chassis, 90% of School Bus/Shuttle Bus chassis and 85% of the RV Market across the US and Canada.
14	What is your Canadian market share for the solutions that you are proposing?	Today, Olathe's market share in Canada is less than 20% with the majority of that volume coming from in the School Bus, Ambulance, and Fire industries.
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Olathe is best described as "A" a Distributor/Dealer/Reseller/Dealer Partner for the brands and affiliates we've outlined. The primary brands are Ford, Dodge, Chevrolet, GMC, Mercedes and applicable dealer partner upfits. All new orders would be placed through a franchised dealer and then ultimately titled to the end member based on their specific needs. Olathe would/could also sell used equipment from time to time that would be sold and ultimately titled to the end member. We have all applicable licenses, dealer documents etc. on file.
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Olathe holds a number of licenses directly and many more indirectly through our partners. We've listed a number of them here below and attached a file to include many of our licenses. Kansas Department of Revenue New/Used Dealer license – Dealer number D-0349 Kansas Department of Revenue Tax Registration – 004-48072233F-02 Fleet Pool USA, LLC (FEIN 82-0638591) State Sales & Use Tax ID – Kansas 004-0638591F-01 State Sales & Use Tax ID – Colorado 34436193-0001 State Sales & Use Tax ID – North Carolina 601238124 State Sales & Use Tax ID – Alabama RNT-R011342291 State Sales & Use Tax ID – Texas 3-20820-0245-5
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Does not apply to Olathe.

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Over the past 5 years Olathe has won numerous industry awards. We've outlined a few of those here. Top Volume Fleet Dealer – Ford Motor Company – 2023, Top Volume Commercial Dealer – Ford Motor Company – 2023, Top Volume Government Dealer – Ford Motor Company – 2023, Ford Presidents Award – 2023, Top 10 Warranty and Finance Dealership – Ford Motor Company – 2023, Top Tier Sprinter Volume – Mercedes Benz – 2023, Top performing Government Dealers – General Motors – 2023. Many of the awards Olathe has listed above we've won multiple times in the past 5 years.
20	What percentage of your sales are to the governmental sector in the past three years	As an organization we have sales focused in different areas such as Retail, Commercial, Fleet, and Service. When looking at our Fleet/Commercial segment and sales approximately 80%-90% of our sales are directly/indirectly into the Government sector.
21	What percentage of your sales are to the education sector in the past three years	Olathe is the largest provider of School Bus, Shuttle Bus, and Transit Bus chassis in the US. We estimate that nearly 35% of our sales directly/indirectly go to School Districts, Universities, or private educational institutions.
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Current Olathe State Contracts include but are not limited to: Arizona, Connecticut, Georgia, Indiana, Kentucky, Massachusetts, Maryland, Maine, North Carolina, New Jersey, Ohio, Oregon, Utah, Pennsylvania & South Carolina. There are also many County & Municipal Contracts in addition to the above mentioned state contracts. As you can see we have a vast reach across the government sector so we are confident we can service your members anywhere across the US. Estimated annual volume across all contacts is 2,000 units.
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Currently Olathe and its key partners hold GSA Contract - GS075. Each year we estimate that over 500 chassis come through Olathe and are upfitted to support this contract.

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *
State of Florida	Anita Wimberly	850.245.9289
State of New York	Seth Johnson	518.486.146
New York City	Scott Fields	646.252.6066
MBTA/CalAct	Joe Meer	760.366.2986
State of Minnesota	Karen McIntyre	651.296.2600

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
State of Florida	Government	Florida - FL	Acquiring chassis and/or vehicles in some cases with additional upfits.	100+ Units	\$4.5M
State of New York	Government	New York - NY	Acquiring chassis and/or vehicles in some cases with additional upfits.	250+ Units	\$11M
MBTA / CalAct	Government	California - CA	Acquiring chassis and/or vehicles in some cases with additional upfits.	300+ Units	\$13M
State of Washington	Government	Washington - WA	Acquiring chassis and/or vehicles in some cases with additional upfits.	200+ Units	\$9M
State of Minnesota	Government	Minnesota - MN	Acquiring chassis and/or vehicles in some cases with additional upfits.	100+ Units	\$4.5M

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable.

Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	Olathe has a direct and indirect sales force to support all your member needs. Our Direct Sales Force are our dealership employees and partner dealer's employees which reach over 125 employees. In addition we have another 125 direct service support employees at our dealership and partner dealerships. Our indirect sales force would be approximately 400 through our partner suppliers and upfitter partners. We continue to expand both our direct/indirect workforce to best support our future growth and we stand ready to expand wherever needed to ensure we give your members the highest level of service.
27	Dealer network or other distribution methods.	Olathe's network includes Ford, Chevrolet, Dodge, GMC and Mercedes. All of these manufactures have strong fleet brands with hundreds of service locations across the country to support your members. Olathe works with these service locations on a daily bases to service our customers from coast to coast, whether it be service related work, warranty repairs, recalls, or simply shipping finished products to end members. Your members can have full confidence that Olathe can handle the situation no matter the brand, issue, or servicing location anywhere in the country at any time!
28	Service force.	Olathe is a key member of OEM committees focused on service support for the fleet and commercial customer segments. Our brands network has thousands of locations across the country to service your members warranty and service repair needs simply, effectively and quickly.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Our intent is to have all orders handled directly through Olathe. We believe the simplest turnkey solution for your members is for Olathe to support, manage and coordinate all applicable orders which may need additional add-ons by our perspective partners or by the vendors chosen by the member.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	To secure a quote today, members can submit orders through various channels such as phone calls or emails. Our vision is to have an e-procurement platform, which will act as yet another channel for orders to be submitted. Today, Olathe Fleet has over 30 experienced full-time Commercial Account Managers dedicated to assist with their quote request. (Attached is organization chart) Once we have a submitted order, our team will verify that each request has an active Sourcewell membership to ensure non-members will not receive the special Sourcewell pricing. Each quote will provide the member with a full list of standard equipment and options including MSRP and the Sourcewell price. Sourcewell members will have the opportunity to add additional items such as factory options, aftermarket options, and Upfits before any order is submitted. At this point, we will share our knowledge and use our expertise to ask good questions and provide suggestions to ensure the recipient orders the unit(s) best fit for their application. Once completed our team will send the recipient a final quote. For the final step of the ordering process, Olathe Fleet will send an order confirmation back for the Sourcewell member to confirm all selected options before we submit the order to the manufacturer. Not only does this allow for the line of communication to stay open, this also allows our team one more opportunity to ensure accuracy between both parties. In addition, we will request the final end-user information for billing and titling the chassis. Doing so will allow for a smooth process at the time of delivery. To maintain accountability and transparency, the member will receive a weekly update from Olathe Fleet regarding their order. This update will display the purchase order, factory order number, body type, engine type, color, wheelbase and most importantly the production date of when the unit is scheduled for production. Once the unit has been produced, we will be able to provide an estimated time of arrival and track the shipping status until it has been delivered to its final destination. We also include in the weekly update production timing with order bank open and closing dates along with current scheduling and last day to order. This ensures both the customers and us are on the same page from start to finish. Utilizing our CRM within Salesforce and communication with our Fleet Management team, we can rely on the internal communication within our team stays up to date. We understand that the ordering process can get overwhelming and, together with Sourcewell, our intention will be to make the process efficient and hassle-free for the customer. The importance of customer service is not overlooked, but rather prioritized in our program. Response time commitments are crucial for maintaining customer satisfaction. We commit to responding to inquiries immediately and will set clear expectations for response times. A successful fleet vehicle ordering, and management customer service program requires a combination of efficient processes, clear communication channels, performance incentives, and technology integration to meet and exceed customer expectations while driving continuous improvement in service quality.
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Today, Olathe supplies over 30,000 chassis across the US and Canada spanning dozens of industries and thousands of customers. Olathe is fully committing to servicing your members throughout the US and Canada regardless of their purchasing needs, quantities or locations.
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Olathe services many large customers in Canada in the Ambulance/Fire, School Bus, Shuttle Bus, Mobility Vehicles and Recreational Vehicles Markets. We are excited to offer a full suite of offerings to all of your members in Canada.
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	We have customers spanning coast to coast in both the US and Canada so we don't see any area's that we won't be able to offer at this time.
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Olathe is committed to service all of Sourcewell's members through our direct and indirect sales force. Our team stands ready to service your members either directly via our call center or via online 24 hours a day, 7 days a week, and 365 days a year. Each Non-Profit would need to be reviewed and a determination would have to be made through the specific OEM to see if the qualify for Government Price Levels.
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	The main requirement for Hawaii and Alaska pertain to logistical challenges or additional logistical obligations to transport finished vehicles. In many cases, there must be consideration for Port to Port moves, additional agent fees, driver fees, and shipping cost. Those items would be taken into consideration on a case by case bases and addressed with the member at the time of quote.

Table 7: Marketing Plan

Line Item	Question	Response *
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	At its core, this contract opportunity is designed to assist government agencies in meeting their fleet vehicle needs. This requires a comprehensive marketing strategy tailored to reach key decision-makers within the public sector. First, we will continue to learn and understand our audience. We will identify the specific government agencies that will benefit from this program such as law enforcement agencies, public utilities, municipal governments, and more. Once we have an audience targeted, we will understand their specific fleet requirements, budget constraints, and procurement processes. Currently, we use social media channels such as LinkedIn and Facebook, because that is where we know our audience spends their time keeping up with the industry and communicating with others in the industry. While maintaining our current strategy, we will conquest new customers by way of tradeshows, word-of-mouth, and social media. If we were to get this contract, we will clearly articulate the benefits of the program to our customers. This would include cost savings, access to specialized vehicles, and streamlined procurement processes. Part of this process will include creating educational content that we will present to all of our current and prospective customers. In order for this to be successful, we understand the importance of communication and transparency. Compliance with regulatory requirements will instill confidence in the program and help build long-term relationships with our clients. By providing our customers with all of the relevant, clear, and precise information, they will be able to see how beneficial this program is to their businesses. Once we have the educational content created, we will share these with the decision-makers using direct mail, email campaigns, social media, and, ideally, in-person meetings – tailoring the information to fit the needs of each entity. We already have a strong foundation of partnerships and alliances; however, we will continue to collaborate with industry associations, government agencies, and other stakeholders to build credibility and expand our reach. All these efforts will be led with the universal goal of getting clients to our website, which attracts 25,000 new visitors each month. Our website is where we will have a wealth of knowledge, an FAQ page, and the finer details of the program. We at Olathe understand the power of the Advertising Dollar and will continue to fund efforts to reach new clientele.
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	By integrating technology and digital data utilization into the marketing strategy, organizations can gain valuable insights, optimize campaign performance, and effectively engage with public sector agencies to promote the contract with Sourcewell. We currently find that our audience is most receptive in the world of LinkedIn. However, we will continue to monitor all social media platforms to understand conversations and trends related to fleet management and government procurement. This can provide valuable insights into the pain points and preferences of target agencies which, in turn, will help us tailor messaging and outreach efforts accordingly. On top of that, we currently use targeted online advertising. We have used platforms like Google Ads and social media advertising to target decision-makers within government agencies. By segmenting the audience based on job titles, organizational roles, and interests relevant to fleet management, we are able to precisely target our audience at higher conversion rates. As we know, Electric Vehicles is a current hot topic. Knowing that our clientele is staying in the know about the EV products, we are putting our name in front of them each time they use a search engine. This leads to associating Olathe with their fleet and chassis needs. Once we have these digital campaigns rolled out, we use data and metadata analytics to measure the performance of the content marketing efforts. We currently and will continue to analyze metrics like engagement rates, click-through rates, and conversion to identify high-performing content and optimize future campaigns. Leveraging our metadata analysis tools to extract valuable insights helps us identify patterns, trends, and key themes related to our services. Email marketing plays an important role in the advertising efforts. We have implemented email marketing automation platforms to streamline outreach campaigns and to nurture leads. Together with the knowledge we gain of our prospective customers, we will put together curated, personalized emails that lean into the different sectors we serve.
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	The recognizable Sourcewell brand holds a lot of weight and trust in the industry. Having the Sourcewell name in our arsenal of tools will help in our efforts to prove our honesty, loyalty, and legitimacy to our prospective and current customers. Collaborating with a trusted brand serves as a form of validation and endorsement for our business. In the government sector of this industry, Sourcewell is synonymous with the elimination of the need to bid. Creating an avenue of ease and convenience for our customers holds an exponential amount of value. It is well-known that Sourcewell's documentation review is in-depth and detailed further proving that their acceptance goes a long way. Sourcewell has done such a great job making the process of procuring vehicles efficient, flexible, and user-friendly. Sourcewell's role in promoting contracts would be to continue to meet the standards they have set throughout the years and throughout the industry.
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	As of today, we do not have a formal e-procurement ordering process. If awarded the Sourcewell contract, our vision is to develop an extensive online platform for all five of our OEMs, EV upfitters, commercial truck builders, ambulance providers, bus manufacturers, and other key partners to be available for our customers every minute of every day of every year. From requisition to payment, we want to streamline the procurement process and we know a contract with Sourcewell is a step in the right direction. The vision we have for our e-procurement system is to have a secure, password-protected portal for each user, ensuring that only authorized personnel can access the platform. From there, the user would be served a catalog of approved products and services available for purchase. Ideally, authorized users will be able to create purchase requisitions within the portal, specifying details like quantity, specifications, and budgets. Once a customer has input their custom build, they will then have the option to finalize the transaction by submitting a purchase order. This would give the customer the autonomy of building, spec'ing, and purchasing without talking to a sales person, however it also allows a communication line to be open at all times between the member and our team should there be any issues or questions. The goal we have in mind for our future e-procurement system is to provide transparency and compliance, enhance vendor relationships, and achieve cost savings. By leveraging this technology, these customers can achieve greater efficiency and effectiveness.

Table 8: Value-Added Attributes

Line Item	Question	Response *
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Olathe through its partnerships with Ford, Chevrolet, GMC, Dodge and Mercedes will extend all training and service related programs. These OEM's offer a variety of training both online and in person. Any programs which have a cost, Olathe will be transparent and pass those cost through with no additional charge to your members.
41	Describe any technological advances that your proposed products or services offer.	Each of our OEM partners are making significant improvements in technology in all of their models. By partnering with Olathe your members are going to continue to have the most up to date technology in their chassis purchases. Some of the most significant improvements are around safety, such as the 360 degree camera systems or fleet telematics allowing members to better manage their fleets' service needs, preventative maintenance and overall cost of ownership.
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Olathe stays on the forefront of Green initiatives with all of our OEM partners. Today, we are offering fully electric products such as F150 Lighting, Mach E, E-Transit, and a fully electric E-450 and G4500 through our partner Optimal EV. We have EV Chevrolet Silverado, Blazers, and Equinox's as well. Though Mercedes we have the E-Sprinter and later this year we will have an EV Dodge Promaster. There are even more EV's currently in the design process that Olathe will bring to market with our OEM partners through the term of this engagement.
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Through our many OEM Partners and Optimal EV Sourcewell members can take full advantage of vehicles with the highest levels of ratings and certifications such as CARB. (California Air Resource Board) In addition, many of our Partners are continuing to work on new products, offerings and processes to continuously improve energy conservation and efficiency. At the dealership level we continue to invest in many sustainability initiatives such as solar panels, recycling programs, and electric vehicle charging stations. Olathe consistency reviews and audits our carbon footprint and looks at any and all opportunities to continue to reduce it.
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or HUB partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	In 2021, Olathe Ford requested with Ford Motor Company to be recognized as a Minority Dealer. We were accepted and became a part of Ford's Minority Dealer Network on November 19, 2021. Olathe has attached a copy of its letter confirmation from Ford Motor Company. (Minority Dealer Network Acceptance Letter)
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Our team is none like any other in the Chassis industry. We come with a full service of offerings across 5 OEM's. Our management team has over 150 years of service combined, supporting our fleet customers. We started with a 1 person operation and through hard work, experience and incredible customer service we've grown it into the largest chassis supplier in the US with a keen focus on supporting the government sector.

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure.

You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
46	Do your warranties cover all products, parts, and labor?	Yes, each of our Manufactures offer warranties. We've attached each of our OEM warranties for reference. Additionally, each add on partners also offers different warranties on their modifications. Those warranties are specific to each spec, request, modification and usage case. We'll work with each member to ensure they receive the best warranties in the market for their specific needs.
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Many manufactures have different usage restrictions based on a number of factors. This includes the improper usage of a chassis which could void the warranty. One example: Certain chassis come with prep packages from the OEM, School Bus Prep, Shuttle Bus Prep, Ambulance Prep, Gaseous Prep to name a few. If a School Bus Prep Chassis was used to build an Ambulance the OEM would most likely void many of the warranties items because of the misuse of the chassis. Olathe will help answer any questions and be a resource in order to help members through these restrictions. We also recommend that each member understand these restrictions prior to the chassis going into its specific usage case.
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, in many cases the expense of the technician, travel time, mileage, or towing cost will be covered by the warranty. Most OEM recommend the members Vehicle be taken to the nearest supporting dealership or service shop.
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	We have the largest network in the US and are confident regardless of the geographical area we'll be able to help meet your member's needs. Having said that, each OEM geographical coverage is slightly different so we encourage members to reach out to our team and discuss their specific geographic location and usage for the chassis so we can help them make the best OEM decision.
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All warranties are different across our OEM partners and Body Modifier. Depending on the claim we pass those situations directly to the OEM or Body Modifier. If the clams are approved in many cases Olathe can help with the repairs and solutions.
51	What are your proposed exchange and return programs and policies?	Once an order is placed with an OEM there is a point where the factory has the order scheduled. Each OEM is slightly different with what this point is, however at this time there is a no-cancellation policy. Thus Olathe will be unable to cancel or return any units. In the event, a member orders a unit and wants to cancel it prior to the OEM confirming it and Olathe can cancel it without penalty we would allow a member to cancel.
52	Describe any service contract options for the items included in your proposal.	Olathe offers many different service contracts across all of our OEMs. Some of these offers are OEM direct/specific and others are through third party providers. Olathe will work with each member directly based on their specific vehicle type, usage case, and service desires and provide them with the best solutions in the market. We will offer discounts much like our chassis offerings on these products as well.

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
53	Describe your payment terms and accepted payment methods.	Olathe's payment terms are Net 30 with acceptable payment methods being ACH, Wire, or a Check
54	Describe any leasing or financing options available for use by educational or governmental entities.	Olathe has a broad offering of leasing and financing options. We have short-term and long-term financing options through Ford Motor Credit as well as additional 3rd party partners. We also offer a variety of leasing options, both in house leasing options as well as through 3rd party partners. We have full service lease options as well. We are confident Olathe can offer the best in market leasing solutions to your customers no matter their need or situation.
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Olathe orders and processes over 30,000 units per year through our 5 OEM partners. We have a well organize, transparent, and efficient method for these orders. Since the Sourcewell contract would be new to Olathe we envision developing and modifying the current documents to specifically serve our members. The main milestones in the process would be the overall quote, member specific specs, price, order confirmation, production and delivery schedule and timeline.
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, we accept up to \$2,500 per vehicle, upfit or service. If a member would like to put more than \$2,500 on a P-Card we will accept that form of payment however a transaction fee will be added to the total cost. This fee will be a direct pass through to the member.

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Olathe is offering discounts off of MSRP for all 5 of our OEM partners and for any model within those partners that meet the specifications of this contract. This applies to any future products that OEMs could bring to market during the term of this agreement. Additionally, Olathe is allowing all upfits to be added to any chassis through either Olathe's partners or through the member's partner of choice.
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Olathe's pricing discount range by OEM Manufacturer. Ford Motor Company – from 3.47% - 17.67% Stellantis – from 4.96% - 15.55% General Motors (Chevrolet / GMC) – 5.25% - 19.87% Mercedes – from 4.44% - 12.38% Other pricing details are outlined in our pricing attachment.
59	Describe any quantity or volume discounts or rebate programs that you offer.	We encourage any member ordering 20 chassis or more at a time to reach out to Olathe directly so we can review additional discounts and supply the member with an exact quote.
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Any open market items that need to be sourced will be source with a mark-up at or below 10% depending on the item and current open market conditions.
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Olathe is well versed and experienced in this industry segment, therefore we've considered all cost and taken all cost into account with our proposal. If a member has a unique or unforeseen request for their particular situation Olathe will work to offer them the very best solution at the lowest market price. In the event, a member has a Chassis upfitted and therefore needs special consideration those cost would be included in the cost of the upfit at the time the request is made. Olathe will provide those details to the member during the quoting process so they are able to review and evaluate.
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	All OEM manufactures charges a "delivery and destination fee" these charges are displayed on every window sticker regardless of the model. This does not include any Chassis that are being moved to an upfitter and/or then delivered to the end member. At the time of quoting the upfitted unit Olathe will outline and include all additional delivery charges for those instances.
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	These area's or regions carry some of the most difficult and time consuming freight movements. In many cases there are numerous additional cost such as port entry, agent fees, driver cost, ferries, and other logistical specialties. In any of these instances Olathe will work to provide the lowest cost to your members based on their specific needs as well as provide all of those cost upfront during the quote process for your member to review.
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Due to Olathe's size and scope we have key partnerships with many freight and automotive carriers which we constantly review in order to ensure we are receiving at or below market rates which we will pass along to your members. In addition, some of our partners including but not limited to AFI have an OEM ship through which allows Olathe to upfit certain vehicles and then put them back into the OEMs transportation platform and have them delivered to the member at no additional cost.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Due to the size and scope of Sourcewell Olathe believes that offering your members the best overall pricing and value makes sense and creates value for Sourcewell, your members, and Olathe.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Currently we have numerous internal audit processes to ensure we are compliant with all of our customers across our 5 OEMs, multiple industries and 30,000 plus chassis. In addition, our vision for the Sourcewell contract would be expand on our current processes while implementing a customer inquiry, chassis building, quoting, and ordering tool via portal or online tool. We believe that this transparency will help drive adoption of the contract while also creating a great customer experience for your members. Once all of this data is collected then mining it for trends, successes and failure will ensure we continue to improve the service to your members.
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Several internal metrics can be tracked and recorded to ensure our efforts with Sourcewell are proving to be successful. First, we'll track the overall volume of calls, emails, and general inquiries to ensure we are gaining notoriety for our new award. From there, we'll begin to measure the number of quotes and opportunities that Olathe provides and the corresponding conversion of those quotes into OEM orders. In addition, we will track the overall order processing time. Measuring the time it takes from receiving a vehicle acquisition request to processing the order and confirming it in the system will ensure we are using our time and our clients' time efficiently. On top of that, we will track the accuracy of our inventory data on a regular basis to confirm that the system reflects actual availability and status of vehicles, minimizing errors in procurement and allocation. Fulfillment rate will be monitored to verify that our system effectively matches demand with available inventory and processes are streamlined. Most importantly, we will actively engage with and track user satisfaction with the program and our services.
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	We believe in a simple and transparent administrative fee that allows the contract to grow in volume and member adoption. Olathe agrees to pay Sourcewell \$500 per unit. This includes all brands and all models that fall under this contract terms.

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Proposers submitting a proposal in Category 1 as defined herein will be submitting in the broad category that includes all types of engines, fuel, and propulsion systems. For example, if a Proposer offers chassis and cabs with Internal Combustion Engines (ICE) as well as chassis and cabs with electric propulsion systems the Proposer should designate it is seeking an award in Category 1 **only**. Proposers seeking an award in Category 2, as defined herein, must include at least one solution offered within the scope of Category 2 for electric propulsion systems **only**.

Line Item	Category Selection *
69	Category 1: All engines, fuel, and propulsion type chassis and cabs

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
70	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Olathe is offering 5 OEMs with numerous models in the class 3-7 range. This includes Trucks, Vans, Cutaway, Cab Chassis in addition to hundreds of potential upfit add-ons. We can offer anything from a commercial truck application, School transportation, Ambulance and Fire, crane trucks, truck bodies, shelving etc. Additionally, we have countless ways to help support your members from special financing, customizable warranties, fleet management, and prepaid service plans. Olathe believes we truly are the one stop shop for all your members needs regardless of location or specific use case.
71	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	We are confident we can meet any of your members needs through our overall suite of offerings. We aren't considering any of our offerings subcategories. We want your member to know that regardless of the offerings they choose Olathe is committed to serving their needs with the highest level of customer service and customer experience. Through the term of the contract we may find additional needs for your members that we haven't determined yet and subcategories could organically occur.
72	Describe any manufacturing processes or materials utilized that contribute to chassis strength, cab strength, overall durability, driver safety.	Olathe is partnering with the leading OEM's in our industry. Ford, Chevrolet, GMC, Dodge/Ram, and Mercedes continue to improve their products year over year. I think a few key areas where OEMs are doing the most development are around fuel economy, driver safety, and durability or increase GVWR. When partnering with Olathe your members will continue to see improved products as each OEM brings to market these chassis.
73	Describe any differentiating serviceability attributes (remote diagnostics, etc.) your proposal offers.	Olathe offers both OEM telematics as well as third party telematics. Olathe even offers a solution where we will manage your fleet for you. This includes repairs, preventive maintenance, fuel savings and other Fleet KPIs. Additionally, Olathe continues to work with our OEM partners on mobile service for our customers. We know that each of our chassis is put to work serving a mission critical need and downtime is unacceptable. Mobile service in many cases can increase uptime for fleets helping improve the ROI for their vehicle expenses.

Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary. Proposers submitting a proposal in Category 1 will be submitting in the broad category that includes all types of engines, fuel, and propulsion systems. See RFP Section II. B. 1 for details.

We will not be submitting for Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Chassis Type (ICE and/or BEV)	Comments
74	Class 4 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	Through our 5 OEMs for ICE, Optimal EV for BEV
75	Class 5 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Internal Combustion Engine fuel types (ICE)	Through our 5 OEM Partners.
76	Class 6 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Internal Combustion Engine fuel types (ICE)	Through our 5 OEM Partners
77	Class 7 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Internal Combustion Engine fuel types (ICE)	Through our 5 OEM Partners
78	Class 8 chassis	<input type="radio"/> Yes <input checked="" type="radio"/> No	Internal Combustion Engine fuel types (ICE)	Not at this time.
79	Related equipment, accessories, parts, upfitting, services, used chassis and Class 3 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Both Chassis Types (ICE and BEV)	Through our 5 OEM partners for Chassis. We will also be offering various add-ons through our Upfitter Partners ranging from bed configurations, bin/shelving configurations, accessories, boxes, work truck beds. These upfits can be added through Olathe's Partner or the members partner of choice.

Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers seeking an award in Category 2, as defined herein, must include at least one solution offered within the scope of Category 2 for electric propulsion systems **only**. See RFP Section II. B. 1 for details.

We will not be submitting for Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
80	Battery Electric Vehicle (BEV) Class 4 Chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	We have fully electrified E450 and G4500 chassis through our dealer partner Optimal EV.
81	Battery Electric Vehicle (BEV) Class 5 Chassis	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not at this time.
82	Battery Electric Vehicle (BEV) Class 6 Chassis	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not at this time.
83	Battery Electric Vehicle (BEV) Class 7 Chassis	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not at this time.
84	Battery Electric Vehicle (BEV) Class 8 Chassis	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not at this time.
85	Related equipment, accessories, parts, upfitting, services, used chassis and Class 3 chassis	<input checked="" type="radio"/> Yes <input type="radio"/> No	Not at this time.

Table 17: Exceptions to Terms, Conditions, or Specifications Form

Line Item 86. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Contract terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Contract Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Contract.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input type="radio"/> Yes <input checked="" type="radio"/> No

Documents

Ensure your submission document(s) conforms to the following:

- Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
- Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
- Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
- If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Pricing Attachment.docx - Thursday March 28, 2024 10:53:45
- [Financial Strength and Stability](#) - Financial Strength Documents.pdf - Wednesday March 27, 2024 15:33:18
- Marketing Plan/Samples (optional)
- [WMBE/MBE/SBE or Related Certificates](#) - Minority Dealer Verification Letter - Olathe Ford.pdf - Wednesday March 27, 2024 15:28:03
- [Warranty Information](#) - Warranty Docs.zip - Wednesday March 27, 2024 19:05:18
- Standard Transaction Document Samples (optional)
- Requested Exceptions (optional)
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Josh Allison , Vice President, Sales, Olathe Ford Sales, INC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_7_Class 4-8 Chassis and Cabs _RFP_032824 Thu March 21 2024 08:45 AM	☑	1
Addendum_6_Class 4-8 Chassis and Cabs _RFP_032824 Wed March 20 2024 12:36 PM	☑	3
Addendum_5_Class 4-8 Chassis and Cabs _RFP_032824 Mon March 18 2024 12:01 PM	☑	1
Addendum_4_Class 4-8 Chassis and Cabs _RFP_032824 Wed March 6 2024 09:38 AM	☑	1
Addendum_3_Class 4-8 Chassis and Cabs _RFP_032824 Wed February 21 2024 04:08 PM	☑	2
Addendum_2_Class 4-8 Chassis and Cabs _RFP_032824 Wed February 14 2024 04:12 PM	☑	1
Addendum_1_Class 4-8 Chassis and Cabs _RFP_032824 Thu February 8 2024 04:24 PM	☑	1



Purchase Order / Quote

OLATHE FORD SALES INC
 SANDRA GONZALEZ
 GOVERNMENT MANAGER
 DIRECT - 913-312-5371

Date	1/20/2026
Valid Until	2/20/26
Contract	SOURCEWELL - 081325- OLA
PO	
Lead Time	12-14 WEEKS

Customer:
 KANE COUNTY

Invoice Address:

Delivery Address:
 Same

Description - Vehicle Preview Details	Line Total				
2026 FORD F-250 REG CAB 4X4 - BOX DELETE	\$50,932.00				
<table border="1"> <tr> <td> F250 4X4 STYLESIDE PICKUP/142 142 INCH WHEELBASE TOTAL BASE VEHICLE OXFORD WHITE VINYL 40/20/40 SEATS MEDIUM DARK SLATE PREFERRED EQUIPMENT PKG.600A .XL TRIM .AIR CONDITIONING -- CFC FREE .AM/FM STEREO MP3/CLK .6.8L DEVCT NA PFI V8 ENGINE 10-SPEED AUTO TORQSHIFT-G LT245/75R17E BSW ALL-TERRAIN 3.73 ELECTRONIC-LOCKING AXLE PICKUP BOX DELETE .REAR VIEW CAMERA & PREP KIT </td> <td> FRONT LICENSE PLATE BRACKET VEHICLE INTEGRATION SYSTEM 2.0 PLATFORM RUNNING BOARDS 9900# GVWR PACKAGE 50 STATE EMISSIONS TRAILER BRAKE CONTROLLER INTERIOR WORK SURFACE WHEEL WELL LINERS - FRONT UPFITTER SWITCHES 250 AMP ALTERNATOR REMOTE START SYSTEM </td> </tr> <tr> <td colspan="2"> DRAKE-SCRUGGS BRANDX SERVICE BODY PER ATTACHED SPECS - 010926-0 </td> </tr> </table>	F250 4X4 STYLESIDE PICKUP/142 142 INCH WHEELBASE TOTAL BASE VEHICLE OXFORD WHITE VINYL 40/20/40 SEATS MEDIUM DARK SLATE PREFERRED EQUIPMENT PKG.600A .XL TRIM .AIR CONDITIONING -- CFC FREE .AM/FM STEREO MP3/CLK .6.8L DEVCT NA PFI V8 ENGINE 10-SPEED AUTO TORQSHIFT-G LT245/75R17E BSW ALL-TERRAIN 3.73 ELECTRONIC-LOCKING AXLE PICKUP BOX DELETE .REAR VIEW CAMERA & PREP KIT	FRONT LICENSE PLATE BRACKET VEHICLE INTEGRATION SYSTEM 2.0 PLATFORM RUNNING BOARDS 9900# GVWR PACKAGE 50 STATE EMISSIONS TRAILER BRAKE CONTROLLER INTERIOR WORK SURFACE WHEEL WELL LINERS - FRONT UPFITTER SWITCHES 250 AMP ALTERNATOR REMOTE START SYSTEM	DRAKE-SCRUGGS BRANDX SERVICE BODY PER ATTACHED SPECS - 010926-0		\$16,523.00
F250 4X4 STYLESIDE PICKUP/142 142 INCH WHEELBASE TOTAL BASE VEHICLE OXFORD WHITE VINYL 40/20/40 SEATS MEDIUM DARK SLATE PREFERRED EQUIPMENT PKG.600A .XL TRIM .AIR CONDITIONING -- CFC FREE .AM/FM STEREO MP3/CLK .6.8L DEVCT NA PFI V8 ENGINE 10-SPEED AUTO TORQSHIFT-G LT245/75R17E BSW ALL-TERRAIN 3.73 ELECTRONIC-LOCKING AXLE PICKUP BOX DELETE .REAR VIEW CAMERA & PREP KIT	FRONT LICENSE PLATE BRACKET VEHICLE INTEGRATION SYSTEM 2.0 PLATFORM RUNNING BOARDS 9900# GVWR PACKAGE 50 STATE EMISSIONS TRAILER BRAKE CONTROLLER INTERIOR WORK SURFACE WHEEL WELL LINERS - FRONT UPFITTER SWITCHES 250 AMP ALTERNATOR REMOTE START SYSTEM				
DRAKE-SCRUGGS BRANDX SERVICE BODY PER ATTACHED SPECS - 010926-0					
FACTORY OPTION TOTAL					

Special Notes and Instructions

MSO/ODO STATEMENT. CUST RESPONSIBLE FOR REGISTRATION, TAXES AND TITLING

QUOTES ARE ONLY VALID UNTIL CURRENT MODEL YEAR ORDER BANK CLOSES. OLATHE FORD RESERVES THE RIGHT TO CHARGE CUSTOMER FOR FLOORPLAN IF UPFITTING TAKES AN EXCESSIVE AMOUNT OF TIME.

PAYMENTS FOR VEHICLES MUST BE MADE WITHIN 30 DAYS OF INVOICE OR OLATHE FORD RESERVES THE RIGHT TO CHARGE FLOORPLAN INTEREST FOR EACH DAY INVOICE IS OVERDUE

Subtotal less trade-in	\$67,455.00
Sales Tax	\$0.00
Tire Tax 0	\$0.00
Extended Warranty	\$0.00
Upfit Surcharge	\$0.00
Dropship/Delivery	\$950.00
MSO / ODO	\$0.00
Total Per Unit	\$68,405.00
Quantity of Units	1
PO Total	\$68,405.00

Above information is not an invoice and only an estimate of services/goods described above. Quote subject to change.

Please confirm your acceptance of this quote by signing this document, and returning your PO.

Signature _____
 Print Name _____
 Date _____

If you have any questions concerning this quote, contact Sandra Gonzalez

Thank you for your business!

1845 E SANTA FE, OLATHE, KS 66062
 505-850-5504 - SGONZALEZ@OLATHEFLEET.COM



Drake-Scruggs

Home Office

2000 S. Dirksen Parkway

Springfield, IL 62708-

(217) 753-3871

Fax (217) 753-2760

Olathe Ford

1845 E. Santa Fe

Olathe, KS 66062-0000

Tel. (913) 312-0079

Fax

We are pleased to quote to you, the equipment described below delivered F.O.B., Springfield, IL in accordance with specifications attached:

Quote Number **010926-0**

Per the following specification we are quoting:

Provide and install a Brand FX Service Body on a customer furnished 2026 Ford F250 Reg Cab with 56"CA and Gas Engine

*** Total ----- \$16,523.00**

Delivery ARO Days

State and municipal sales taxes are to be added if applicable. FET shall be added if applicable.

Terms are Net 10. This Quote is valid for a period of 30 days from Monday, January 12, 2026.

The goods described herein will be sold subject to the additional provisions and our regular warranty printed on the next page hereof. We thank you for the courtesy extended to us, and hope to be favored with your acceptance of this proposal. Your acceptance of this proposal will not be binding upon us until one of our salesmen and an authorizing person of your company approves this proposal hereon in writing. No parts shall be ordered until a signed copy of this form and/or a P.O. has been received.

ACCEPTED:

Date: _____

PO #

Respectfully Submitted,

Drake-Scruggs

Quote Prepared By Aaron Thompson

Firm Name: _____

By: _____ By: _____

Mark Selhime



Drake-Scruggs

ADDITIONAL PROVISIONS

1. Occasions in which Drake-Scruggs Equipment Inc is to supply the cab and chassis for a customer it shall be invoiced to you upon delivery to Drake-Scruggs Equipment.
2. If, for any reason, delivery is not made within 10 days from the date specified, the cash selling price quoted herein will be subject to adjustment to conform to our regular cash selling price of the goods covered by this proposal in effect at the time of delivery. If the price adjustment results in an increase in price, you shall have the privilege of accepting delivery at the increased price or canceling your acceptance of this proposal by giving written notice of such cancellation to us within 5 days after notice of such price increase is given to you.
3. You agree to accept the goods covered by this proposal, as fulfilled thereof, with such changes in design and materials, or either of them, which we might make.
4. If any sales or excise taxes now in effect, shall be increased, or any new sales, excise, floor or processing taxes shall be imposed by federal, state, or local laws, you are to reimburse us for any and all such increased or new taxes that we may be required to pay or to reimburse to others by reason of the manufacture, purchase or sale of the articles and equipment covered by this proposal. The amount of such increased or new taxes may be billed as a separate item or added to the price of the articles and equipment to which they are applicable at our option.
5. We shall not be responsible for loss, damage, or delays in transportation after shipment, nor for failure to supply any goods covered by this proposal or to deliver the same on time where prevented by strikes, fires, or accidents, or by the demand exceeding the available supply, or by any other cause beyond our reasonable control.
6. Any cost incurred by Drake-Scruggs Equipment, Inc. as a result of either cancellation or change orders shall be passed to the buyer.

*Delivery time is only an estimate. This time may change due to unforeseen problems.

WARRANTY

DRAKE-SCRUGGS EQUIPMENT, INC. Warrants each new article to be free from defects in material and workmanship under normal use and service, its obligation under this warranty being limited to making good any part or parts thereof which shall be returned to it with transportation charges prepaid, and which its examination shall disclose to its satisfaction to have been thus defective, provided that such part or parts shall be so returned to it not later than (90) days after delivery of such article to the original purchaser. This warranty is expressly in lieu of all other warranties expressed or implied and of all other obligations or liabilities on its part, and it neither assumes nor authorizes any other person to assume for it any other liability in connection with the sale of its equipment.

This warranty shall not apply to any article which shall have been repaired or altered outside of its shop in any way so as, in its judgment, to affect its stability, nor which has been subject to misuse, negligence or accident. Warranty on all new equipment is subject to the individual manufacturer as attached.

Your Drake- Scruggs installed equipment is warranted from defects and workmanship for one year from the date of delivery. Included is one free field service trip within this warranty period. Normal travel charges will apply after this initial trip during the one year warranty period. After expiration of the one year warranty, normal travel, labor and material charges will apply. The one year warranty only applies to new components sold and installed by Drake-Scruggs Equipment Inc. Normal maintenance, repairs due to lack of maintenance and equipment transfers from chassis to chassis are not included in this warranty.

Fiberglass Service Body:

Brand FX 56LS Service Body:

Overall Length: 96"

Overall Width: 82.75"

Compartment Height: 42"

Compartment Depth: 15"

Body Construction and Features:

- Aluminum understructure
- Aluminum treadplate floor
- Smooth aluminum bulkhead
- Aluminum tailskirt
- Stainless steel rotary latches, door hardware and hinges
- Cable retainers on all compartment doors
- Non-skid compartment tops
- Clear vinyl rock guards
- Flow thru ventilation system
- Full LED lighting package: S/T/T and Back up lights
- 10" Aluminum tailgate
- Aluminum Bumper
- Bright WHITE gelcoat finish

Streetside Compartmentation

1st Vertical: Two adjustable shelves

Horizontal: One adjustable shelf

Rear Vertical: One adjustable shelf

Curbside Compartmentation

1st Vertical: Two adjustable shelves

Horizontal: One adjustable shelf

Rear Vertical: Material Hooks; 0-3-1

Other Accessories:

- FlexGlo Compartment Lighting; top and sides of door
- Install Factory Back Up Camera Kit
- 7-Pin RV Type Trailer Socket

Certification:

Clean and Weigh completed unit.

Quote Number: 010926-0

Total for One Unit

\$16,523.00

FOB: Springfield, IL

State and municipal sales taxes are to be added if applicable.

FET shall be added if applicable.

**APPLICATION FOR USE OF JUDICIAL FACILITIES IN
THE SIXTEENTH JUDICIAL CIRCUIT**

The Office of the Chief Judge must approve all requests for the use of judicial facilities located in the Sixteenth Judicial Circuit. It must be understood that there may be a fee charged for the use of the judicial facilities.

Use of judicial facilities may not disrupt the operation of the building or interfere with the conduct of judicial business. Use of judicial facilities must be compatible with the stated policy set forth by the Sixteenth Judicial Circuit related to use of judicial facilities and consistent with the primary function of the courts.

All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: Geneva Children's Business Fair

Contact information: Cam Fozo

(Name)

camfozo2009@gmail.com

(Email address)

331-235-3839

(Telephone)

Title, Purpose and Type of Program: 7th anual Geneva Children's Business Fair

Young Entreprenuers are able to design products for their store booths, then are

given the opportunity to sell to members of the community!

Date and Time Requested: Saturday, August 1st; 8:30am to 3pm

Hours of Use: 7.5

Number of Participants: 150

Facility Requested: Kane Co. Courthouse Parking Lot

Food and/or Drink:

Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer.

N/A

Are you charging a fee for attendance? No

Will a member of the court or clerk's office staff be present during the program? No

Applications should be sent to:

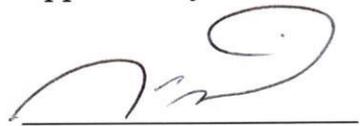
**Office of the Chief Judge
Sixteenth Judicial Circuit
37W777 Route 38, Room 301, Box 400A
St. Charles, IL 60175**

or emailed to: chiefjudgeoffice@co.kane.il.us

Approved by/date:

Not Approved by/date:

Office of the Chief Judge


for Judge Boles
2/19/26

**APPLICATION FOR USE OF JUDICIAL FACILITIES IN
THE SIXTEENTH JUDICIAL CIRCUIT**

The Office of the Chief Judge must approve all requests for the use of judicial facilities located in the Sixteenth Judicial Circuit. It must be understood that there may be a fee charged for the use of the judicial facilities.

Use of judicial facilities may not disrupt the operation of the building or interfere with the conduct of judicial business. Use of judicial facilities must be compatible with the stated policy set forth by the Sixteenth Judicial Circuit related to use of judicial facilities and consistent with the primary function of the courts.

All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: _____

Contact information: _____

(Name)

(Email address)

(Telephone)

Title, Purpose and Type of Program: _____

Date and Time Requested: _____

Hours of Use: _____

Number of Participants: _____

Facility Requested: _____

Food and/or Drink: Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer.

Are you charging a fee for attendance? _____

Will a member of the court or clerk's office staff be present during the program? _____

Applications should be sent to:

**Office of the Chief Judge
Sixteenth Judicial Circuit
37W777 Route 38, Room 301, Box 400A
St. Charles, IL 60175**

or emailed to: chiefjudgeoffice@co.kane.il.us

Approved by/date:

Not Approved by/date:

Susan Clancy Boles

Office of the Chief Judge

**APPLICATION FOR USE OF JUDICIAL FACILITIES IN
THE SIXTEENTH JUDICIAL CIRCUIT**

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All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: Geneva Chamber of Commerce

Contact information: Paula Schmidt

(Name)

pschmidt@genevachamber.com

(Email address)

630-232-6060

(Telephone)

Title, Purpose and Type of Program: Geneva Chamber Festivals and Events

Community festivals/events

Date and Time Requested: See attached County Property Requests for 2026

Hours of Use: See attached County Property Requests for 2026

Number of Participants: Dependent upon activity

Facility Requested: See attached County Property Requests for 2026

Food and/or Drink:

Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer.

No food or drink will be served on county property.

Are you charging a fee for attendance? No

Will a member of the court or clerk's office staff be present during the program? No staff needed - would like a contact for day of.

Applications should be sent to:

**Office of the Chief Judge
Sixteenth Judicial Circuit
37W777 Route 38, Room 301, Box 400A
St. Charles, IL 60175**

or emailed to: chiefjudgeoffice@co.kane.il.us

Approved by/date:

Not Approved by/date:

Office of the Chief Judge *Susan Clancy Boles*

County Property Requests for 2026 – PLEASE EMAIL PAULA BELOW WITH ANY QUESTIONS AND APPROVALS

Contact: Paula Schmidt
Geneva Chamber of Commerce
8 S. Third St.
Geneva, IL 60134
pschmidt@genevachamber.com
630-232-6060
Cell: 630-301-0245

All permits and certificates of insurance will be given once the property locations are approved.

Swedish Days 2026 – Dates for activities may be updated upon approvals and permits.

June 24-28

Information Booth: Corner of James and Third St. on courthouse lawn

Maypole installation: Swedish Days Maypole is put up on the south side of the courthouse lawn in the same place as previous years. (mid lawn)

Sponsor Displays: The north side of the courthouse lawn from 3rd St. to the Judges' lot. If needed, the south side of the courthouse lawn may be used for Sponsor Displays. We ask if there are **any sprinklers in those areas, please have them turned off for the festival.**

Carnival: Courthouse parking lot –Days of operation would be Wednesday, June 24 (2:00p to 10:00pm, 1:00p to 10:00p all other days) - Sunday, June 28 (1:00p to 5:00p). Set up would begin on Sunday, June 21 (or afternoon of Saturday, June 20). Take down would begin on Sunday, June 28 - Monday, June 29. Income from this event supports the costs of Swedish Days

Requesting a portion of the **parking lot at the Government Center Campus** for employee/visitor parking during the festival week.

5K Lopp: Requesting **parking lot at the Government Center Campus for the Swedish Days 5K Lopp** on Saturday, June 27 from 5:00am to 9:00am. (Other permits will be requested for this event through the Kane County Forest Preserve as the race will be held at Gunner Anderson Forest Preserve in 2026). Portapotties will be placed on county property on Friday, June 26th and removed by Sunday June 28th. Set up for the race will be at 5:00a.

Use of the Courthouse lawn for **Nordic Folk Dancers** on the courthouse stairs on Saturday (June 27). **Swedish Folk Singers** on the courthouse front steps and in the Judges Lot on Sunday (June 28). Sitting area on the courthouse lawn with tables and chairs.

Art Explosion:

May 2 - 10:00a – 4:00p. If the weather cooperates, we would like to have a musical act on the courthouse lawn once or twice during those hours. Art Explosion is a new event where we have different type of artists and musicians located in different merchants and restaurants for the day, highlighting our local art community.

Anderson Humane Shop and Adopt event

May 17 - 10:00a – 3:00p

Information Booth: Corner of James and Third St. on courthouse lawn. (10x10 tent setup at 10:00a day of or the night before after 4:00p)

Classic Car Shows

Every Thursday in July and August (starts 7/9/26 and ends 8/27/2026)

5:00 pm to 8:00 pm

Courthouse parking lot used.

Exhibiting cars are instructed to enter the parking lot after 4:30 pm. Food vendors will be setting up before the 5:00 exhibit time at approx. 4:00p.

Classic cars drive into the lot to exhibit and exchange ideas. The area is monitored by a committee. Trash containers are provided by the City of Geneva. Participants and visitors come from the entire County. Porta-potties will be placed on James St. for participants use before event begins. Food vendors will serve food on the parking lot property as well. We will emphasize with the participants that **NO ONE can come into the lot before 4:00p**. As you know, we will try our

hardest to stop the early bird process as in the past. Music setup will take place after 4:00p and on the west side of the pavilion. No sound checks will take place before 4:30p.

Geneva Art Fair

July 25-26

Named one of the country's best juried art shows, it is held on Third St., south to South St. Courthouse parking lot is used by visitors and artists parking. Some artists will keep their vehicles/vans in the parking lot over nights. We would like your permission to have some of those artists parked overnight in the courthouse lot. We ask if there are **any sprinklers along the courthouse area, to please have them turned off for the festival.**

Festival of the Vine

September 11-13

Festival of the Vine will remain on James St. from 5th St. to the west side of the Judges Lot, a ½ block on 4th St. (towards State St.) will be used as well. The north entrance to the courthouse parking lot will be blocked from Wednesday, September 9th (setup begins) – Monday, September 14 (takedown begins). The Judges Lot will remain open M-F. Entrance to the Judges Lot on James St. will be blocked beginning Friday, September 11 at 5:30p. Judges will need to leave via the south. The north and west parking entrances will still be available M-F. We are asking, as last year, to use the grassy area on the north side of the parking area (along James St.), near the brick wall. We would like to put fencing against that brick wall for safety purposes.

Portopotties and Garbage roll offs will be located on the north end of the county parking lot area in the far east corner (same as in 2025). Additional smaller roll-offs will be available on the NW of 4th and Campbell for crafters. Actual portopotties placement will be given after festival approval.

Arts and Crafts Fair: The upper parking lots off Campbell will be used for the **Arts and Crafts fair** (Saturday – Sunday, September 12-13). All cars will need to be out of all the parking lots by 5 am on the morning of the 12th for setup of the Craft Show on the County parking lot property. Use of Judges Lot on Saturday and Sunday for crafters tents.

Sponsor displays: Sponsor tents will be located on the north side of the courthouse lawn from 3rd St. to the Judges' lot Friday-Sunday. There is a possibility that the parking lanes on James St., south side (Friday-Sunday) may be used too. Tents will begin setting up on Thursday morning.

Christmas Walk

December 4

The Great Tree on the lawn is decorated. Additional decorations throughout the front area of the Courthouse (Photo op, Santa Post Office, decorated trees, etc.) Signage for sponsorship to thank contributors for donations towards the holiday display. HOPE sign will be used again in 2026.

Carolers will be located on the steps outside the courthouse on Saturday, December 7th in the afternoon. Girl Scouts sing and dance around the tree the morning of Saturday, December 7th.

Restroom facilities are located throughout town during all festivals.

Food is sold during events, and the Kane County Health Department permits are obtained.

The city of Geneva provides the services of public works, police and fire support.

A Certificate of Insurance naming the County additional insured is provided prior to each event.

The County of Kane is recognized in all event programs.

THANK YOU FOR ALL YOU DO FOR US!!!

**APPLICATION FOR USE OF JUDICIAL FACILITIES IN
THE SIXTEENTH JUDICIAL CIRCUIT**

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All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

Sponsoring Organization: CASA Kane County

Contact information: Natalie Bohner

(Name)

NatalieB@casakanecounty.org

(Email address)

630.444.3112

(Telephone)

Title, Purpose and Type of Program: Backpacks for Bookworms: annual event when we distribute

backpacks and school supplies to our advocates, which are then taken to the

children they serve during monthly visit.

Date and Time Requested: Tuesday, July 14, 2026

Hours of Use: 3:00 pm - 6:00 pm (3 - 4 pm is for set up, event starts at 4 pm)

Number of Participants: 100

Facility Requested: Parking lot and garden of 100 South Third street courthouse

Food and/or Drink:

Provide detail of any refreshments which you intend to serve during the activity including the name of the caterer.

If anything, we may have ice cream from

Kimmer's again this year, or the Kona Ice truck.

Are you charging a fee for attendance? no

Will a member of the court or clerk's office staff be present during the program? no

Applications should be sent to:

**Office of the Chief Judge
Sixteenth Judicial Circuit
37W777 Route 38, Room 301, Box 400A
St. Charles, IL 60175**

or emailed to: chiefjudgeoffice@co.kane.il.us

Approved by/date:

Not Approved by/date:

Office of the Chief Judge


For Judge Bales
2/19/26

Created: 2/17/2016

Page 2 of 2

OCJ/sml



Kane County Facilities Use Request Form

EVENT INFORMATION

Any person or entity requesting to use these properties for gatherings shall be given a copy of this policy and shall agree in writing to abide to all requirements as a condition of approval. Each event must be temporary in nature and cannot disrupt the business held within the building. Nothing may be hung or displayed from a building. For any request to utilize the 3rd Street Courthouse, the applicant agrees no activity will occur within, or will disturb, the CASA Garden of Hope.

For questions email:
FacilitiesUseRequest@KaneCountyIL.gov

Sponsoring Organization:

Kane County Health Department

Name of Event:

Safe Kane County Drive Thru

Describe the event:

At this event, attendees will be able to pick up firearm safety items, naloxone, and 988 awareness yard signs without leaving their car.

Inside Outside

Upload Certificate of Insurance

Facilities request form.pdf

37.98KB

Location:

Circuit Clerk Parking Lot

Will this be a multiple day event?

Yes No

Date of Event:

4/24/2026

Anticipated Number of Participants:

200

Anticipated Number of vehicles:

200

(for parking estimates)

Will food or beverages be sold?

Yes No

Are portable restroom facilities required?

Yes No

Are you charging a fee for attendance?

Yes No

Will a member of the court or clerk's office staff be present during the program?

Yes No

1) If the request is approved, the applicant agrees to the following conditions:

- Access to the County buildings may be restricted, consistent with the policies of the facility. This specifically includes use of the rest room facilities.
- The County maintains the right to cancel the approval granted, and to require the immediate dispersal of those gathered during the approved gathering as deemed necessary.
- For the applicant's protection it is recommended that liability insurance be obtained.
- The County may designate areas to be used for parking, and designate areas which are not to be used for parking. It is the responsibility of the applicant to ensure these restrictions are met.
- Any approved gathering is not transferable and is only authorized for the purpose identified in the application on the date(s) approved.
- The applicant agrees to conform with all City, County, and State ordinances and laws.
- All waste generated must be removed from the property.
- A security deposit may be required.

2) All requests shall be approved by the Administration Committee. If the request is received and the event is to be held prior to the next scheduled Administration Committee meeting, the Committee Chairman and Director of Building Management may jointly approve or deny the request for gathering.

3) User shall indemnify and hold harmless the county of Kane from and against any claim of any kind arising out of or due to the acts of the user, its agents, employees or officers in connection with the use or occupancy of the premises herein. Such indemnity shall extend to all costs, awards, attorney fees and other related expenses incurred by the county arising out of such claims.

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All participants are subject to security screening and should have picture ID. All personnel are subject to background checks.

Applications for facility use should be submitted at least four weeks before the planned date of the activity.

ONSITE EVENT CONTACT INFORMATION

Primary Contact Name:

Tina Koral

Secondary Contact Name:

Elizabeth Nunez

Primary Contact Cell Phone Number:

(224)291-5069

Secondary Contact Cell Phone Number:

(630)746-2601

Primary Contact Email:

koraltina@kanecountyil.gov

Secondary Contact Email:

koraltina@kanecountyil.gov

These contacts need to be someone who will be onsite at the event.

ACKNOWLEDGEMENT

I have read this application and hereby agree to meet all the requirements set forth.

The County maintains the right to cancel the approval granted, and to require the immediate dispersal of those gathered during the approved gathering as deemed necessary.

- I certify that I have read and understand the above noted statements and have submitted the information truthfully and to the best of my knowledge. I agree to all of the terms and conditions.

Signature



Date:

3/2/2026

Name (Printed):

Tina Korah

Phone Number:

(630)208-5152

Email:

koraltina@kanecountyil.gov

Address:

Street Address

1240 N. Highland Avenue

Address Line 2

City

Aurora

Postal / Zip Code

60506

State / Province / Region

Illinois

Country

United States

OFFICE OF THE CHIEF JUDGE

Signature *



Approved by Date: *

3/4/2026

COUNTY OF KANE

ENVIRONMENTAL & WATER RESOURCES

Jodie L. Wollnik
P.E., Director

RECYCLING PROGRAM OFFICE

Clair Ryan,
Recycling Program Coordinator



County Government Center

719 S. Batavia Avenue
Geneva, IL 60134

www.kanecountyil.gov

Departmental Office Phone: (630) 208-5118
Recycling Programs Office: (630) 208-3841

www.kanecountyil.gov/recycling

February 25, 2026

Re: Proposal to use parking lot on Fabyan Property for dumped tire collection event

Environmental and Water Resources requests the use of a parking lot on the Fabyan Parkway property for an IEPA Used Tire Removal Action (UTRA) during the second week of May, 2026. On Monday, May 11th, County, municipal and township agencies will be able to drop off dumped tires that they have collected from public properties and rights of way. EWR staff will be on-site during drop off to ensure that tires are stacked in the appropriate place and that the event is restricted to public agency participants. On May 12th IEPA's UTRA contractor will come to load and remove the tires. All tires will be removed before close of business on May 12.

Proposed location: Eastern-most lot adjacent to Settler's Hill (used for UTRA event in 2023)

Proposed drop-off date: Monday, May 11, 8am - 3pm

Proposed UTRA contractor pick-up date: Tuesday, May 12



2023 Tire Collection Photos:



