

Audit Packet

Proposal: RFP #21.9 - Lockers & Storage Solutions

Awarded Vendor(s): Olympus Locker & Storage Products

Award Date: November 23, 2020 Contract Number: 21.9 - OLS

- Copy of Legal Affidavits
- Copy of Release
- Copy of Solicitation Documents
 - Question/Answer
 - Addenda Issued
- Copy of Closing
- Notification & Access Reports
- Opening Record
- Copy of Qualified Vendor Responses
 - Bid Bond Confirmation
 - References
- Evaluation Committee Report
- Copy of Award/Rejection Notification
- Copy of Signed Contract Offer & Award

Board Acceptance of Contract _____

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)



650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

<u>Dates of Publication</u>	<u>Advertiser</u>	<u>Account #</u>	<u>Order #</u>
StarTribune 09/28/2020	COOPERATIVE PURCHASING CONNECTION	1000337556	368597
StarTribune 10/05/2020	COOPERATIVE PURCHASING CONNECTION	1000337556	368597

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$280.00**

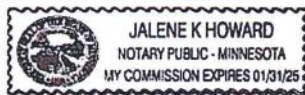
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 10/04/2020

Jalene K. Howard



Notary Public

CLASSIFIED + PUBLIC NOTICES

STARTRIBUNE.COM/CLASSIFIEDS • 612.673.7000 • 800.927.9233

Cooperative Purchasing Network
N/A
E-2-All
Sealed proposals will be received...

Advertiser: 0000368597-01
Agency: N/A
Section-Page-Zone(s): 1 Col x 2.14 in
Description: 0
Color Type: 0

StarTribune
Monday, October 5, 2020

Mortgage Foreclosures

28-113383
NOTICE OF MORTGAGE FORECLOSURE SALE
THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFECTED BY THIS ACTION. NOTICE IS HEREBY GIVEN, that default has occurred in the conditions of the following described mortgage of MORTGAGE July 28, 2020.
ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE \$195,000.00
MORTGAGEE LUIS A. BARRETO-ARENAS, a married person
MORTGAGEE Mortgage Electronic Registration Systems, Inc.
MNE 1001944-5000272011-5
LENDER OR BINDER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE Fremont Investment Services LLC
SERVICER Carrington Mortgage Services LLC
DATE AND PLACE OF FILING Filed August 29, 2020, Hennepin County Recorder, as Document Number 852209
ASSIGNMENTS OF MORTGAGE Assigned to Wells Fargo Bank, N.A., as Trustee for Carrington Mortgage Loan Trust, Series 2006-2R22 Asset-Backed Pass-Through Certificate
LEGAL DESCRIPTION OF PROPERTY Lot 3, Block 2, Fallden's Fourth Addition
PROPERTY ADDRESS 7238 15th Ave S, Richfield, MN 55423
PROPERTY IDENTIFICATION NUMBER 35-028-24-12-041
COUNTY IN WHICH PROPERTY IS LOCATED Hennepin
THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE \$236,840.95
THAT all preforeclosure requirements have been complied with, that no action or proceeding has been instituted at law or otherwise to recover the debt secured by said mortgage or any part thereof.
PURSUANT to the power of sale contained in said mortgage, the above described property will be sold by the Sheriff of said county as follows:
DATE AND TIME OF SALE December 3, 2020 10:00AM
PLACE OF SALE Sheriff's Main Office, Civil Division, Room 30, Court House, 350 South Fifth St., Minneapolis, MN 55487 to pay the debt secured by said mortgage and taxes if any, on said premises and the costs and disbursements including attorney fees allowed by law, subtraction of the date of said sale by the mortgagee (or the personal representative) and DATE TO VACATE PROPERTY If the real estate is an owner-occupied, single-family dwelling, unless otherwise provided by law, the date on or before which the mortgagee(s) must vacate the property, if the mortgage is not reinstated under section 560.30 or the property is not redeemed under section 560.23, is 11:59 p.m. on June 1, 2021, or the next business day if June 1, 2021 falls on a Saturday, Sunday or legal holiday.
*THE TIME ALLOWED BY LAW FOR

Mortgage Foreclosures

RECEPTION BY THE MORTGAGEE. THE MORTGAGEE'S PERSONAL REPRESENTATIVE OR ASSIGNMENT MAY BE REDUCED TO FIVE WEEKS IF A JUDICIAL ORDER IS ENTERED UNDER MINNESOTA STATUTES SECTION 645.03, DETERMINING, AMONG OTHER THINGS, THAT THE MORTGAGEE'S PREMISES ARE IMPROVED WITH A MORTGAGE OF LESS THAN 5 UNITS ARE NOT PROPERTY USED FOR AGRICULTURAL PRODUCTION, AND ARE ABANDONED.
Dated September 28, 2020
Wells Fargo Bank, N.A. as Trustee for Carrington Mortgage Loan Trust, Series 2004-FR22 Asset-Backed Pass-Through Certificate
SHPA/RD & ZELZ, LLC
BY Lawrence Zekel - 825559
Melissa B. Potter - 9337778
Gary J. Evrs - 0134764
Attorneys for Mortgagee
Shapiro & Zekel, LLP
12550 West Frontage Road, Suite 200
Burnsville, MN 55337
(952) 83-1400
THIS IS A COMMUNICATION FROM A DEBT COLLECTION
10/5 10/12 10/19 10/26 11/2 11/9/20 Star Tribune

Storage Facilities

NOTICE OF PUBLIC SALE:
THE LOCK UP SELF STORAGE at 1305 Industrial Blvd. NE Minneapolis, MN 55411 will sell the contents of the following units to satisfy a lien to the highest bidder on 10/20/20 by 10:00 AM at www.storageauctions.com. All goods must be removed from the unit within 48 hours. Unit availability subject to prior settlement of account.
Unit 2042- Jennifer Walsh Car seat, art boxes
Unit 2048- Reese Vasquez Boxes, bags, clothes, tools
Unit 4044- Maurice Vauxart Boxes, tools, cookers
Unit 5106- Catherine Joust Medical braces, furniture, rug
NOTICE OF PUBLIC SALE:
THE LOCK UP SELF STORAGE at 6250 Olson Memorial Highway, Minneapolis, MN 55422 will sell the contents of the following units to satisfy a lien to the highest bidder on 10/20/20 by 10:00am at www.storageauctions.com. All goods must be removed from the unit within 24 hours. Unit availability subject to prior settlement of account.
Unit 3409 Chiara Burnough Flat screen TV, luggage, furniture, clothing, books and toys
NOTICE OF PUBLIC SALE:
THE LOCK UP SELF STORAGE at 12395 Valley View Rd. Eden Prairie, MN 55344 will sell the contents of the following units to satisfy a lien to the highest bidder on 10/20/20 by 2:00 p.m. All items must be removed from the unit within 24 hours. Unit availability subject to prior settlement of account.
Dennis Burans (23204)-boxes & bins, tools, furniture, spinn piano

Proposals for Bids

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for the following RFPs: #217 Athletic Equipment & Wear, #218 Event Seating & Staging Solutions, #219 Lockers & Storage Solutions, #2110 Interactive Technology Buyback Solutions, and #2111 Technology Buyback Solutions.
Specifications and forms may be obtained by registering for free with CPC on Public Purchase (www.wpp0101.purchasenet.com).
Proposals must be uploaded to Public Purchase before 10 a.m. CT on Tuesday, October 27, 2020, and late proposals will not be considered.
624 Collectibles
"Annual Fall Classic Estate & Consign Auction"
SUNDAY OCT 11 12:00 PM CST
Large Private Collection Coins, Currency, Jewelry, Musical Instruments, Collectibles, etc.
SALADOPES AMERICAN LEIGION
1106 1st Ave S, Shakopee, MN
Online at WWW.PRIVATEBID.COM
Email: info@privatebid.com
Tel: 612-231-9700
BUYING NEW OPS, TRX BASEBALL FOOTBALL & BASKETBALL CARDS
613-226-7525
BUYING SPORTS ILLUSTRATED MAGAZINES The more the better!
Call or text: 612-991-5262
COM SHOW - SATURDAY
October 10th
The Roseville Skating Center
3601 Civic Center Drive, 550-800
BUY/SELL/TRADE, Masks required.
RSV 612-739-1298

395 Misc. For Sale & Wanted

For Sale Hot Wheels Cars, Jewelry, Antique Furniture & More Good Stuff! Dan 952-884-6588
FREON WANTED: We pay \$\$\$ for cylinders and cans. #12 #600 #11 #113 #114. Certified Professionals. 312-291-9100 or Refrigerant Recyclecenter.com, #2110 - Interactive Technology Buyback Solutions, and #2111 - Technology Buyback Solutions.
https://photos.app.goo.gl/wvJlBk4dGfPA83
https://photos.app.goo.gl/XZ51Wv9vGv1a5256
https://photos.app.goo.gl/yKRETOX3uP7yGAKS51209-626-7574
English Bulldog, Blue Colored AEC Puppies Chocorri-ecyivulogoo.com has some beautiful rare color AEC registered Puppies available. 612-942-9757
GERMAN SHEPHERD PUPS
AKC, E-cup temp, Genetic clear ante. 315-537-5413. www.janidom.com
GOLDENDOODLE PUPS Cream/Black Males & Females \$1,200 320-793-2520
GOLDENDOODLE PUPS Fam raised, breeders guide or Jet Black. Reply to pick up. \$600/ea cash 651-272-0357
Golden Retrievers Home raised, vet checked, chipped, current vacic. Accepted \$100-\$1200. 605-265-0797
LAX AKC BATTLE PUPS Over 70lb. Dew claws, shots, microchipped. \$1,000/ea. 309-524-1397
LARADOODLE PUPS We have 672 Labrador puppies left. 13lb, 14lb, 15lb, 16lb, 17lb, 18lb, 19lb, 20lb, 21lb, 22lb, 23lb, 24lb, 25lb, 26lb, 27lb, 28lb, 29lb, 30lb, 31lb, 32lb, 33lb, 34lb, 35lb, 36lb, 37lb, 38lb, 39lb, 40lb, 41lb, 42lb, 43lb, 44lb, 45lb, 46lb, 47lb, 48lb, 49lb, 50lb, 51lb, 52lb, 53lb, 54lb, 55lb, 56lb, 57lb, 58lb, 59lb, 60lb, 61lb, 62lb, 63lb, 64lb, 65lb, 66lb, 67lb, 68lb, 69lb, 70lb, 71lb, 72lb, 73lb, 74lb, 75lb, 76lb, 77lb, 78lb, 79lb, 80lb, 81lb, 82lb, 83lb, 84lb, 85lb, 86lb, 87lb, 88lb, 89lb, 90lb, 91lb, 92lb, 93lb, 94lb, 95lb, 96lb, 97lb, 98lb, 99lb, 100lb. \$1000. 641-428-4799
LAB AKC RIB SILVER PUPS removed, shots, wormed, raised with kids. \$1000. 641-428-4799
LABRADOODLE PUPS We have 672 Labrador puppies left. 13lb, 14lb, 15lb, 16lb, 17lb, 18lb, 19lb, 20lb, 21lb, 22lb, 23lb, 24lb, 25lb, 26lb, 27lb, 28lb, 29lb, 30lb, 31lb, 32lb, 33lb, 34lb, 35lb, 36lb, 37lb, 38lb, 39lb, 40lb, 41lb, 42lb, 43lb, 44lb, 45lb, 46lb, 47lb, 48lb, 49lb, 50lb, 51lb, 52lb, 53lb, 54lb, 55lb, 56lb, 57lb, 58lb, 59lb, 60lb, 61lb, 62lb, 63lb, 64lb, 65lb, 66lb, 67lb, 68lb, 69lb, 70lb, 71lb, 72lb, 73lb, 74lb, 75lb, 76lb, 77lb, 78lb, 79lb, 80lb, 81lb, 82lb, 83lb, 84lb, 85lb, 86lb, 87lb, 88lb, 89lb, 90lb, 91lb, 92lb, 93lb, 94lb, 95lb, 96lb, 97lb, 98lb, 99lb, 100lb. \$1000. 641-428-4799
MALTESE PUPS
M \$450 \$500. 1st shot, Non-Shed. 712-441-1863
Poodles For AKC Poodle & Weimars. Health Guarantee, Family Raised, Shots, Dew Claws, Tails. \$800. 715-571-5544
Pyrenees new/raised puppies 70lb and 80lb, be naturally marked \$1,500 715-433-0273
Yellow Labrador Puppies 7 wk family raised AKC Shutt, dewormed, dewax. \$1,000 612-418-2331

442 Sports & Fitness Equipment

"ANTIQUE FIREARM COLLECTOR ESTATE AUCTION"
SUNDAY OCT 11 2020 11am CST
SALADOPES AMERICAN LEIGION
1106 1st Ave S, Shakopee, MN
Online at www.privatebid.com
Email: info@privatebid.com
Tel: 612-231-9700
**All metal inventory in the Bar Tribune is subject to the best offer from a legal advertiser. Any preference, intention or objection to an offer, including, but not limited to, any preference, intention or objection, shall be made in writing and published in the Bar Tribune no later than the date of the sale. All offers are subject to the Bar Tribune publisher's discretion on an equal opportunity basis.
Return:
Wk, Ok Page 612-673-3612
Mk, Home Page 612-673-3603
Paid Home Line 612-673-4777
140-140-888-8777**

Storage Facilities

NOTICE OF PUBLIC SALE:
THE LOCK UP SELF STORAGE at 701 N 7th Street, MINNEAPOLIS, MN 55411 will sell the contents of the following units to satisfy a lien to the highest bidder on 10/20/20 by 11:00 AM at www.storageauctions.com. All goods must be removed from the unit within 24 hours. Unit availability subject to prior settlement of account.
Unit 319 - Lexus Clark, Boxes, Bags, Toys, Unit 2009 - Toyota Kluga, Gill, Chairs, Tools, Unit 2043 - Vanessa Boatman, Clothing, Mattress, Furniture, Unit 2117 - Eliza Cambra, Suitcase, Snowboard, Rugs, Table, Unit 3108 - Mary Light, Bags, Bins, Misc, Unit 3229 - Jan Coursole, Chairs, Table, Unit 4108 - Kristen Rial, Boxes, Suitcase, Unit 4235 - Deborah Powell, Boxes, Unit 4308 - Dennis Warren, Freezer, Boxes, Xbox

Storage Facilities

NOTICE OF PUBLIC SALE:
THE LOCK UP SELF STORAGE at 221 American Blvd West, Bloomington, MN 55420 will sell the contents of the following units to satisfy a lien to the highest bidder on October 20th by 12:00 pm at www.storageauctions.com. All goods must be removed from the unit within 48 hours. Unit availability subject to prior settlement of account.
Unit 2307- Kristin Kent-Huntley, Toies, Misc, personal items, Unit 2045- Eric Fiedler, Furniture, Boxes, Unit 3410, Ross Antanson, Boxes, Unit 4820, Ricardo Rivera, Boxes, Electronics, Misc, personal items, Unit 4619, Jose Fandul, Furniture, Boxes, Luggage, Unit 4702, Zean Rosenthal Gray, Furniture, Boxes

General Policies

Review your ad on the first day of publication. If there are mistakes, notify us immediately. We will make changes for errors and adjust your bill, but only if we receive notice on the first day the ad is published. We limit our liability in this way, and we do not accept liability for any other damages whatsoever, may result from error or omission in or of an ad. All ad copy must be approved by the newspaper, which reserves the right to request changes, reject or properly classify an ad. The advertiser, and not the newspaper, is responsible for the individual content of the ad. Advertising is also subject to credit approval.

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Call 612.673.7000, fax 612.673.4984 or go to startribune.com/placeads.
StarTribune

624 Collectibles

"Annual Fall Classic Estate & Consign Auction"
SUNDAY OCT 11 12:00 PM CST
Large Private Collection Coins, Currency, Jewelry, Musical Instruments, Collectibles, etc.
SALADOPES AMERICAN LEIGION
1106 1st Ave S, Shakopee, MN
Online at WWW.PRIVATEBID.COM
Email: info@privatebid.com
Tel: 612-231-9700
BUYING NEW OPS, TRX BASEBALL FOOTBALL & BASKETBALL CARDS
613-226-7525
BUYING SPORTS ILLUSTRATED MAGAZINES The more the better!
Call or text: 612-991-5262
COM SHOW - SATURDAY
October 10th
The Roseville Skating Center
3601 Civic Center Drive, 550-800
BUY/SELL/TRADE, Masks required.
RSV 612-739-1298

626 SENIOR LIVING

"BLOOMINGTON"
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www.cortlandave.com
www.daystarrealty.com

633 APTS & CONDOS

UNIFURN. NW, SH & WEST SUBURBS
CENTRAL - 3246 Douglas Drive Lake Zurich \$1,150, 2br \$1,000, AC, ceiling fans, DW, new carpet, cable ready. \$400 deposit. 763-211-9673

666 Rentals Outside of Metro

YEAR ROUND RENT, 288A LAKE HOME ON FISH TRAP LAKE, CUSHING, MN \$900/mo + utils + gas. Pets ok. VEHICLES, N/S. Refs req. Avl 10/17. 952-888-2111 or 952-965-6137
VEHICLES WANTED
Cash Paid For Junks
and repairables. 612-781-1804
\$500-\$2000 Cash For Any Running Vehicle. 612-266-0716
\$500 CASH FOR CARS \$1515 Repairs/ob or Junks 612-418-024

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- » Must have reliable transportation
- » Must have valid driver's license and current auto insurance

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StarTribune

Argus Leader

P.O. Box 677349, Dallas, TX 75267-7349

LAKES COUNTRY SERVICE COOPERAT
1001 E MOUNT FAITH AVE
FERGUS FALLS, MN 56537

Account No.: SFA-0000000483

Ad No.: 0004384882

PO #: #21.7- #21.11

Lines : 29

Ad Total: \$39.57

This is not an invoice

of Affidavits 1

Account No.: SFA-0000000483

Ad No.: 0004384882

Argus Leader AFFIDAVIT OF PUBLICATION

STATE OF SOUTH DAKOTA

COUNTY OF MINNEHAHA

I being duly sworn, says: That The Argus Leader is, and during all the times hereinafter mentioned was, a daily legal newspaper as defined by SDCL 17-2-21, as amended published at Sioux Falls, Minnehaha County, South Dakota; that affiant is and during all of said times, was an employee of the publisher of such newspaper and has personal knowledge of the facts stated in this affidavit; that the notice, order or advertisement, a printed copy of which is hereto attached, was published in said newspaper upon

Monday, September 28, 2020

Monday, October 5, 2020

Sworn to and subscribed before me this 5 day of October, 2020.

Legal Clerk

Notary Public, State of Wisconsin, County of Brown

9.19.21

My Commission expires



Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for the following RFPs: #21.7 - Athletic Equipment & Wall Mats, #21.8 - Event Seating & Staging Solutions, #21.9 - Lockers & Storage Solutions, #21.10 - Interactive Technology Solutions, and #21.11 - Technology Buyback Solutions. Specifications and forms may be obtained by registering for free with CPC on Public Purchase (www.publicpurchase.com). Proposals must be uploaded to Public Purchase before 10 a.m. CT on Tuesday, October 27, 2020, and late proposals will not be considered.
4384882 Sept 28; Oct 5, 2020

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA

ss.

COUNTY OF CASS


Lana Syltie, *The Forum*, being duly sworn, states as follows:

1. I am the designated agent of The Forum, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: *Legal Notice; (2) time: Sept. 30 and Oct. 7, 2020*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Dated this 7th day of October, 2020.



Legals Clerk

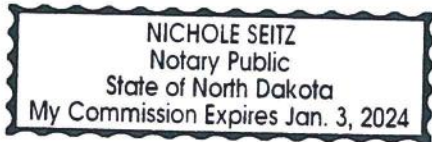


Notary Public

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for the following RFPs: #21.7 - Athletic Equipment & Wall Mats, #21.8 - Event Seating & Staging Solutions, #21.9 - Lockers & Storage Solutions, #21.10 - Interactive Technology Solutions, and #21.11 - Technology Buyback Solutions.

Specifications and forms may be obtained by registering for free with CPC on Public Purchase (www.publicpurchase.com).

Proposals must be uploaded to Public Purchase before 10 a.m. CT on Tuesday, October 27, 2020, and late proposals will not be considered. (Sept. 30; Oct. 7, 2020) 2859532



*** Proof of Publication ***

State of North Dakota)
County of Burleigh) SS:

Sealed proposals will be received by the Cooperative Purchasing Connection (CPC) on behalf of its current and potential member agencies in Minnesota, North Dakota, and South Dakota for the following RFPs: #21.7 - Athletic Equipment & Wall Mats, #21.8 - Event Seating & Staging Solutions, #21.9 - Lockers & Storage Solutions, #21.10 - Interactive Technology Solutions, and #21.11 - Technology Buyback Solutions. Specifications and forms may be obtained by registering for free with CPC on Public Purchase (www.publicpurchase.com). Proposals must be uploaded to Public Purchase before 10 a.m. CT on Tuesday, October 27, 2020, and late proposals will not be considered.

9/28 & 10/5 - 14782

Before me, a Notary Public for the State of North Dakota personally

appeared Jill LINDSAY who being duly sworn, deposes and says that he (she) is the Clerk of Bismarck Tribune Co., and that the publication(s) were made through the

Bismarck Tribune on the following dates:

9/28 + 10/5/2020

Signed Jill Lindsay

LAKES COUNTRY SERVICE COOP
Lori Mittelstadt
1001 E MOUNT FAITH
FERGUS FALLS MN 56537

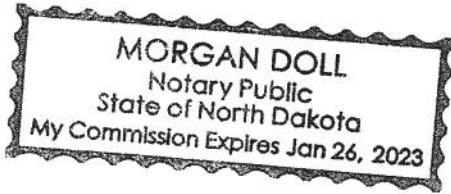
ORDER NUMBER 14782

Sworn and subscribed to before me this 5th day of

October 2020

Morgan Doll

Notary Public in and for the State of North Dakota



Section: Legals

Category: 5380 Public Notices

PUBLISHED ON: 09/28/2020, 10/05/2020


TOTAL AD COST: 34.20

FILED ON: 10/5/2020

LAKES COUNTRY SERVICE COOP
Lori Mittelstadt
1001 E MOUNT FAITH
FERGUS FALLS MN 56537

Customer Nbr: 60058870
Phone: (218) 737-6535
Date: 10/06/2020
Page: 1

Amount Paid: _____ Card #: _____ Exp Date: ____/____/____
Check #: _____ Signature: _____



Date: 10/05/2020 Ref #: 14782 Total: 0.00

Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon above to send credit card payment to the remittance address located in the upper right corner.

Date	Reference #	Type	Description	Lines	Total
10/05/20	14782	INV	Oct. 27, 2020 - }>#21.7 - Athletic Equipment & Wall Mats, #21.8 - Event Seating & Staging Solutions, #21.9 - Lockers & Storage Solutions, #21.10 - Interactive Technology Solutions, and #21.11 - Technology Buyback Solutions/ Request for Proposals PO # Lisa Truax	19	0.00

Remarks:

Total Due: 0.00

From: [Public Purchase](#)
To: [Lisa Truax](#)
Cc: [Melissa Mattson](#)
Subject: Release Successful on Bid RFP #21.9 - Lockers & Storage Solutions
Date: Monday, September 28, 2020 9:02:24 AM

Lisa M Truax:

Bid "RFP #21.9 - Lockers & Storage Solutions"
Status: Release Successful on Sep 28, 2020 8:02:18 AM MDT

You can check the released bid by going to the following address:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=133258>

If you have any questions regarding this bid, please contact our Customer Support Staff at agency-support@publicpurchase.com

Thank you for using Public Purchase.

MK= t/AqFeF9CFy53P6PH/Ma/A==

Proposals Requested by the:

Cooperative Purchasing Connection



RFP #21.9 - Lockers & Storage Solutions

CPC is seeking to collaborate with an experienced vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of lockers, storage solutions, related materials and installation services, at consortium level discounted pricing.

Due: 10:00 a.m. CT on Tuesday, October 27, 2020

Vendors will submit questions and proposals online via Public Purchase (www.publicpurchase.com)

RFP Facilitator:
Lisa Truax
Procurement Solutions Coordinator

Published in:
Star Tribune
Argus Leader
Fargo Forum
Bismarck Tribune

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I. Introduction

Proposals for the requested products and/or services are detailed in the Technical Specifications, Section III.

The Cooperative Purchasing Connection (CPC) is a joint powers group of local governmental agencies and service cooperatives in Minnesota, organized pursuant to Minnesota Statute 123A.21. CPC has the legal authority to develop and offer, among other services, cooperative procurement services. Eligible membership and participation include states, cities, counties, and government agencies, both public and non-public educational agencies, colleges, universities and nonprofit organizations. Service cooperatives are public, nonprofit cooperatives designed to provide a variety of services to their participating agencies including, but not limited to, cooperative purchasing services.

In addition, the North Dakota Educators Service Cooperative (NDESC) is a joint powers group organized under the provisions of Chapter 54-40.3 of the North Dakota Century Code. NDESC holds joint powers agreement with Lakes Country Service Cooperative (LCSC) in Fergus Falls, MN, to provide purchasing contracts to its participating agencies. South Dakota participating agencies can utilize CPC's purchasing contracts through South Dakota statute 5-18A-37. Participating in the resulting contract(s) is open to government and nonprofit agencies across the United States, such as: K-12 and higher education, municipal, state, tribal and other public agencies.

For this solicitation, CESA Purchasing, a program created by the 12 CESAs in Wisconsin, will be participating in this competitive solicitation and resulting contract(s). CESA Purchasing operates under Wisconsin Statute 16.70-16.848.

Collectively, CPC's participating agencies purchase, on average, over \$75 million annually through its contracted vendors.

LCSC provides the administrative functions of CPC. Administrative functions include but are not limited to: bid and contract research, development, and negotiations; fiscal reporting agent; marketing; contract promotion and agency support services.

II. Solicitation Procedures

A. Vendor Qualifications

All proposals must contain answers, responses and/or documentation to the information requested. A Vendor failing to provide the required information/documentation will be considered non-responsive.

Vendors must demonstrate their ability, capacity and available resources to provide the requested products and/or services to participating agencies. Vendors are required to communicate and demonstrate within their response that they have extensive knowledge, background, and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining and/or supporting the product lines of products, equipment, services or software offered. CPC reserves the right to accept or reject any Vendor failing to demonstrate their abilities or capacity solely based on information provided in the solicitation response and/or its own investigation of the company.

B. Required Securities

Bid Bond: By the due date and time of this solicitation, a vendor shall submit with its response, an electronic PDF copy of a bid bond in the form of a bond, for \$5,000. Such bond is to be issued by a surety authorized to do business in the state of Minnesota, payable to CPC, Attn: Cooperative Purchasing, 1001 E. Mount Faith Ave., Fergus Falls, MN 56537, as a guaranty that the Vendor will enter into a contract with CPC. If awarded, the Vendor will have five (5) business days from award notification to submit the original bid bond via postal mail to CPC. The bond will be immediately

forfeited to CPC in the event the Vendor is selected to receive the contract and fails to negotiate or fails to deliver a fully executed contract after negotiation. This bond pledges that the Vendor will abide by the terms stated in this solicitation and in the Vendor's proposal and pledges the faithful performance of the contract and the payment of all obligations arising thereunder.

Once the bid bond has been posted, failure from the Vendor to comply with this RFP and the terms and conditions, the bid bond shall be forfeited to CPC as liquidated damages, not as a penalty. The loss of the bid bond will include, but is not limited to:

1. Poor communication; multiple documented failures to correspond with CPC.
2. Poor customer service; failure to respond on multiple occasions to CPC's participating agencies within a timely manner.
3. Poor quality of product and failure to replace/refund agency purchases when appropriate.
4. Delivery issues; consistent and documented failures to deliver product on time or in proper condition.
5. Lack of on-time reporting and inaccurate quarterly reports.
6. Lack of on-time quarterly administrative fee payments.

Performance Bond (for construction and/or installation related projects): Performance bonds will be required on all projects valued at fifty-thousand dollars (\$50,000) or more in Minnesota and North Dakota and, twenty-five thousand dollars (\$25,000) or more in South Dakota. All performance bonds will be issued by a corporate surety authorized to do business in the state in which the work will be conducted and by a surety listed in the US Treasury Circular 570. Performance bonds will be posted by the Vendor and submitted to the specific participating agency for the assigned project. Should the contract be the result of a piggyback agreement, performance bonds will reflect each state's bonding requirements.

The Vendor will execute a performance bond in an amount equal to one hundred percent (100%) of the value specified in the contract between the participating agency and the Vendor unless the participating agency requires less to be posted. This bond will protect all persons supplying labor and material to the Vendor for the performance of the work provided in the contract. Subcontractors who may work on the contract may have to provide the Vendor with a performance bond. If the contract price increases after the bond is provided, the participating agency may consider obtaining additional bonds from the Vendor.

The Vendor will deliver the performance bond to the eligible participating agency at the time the contract is executed between the agency and the Vendor. Work will not commence between the Vendor and the eligible participating agency until the performance bond is received by the participating agency and a copy has been sent to CPC via email (info@purchasingconnection.org). The Vendor will be responsible for providing CPC with a copy of all contracts and bonds in accordance with CPC purchasing procedures. Should the Vendor fail to satisfactorily perform the contract, the bonding company that provided the performance bond will be required to pay the dollar amount of the bond to the participating agency.

It is the Vendor's responsibility to ensure that they can obtain the required bonding for all construction products based on an awarded contract arising from this solicitation. Payment will not be issued for any project for which the required bonds have not been received.

With said construction based project, the participating agency may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this solicitation and resulting Master Contract Agreement (i.e. project timeline, completion dates, progress payments, delivery requirements, invoice requirements, etc.). Any supplemental agreement developed as a result of the Master Agreement is exclusively between the

Vendor and the participating agency. CPC, its agents, members, and employees shall not be a party to any claim for breach of such agreement.

C. RFP Timeline:

Date/Time	Event
September 28, 2020	Publication of RFP #21.9 - Lockers & Storage Solutions
October 13, 2020 at 11:00 a.m. CT	Non-Required Conference Call
October 16, 2020, at 10:00 a.m. CT	Deadline for Vendors to Submit Questions
October 27, 2020, at 10:00 a.m. CT	Deadline for Submission
November 24, 2020	Contact Vendor/Award(s) Made
January 1, 2021	Initial Start of Contract Term

D. Non-Required Conference Call: A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC’s Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit: <https://zoom.us/j/91848783976?pwd=cnJ6ajB0VHhtYUFTejNSd21QMWVVdz09>.

1. **Dial-in Number:** +1 646 876 9923 US
2. **Meeting ID:** 918 4878 3976
3. **Password:** 555187

E. RFP Submission

Public Purchase: All solicitations can be found on a web-based system called Public Purchase. Public Purchase is an easy-to-use platform that provides Vendors with automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit a response to the solicitation. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process.

Submission of Proposals: It is the responsibility of the Vendor to be certain that the proposal being submitted has been uploaded to Public Purchase by the submission deadline, as described in the solicitation. All proposals will be submitted electronically via Public Purchase. If the proposal has not completed its upload to Public Purchase by the submission deadline, the Public Purchase system will not accept the proposal. If any issues occur during the upload of the proposal, Vendors should contact Public Purchase at support@publicpurchase.com or utilize the chat function within Public Purchase for immediate technical support. The data included in the submission will not be password protected. Hardcopy proposals are invalid and will not receive consideration.

F. RFP Particulars

Correction of RFP Documents: Upon examination of the solicitation, Vendors shall promptly notify the RFP Facilitator of any ambiguity, inconsistency or error, which they may discover. Any notification of ambiguity, corrections and/or requests for interpretation must be submitted, no later than seven (7) business days prior to the solicitation submission deadline. Interpretations, corrections, and changes to the documents will be made either by answers or an addendum.

Addenda: Addenda are written instruments issued by CPC which modify or interpret the solicitation documents by additions, deletions, clarification, or corrections. All addenda issued by CPC shall become a part of the specifications and will be made part of the contract. Addenda will be sent automatically through Public Purchase; being logged and tracked within the system. If such confirmation is not received, the Vendor may be deemed non-responsive. Interpretations, corrections, or changes made in any other manner will not be binding, and Vendors shall not rely upon such interpretations, corrections, and changes. No answers to questions or addenda will be

issued later than seven (7) business days prior to the submission deadline, except an addendum withdrawing the proposal or one which includes postponement of the submission deadline.

Interpretations: Requests for additional information or questions in regards to the solicitation will be submitted through Public Purchase. CPC will respond accordingly through Public Purchase to all questions submitted by the question deadline and/or by issuing an addendum.

Modifications or Withdrawal of a Proposal: A proposal may not be modified, withdrawn or canceled by the Vendor for a period of one hundred twenty (120) days following the submission deadline of the proposal, as each Vendor so agrees in submitting a proposal. Prior to the submission deadline, any proposal submitted may be modified or withdrawn within Public Purchase. Withdrawn proposals may be resubmitted within Public Purchase prior to the submission deadline provided that they are in full conformance with this solicitation.

Opening of Proposals (Opening Record): Proposals that have been submitted on time will be opened after the submission deadline. An opening record of the proposals received will be made available.

G. Solicitation Evaluation

No single factor will determine the final award decision. Proposals will be evaluated using a multi-step process:

1. Initial Review – CPC will perform an initial responsiveness review to determine compliance with the solicitation requirements. Vendors that do not meet the solicitation requirements as outlined in the solicitation shall be deemed non-responsive and will not receive further consideration. All proposals that meet the minimum solicitation requirements will proceed to the evaluation process.
2. Technical Proposal – The technical proposal will be evaluated based on the criteria outlined below. Total scores from the evaluation team will be averaged amongst the number of evaluators and then weighed.
3. Cost Proposals – Cost proposals will be scored and averaged amongst the number of evaluators and then weighed. Scores from the technical proposal and cost proposal will be combined to determine the responses that provide the best value to participating agencies.
4. Presentations – At the sole discretion of CPC, a short-list of Vendors may be developed of the highest-rated submissions based on proposal ranking. If CPC chooses, these Vendors would be invited to make a live presentation. If requested by CPC, this presentation will be mandatory to continue in the evaluation process. Details regarding potential presentation dates are outlined within the solicitation.

Factor	Guidance
5	Outstanding far exceeds minimum requirements in most areas
4	Above average, exceeds minimum requirements in many or most areas
3	Average, meets minimum requirements, exceeds minimum requirements in some areas
2	Slightly below average, meets minimum requirements
1	Well below average, barely meets minimum requirements
0	Totally unresponsive, does not meet minimum requirements

		Vendor X
Criteria	Points	Average Points Awarded
Qualifications & Experience	80	
Marketing & Partnership	40	
Financials & Level of Support	15	

Warranty	20	
Industry-Specific Information	100	
Exceptions & Deviations	10	
References	15	
Total Technical Points	280	0
Proceed to Pricing Evaluation?	Yes/No	
Pricing Proposal		
Pricing Schedule	140	
State Multiplier & Time/Material	70	
Volume Discounts	10	
Total Pricing Points	220	0
Total Score	500	0

Best and Final Offer (BAFO):

CPC may request a BAFO if additional information or modified terms are necessary for the evaluation committee to complete its evaluation and ranking. CPC will set a date and time for the submission of BAFO proposals. The BAFO will be limited to specific sections of the RFP or proposal identified by CPC. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed Vendors or, if the short-list process is not used, all qualified Vendors will be provided an opportunity to submit a modified response. Only one BAFO request will be issued by CPC. The information received from the BAFO will be used by the evaluation committee to re-rank the Vendors. If a Vendor does not submit a BAFO proposal or a notice of withdrawal, the Vendor’s previous proposal is considered the Vendor’s BAFO. CPC reserves the right to proceed directly to negotiations with the highest ranked proposers immediately following the initial submission and evaluation of proposals.

Rejection of Any or All Proposals: CPC reserves the right to award the entire contract to one Vendor, to award multiple contracts, or to reject any or all proposals.

H. Contract Award

Binding Contract: A response to this solicitation is an offer to contract with CPC based upon the terms, conditions, scope of work, and specifications contained in the solicitation. The Vendor acknowledges that the Contract Offer and Award binds the party to all terms and conditions stated in the proposal.

Notification of Intent to Award: An award notification will be made by November 24, 2020. The actual award is subject to approval by the CPC Board of Directors and the successful negotiation of a mutually acceptable Master Contract Agreement.

Contract Term: The term of the contract resulting from this RFP will be from January 1, 2021, through December 31, 2022. There will be an optional yearly renewal for a period lasting no longer than one (1), additional two-year term, based on successful performance. CPC evaluates and reviews all contract agreements. CPC has established a set of performance criteria that will be used in the Vendor evaluation. Performance criteria will include:

1. Contract start-up and communication
2. Partnership responsiveness with CPC
3. Participating agencies evaluation(s)
4. Volume, sales, and competitiveness
5. Marketing

Administrative Fee: The Vendor will be required to pay a two (2.0%) percent administrative fee on the total sales price of all purchases shipped and billed to participating agencies. This fee is used to

cover CPC's program costs, including the cost of conducting the solicitation, continuing support of the contract, and marketing the contract to participating and potential agencies. Administrative fees shall be paid to CPC on a quarterly basis, within 20 business days after the end of each fiscal quarter.

Payments must be received either via check or authorized ACH. An ACH enrollment/authorization form must be provided to CPC for completion. ACH remittance notification must be sent to the individual indicated on the ACH enrollment/authorization form prior to ACH payment.

Sales Reports Required of the Vendor: The Vendor will provide CPC with a quarterly report listing the sales volume showing the total gross dollar volume of all purchases made by participating agencies within the said quarter, the administrative fee calculations, and the correlating savings incurred by participating agencies. CPC may also request reports on commonly purchased items or top-selling items to create or update a market basket or core list of commonly purchased items. All reports will be submitted in MS Excel within 20 business days after the end of each fiscal quarter, (see Appendix A) listing the following information:

1. Name of purchasing agency
2. Address of purchasing agency (city, state, zip code)
3. Date of purchase
4. Invoice number
5. Amount of purchase
6. Administrative fee generated by sale
7. Savings generated by sale

Certificate of Insurance: The Vendor must purchase, maintain and provide certification from the insurer for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided. The Vendor must provide a Certificate of Insurance (COI) from the issuing company or their authorized agent, identifying the coverage required below and identifying CPC as a "Certificate Holder". Any required insurance that is canceled before the expiration date of the contract agreement, the issuing company will send immediate notice to CPC. COIs must be updated and sent to CPC upon coverage renewal. The Vendor must meet the following, minimum coverage requirements:

1. Commercial General Liability: \$1,000,000 each occurrence, \$500,000 annual aggregate
2. Automobile Liability: \$1,000,000 each occurrence
3. Workers Compensation: \$100,000

CPC reserves the right to consider and accept alternate forms and plans of insurance or to require additional or more extensive coverage for any individual requirement. The Vendor must provide the COI with their submission.

Contract Development: Following the final evaluations and contract negotiations, CPC will develop a Master Contract Agreement with the most highly qualified Vendor(s). If a satisfactory contract cannot be developed with the most highly qualified Vendor(s) the second most qualified Vendor(s) may then be approached to develop a contract.

Solicitation Debriefing: An unsuccessful Vendor may request a debriefing to be scheduled with CPC after the solicitation process has been completed and a Master Contract Agreement with the awarded Vendor(s) has been executed. A debriefing is a learning opportunity for the unsuccessful Vendor to learn about the solicitation process and what measures of their response could be improved. Vendors will not be debriefed on how their response compared to other responding Vendors.

Audit Packet: Public inspection of the solicitation process will be made available during normal business hours in the RFP Facilitator's office (Fergus Falls, MN). Those requesting a printed, hard copy of the solicitation process will need to pay a twenty-five (\$25.00) service fee.

III. Technical Specifications

- A. **Scope of Work:** CPC is seeking to collaborate with an experienced Vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of lockers, storage solutions, related materials and installation services, at consortium level discounted pricing. Agencies include educational institutions, cities, counties, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. A qualified Vendor shall have established a percentage discount from a catalog list, published prices, or price list. Discounts may be submitted for an entire catalog or for specific product categories or manufacturer categories.

Objective: Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates a Vendor from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through CPC's purchasing procedures. CPC will work closely with the Vendor to market the contract not only to participating agencies but also to potential agencies where the contract would be an advantageous option for growing participation and purchases through the Vendor.

CPC intends to award this solicitation to one or more Vendors based on who can offer acceptable of lockers, storage solutions, related materials and installation services that can be of benefit to all participating agencies. Manufacturers may respond directly and will be required to identify regional suppliers to execute the contract if pricing is consistent and the designated suppliers adhere to the terms outlined in this solicitation.

CPC encourages providers of all manufacturers/brands to bid, providing the following criteria are met:

1. Pricing discounts offered on a full range of quality products and supplies.
2. Warranty protection.
3. Training and support, when applicable.
4. Installation, when applicable.
5. Guaranteed pricing discounts, held firm for the duration of the contract term.

Vendors who meet any or all of the mentioned above must complete the required documents in their indicated format to be considered a responsive and responsible Vendor.

- B. **Quantity History:** The contract(s) resulting from this solicitation will be Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). Historically, from January of 2017, through June of 2020, CPC participating agencies have purchased just over \$1.26 million in locker and storage solutions. All quantities or dollar values listed within this solicitation are estimates.

Numerous factors could cause the actual value of the contract(s) resulting from this solicitation to vary substantially from the historical value. Such factors include, but are not limited to, the following:

1. There is no guarantee of volume to be purchased, nor is there any guarantee that demand will continue in any manner consistent with previous purchases; and
2. The individual value of each contract is indeterminate and will depend upon actual participating agency demand, and actual quantities ordered during the contract period.

In CPC's experience, depending on the price of a particular item, the actual volume of purchases could be substantially in excess of, or substantially below, estimated volumes. Specifically, if actual contract

pricing is lower than anticipated or historical pricing, actual quantities purchased could be substantially greater than the estimates; conversely, if actual contract pricing is higher than anticipated or historical pricing, actual quantities purchased could be substantially lower than the estimates. By submitting a response, the Vendor acknowledges the foregoing and agrees that actual good faith purchasing volumes during the term of the resulting contract(s) could vary substantially from the estimates/historical values provided in this solicitation.

With CPC's intent to market the contract to participating and potential agencies and to possibly position the contract within the Express online marketplace, when applicable, it is CPC's belief that the program will continue to grow significantly throughout the course of the solicitation term, not to exceed four (4) years.

C. Terms and Conditions:

An attempt has been made to standardize the language used in this solicitation. The words "must", "shall", "mandatory" and the phrase "it is required" are used in connection with a mandatory specification. The words "should" and "may" are used in connection with a specification that is desirable.

General:

1. The Vendor must have access to a full inventory of the proposed product line(s) while maintaining a minimum monthly average fill rate of 95% or above. Items that are reordered, back-ordered, or partially filled are not considered filled items when calculating this service level.
2. The Vendor must provide participating agencies who have questions, issues, and/or concerns with an efficient response; responding to agencies within 24 hours.

Lockers & Storage Solutions - Equipment and Supplies:

1. All equipment, supplies, parts, and all related accessories that can be purchased must be new and actively marketed products by the manufacturer's authorized dealers.
2. An electronic online catalog for order entry must be provided for use by and suitable for participating agencies' needs. The online catalog will note product discounts and, if applicable, the differing discounts for catalog categories awarded.
3. Ability to assess and determine existing site condition and the agencies expectations regarding lockers and storage solutions.
4. Ability to furnish all required labor (if requested), materials, equipment, parts, and supplies necessary for the installation, repair, replacement, and refinishing of the proposed lockers and storage solutions.
5. Lockers and storage solutions can include but are not limited to:
 - a. Standard steel lockers (single, double, and multi-tiered).
 - b. Heavy-duty (single, double, multi-tiered, ventilated).
 - c. Athletic lockers.
 - d. Stadium and law enforcement lockers (security lock box, footlockers).
 - e. Bench storage/lockers.
 - f. Knocked-Down lockers.
 - g. Custom-design lockers/storage.
 - h. Accessories, parts and supplies such as bases, bottoms, lock options, hoods/tops, end panels, trim, racks, pedestals, and coat hooks.
6. Fabrication at a minimum, shall:
 - a. Composed of prime grade mill cold-rolled sheet steel free from surface imperfection, per ASTM A 366/A 66M - Standard Specification for Sheet Steel, Carbon, Cold-Rolled, Commercial Quality, capable of taking a high-grade enamel or powder coated finish that does not allow for chipping or flaking. All hooks, bolts, and nuts are to be zinc-plated.

- b. Door frames must be welded to provide a rigid, strong assembly, of no less than 16-gauge steel formed in a channel shape. Vertical changes shall have additional flange to provide a continuous door strike. No bolts, screws or rivets can be used in the assembly of locker units.
 - c. Doors must be made with a minimum 16-gauge steel with louvers, channel shaped on both the lock and hinge side, with angle formations across the top and bottom.
 - d. Doors and exposed body parts shall be selected from manufacturers standard designed color range. Non-exposed body parts shall be finished in manufacturers' standard color.
 - e. Body of the lockers. Minimum 16-gauge bottom. Top, sides, back, and shelves a minimum of 24-gauge, with bolt spacing not to exceed 9 inches o.c. Hinges will be full length, 16-gauge continuous piano type, riveted to both door and frame. Ventilation for all locker sides, door, top, shelf and bottoms shall be per manufacturer specifications. Handles will consist of one-piece 16-gauge (minimum) deep drawn stainless steel cup designed to accommodate locks. Provide handle latching via a lifting trigger of 11-gauge steel (minimum), attached to the latching channel.
7. If requested, number plates shall be laser etched on an aluminum number plate to be located near the top center part of each door. The participating agency shall provide the numbering sequence.
 8. Warranty. The Vendor will provide, at a minimum a 10-year warranty against defects in materials and parts, and a two-year warranty against workmanship due to installation.

Pricing:

1. Contract discounts and percentages must be held firm during the initial contract period. Additional discounts may be made to accommodate one-time bulk replacements, special promotions, or a large individual project. The Vendor cannot offer additional discounts and percentages to a participating agency beyond a single large project until following the steps outlined below and receiving approval by CPC. CPC may conduct periodic audits and the Vendor will be responsible for full reimbursement for any overcharge to a participating agency.
2. The Vendor must provide a discount price schedule for all categories of products available and offered in this solicitation.
3. New products and services, pertaining to the scope of this solicitation, can be added during the course of the contract term with notice, as outlined below, to CPC. These items shall meet or exceed all the specifications established in the solicitation and resulting contract. CPC may direct the Vendor to remove products that do not meet the intent or are otherwise in conflict with the contract requirements.
4. CPC may accept a future claim from the Vendor that a new threshold of performance or technology has been established. If CPC is satisfied with the evidence presented in support of the claim, appropriate pricing for such new technology may be established by applying the same pricing method used by the Vendor in their submission. The vendor must be able to verify the pricing calculation.
5. When a price list is revised (i.e. manufacturer), to add or delete products and accessories that result in revised contract pricing, the Vendor shall notify CPC in writing via email as follows:
 - a. Request will be typed on the Vendor's letterhead and emailed to CPC.
 - b. It is filed with CPC, a minimum of seven (7) calendar days before the effective date of the proposed change.
 - c. It clearly identifies the items impacted by the change and the cause for the adjustment.
 - d. It is accompanied by documentation acceptable to the Procurement Solutions Coordinator to warrant the change (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U, change in manufacturer's price, etc.).

- e. CPC reserves the right to accept such change and will confirm disposition in writing. For contract administration purposes, CPC must be able to verify the manufacturer's current product price. Price increases that cannot be verified shall not be reflected on the contract nor charged to the participating agency.
6. CPC expects Vendors to offer their very best prices. If a Vendor offers lower prices to any participating agency outside of this contract, it must lower its prices under this contract at the same time by written notice, via email to CPC.

Ordering Methods:

1. Participating agencies may use two (2) different methods of placing orders from the resulting contract: Purchase Orders (PO's) and procurement cards. The method of payment is at the discretion of the participating agency. Additional surcharges for the use of a procurement card must be clearly outlined (see Vendor Questionnaire).
2. A PO may be issued to the Vendor on behalf of the participating agency ordering the services covered under the resulting contract. An issued PO will become part of the resulting contract. The PO indicated that sufficient funds have been obligated toward the purchase.
3. Regardless of the method of ordering used, solely the contract and any modification determine performance time and dates.
4. Performance under this contract is not to begin until receipt of a PO, procurement card order, or other notification to proceed by the participating agencies to proceed.

Freight and Delivery:

1. CPC does not require freight to be included in the proposed pricing for this RFP due to the variance of freight charges attributable to weight and volume per order. This replaces section General Terms & Conditions, Delivery, of this RFP. However, if awarded, the merchandise must be shipped prepaid with the freight charged added to the invoice as a separate line item. Freight charges must be quoted to the agency prior to any purchase order being issued by the participating agency.
2. Invoice and ship all items directly to CPC's participating agencies. A packing slip will be provided with all deliveries including the agencies' purchase order number. Orders not filled and partial shipments shall be indicated on the packing list. Participating agencies shall be notified of an anticipated availability date, within three (3) business days of receipt of order.
3. All equipment, supplies, and related accessories must be delivered during normal hours of operation on weekdays, unless at the convenience of the participating agency and through mutual agreement with the Vendor.

Design Layout and/or Installation Services:

1. Pricing for design layout and/or installation will be by hourly rate or percentage of the project cost. The Vendor must outline all service charges for design and installation. If the Vendor charges for installation by a method other than hourly or percentage, a complete explanation, and breakdown of how charges are calculated must be included with the submission.
2. The Vendor subcontractors will maintain in current status, all federal, state, and local licenses, bonds, and permits required for the performance and delivery of any and all products and services in response to this solicitation. This also includes any contractor's licensure as required by state law. The Vendor must have the ability to furnish all required labor, materials, equipment, parts and supplies necessary for the services requested.
3. The Vendor will possess the ability to assess and determine existing site conditions and the participating agencies' expectations for the products being purchased.
4. Installation. Install metal lockers and accessories at locations shown in accordance with manufacturer's instructions, site plans, etc. Respondent must install lockers, plumb, level and square. All lockers must be securely anchored to the wall and/or floor before use. All adjacent lockers and/or locker units must be tied together by bolting at four points, two (2)

- at the top and two (2) at the bottom, using zinc-plated bolts. Upon completion of installation, inspect all lockers and adjust for proper door and locking mechanism operation.
5. Installation times will be coordinated with the purchasing agency. All areas will be kept clean and free of debris. Vendors must be able to provide the purchasing agency with a list of responsibilities for installation, a minimum of five (5) business days prior to the start of installation.
 6. All personnel that are working in participating agencies must be bonded and insured and follow any and all participating agencies' requirements for contractors and subcontractors.
 7. Subcontractors.
 - a. The Vendor will not assign any duties to perform services nor to provide goods to purchasing agencies under this contract to a subcontractor that is not listed in the Subcontractor Utilization Form.
 - b. If a subcontractor is removed from the contract agreement at any time, the Vendor will submit to CPC in writing, the reason for removal and effective date.
 - c. To add a subcontractor to the contract agreement, the Vendor must submit to CPC an updated Subcontractor Utilization Form. The subcontractor may not begin providing service until approved by CPC.
 - d. The Vendor will be responsible for ensuring that all subcontractors who provide goods or services under the resulting contract agreement comply with the terms and conditions.
 - e. CPC reserves the right to require that a subcontractor be removed from the contract.
 - f. Any damage done to the participating agencies' property by contractors or subcontractors shall be repaired or replaced at no cost to the participating agency.
 8. All services will be 100% guaranteed. Any service provided, which does not meet the end-users' expectations will either be redone until the end-users' expectations are met, or the charges for the services are refunded to the participating agency.

Maintenance Plans:

1. The Vendor may offer pricing for maintenance for all equipment listed under the solicitation and include it in pricing proposals to participating agencies if requested.
2. The Vendor providing maintenance and repair options must provide and clearly state, pricing and terms of the various plans in their submission.

Advertising and Marketing:

1. The Vendor will provide sales and marketing representation that is able to educate, introduce and demonstrate products and/or services to CPC's participating agencies.
2. The Vendor will be able to assist in developing marketing materials that support the contract.
3. The Vendor will provide a comprehensive training and support program on the operation and use of the contract agreement to all applicable personnel. Services offered must be appropriate and adequate to ensure a successful contract agreement.
4. All promotional marketing materials must have the prior approval of CPC before distribution and must include the CPC logo and pertinent contract information.

Appendix B: New Vendor Implementation Checklist – Sample

The following implementation checklist will commence once the Master Contract Agreement has been executed. Implementation and contract start-up is included as part of the evaluations that CPC conducts in regards to renewing a contract for an additional contract term.

Task Description	Target Completion	Completed By
1. CPC Vendor Orientation Discuss expectations Establish contacts, people, and roles Discuss the reporting process and requirements Discuss sales and ordering process Outline kick-off plan; marketing needs Establish Webinar training date, if applicable	One Week	CPC & Vendor
2. Vendor/Supplier Login Established – Express (if applicable) Complete supplier initiation form Complete supplier product template Create a user account and user ID – communicate to supplier	One Week	Vendor
3. Sales Training and Roll Out CP Personnel Briefing; possible webinar training Marketing information sent to CPC	Two Weeks	CPC to Coordinate Vendor
4. Web Development/Express Store (if applicable) Initiate IT contact Web store construction Web store final edit Product loaded into web store in Express Test Store Functionality Announce Store Availability	Two Weeks Three Weeks Four Weeks Four Weeks Five Weeks Five Weeks	Vendor
5. Marketing General announcement Vendor profile page Email signature logo Email communication announcement <i>*All materials will be approved by Vendor prior to disbursement</i>	Three Weeks	CPC
6. Marketing – Vendor General announcement Sales/Account team training; contract highlights including pricing schedule <i>*All materials will be approved by CPC prior to disbursement</i>	Four Weeks	Vendor
7. Management Strategies Review kickoff and roll-out plan Discuss and establish target communication strategy	Eight Weeks	CPC & Vendor
8. Semi-Annual Evaluation and/or Annual Evaluation	6 months or 11 months	CPC

General Terms & Conditions

Note, the Cooperative Purchasing Connection (CPC) may, from time to time, make amendments to the General Terms and Conditions when CPC determines that such amendments are in the best interest of its participants. Copies of the Terms and Conditions shall be provided to any individual or vendor. When responding to a solicitation, Vendors must certify that they have read the General Terms and Conditions and understand that they apply to all purchases of the resulting contract.

Assignment: Any contract awarded under the conditions of this solicitation shall be for the use of organizations eligible for participation in the CPC consortium. Any eligible agency may participate (piggyback) with this contract at its discretion, with the consent of the Vendor. The Vendor must seek approval from CPC before utilizing the contract with another eligible agency. CPC has partnerships with consortiums across the United States. CPC will work with the Vendor to make such connections should the Vendor want to piggyback the contract as a vehicle for additional sales. All requirements of this solicitation will apply to all participating eligible agencies. Agencies participating in this contract shall be responsible for obtaining approval from their approving body of authority when necessary and shall hold CPC harmless from any disputes, disagreements, or actions which may arise as a result of using this contract.

Amendments: This solicitation and the resulting contract shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by the Parties hereto.

Audit: Under applicable law, the Vendor will agree that members of CPC's purchasing team may audit their records to establish that total compliance of the agreement is met. CPC will ask participating agencies for invoices showing purchases from the Vendor. The Vendor will agree to provide verifiable documentation of all purchases made by said agencies and will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both CPC and the Vendor. CPC will require refunding of the agencies involved if any difference in price is found and will also require payment of any administrative fees due as a result of sales that were not listed on the sales report(s). CPC will give at least five (5) calendar days' notice of an audit. The audit will be conducted at a reasonable place and time.

Awarded Vendor: The company or companies chosen by CPC to provide goods and/or services to CPC participating agencies through the solicitation process.

Awards: Awards will be made with reasonable promptness and by written notice to the successful Vendor; solicitation responses are considered to be irrevocable for a period of one hundred twenty (120) days following the solicitation opening unless expressly provided for to the contrary in the solicitation, and may not be withdrawn during this period without the express permission of CPC.

1. Awards shall be made to the Vendor whose offer(s) constitutes the lowest responsive price offer (or lowest responsive price offer on an evaluated basis) for the item(s) in question or the solicitation as a whole, at the option of CPC. CPC reserves the right to determine those offers which are responsive to the solicitation, or which otherwise serve its best interests.
2. CPC reserves the right, before making an award, to initiate investigations as to whether or not the materials, equipment, supplies, qualifications or facilities offered by the Vendor meet the requirements outlined in the proposal and specification, and are ample and sufficient to ensure the proper performance of the contract in the event of an award. If upon such examination it is found that the conditions of the proposal are not complied with or that articles or equipment proposed to be furnished do not meet the requirements called for, or that the qualifications or facilities are not satisfactory, CPC may reject such offer. It is distinctly

understood, however, that nothing in the foregoing shall mean or imply that it is obligatory upon CPC to make any examinations before awarding a contract; and it is further understood that if such examination is made, it in no way relieves the Vendor from fulfilling all requirements and conditions of the contract.

3. Qualified or conditional offers which impose limitations of the Vendor's liability or modify the requirements of the solicitation, offers for alternate specifications, or which are made subject to different terms and conditions than those specified by CPC may, at the option of the CPC, be:
 - a. Rejected as being non-responsive, or
 - b. Set aside in favor of the CPC's terms and conditions (with the consent of the respondent), or
 - c. Accepted, where CPC determines that such acceptance best serves the interests of participating agencies and CPC.

Acceptance or rejection of alternate or counter-offers by CPC shall not constitute a precedent that shall be considered to be binding on successive solicitations or procurements.

4. CPC reserves the right to determine the responsibility of any Vendor for a particular procurement.
5. CPC reserves the right to reject any responses in whole or in part, to waive technical defects, irregularities, and omissions, and to give consideration to past performance of the offeror wherein its judgment the best interests of participating agencies will be served by so doing.
6. CPC reserves the right to make awards by items, group of items or on the total low response for all the items specified as indicated in the detailed specification unless the Vendor specifically indicates otherwise in their response.
7. Preference may be given to responses on products raised or manufactured in the state, other things being equal.

Byrd Anti-Lobbying Amendment: If a project, as a result of this solicitation, is in excess of \$100,000, the Vendor certifies that it will not, and has not, used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an 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. The Vendor will also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. The Vendor will ensure compliance herewith by Seller's subcontractors.

Collusion: For the goods, services or public work specified under this solicitation, Vendor confirms that the offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive solicitation in connection with the above proposal, and that all statements contained within the offer are true and correct. Collusion between Vendors is a cause for rejection of those respondents involved.

Confidential Information: CPC is a public entity; the information contained in the proposals shall be considered public information under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 et. seq. No part of a proposal shall be treated as confidential unless so designated, by the Vendor submitting the proposal, as trade secret information having met the criteria under Minnesota Statutes § 13.37 Subd. 1(b) and other applicable laws. Any data claimed by the vendor submitting the proposal to be trade secret data must be marked "proprietary and confidential." Should a challenge occur to said Vendor's designation of data as "proprietary and confidential," the vendor shall indemnify and hold CPC harmless for any attorney's fees, costs, penalties, or losses associated with such designation. CPC makes no representations to any vendor regarding their designation of data as "proprietary and confidential." CPC designates the sales reports and administrative fee data, references in this solicitation, as confidential. Therefore, under no circumstances, release this data to any entity other than CPC. CPC, however, is a government entity, is required to, upon request of any individual organization; make this information available to the person(s) requesting to contact the CPC department.

Costs of Preparation: All costs associated with the preparation, development, or submission of a response or other offers will be borne by the Vendor. CPC will not reimburse any Vendor for such costs.

Debarment and Suspension: If within the past five (5) years, any Vendors that have been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state, or local government, the Vendor must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the debarment or suspension, the duration of the debarment or suspension, and the relevant circumstances relating to the debarment or suspension. Any failure to supply such a letter or to not disclose in the letter all the pertinent information may result in the cancellation of any resulting contract.

Default Contract: The resulting contract shall be the default contract. All participating agencies' purchases will receive the pricing described in this contract and CPC will receive credit for those purchases made by participating agencies.

Defects: All products must be 100% guaranteed. Any product which is received damaged, found to be defective, or does not perform to the end-users' expectations must be replaced at the vendor's expense including all shipping/delivery charges. If a participating agency receives the product(s) that appear to be damaged, they reserve the right to refuse delivery. Participating agencies will not be charged for items that are refused.

Delivery: Delivery must be made as ordered and in accordance with the solicitation. If delivery qualifications do not appear on the Vendor's proposal, it will be interpreted to mean that goods are in stock and that shipment will be made within five (5) calendar days. The decision of CPC, as to reasonable compliance with the delivery terms, shall be final. The burden of proof of delay in receipt of an order shall rest with the Vendor. No delivery charges shall be added to invoices except when authorized on the Purchase Order. All prices submitted are to be F.O.B. Destination, Freight Pre-Paid, and Allowed. Unless clearly stated otherwise by the respondent, prices submitted shall include all charges for transportation, packaging, etc., necessary to complete delivery on an F.O.B. Destination basis.

Express Online Marketplace: CPC provides participating agencies with an online purchasing platform called Express. Through Express, agencies can search for and purchase items. Essentially, Express is a one-stop-shop for many of CPC's commodity-based contracts. A Vendor does not have to have an e-commerce site to be included in Express. Express offers integration into two (2) of the main K-12 school financial systems in Minnesota. CPC expects growth in the number of agencies utilizing the marketplace and the volume of sales to grow significantly. CPC will work with the Vendor to determine if the contract agreement is suitable for the online platform. If deemed suitable, CPC will require integration into Express promptly as outlined in the solicitation.

Entire Agreement: The Master Contract Agreement, shall constitute the entire and exclusive agreement between CPC and any vendor receiving an award. In the event of any conflict between the bidder's standard terms of sale, these conditions or more specific provisions contained in the solicitation shall govern.

1. Each proposal will be received with the understanding that the acceptance, in writing, by contract or purchase order by the participating agency of the offer to do work or to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the Vendor and the participating agency. This shall bind the Vendor to furnish and deliver at the prices following the conditions of the said accepted proposal and detailed specifications and the participating agency to pay for at the agreed prices, all materials, equipment, supplies or services specified and delivered. A contract shall be deemed executory only to the extent of funds available for payment of the amounts shown on purchase orders issued by the participating agency to the Vendor.
2. No alterations or variations of the terms of the contract shall be valid or binding unless submitted in writing and accepted by CPC. All orders and changes thereof must originate from the participating agencies: no oral agreement or arrangement made by a contractor with an agency or employee will be considered to be binding on CPC and may be disregarded.

3. Contracts will remain in force for the contract period specified or until all articles or services ordered before date of termination shall have been satisfactorily delivered or rendered and accepted and thereafter until all terms and conditions have been met, unless
 - a. Terminated prior to the expiration date by satisfactory delivery against orders of entire quantities, or
 - b. Extended upon written authorization of CPC and accepted by the Vendor, to permit ordering of the unordered balances or additional quantities at the contract price following the contract terms, or
 - c. Canceled by CPC following other provisions stated herein.
4. It is mutually understood and agreed that the vendor shall not assign, transfer, convey, sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of CPC.
5. If subsequent to the submission of an offer or issuance of a purchase order or execution of a contract, the Vendor shall merge with or be acquired by another entity, the contract may be terminated, except as a corporate resolution prepared by the Vendor and the new entity ratifying acceptance of the original bid or contract terms, condition, and pricing is submitted to CPC, and expressly accepted.

Federal Requirements: The Vendor agrees, when working on any federally-assisted project with more than \$2,000.00 in labor costs for the construction, alteration, and/or repair, including painting and decorating, or a public building or public work, to comply with the Contract Work Hours and Safety Standards Act (40 USC) 3701 et seq.) and all applicable sections of the act and the Department of Labor’s supplemental regulations (29 CFR Parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (40 USC 3141), the Copeland “Anti-Kickback” Act (40 USC 3145 and USC 874) as supplemented in the Department of Labor regulation (29 CFR Part 3), and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375 (Labor Regulations (41 CFR Part 60)).

In such projects, the Vendor agrees to post wage rates at the worksite and submit a copy of their payroll to the participating agency for their files. To comply with the Copeland Act, the Vendor must submit weekly payroll records to the participating agency. The Vendor must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to participating agencies that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Vendor. In projects that are not federally funded, the Vendor must agree to meet any federal, state, or local requirements as necessary. In compliance with the federal regulations increases the contract costs beyond the agreed-on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this solicitation. The Vendor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.), and Executive Order 11738 and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities.

Federal Uniform Guidance: By entering into a contract, the Vendor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in Title 2 C.F.R. § 200 et. seq.

Fiscal Year: a fiscal year is defined as July 1 through June 30 of the following calendar year. The fiscal quarters end on September 30, December 31, March 31, and June 30.

Force Majeure: Except for payments of sums due, neither party shall be liable to the other, nor deemed in default under this contract, if and to the extent that such party’s performance of this contract is prevented because of force majeure. The term “force majeure” means an occurrence that is beyond the control of either party affected and occurs without fault or negligence, including, but not limited to, the following: acts of nature; acts of the public

enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; earthquakes; famine; volcanic eruptions; meteor strikes; lockouts; injunctions-interventions-acts or failures; or refusals to act by a government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance under this agreement. Force majeure shall not include late deliveries of software or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies and poor management practices, or similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party in writing of such delay within 48 hours.

Governing Law: This resulting contract award shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota.

Governing Venue: The resulting contract award shall be deemed to have been made and performed in Otter Tail County, Minnesota. All legal arbitration or causes for action arising out of the resulting agreement shall be brought to the courts of Otter Tail County, Minnesota.

Hold Harmless: All parties agree to hold the other harmless from any claims and demands of participating agencies which may result from the negligence of the other in connection with their duties and responsibilities under this agreement unless such action is a result of intentional wrongdoing of the other party.

Leasing and Rental Agreements: The Vendor may allow participating agencies to enter into a rental, lease, or lease-purchase agreements, providing such agreements comply with Minnesota Statutes and guidelines. CPC must receive a report annually, summarizing the executed lease purchases along with a summary of the participating agencies' purchases. CPC will not collect lease payments or be involved in the terms and conditions of the lease. All lease arrangements are between the Vendor and the participating agency. The Vendor agrees that leases will comply with the Uniform Commercial Code. The applicable administrative fee must be included in the lease cost based on the total value of the goods and applicable services purchased. This fee is referred to under the Technical Specifications. The Vendor should attempt to work with CPC's current leasing vendor. Note, the current leasing vendor may require a minimum purchase amount to begin the leasing process. Should the Vendor be required to utilize their own financial leasing company, this should be noted/requested as an exception.

Marketing and Promotion: Upon award and completion of the vendor orientation, CPC will promote the contract opportunity via its websites. CPC will also announce the new partnership in its newsletters and will publish the contract and marketing information through hard copy marketing items (i.e. flyers, postcard) and electronic email. Contracts will also be promoted at applicable trade shows, conferences, and meetings regularly.

CPC may assist in the development of these materials if requested by the Vendor, but in all cases shall have the authority to review and approve any marketing materials. If a website is used, the link will be made available from the CPC and NDESC websites. Any web page or link, or other marketing tools shall be dedicated to CPC information only.

Minority and Women-Owned Business: CPC intends to undertake every effort to increase the opportunity for utilization of minority and women-owned businesses in all aspects of procurement. In connection with the performance of this solicitation, the Vendor agrees to use their best effort to carry out this intent and ensure that minority and women-owned enterprises shall have the maximum practicable opportunity to compete for subcontract work under this solicitation consistent with the efficient performance of this solicitation. CPC desires to promote wherever possible equitable opportunities for minority and women-owned businesses to participate in the services associated with this solicitation.

New Agency Notification: CPC will email the current participating agency list to the Vendor each quarter. Those agencies not renewing their participation must not receive CPC agency pricing/discounts.

Non-Discrimination: Any resulting contract for or on behalf of participating agencies, said Vendor agrees to:

1. That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
2. That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color;
3. That a violation of this section is a misdemeanor; and
4. That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

Notices: Notices permitted or required to be given hereunder shall be deemed sufficient if given by registered or certified mail, postage prepaid, return receipt requested, addressed to the following addresses of the parties, or at such other addresses as the respective parties may designate by like notice from time to time. Notices so given shall be effective upon (a) receipt by the party to which notice is given, or (b) on the seventh (7th) day following the date such notice was posted, whichever occurs first.

Ordering: All orders will be executed by participating agencies, directly, with the Vendor. The Vendor will provide products and/or service(s) directly to the specified agency and invoice that agency directly. The Vendor may offer a variety of options for agencies to place orders. The Vendor will make all deliveries and installation of products and services. CPC will not warehouse items or provide services.

Patent Indemnification: The Vendor agrees to hold harmless CPC, its successors, assigns, customers and the users of its products from any liability of any nature or kind for use of any copyrighted or copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract agreement, for which the contractor is not the patentee, assignee or licensee.

Participating Agency: A participating agency shall be defined in accordance with the Minnesota Statutes M.S. §471.59, and M.S. §123A.21, Sub. 11, North Dakota Century Code Chapter 54-40.3, and South Dakota Statutes §5-18A-37. An eligible agency includes any school, higher education, city, county, other governmental agency, nonprofit organization, or other entity contracted to conduct business on behalf of a participating agency provided that the entity is required to follow state and local procurement regulations.

Party: The name given to either organization who enters into a contractual agreement.

Payment: The participating agency using the contract agreement will make payments directly to the Vendor. Payment terms will be defined by the Vendor in their response. Vendors are encouraged to offer payment terms through procurement card (P Card) services, if applicable. Payments shall be made after satisfactory performance, following all provisions thereof, and upon receipt of a properly completed invoice.

1. Where a question of quality is involved, payment in whole or part against which to chargeback any adjustment required shall be withheld at the direction of the participating agency. In the event a cash discount is stipulated, the withholding of payments, as herein described, will not deprive the participating agency of taking such a discount.

2. Payments for used portion of inferior delivery will be made by the participating agency on an adjusted price basis.

Payment; Invoices: The Vendor shall submit invoices to the participating agencies clearly stating “Per CPC Contract”. The shipment tracking number or pertinent information for verification shall be made available upon request.

Prompt Payment: Participating Agencies will follow M.S. §471.425 regarding prompt payment of local government bills.

Protests: All protests pertaining to the specifications of the solicitation must be delivered in writing and received by the RFP Facilitator no later than 4:00 p.m. CT on the third (3) business day before the opening of proposals. A protest shall be filed no later than three (3) business days after the opening of the proposals or if the protest is based on subsequent action of CPC, not later than three (3) business days after the aggrieved person knows or should have knowledge of the fact giving rise to the protests. Protests of an award will only be accepted by Vendors who have submitted a response to the solicitation. Respondents may protest only deviations from laws, rules, regulations, or procedures. Protests must specify the grounds for the protest including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in the scoring by individual evaluators may not be protested. Protests not filed within the time specified above, or which fail to cite the specific law, rule, regulation, or procedure upon which the protest is based shall be dismissed. Should such a protest reach arbitration and result in a loss, the Vendor will be borne to all costs, including CPC’s legal fees. Protests shall include the following:

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

Qualified Respondent: A Vendor that has submitted a proposal meeting the due date and time of the solicitation and has submitted all of the requested documents in their entirety in their required format(s).

Recalls: The Vendor shall notify CPC and their participating agencies immediately of any product recalls. The Vendor will issue a credit or comparable substitute for any delivered, recalled product at the agency’s discretion. All costs associated with voluntary and involuntary product recalls shall be borne by the Vendor.

Relationship of Parties: No contract agreement resulting from this solicitation shall be considered a contract of employment. The relationship between CPC and the Vendor is one of the independent contractors each free to exercise judgment and discretion concerning the conduct of their respective businesses. The parties do not intend the proposed contract agreement to create or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this solicitation, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

Respondent: A respondent has notified CPC of a desire to respond to the proposal and/or has submitted a proposal in response to this solicitation.

Rights and Obligations Upon Termination: Termination of the resulting contract award shall not release the party from the obligation to make payment of all amounts due and payable. Regardless of the cause, the Vendor must refrain from any activity which will create a negative relationship between participating agencies and CPC.

Notification of termination to participating agencies shall not be made by the Vendor unless written approval has been received from CPC or its designee. Said approval shall include, but not be limited to, the content of the notice, its structure and timing. This will remain in effect for 60 days post-termination. When failure is deemed by the other party to be the result of willful and wanton negligence, it may result in a civil action against the first party. The Vendor will continue to provide warranty and product support as specified in their proposed response to the solicitation or by the manufacturer, whichever is greater, on all services purchased by participating agencies during the contract term. Upon termination, any website references and/or email accounts, created by either the Vendor or CPC and designed to promote the contract agreement resulting from this solicitation shall be terminated within 48 hours of the termination.

Risk of Loss: Regardless of F.O.B., the Vendor agree(s) to bear all risks of loss, injury, or destruction of goods and materials ordered herein which occur before delivery, and such loss or destruction shall not release the Vendor from any obligation hereunder.

Safety Data Sheet (SDS): Documentation providing workers and emergency personnel with procedures for handling or working with a specific substance safely, and information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures. SDS documentation must accompany all deliveries when required by federal, state and local laws.

Sales Representation and Marketing: The Vendor agree(s) to provide identified sales/marketing representatives whom CPC can contact for sales and product information. The Vendor must exhibit the willingness and ability to actively market and develop contract specific marketing materials, including, but not limited to:

1. Printed marketing materials;
2. Contract announcements and advertisements; and
3. On the Vendor's website.

Sales Tax: Sales and other taxes shall not be included in the prices quoted. The Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each participating agency is responsible for verifying the tax-exempt status to the Vendor. When ordering, participating agencies must indicate that they are tax-exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Vendor resulting from this solicitation.

Severability: If any of the terms of this solicitation conflict with any rule of law or statutory provision or otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this agreement, and this agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial violence to, or where the invalid or unenforceable provisions compromise an integral part of or are otherwise inseparable from, the remainder of the resulting agreement.

Substance Use and Conduct: All Vendor partners and subcontractors must adhere to local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on a participating agencies' premises.

Substitutions: The materials, products or equipment described in these documents establish a standard of type, function, and quality to be met by any proposed substitution. Unless the particular specification prohibits substitution, vendors are encouraged to propose materials, products or equipment of comparable type, function, and quality. Proposals for substitute items shall be stated in the appropriate blank on the proposal form, or if the form does not contain blanks for substitution, on the Vendor's letterhead attached to the pricing form. Vendors shall attach to the form a statement of the manufacturer and brand name of each proposed substitution plus a complete description of the item, including descriptive literature, illustrations, performance, and test data and any other

information necessary for evaluation. The burden of proof is upon the respondent for the merit of the proposed substitution.

Termination: In case of failure to deliver goods or provide services following the contract terms and conditions, CPC reserves the right to cancel and terminate any resulting contract, in part or whole, without penalty, whenever CPC determines that such termination is in the best interest of CPC and its participating agencies. CPC will give notice of termination specifying the extent to which performance shall be terminated and the date upon which such termination becomes effective, giving thirty (30) calendar days' written notice to the Vendor. The participating agency will only be required to pay the Vendor for goods and services delivered before termination and not otherwise returned following the Vendor's return policy. If the participating agency has paid the Vendor for goods and services not yet provided as of the date of termination, the Vendor shall immediately refund such payment(s).

Termination shall occur immediately upon any one of the following events with the Vendor:

1. Voluntary or involuntary bankruptcy or insolvency;
2. Failure to remedy a material breach to the terms and conditions of this solicitation;
3. Receipt of written information from any authorized agency finding activities the Vendor engaged in according to this solicitation to violate the law.

Tri-State Area: Defined as the three states participating in CPC (Minnesota, North Dakota and South Dakota) and their participating agencies.

Value Added Attributes: Attributes that a vendor can provide that assist in educating or providing additional service to CPC's participating agencies. This would include but is not limited to products/services, such as promotional items, participation in vendor shows, demonstration of products, training seminars, and the ability to integrate with CPC's Express online marketplace (if applicable).

Vendor Orientation (CPC 101): The Vendor and their participating resellers/sub-contractors will be required to participate in an online training session that is designed to educate the Vendor and resellers/sub-contractors on the purpose and nature of CPC. The Vendor will not be marketed to participating agencies until they have completed the vendor orientation session.

Waiver: No failure by either party to take any action or assert any right hereunder shall be deemed to be a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

Revised 05/2020

Vendor Questionnaire

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled "***Vendor Questionnaire – Name of Company***".
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed before submission and submitted as one (1) single PDF titled "Vendor Questionnaire – Name of Company":

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry-Specific Information](#)
6. [References](#)
7. [Additional Requirements*](#)

Company Information

Name of Company: _____

Company Address: _____

City, State, Zip code: _____

Website: _____

Phone: _____

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager			
Contract Manager			
Sales Manager			
Marketing Manager			
Customer Service Manager			
Account Manager(s)			

List who will be responsible for receiving updated membership lists.

Name	Email	Phone

List who will be responsible for submitting sales reports and administrative fee payments every quarter.

Name	Email	Phone

List who will be responsible for conducting audits as requested by CPC.

Name	Email	Phone

Identify any business types/classifications that your company holds. ***Submit documentation in PDF format to verify business status (see bid checklist).**

x	Business Type/Classification
	8(a) 8(a) Qualified Business
	DBE Disadvantaged Business Enterprise
	HUB Historically Underutilized Business Zone
	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
	Other; list name:

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
	WBE Woman-Owned Business Enterprise

Qualifications & Experience (80 points)

1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

Click or tap here to enter text.

2. Provide evidence of what your company is doing to remain viable in the industry.

Click or tap here to enter text.

3. Describe your current locations, staffing levels, and the number of staff that will be dedicated to the resulting contract if awarded.

Click or tap here to enter text.

4. Describe your company's logistics (experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to CPC participating agencies.

Click or tap here to enter text.

5. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

Click or tap here to enter text.

6. Describe the number of agencies your organization, on average, provides athletic equipment and/or wall mats for each year in the states outlined in this solicitation?

Click or tap here to enter text.

7. Is your organization able to service all areas and eligible agencies within the states outlined in this solicitation? If no, explain why your organization is not able to service a particular area and/or state.

Click or tap here to enter text.

8. Provide a list of other contracts your organization has in place that could be accessed by our membership for your services (e.g. other consortiums) in the states outlined in this solicitation?

Click or tap here to enter text.

9. Provide a list of governmental, educational, and cooperative contracts that your company holds outside the states outlined in this solicitation.

Click or tap here to enter text.

10. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).

Click or tap here to enter text.

Marketing & Partnership (40 points)

1. Describe how your company markets directly to potential customers.

Click or tap here to enter text.

2. Describe marketing collateral, sales campaigns, events, conferences (virtual/in-person) attended that have been successful for your organization in the past.

Click or tap here to enter text.

3. Describe and submit a marketing plan that would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information,

anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on your organization's website. You can submit any support/sample materials as Exhibit A – Marketing Plan.

Click or tap here to enter text.

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

Click or tap here to enter text.

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.

Click or tap here to enter text.

Financials & Level of Support (15 points)

1. Indicate the level of support your company will offer on this contract category.

- _____ Pricing is better than what is offered to individual education, government, and nonprofit agencies.
_____ Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
_____ Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

Click or tap here to enter text.

2. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

_____ Yes _____ No

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

Click or tap here to enter text.

3. Has your company been disbarred and or suspended in doing business within the United States?

_____ Yes _____ No

If YES, list what states, the reason for debarment and/or suspension, and its effective dates.

Click or tap here to enter text.

Warranty (20 points)

1. Describe your company's ability to provide maintenance, support, and repair services for the proposed products. Describe how a participating agency would seek maintenance and obtaining required pieces should equipment fail.

Click or tap here to enter text.

2. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure. Describe warranty coverage, restrictions/limitations, and any possible travel expenses.

Click or tap here to enter text.

Industry Specific Information (100 points)

1. Provide a narrative description of the products and services you are offering in your proposal.

Click or tap here to enter text.

2. Describe what differentiates your company from your competitors. Describe your differences regarding sales, service, installation, technology, and product line.

Click or tap here to enter text.

3. Describe how your company works with participating agencies to fulfill their needs and wants regarding athletic equipment and wall mats (i.e. site visits, quotes, communication, drawings, approval).

Click or tap here to enter text.

4. Describe your proposed order process (from start to finish) for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.

Click or tap here to enter text.

5. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.

Click or tap here to enter text.

6. Describe your delivery policy and lead time required from an agency placing an order to receipt of delivery.

Click or tap here to enter text.

7. Describe in detail your proposed exchange and return program(s) and policy(s).

Click or tap here to enter text.

8. Describe the duties of your installation team(s), project roles, and any applicable certifications your installers hold.

Click or tap here to enter text.

9. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing services through your company. Describe any "value-adds" that are exclusive to CPC and the potential resulting contract.

Click or tap here to enter text.

10. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

Click or tap here to enter text.

Exceptions & Deviations (10 points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

Click or tap here to enter text.

2. List any exceptions your company is requesting to the terms outlined in the Technical Specifications. Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- A proposed alternative to meet the needs of participating agencies and the cooperative

Click or tap here to enter text.

References (15 points)

Provide three (3) references that have purchased athletic equipment and wall mats from your company within the last two (2) years. References from the CPC's tri-state area are preferred. A contact name, phone number and email will be required. *Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm a reference of your company's past work may affect your evaluation.

Reference #1 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Reference #2 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Reference #3 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Additional Requirements

As required by CPC, submit the following additional items as individual PDFs as outlined below:

1. Exhibit A – Marketing Plan – Name of Company

Submit any supplemental materials that outline your marketing plan as outlined in your response above.

A marketing plan would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on the Vendor's website.

2. Exhibit B – Letter/Line of Credit – Name of Company

Attach a letter from a business's chief financial institution indicating the current line of credit available to the business and evidence of financial stability for the past three calendar years (2019, 2018, 2017). This letter should state the line of credit as a range (i.e. "Credit in the low six (6) figures" or "a credit line exceeding six (6) figures"). The Letter/Line of Credit will be deemed "Confidential". This letter/line of credit is a requirement to help determine the financial stability of the company. Failure to submit a form of financial health may deem your response as non-responsive.

3. Exhibit C - State(s) Contractor's License - Name of Company

Submit a PDF copy of your contractor's license allowing you do to construction type work in the states outlined in this solicitation.

Pricing Schedule Intro

***Please note this spreadsheet has multiple workbooks/tabs.**

Instructions. This spreadsheet contains multiple workbooks/tabs relating to this RFP. Please follow the directions found/listed on each workbook and complete the workbooks as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Please note, each individual workbook will note if it's a required or optional form. Per the RFP terms and conditions, all workbooks listed as optional are considered a value-added attribute.

This spreadsheet contains the following workbooks/tabs:

- 1 - Pricing Schedule
- 2 - State Multiplier & Time/Material
- 3 - Volume Discounts

1 - Pricing Schedule - *required*

Submit pricing for all products and accessories being offered to CPC and its participating agencies.

2 - State Multiplier& Time/Material - *required*

Submit pricing for Wages/Services requested by CPC and its participating agencies.

3 - Volume Discounts - *optional*

Submit all volume discounts if available to CPC and its participating agencies.

Vendor Forms & Signatures

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled "***Vendor Forms & Signatures - Name of Company***".
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled "Vendor Forms & Signatures - Name of Company":

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance "EDGAR" Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

Addendum Acknowledgement

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received (check the box next to each addendum received):

- | | | | |
|--------------------------|----------------|--------------------------|----------------|
| <input type="checkbox"/> | Addendum No. 1 | <input type="checkbox"/> | Addendum No. 5 |
| <input type="checkbox"/> | Addendum No. 2 | <input type="checkbox"/> | Addendum No. 6 |
| <input type="checkbox"/> | Addendum No. 3 | <input type="checkbox"/> | Addendum No. 7 |
| <input type="checkbox"/> | Addendum No. 4 | <input type="checkbox"/> | Addendum No. 8 |

I understand that failure to confirm receipt of addenda may cause for rejection of this response.

Authorized Signature

Date

Acknowledgment: I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

Authorized Signature

Date

*Note, both sections on this form should not be signed.

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name		Date	
Address		City, State, Zip	
Contact Person		Title	
Authorized Signature		Title	
Email		Phone	

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency _____

Authorized Representative _____

Name Printed or Typed _____

Awarded this _____ **day of** _____ **Contract Number** _____

Contract to Commence _____

Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

Instructions: When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60 -1.3 and Vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply 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, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

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

Vendor further agrees that is shall also comply 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 construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply 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, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek 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 workweek. The requirements of the 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 that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient 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.

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Vendor Certification (By Item)	Vendor Certification: YES, I agree or NO, I do NOT agree	Initial
1. Violation of Contract Terms and Conditions		
2. Termination for Cause of Convenience		
3. Equal Employment Opportunity		
4. Davis-Bacon Act		
5. Contract Work Hours and Safety Standards Act		
6. Right to Inventions Made Under a Contract or Agreement		
7. Clean Air Act and Federal Water Pollution Control Act		
8. Debarment and Suspension		
9. Byrd Anti-Lobbying Amendment		
10. Procurement of Recovered Materials		
11. Profit as a Separate Element of Price		
12. General Compliance with Participating Agencies		

Name of Business

Signature of Authorized Representative

Printed Name/Title

Date

Subcontractor Utilization Form

Instructions: List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: _____
Solicitation Number: _____
Vendor Name: _____

If a subcontractor will not be used, check this box:

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted and correctly labeled documents:

X	Document Title	How to be Submitted
	Bid Bond of \$5,000 (Copy)	Submit as PDF
	Certificate of Insurance – Name of Company	Submit as PDF
	Pricing Schedule – Name of Company	Submit as an Excel document
	Vendor Questionnaire – Name of Company	Submit as a PDF
	Vendor Forms & Signatures – Name of Company	Submit as one (1), single PDF. *Signatures Required
	Exhibit A - Marketing Plan - Name of Company	Submit as PDF
	Exhibit B - Letter/Line of Credit - Name of Company	Submit as PDF
	Exhibit C - State Contractor's License	Submit as PDF
	Business Type Certificate; submit only if applicable. <ul style="list-style-type: none"> • See Vendor Questionnaire (i.e. MBE, SBE). 	Submit as PDF

IMPORTANT: All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.

Authorized Signature

Printed Name/Title

Date

Questions for Bid RFP #21.9 - Lockers & Storage Solutions

Question #1

I completed and saved the paperwork. How do I attach to the bid?

Oct 13, 2020 7:37:47 AM CDT
By: Wissota Supply Co. Inc. - Wissota

Answers

You can reach out to vendorsupport@publicpurchase.com for assistance or use the chat function in the upper left-hand corner of the website for assistance in uploading your documents.

Oct 13, 2020 8:39:04 AM CDT
By: ltruax

[Answer](#)

[Archive](#)

[Reject](#)

Question #2 (Rejected)

It's saved on my computer

Oct 13, 2020 7:38:14 AM CDT
By: Wissota Supply Co. Inc. - Wissota

[Ask a Question](#)

[View Bid](#)

From: [Public Purchase](#)
To: [Lisa Truax](#)
Cc: [Melissa Mattson](#)
Subject: Addendum Release Successful on Bid RFP #21.9 - Lockers & Storage Solutions
Date: Friday, October 2, 2020 1:16:12 PM

Lisa M Truax:

Bid "RFP #21.9 - Lockers & Storage Solutions"
Status: Release Successful on Sep 28, 2020 8:02:18 AM MDT

You can check the released bid by going to the following address:
<http://www.publicpurchase.com/gems/bid/bidView?bidId=133258>

If you have any questions regarding this bid, please contact our Customer Support Staff at agency-support@publicpurchase.com

Thank you for using Public Purchase.

MK= jFOg9DLRployK8RLiZNbhw==

Bid RFP #21.9 - Lockers & Storage Solutions Addendum #1 - Addendum

Information Deleted: Deleted

Information Added: Added

Bid Type **RFP**
 Bid Number **21.9**
 Title **Lockers & Storage Solutions**
 Start Date **Sep 28, 2020 9:02:18 AM CDT**
 End Date **Oct 27, 2020 10:00:00 AM CDT**
 Agency **Cooperative Purchasing Connection**
 Bid Contact **Lisa M Truax**
 (218) 737-6535
 ltruax@lcsc.org
 1001 E. Mount Faith Avenue
 Fergus Falls, MN 56537

Description

Scope of Work: CPC is seeking to collaborate with an experienced Vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of lockers, storage solutions, related materials and installation services, at consortium level discounted pricing. Agencies include educational institutions, cities, counties, nonprofits, other governmental agencies, or other entities contracted on behalf of a participating agency. A qualified Vendor shall have established a percentage discount from a catalog list, published prices, or price list. Discounts may be submitted for an entire catalog or for specific product categories or manufacturer categories.

Objective: Through the combination of purchasing power, CPC's objective is to achieve cost savings through a single competitive solicitation process. This process eliminates a Vendor from responding to multiple quotes and proposals allowing for the reduction in administrative and overhead costs through CPC's purchasing procedures. CPC will work closely with the Vendor to market the contract not only to participating agencies but also to potential agencies where the contract would be an advantageous option for growing participation and purchases through the Vendor.

CPC intends to award this solicitation to one or more Vendors based on who can offer acceptable of lockers, storage solutions, related materials and installation services that can be of benefit to all participating agencies. Manufacturers may respond directly and will be required to identify regional suppliers to execute the contract if pricing is consistent and the designated suppliers adhere to the terms outlined in this solicitation.

CPC encourages providers of all manufacturers/brands to bid, providing the following criteria are met:

1. Pricing discounts offered on a full range of quality products and supplies.
2. Warranty protection.
3. Training and support, when applicable.
4. Installation, when applicable.
5. Guaranteed pricing discounts, held firm for the duration of the contract term.

Vendors who meet any or all of the mentioned above must complete the required documents in their indicated format to be considered a responsive and responsible Vendor.

Pre-Bid Conference

Date: Oct 13, 2020 11:00:00 AM CDT

Location: Non-Required Conference Call

Notes: A web conference will be held allowing Vendors to ask questions, concerns and/or issues they may have relating to the solicitation. Those participating in the conference call will have the opportunity to view a demonstration of CPC's Express online marketplace, when applicable. The conference call will not be recorded. To attend the conference call, visit: <https://zoom.us/j/91848783976?pwd=cnJ6ajB0VHhtYUFTejNSd21QMWVVdz09>.

1. Dial-in Number: +1 646 876 9923 US
2. Meeting ID: 918 4878 3976
3. Password: 555187

No Attachments

Documents

~~Sep 25, 2020 12:35:31~~

Name	Posting Date	Acceptance	
RFP #21.9 - Lockers & Storage Solu	Sep 25, 2020 12:35:15 PM CDT	Yes	
RFP #21.9 - General Terms and Con	Sep 25, 2020 12:35:18 PM CDT	Yes	
RFP #21.9 - Vendor Questionna	Sep 25, 2020 12:35:24-27 PM CDT	Yes	
RFP #21.9 - Pricing Schedule.xl	Sep 25, 2020 12:35:27-31 PM CDT	Yes	
RFP #21.9 - Vendor Forms & Si	Questionnaire_Amended 10.2.2020.doc	Oct 2, 2020 1	Yes

[Return to Bid](#)

Vendor Questionnaire

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled "***Vendor Questionnaire – Name of Company***".
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed before submission and submitted as one (1) single PDF titled "Vendor Questionnaire – Name of Company":

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry-Specific Information](#)
6. [References](#)
7. [Additional Requirements*](#)

Company Information

Name of Company: _____

Company Address: _____

City, State, Zip code: _____

Website: _____

Phone: _____

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager			
Contract Manager			
Sales Manager			
Marketing Manager			
Customer Service Manager			
Account Manager(s)			

List who will be responsible for receiving updated membership lists.

Name	Email	Phone

List who will be responsible for submitting sales reports and administrative fee payments every quarter.

Name	Email	Phone

List who will be responsible for conducting audits as requested by CPC.

Name	Email	Phone

Identify any business types/classifications that your company holds. ***Submit documentation in PDF format to verify business status (see bid checklist).**

x	Business Type/Classification
	8(a) 8(a) Qualified Business
	DBE Disadvantaged Business Enterprise
	HUB Historically Underutilized Business Zone
	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
	Other; list name:

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
	WBE Woman-Owned Business Enterprise

Qualifications & Experience *(80 points)*

1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

Click or tap here to enter text.

2. Provide evidence of what your company is doing to remain viable in the industry.

Click or tap here to enter text.

3. Describe your current locations, staffing levels, and the number of staff that will dedicated to the resulting contract if awarded.

Click or tap here to enter text.

4. Describe your company's logistics (experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to CPC participating agencies.

Click or tap here to enter text.

5. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

Click or tap here to enter text.

6. Describe the number of agencies your organization, on average, provides lockers and storage solutions for each year in the states outlined in this solicitation?

Click or tap here to enter text.

7. Is your organization able to service all areas and eligible agencies within the states outlined in this solicitation? If no, explain why your organization is not able to service a particular area and/or state.

Click or tap here to enter text.

8. Provide a list of other contracts your organization has in place that could be accessed by our membership for your services (e.g. other consortiums) in the states outlined in this solicitation?

Click or tap here to enter text.

9. Provide a list of governmental, educational, and cooperative contracts that your company holds outside the states outlined in this solicitation.

Click or tap here to enter text.

10. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).

Click or tap here to enter text.

Marketing & Partnership *(40 points)*

1. Describe how your company markets directly to potential customers.

Click or tap here to enter text.

2. Describe marketing collateral, sales campaigns, events, conferences (virtual/in-person) attended that have been successful for your organization in the past.

Click or tap here to enter text.

3. Describe and submit a marketing plan that would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information,

anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on your organization's website. You can submit any support/sample materials as Exhibit A - Marketing Plan.

Click or tap here to enter text.

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

Click or tap here to enter text.

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.

Click or tap here to enter text.

Financials & Level of Support (15 points)

1. Indicate the level of support your company will offer on this contract category.

- _____ Pricing is better than what is offered to individual education, government, and nonprofit agencies.
_____ Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
_____ Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

Click or tap here to enter text.

2. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

_____ Yes _____ No

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

Click or tap here to enter text.

3. Has your company been disbarred and or suspended in doing business within the United States?

_____ Yes _____ No

If YES, list what states, the reason for debarment and/or suspension, and its effective dates.

Click or tap here to enter text.

Warranty (20 points)

1. Describe your company's ability to provide maintenance, support, and repair services for the proposed products. Describe how a participating agency would seek maintenance and obtaining required pieces should equipment fail.

Click or tap here to enter text.

2. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure. Describe warranty coverage, restrictions/limitations, and any possible travel expenses.

Click or tap here to enter text.

Industry Specific Information (100 points)

1. Provide a narrative description of the products and services you are offering in your proposal.

Click or tap here to enter text.

2. Describe what differentiates your company from your competitors. Describe your differences regarding sales, service, installation, technology, and product line.

Click or tap here to enter text.

3. Describe how your company works with participating agencies to fulfill their needs and wants regarding lockers and storage solutions (i.e. site visits, quotes, communication, drawings, approval).

Click or tap here to enter text.

4. Describe your proposed order process (from start to finish) for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.

Click or tap here to enter text.

5. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.

Click or tap here to enter text.

6. Describe your delivery policy and lead time required from an agency placing an order to receipt of delivery.

Click or tap here to enter text.

7. Describe in detail your proposed exchange and return program(s) and policy(s).

Click or tap here to enter text.

8. Describe the duties of your installation team(s), project roles, and any applicable certifications your installers hold.

Click or tap here to enter text.

9. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing services through your company. Describe any "value-adds" that are exclusive to CPC and the potential resulting contract.

Click or tap here to enter text.

10. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

Click or tap here to enter text.

Exceptions & Deviations (10 points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

Click or tap here to enter text.

2. List any exceptions your company is requesting to the terms outlined in the Technical Specifications.

Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- A proposed alternative to meet the needs of participating agencies and the cooperative

Click or tap here to enter text.

References (15 points)

Provide three (3) references that have purchased lockers and storage solutions from your company within the last two (2) years. References from the CPC's tri-state area are preferred. A contact name, phone number and email will be required. *Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm a reference of your company's past work may affect your evaluation.

Reference #1 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Reference #2 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Reference #3 – Company Name
Service/Purchase Purchased
Year of Purchase
Reference Contact
Phone
Email

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

Additional Requirements

As required by CPC, submit the following additional items as individual PDFs as outlined below:

1. Exhibit A – Marketing Plan – Name of Company

Submit any supplemental materials that outline your marketing plan as outlined in your response above.

A marketing plan would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on the Vendor's website.

2. Exhibit B – Letter/Line of Credit – Name of Company

Attach a letter from a business's chief financial institution indicating the current line of credit available to the business and evidence of financial stability for the past three calendar years (2019, 2018, 2017). This letter should state the line of credit as a range (i.e. "Credit in the low six (6) figures" or "a credit line exceeding six (6) figures"). The Letter/Line of Credit will be deemed "Confidential". This letter/line of credit is a requirement to help determine the financial stability of the company. Failure to submit a form of financial health may deem your response as non-responsive.

3. Exhibit C - State(s) Contractor's License - Name of Company

Submit a PDF copy of your contractor's license allowing you do to construction type work in the states outlined in this solicitation.

From: [Public Purchase](#)
To: [Lisa Truax](#)
Subject: Public Purchase - RFP #21.9 - Lockers & Storage Solutions Closed Notification
Date: Tuesday, October 27, 2020 10:00:06 AM

Lisa M Truax:

The bid RFP #21.9 - Lockers & Storage Solutions has closed on Oct 27, 2020 9:00:00 AM MDT

To see more details on this bid go to

<http://www.publicpurchase.com/gems/bid/bidView?bidId=133258>

Thank you for using Public Purchase.

MK= 2pF4r1tq2BMbjy9wV3QIQ A==

Notifications Report

Agency
Bid Number
Bid Title

Cooperative Purchasing Connection
133258
Lockers & Storage Solutions

Vendor Name	State	Invitation	Date	Email	Reason
AAE	PA	Classification	2020-09-28 08:31:53	DANM@AAESPORTS.COM	Bid Notification
Adorama, Inc.	NY	Classification	2020-09-28 08:31:53	biddept@adorama.com	Bid Notification
Agathos Laboratories, Inc.	CA	Classification	2020-09-28 08:31:53	sales@agathoslabs.com	Bid Notification
Alert Services, Inc.	TX	Classification	2020-09-28 08:31:53	orders@alertservices.com	Bid Notification
Bill Fritz Sports Corporation	NC	Classification	2020-09-28 08:31:53	bfritz@billfritzsports.com	Bid Notification
Block and Company	IL	Classification	2020-09-28 08:31:53	cmagee@blockinc.com	Bid Notification
C&H Government	WI	Classification	2020-09-28 08:31:53	smakovec@chdist.com	Bid Notification
Construction Industry Center	SD	Self Invited	2020-10-13 07:39:04	julie@constructionindustrycenter.com	Bid Answer
Cooper's Office Supply, Inc.	MN	Classification	2020-09-28 08:31:53	sshale@coopersinc.com	Bid Notification
Crescent Products Inc.	MN	Classification	2020-09-28 08:31:53	brent@zebramats.com	Bid Notification
Dallas Midwest, LLC	TX	Classification	2020-09-28 08:31:53	dallasmidwest@contracts123.com	Bid Notification
Eastbay, INC	WI	Classification	2020-09-28 08:31:53	frank.white@eastbay.com	Bid Notification
Find Import Corporation	MA	Classification	2020-09-28 08:31:53	vendor@opentip.com	Bid Notification
Fisher Scientific	IL	Classification	2020-09-28 08:31:53	cs.quotes@thermofisher.com	Bid Notification
Game Time Sports Systems, LLC	IL	Classification	2020-09-28 08:31:53	d.stern@gametimesportssystems.com	Bid Notification
GearGrid LLC	MN	Classification	2020-09-28 08:31:53	jeffa@geargrid.com	Bid Notification
Gerrells Sports Center	ND	Classification	2020-09-28 08:31:53	gerrells@gerrells.net	Bid Notification
Global	WI	Classification	2020-09-28 08:31:53	wrose@globalindustrial.com	Bid Notification
Global Equipment Company, Inc.	GA	Self Invited	2020-10-02 12:29:00	bgarrett@globalindustrial.com	Addendum Notification
Global Equipment Company, Inc.	GA	Self Invited	2020-10-13 07:39:04	bgarrett@globalindustrial.com	Bid Answer
H&B Specialized Products, Inc.	MN	Classification	2020-09-28 08:31:53	janderson@hbsponline.com	Bid Notification
H&B Specialized Products, Inc.	MN	Classification	2020-10-02 12:29:00	janderson@hbsponline.com	Addendum Notification
H&B Specialized Products, Inc.	MN	Classification	2020-10-13 07:39:04	janderson@hbsponline.com	Bid Answer
Haldeman Homme	MN	Classification	2020-09-28 08:31:53	srivard@andersonladd.com	Bid Notification
Haldeman Homme	MN	Classification	2020-09-28 08:31:53	pfedje@andersonladd.com	Bid Notification
Haldeman Homme	MN	Classification	2020-10-02 12:29:00	srivard@andersonladd.com	Addendum Notification
Haldeman Homme	MN	Classification	2020-10-13 07:39:04	srivard@andersonladd.com	Bid Answer
Hann Manufacturing, Inc.	OH	Self Invited	2020-10-02 12:29:00	hann@ironfurnace.com	Addendum Notification
Hann Manufacturing, Inc.	OH	Self Invited	2020-10-13 07:39:04	hann@ironfurnace.com	Bid Answer
HD SUPPLY FACILITIES MAINTENANCE, LTD.	CA	Classification	2020-09-28 08:31:53	HDS-FMBIDS@HDSUPPLY.COM	Bid Notification
HERTZ FURNITURE	NJ	Self Invited	2020-10-02 12:29:00	bids@hertzfurniture.com	Addendum Notification
HERTZ FURNITURE	NJ	Self Invited	2020-10-13 07:39:04	bids@hertzfurniture.com	Bid Answer
IBuy Office Supply	MN	Classification	2020-09-28 08:31:53	mlanders@ibuyofficesupply.com	Bid Notification
Innovative Office Solutions	MN	Classification	2020-09-28 08:31:53	cboerigter@innovativeos.com	Bid Notification
JMJS Inc	PA	Self Invited	2020-10-02 12:29:00	coe@ironfurnace.com	Addendum Notification
JMJS Inc	PA	Self Invited	2020-10-13 07:39:04	coe@ironfurnace.com	Bid Answer
K-Log Inc	IL	Classification	2020-09-28 08:31:53	ebid@k-log.com	Bid Notification
KORNEY BOARD AIDS	TX	Classification	2020-09-28 08:31:53	info@KBACOAACH.COM	Bid Notification
Krueger International, Inc.	WI	Classification	2020-09-28 08:31:53	sam.bissing@ki.com	Bid Notification
L&L Supplies	TX	Self Invited	2020-10-02 12:29:00	swalker8585@gmail.com	Addendum Notification
L&L Supplies	TX	Self Invited	2020-10-13 07:39:04	swalker8585@gmail.com	Bid Answer
Lyon Workspace Products	IL	Classification	2020-09-28 08:31:53	lhagemann@lyonworkspace.com	Bid Notification
Medco Supply	NY	Self Invited	2020-10-02 12:29:00	medcosalessupport@medcosupply.com	Addendum Notification
Medco Supply	NY	Self Invited	2020-10-13 07:39:04	medcosalessupport@medcosupply.com	Bid Answer
North America Procurement Council	CO	Self Invited	2020-10-02 12:29:00	sourcemanagement@napc.me	Addendum Notification
North America Procurement Council	CO	Self Invited	2020-10-13 07:39:04	sourcemanagement@napc.me	Bid Answer
Office Depot, Inc.	MN	Classification	2020-09-28 08:31:53	christopher.ceynowa@officedepot.com	Bid Notification
Onvia	WA	Self Invited	2020-10-02 12:29:00	sourcemanagement2@onvia.com	Addendum Notification
Onvia	WA	Self Invited	2020-10-13 07:39:04	sourcemanagement2@onvia.com	Bid Answer
Pala Supply Company, Inc	TX	Classification	2020-09-28 08:31:53	larry@schoolsupplypacks.com	Bid Notification
Palos Sports, Inc.	IL	Classification	2020-09-28 08:31:53	agallagher@palosports.com	Bid Notification
Paragon Furniture, LP	TX	Self Invited	2020-10-02 12:29:00	paragon@ironfurnace.com	Addendum Notification
Paragon Furniture, LP	TX	Self Invited	2020-10-13 07:39:04	paragon@ironfurnace.com	Bid Answer
Park Warehouse	FL	Classification	2020-09-28 08:31:53	bids@parkwarehouse.com	Bid Notification
Patterson Medical Supply, Inc	NY	Classification	2020-09-28 08:31:53	Medcosalessupport@medcosupply.com	Bid Notification
PCM Inc	CA	Classification	2020-09-28 08:31:53	steven.lubom@TigerDirect.com	Bid Notification
PRO TUFF DECALS	IL	Classification	2020-09-28 08:31:53	ken@protuffdecals.com	Bid Notification
RECREATION SUPPLY COMPANY	ND	Classification	2020-09-28 08:31:53	bids@recsupply.com	Bid Notification
Recycled Office Environments Inc	WI	Classification	2020-09-28 08:31:53	colec@roefurniture.com	Bid Notification
Rocky Mountain Recreation LLC	ID	Classification	2020-09-28 08:31:53	rockymountainrecreationllc@gmail.com	Bid Notification

				jojo@royalimaging solutions.com,eddie@royalimaging solutions.com,kristofferson@royalimaging solutions.com,Evado@royalimaging solutions.com,andrei.r@royalimaging solutions.com, john.rick@royalimaging solutions.com,renz@royalimaging solutions.com,arish@royalimaging solutions.com	
Royal Media Network	MD	Classification	2020-09-28 08:31:53		Bid Notification
RTP ARMOR, LLC	NE	Classification	2020-09-28 08:31:53	shad@rtparmor.com	Bid Notification
SAFETY SUPPLY INC	TX	Classification	2020-09-28 08:31:53	shelley@SAFETYSUPPLYINC.COM	Bid Notification
School Outfitters	OH	Classification	2020-09-28 08:31:53	contracts@schooloutfitters.com	Bid Notification
School Specialty	WI	Classification	2020-09-28 08:31:53	bidnotices@schoolspecialty.com	Bid Notification
School Specialty	WI	Classification	2020-10-02 12:29:00	bidnotices@schoolspecialty.com	Addendum Notification
School Specialty	WI	Classification	2020-10-13 07:39:04	bidnotices@schoolspecialty.com	Bid Answer
School's In, LLC	OH	Classification	2020-09-28 08:31:53	schools in@contracts123.com	Bid Notification
Spacesaver	WI	Classification	2020-09-28 08:31:53	sausloos@spacesaver.com	Bid Notification
SUPERIOR LOCK & SAFE	CA	Classification	2020-09-28 08:31:53	superiorlock1@gmail.com	Bid Notification
TAB Products Co, LLC	WI	Classification	2020-09-28 08:31:53	bid sus@tab.com	Bid Notification
The J Paul Company	TX	Classification	2020-09-28 08:31:53	Lindsay@jpaulco.com	Bid Notification
The Library Store, Inc.	IL	Classification	2020-09-28 08:31:53	districtbids@thelibrarystore.com	Bid Notification
The Prophet Corporation	MN	Classification	2020-09-28 08:31:53	bids@gophersport.com	Bid Notification
Ultimate Safety Concepts, Inc.	MN	Classification	2020-09-28 08:31:53	lindakimber@clareys.com	Bid Notification
USA McDonald Corporation	MT	Classification	2020-09-28 08:31:53	jim@norcoproducts.com	Bid Notification
W.S. Darley & Co.	IL	Classification	2020-09-28 08:31:53	tomdarley@darley.com	Bid Notification
WDM, Inc.	NC	Classification	2020-09-28 08:31:53	wooddesigns@ironfurnace.com	Bid Notification
WDM, Inc.	NC	Classification	2020-10-02 12:29:00	wooddesigns@ironfurnace.com	Addendum Notification
WDM, Inc.	NC	Classification	2020-10-13 07:39:04	wooddesigns@ironfurnace.com	Bid Answer
Wenger Corporation	MN	Classification	2020-09-28 08:31:53	julie.webber@wengercorp.com	Bid Notification
Wenger Corporation	MN	Classification	2020-10-02 12:29:00	julie.webber@wengercorp.com	Addendum Notification
Wenger Corporation	MN	Classification	2020-10-13 07:39:04	julie.webber@wengercorp.com	Bid Answer
Wissota Supply Co. Inc.	WI	Classification	2020-09-28 08:31:53	gjohn@wissotasupply.com	Bid Notification
Wissota Supply Co. Inc.	WI	Classification	2020-10-02 12:29:00	gjohn@wissotasupply.com	Addendum Notification
Wissota Supply Co. Inc.	WI	Classification	2020-10-13 07:39:04	gjohn@wissotasupply.com	Bid Answer

Access Report

Agency Cooperative Purchasing Connection
 Bid Number 21.9
 Bid Title Lockers & Storage Solutions

Vendor Name	Accessed First Time	Most Recent Access	Documents	Most Recent Response Date
School Wholesale Supplies LLC	2020-09-29 04:55 AM CDT	2020-09-29 04:55 AM CDT		
Medco Supply	2020-09-28 11:57 AM CDT	2020-10-13 01:06 PM CDT	RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx RFP #21.9 - Lockers & Storage Solutions.pdf RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf	
Haldeman Homme	2020-09-28 11:19 AM CDT	2020-09-28 11:21 AM CDT	RFP #21.9 - Lockers & Storage Solutions.pdf RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf	
North America Procurement Council	2020-09-30 03:54 AM CDT	2020-10-05 04:00 AM CDT	RFP #21.9 - Lockers & Storage Solutions.pdf	
Paragon Furniture, LP	2020-09-29 10:01 AM CDT	2020-09-29 10:02 AM CDT	RFP #21.9 - Lockers & Storage Solutions.pdf	
Wissota Supply Co. Inc.	2020-09-28 10:49 AM CDT	2020-10-27 02:51 PM CDT	RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf	2020-10-26 10:42 AM CDT
L&L Supplies	2020-10-01 10:44 AM CDT	2020-10-01 10:45 AM CDT	RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf	
H2I Group	2020-10-19 02:34 PM CDT	2020-10-26 03:55 PM CDT	RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf	
Onvia	2020-09-28 01:46 PM CDT	2020-10-28 04:03 AM CDT	RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.pdf RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.pdf RFP #21.9 - Vendor Questionnaire.pdf RFP #21.9 - General Terms and Conditions.pdf	
School Specialty	2020-09-28 09:44 AM CDT	2020-10-13 09:11 AM CDT	RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Lockers & Storage Solutions.pdf	
Construction Industry Center	2020-10-07 03:42 PM CDT	2020-10-13 09:36 AM CDT	RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx	
Hann Manufacturing, Inc.	2020-09-28 01:20 PM CDT	2020-09-28 01:20 PM CDT	RFP #21.9 - Lockers & Storage Solutions.pdf	
Royal Media Network	2020-10-22 10:48 AM CDT	2020-10-22 10:48 AM CDT	RFP #21.9 - Lockers & Storage Solutions.pdf	
Dodge Data & Analytics	2020-09-28 08:13 PM CDT	2020-10-27 10:21 PM CDT		
Wenger Corporation	2020-09-28 10:23 AM CDT	2020-10-13 01:04 PM CDT	RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Lockers & Storage Solutions.pdf	
WDM, Inc.	2020-09-29 09:41 AM CDT	2020-09-29 10:26 AM CDT	RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Lockers & Storage Solutions.pdf	2020-09-29 10:26 AM CDT
Fisher Scientific	2020-09-29 08:12 AM CDT	2020-09-29 08:12 AM CDT		
Gerrells Sports Center	2020-09-28 04:46 PM CDT	2020-09-28 04:46 PM CDT		
HERTZ FURNITURE	2020-09-30 04:31 PM CDT	2020-10-01 09:35 AM CDT	RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf	
H&B Specialized Products, Inc.	2020-09-28 10:38 AM CDT	2020-10-27 06:59 AM CDT	RFP #21.9 - Vendor Questionnaire_Amended 10.2.2020.docx RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf	2020-10-26 10:57 AM CDT
H2I Group	2020-09-28 09:35 AM CDT	2020-09-28 09:35 AM CDT		
JMJS Inc	2020-09-29 11:43 AM CDT	2020-09-29 11:44 AM CDT	RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Pricing Schedule.xlsx RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf	
Luxer One	2020-09-30 01:56 PM CDT	2020-09-30 01:56 PM CDT		

Global Equipment Company, Inc.	2020-09-28 09:44 AM CDT	2020-10-01 06:58 AM CDT	RFP #21.9 - Vendor Forms & Signatures.pdf RFP #21.9 - Vendor Questionnaire.docx RFP #21.9 - General Terms and Conditions.pdf RFP #21.9 - Lockers & Storage Solutions.pdf RFP #21.9 - Pricing Schedule.xlsx	
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Opening Record

RFP #21.9 - Lockers & Storage Solutions

October 27, 2020

10:14 a.m. CT

Request for Proposal

Date

Time

DocuSigned by:

Mary Juliot

6719FAFF8E18498...

DocuSigned by:

Lisa Truax

9AB8C86EB0B9422...

Mary Juliot, Marketing & Design Specialist

Lisa Truax, Procurement Solutions Coordinator

Company Responding	Olympus Locker H&B Specialized Products	WDM Incorporated	Wissota Supply Co.
Copy of Bid Bond - \$5,000 Yes/No	Yes		Yes
Certificate of Insurance Yes/No	Yes		Yes
Pricing Schedule Yes/No	Yes		Yes
Vendor Forms & Signatures Yes/No	Yes		Yes
Vendor Questionnaire Yes/No	Yes		Yes
Exhibit A - Marketing Plan Yes/No	Yes		Yes
Exhibit B - Letter/Line of Credit Yes/No	Yes		Yes
Exhibit C - State(s) Contractor's License Yes/No	Yes		Yes
Business Type Certificate <i>If applicable, submit as PDF</i>	N/A		Yes
Catalogs/Other	N/A		N/A
Qualified Respondent Yes/No	Yes	No bid	Yes

Cooperative Purchasing Connection
Tabulation Report RFP #21.9 - Lockers & Storage
Solutions
Vendor: H&B Specialized Products, Inc.

General Comments:

General Attachments: Bid Bond - Olympus Lockers - Storage Products.pdf *Confidential, on file with CPC.
Certificate of Insurance - Olympus Lockers - Storage Products.pdf
Exhibit A - Marketing Plan - Olympus Lockers - Storage Products.pdf
Exhibit B - Letter Line of Credit - Olympus Lockers - Storage Products.pdf *Confidential, on file with CPC.
Exhibit C - States Contractors License - Olympus Lockers - Storage Products.pdf
RFP 21.9 - Pricing Schedule - Olympus Lockers - Storage Products.xlsx *Full Price schedule on file with CPC.
RFP 21.9 - Vendor Forms - Signatures - Olympus Lockers - Storage Products.pdf
RFP 21.9 - Vendor Questionnaire - Olympus Lockers - Storage Products.pdf



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/23/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 6160 Golden Hills Drive Minneapolis MN 55416	CONTACT NAME: Tatevik Kohli	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS: tatevik.kohli@marshmma.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Travelers Indemnity Company		25658
INSURER B : Travelers Property Casualty Co. of Amer		36161
INSURER C : Travelers Cas & Surety Co of America		31194
INSURER D : Travelers Indemnity Co of America		25666
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1558526974 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6307N526322	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA7N713674	7/1/2020	7/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP7N733359	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB7N732191	7/1/2020	7/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A C	Leased / Rented Equip Employment Practices Liability (Includes 3rd Party)			6307N526322 105634625	7/1/2020 7/1/2020	7/1/2021 7/1/2023	Limit \$115,000 Per Claim / Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Cooperative Purchasing Connection
 1001 E Mount Faith Avenue
 Fergus Falls, MN 56537

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Vendor Questionnaire

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled "**Vendor Questionnaire – Name of Company**".
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed before submission and submitted as one (1) single PDF titled "Vendor Questionnaire – Name of Company":

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry-Specific Information](#)
6. [References](#)
7. [Additional Requirements*](#)

Company Information

Name of Company: Olympus Lockers and Storage Products Inc.

Company Address: 6560 Edenvale Blvd

City, State, Zip code: Eden Prairie, MN. 55346

Website: www.olympuslockers.com

Phone: 952-698-5782

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager	Tom Schneider	tschneider@olympuslockers.com	952-698-5782
Contract Manager	Shawn Banyai	sbanyai@olympuslockers.com	952-698-5789
Sales Manager	Tom Schneider	tschneider@olympuslockers.com	952-698-5782
Marketing Manager	Tom Schneider	tschneider@olympuslockers.com	952-698-5782
Customer Service Manager	Tom Schneider	tschneider@olympuslockers.com	952-698-5782
Account Manager(s)	Dale Mueller	dale.mueller@hbsponline.com	952-698-5787

List who will be responsible for receiving updated membership lists.

Name	Email	Phone
Tom Schneider	tschneider@olympuslockers.com	952-698-5782

List who will be responsible for submitting sales reports and administrative fee payments every quarter.

Name	Email	Phone
Dale Mueller	Dale.mueller@hbsponline.com	952-698-5787

List who will be responsible for conducting audits as requested by CPC.

Name	Email	Phone
Dale Mueller	Dale.mueller@hbsponline.com	952-698-5787

Identify any business types/classifications that your company holds. ***Submit documentation in PDF format to verify business status (see bid checklist).**

x	Business Type/Classification
	8(a) 8(a) Qualified Business
	DBE Disadvantaged Business Enterprise
	HUB Historically Underutilized Business Zone
	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
	Other; list name:

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
	WBE Woman-Owned Business Enterprise

Qualifications & Experience (80 points)

1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

Olympus Lockers and Storage Products Inc. was established in 2008 a division of H and B Specialized Products which was founded in 1923. After 50 years of providing lockers and Storage service of another brand under H and B we developed our own locker division to better serve the custom needs of todays markets that are ever changing

2. Provide evidence of what your company is doing to remain viable in the industry.

Olympus Lockers has averaged \$4MM in locker and storage product sales the past 4 years and serviced on average 50-75 unique agencies annually.

3. Describe your current locations, staffing levels, and the number of staff that will dedicated to the resulting contract if awarded.

Located in Twin Cities Metro Area, covering all of Minnesota, North and South Dakota, Iowa, and Wisconsin. Two Sales representative, lead estimator, project manager, installation manager and service department.

4. Describe your company's logistics (experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to CPC participating agencies.

Experience: 12 years with the Olympus Locker Brand that we solely own the manufacturing giving us complete control and flexibility over other national manufactures plus over 50 years providing lockers and storage solutions in the industry under H and B Specialized Products.

Production: We can manufacture, ship, and install over 20,000 lockers annually in the upper Midwest alone.

Distribution: For large projects (400) or more lockers we ship by container direct from manufacturing to site location. For smaller projects we would distribute from our warehouse that is centrally located in the twin cities area.

Warehouse Inventories / Delivery: Each project is specifically ordered to suit the customer needs. We always provide attic stock (additional locker components) per each project to turn over to the owner for future use in case a door needs to be replaced or a hook breaks off they have extra parts. Delivery is based on size of the project. If over (400) lockers we would ship by container direct from manufacture to site. If smaller, we would distribute through local trucking companies from are warehouse once received from manufacturing.

5. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

On direct to owner projects through CPC we retain 100% as repeat customers.

On projects that bid to general contractors or construction managers it is not always a repeat customer. It generally is based on Low Bidder.

6. Describe the number of agencies your organization, on average, provides lockers and storage solutions for each year in the states outlined in this solicitation?

50-74 unique agencies on an annual basis.

7. Is your organization able to service all areas and eligible agencies within the states outlined in this solicitation? If no, explain why your organization is not able to service a particular area and/or state.

Yes

8. Provide a list of other contracts your organization has in place that could be accessed by our membership for your services (e.g. other consortiums) in the states outlined in this solicitation?

None.

9. Provide a list of governmental, educational, and cooperative contracts that your company holds outside the states outlined in this solicitation.

None

10. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).

None

Marketing & Partnership (40 points)

1. Describe how your company markets directly to potential customers.

Typically, we do in-person sales calls, town meetings, custodial days and trade shows etc. Olympus us currently doing email blast and direct phoning to market our customer base during the pandemic

2. Describe marketing collateral, sales campaigns, events, conferences (virtual/in-person) attended that have been successful for your organization in the past.

MASMS, MnIAAA, direct lunch and learns with key architects, direct to owner sales calls, and email blasts.

3. Describe and submit a marketing plan that would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on your organization's website. You can submit any support/sample materials as Exhibit A - Marketing Plan.

Included in Exhibit A

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

Olympus Lockers will position this contract as a cost and time savings to member and prospective member agencies.

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract.

Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.

Olympus Lockers has and will continue to educate and train regarding the contract to ensure constant promotion. All staff need to understand the contract and that continued promotion is will make it successful. CPC will provide assistance and material to aid in the training to ensure a complete understanding of the contract as well as the benefits to participating agencies. From a kickoff meeting with CPC staff and resources to promoting CPC while calling on a member or potential agency, promotion is paramount.

Financials & Level of Support (15 points)

1. Indicate the level of support your company will offer on this contract category.

- Pricing is better than what is offered to individual education, government, and nonprofit agencies.
 Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
 Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

Click or tap here to enter text.

2. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

Yes No

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

Click or tap here to enter text.

3. Has your company been disbarred and or suspended in doing business within the United States?

_____ *Yes* X *No*

If YES, list what states, the reason for debarment and/or suspension, and its effective dates.

Click or tap here to enter text.

Warranty (20 points)

1. Describe your company’s ability to provide maintenance, support, and repair services for the proposed products. Describe how a participating agency would seek maintenance and obtaining required pieces should equipment fail.

We inventory all internal locker components such as coat hooks, door bumpers, springs etc. at our facility in Eden Prairie. For more complex issues we would set up a site visit to assess what is needed to correct the issue.

If it is a part that is easily replaced by onsite staff (i.e coat hook), they can visit our website or direct phone call. We have a page called “parts” that provides a complete description and isometric view of a specific part for reference. From the website they can contact us with the part needed which ships via ups in 24 hours.

If it is a more complex issue requiring additional attention they still reach us through the website or direct phone call and within 24 hours receive a call from our service/installation division to set up a jobsite visit to access what is needed and plan for replacement

If it is general maintenance contact through the website or direct phone call is available.

2. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure. Describe warranty coverage, restrictions/limitations, and any possible travel expenses.

Warranty is based on the style of locker purchased.

(K.D.) steel lockers are warranted to be free of defects in materials and workmanship for a period of two-year from Installation. The warranty shall be limited to those items manufactured by Olympus Lockers, and shall not include locks or other devices not manufactured by Olympus Lockers.

The warranty does not cover damage resulting from vandalism or faulty installation (if not install by Olympus Lockers Installation Crew), including scratching, marring or damage to finish because of normal usage. Damage or rusting resulting from the use of abrasive cleaning agents, exposure to water, high humidity, improper ventilation or chlorine saturated pool attire shall not be covered by this warranty

Welded steel lockers are warranted to be free of defects in materials and workmanship for 10 YEARS. The warranty shall be limited to those items manufactured by Olympus Lockers, and shall not include locks or other devices not manufactured by Olympus Lockers.

The warranty does not cover damage resulting from vandalism or faulty installation (if not installed by Olympus Lockers Installation Crew), including scratching, marring or damage to finish as a result of normal usage. Damage or rusting resulting from the use of abrasive cleaning agents, exposure to water, high humidity, improper ventilation or chlorine saturated pool attire shall not be covered by this warranty

Industry Specific Information (100 points)

1. Provide a narrative description of the products and services you are offering in your proposal.

We are complete locker manufacture and installation company that provides corridor, athletic, physical education, staff, employees, maintenance and general storage solutions, specialty and custom designed lockers for educational facilities, fire and police stations, public municipalities, wastewater treatment facilities.

2. Describe what differentiates your company from your competitors. Describe your differences regarding sales, service, installation, technology, and product line.

We are driven to provide the safest and most secure and durable lockers and storage products built to last in today's demanding environments. Our vertical integration helps keep costs down, and our expertise in distribution and installation along with our design flexibility ensures we're able to provide a solution to virtually any need.

We only use our in-house installation crews and do not sub contract out any installations. This ensures we meet our manufacture requirements and exceed customer expectations. All of our installers also proved any and all future service work that may arise.

Our sales representative works directly with the end user or staff for all concepts and applications to meet their needs, offering direction or possible product improvement they may not be aware of. They also provide the design layouts using the latest AutoCAD programing and manufacturing system as well as estimating the project fully. One point of contact till turned over to the project manager to order, schedule, set up delivery and installation. We work directly with end user from start to finish.

We have the ability to provide custom lockers, components and match colors to any project to meet the needs of the owner.

3. Describe how your company works with participating agencies to fulfill their needs and wants regarding lockers and storage solutions (i.e. site visits, quotes, communication, drawings, approval).

Through CPC direct to owner we do the following:

1. Meet directly with owner onsite to review areas being considered for lockers.
2. Determine if its an elementary, middle or high school as each application is different per school as is in fire, police or maintenance facilities.
3. Understand what specific needs are required or applications like ADA compliance, special storage requirements, space available for lockers, access to facility and any other requirements.
4. Determine if replacing existing lockers with new or if the area is completely new construction for lockers.
5. Field measure, photograph, and video tape the area being considered for lockers for future reference.
6. Provide a complete and comprehensive price quote with any specialty items noted along with a complete shop drawing of the locker floor plan layouts, details, applications and sections with color options so they know what was priced based on the information gathered. In providing the shop drawings with color options from the onset of the quote we reduce the time it takes to get approval back for release to manufacturing once the contract or purchase order is issued.

4. Describe your proposed order process (from start to finish) for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.

1. Once approved drawings and finish selection is received (info provided at the time of the quote) we review and set up the contract file for manufacturing
2. Upon completion of contract file, we formulate the work order to release into manufacture with a target date for shipping to meet the installation schedule
3. Once released we track weekly the manufacturing production schedule to ensure we are on track for our target date
4. When notification is received that the lockers have been completed and loaded with a schedule ship date, we review the packing slip and cross check with the order release to ensure all product has been completed, loaded and shipped
5. While tracking the shipping we notify the customer of and ETA and schedule a time frame to deliver and install. This date usually coincides with the original date determined when approved drawings etc. are received.
6. Prior to off loading the lockers the lead foreman of the installation crew will walk the job site with the owner, determine best case location to off load and set up for unpackaging and staging the locker for install.
7. We off load and install. Time frame of installation is determined when approved drawings etc. are received.
8. Upon completion of installation we review all work performed, make any necessary adjustments, clean the lockers of any debris, and turn over all attic stock to the owner. All other items not used get disposed of.
9. Final walk through with owner to answer any questions, concerns for approval of install.

1. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.

Being all work is done direct to owner, we usually invoice once work is completed and in turn receive a payment in a form of a check. Payment Terms are on a job by job basis, usually not less than 30 days from receipt of invoice.

2. Describe your delivery policy and lead time required from an agency placing an order to receipt of delivery.

On a project by project basis due to various sizes of the orders and the time of the year it is to install. At the first meeting with the customer for design we determine best time for them to receive the lockers for installation. Typically, in an educational facility it is when students are out of school or on holiday break.

3. Describe in detail your proposed exchange and return program(s) and policy(s).

With the lockers being a design build concept directly with the owner there is not exchange or return in the product once the approved drawings and color selection are received. Usually at this point we have been through the project two or three time with the owner to ensure what we order is what they want. If any item is damaged in transit it is replaced at not cost to the owner.

4. Describe the duties of your installation team(s), project roles, and any applicable certifications your installers hold.

Our installation foreman is in charge of onsite coordination with the owner once the project is receive onsite, directing, and working with the install crews to insure proper installation, care, cleaning and final approval of the owner on a final walk through.

5. Describe any “added value” attributes being offered to CPC and its participating agencies when purchasing services through your company. Describe any “value-adds” that are exclusive to CPC and the potential resulting contract.

Our staff will work directly with the end user or staff for all concepts and applications to meet their needs, offering direction or possible product improvement they may not be aware of. We provide one point of contact till turned over to the project manager to order, schedule, set up delivery and installation. We work directly with end user from start to finish on all aspect of the project.

As a family owned business we are committed to our product, trade, reputation and take pride it what we offer and can do for the customer.

6. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

Every quote will be cross referenced with the pricing included in this proposal to ensure it is as stated. Olympus Lockers utilizes a detailed “green sheet” for pricing which clearly lists material, freight, labor and ancillary costs which makes for easy and quick cross reference to the pricing forms. Additionally, every contract order is designated a unique project number starting with 501 for the current year (i.e. 21-501-04 means CPC 2021 project number one for Lockers). This unique number is coded into H&B’s accounting and project management system Timberline for easy coordination and reporting.

Exceptions & Deviations (10 points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

None at this time.

2. List any exceptions your company is requesting to the terms outlined in the Technical Specifications.

Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- A proposed alternative to meet the needs of participating agencies and the cooperative

1. Section III, line item “C” Terms and Conditions, under General item 1:

- “Maintain a minimum monthly average fill rate of 95% or above”
- Internal locker components (i.e. coat hooks, lift latch assemble, rubber bumpers etc.) that are easily replaced or receive the most use are always inventoried. Lockers are designed to accommodate specific needs of the participating agencies and manufactured to suit their specific needs. There are over 45,000 various combinations of standard lockers and colors, that does not include any custom design, size, or color. Locker quality outlined in the specification of the RFP are not an inventory item or a catalog item that can be ordered online.

- For replacement of Internal locker components are readily available, on full Lockers we will work on an individual project per participating agencies for schedules, lead times etc.
2. Section III, line item “C” Terms and Conditions, under Lockers & Storage Solutions – Equipment and Supplies, Item 6 Fabrication at a minimum, subline item “C” door frames:
 - “No bolts, screws or rivets can be used in the assembly of locker units”
 - All locker “door frames” are manufactured as a complete welded assembly. On an all welded locker the door frame is integral to the locker body. On a KD – Knocked Down locker the door frame is separate for the remaining locker body components to be assembled. So, knocked down lockers need to have bolts or rivet to assembly the door frame to the locker body components.
 - On KD lockers if installation is included in the quote Olympus Lockers does a complete assembly of the lockers prior to installation. If they exclude installation, we have an option on a job by job basis (cost is based on the size of project) to assembly the lockers prior to arriving on site for their installation.
 3. Section III, line item “C” Terms and Conditions, under Freight and Delivery, item 1:
 - “Freight charged added to the invoice as a separate line item. Freight charges must be quoted to the agency prior to any purchase order being issued by the participating agency”
 - Olympus Lockers freight is quoted as an “Estimate”
 - Freight cost can and will very base on shipping parameters at different times of the year, market fluctuation in fuel cost etc. from the time of the quote till delivery.
 - Olympus Lockers will only invoice what is quoted, no cost adjustment due to fluctuation.

References (15 points)

Provide three (3) references that have purchased lockers and storage solutions from your company within the last two (2) years. References from the CPC’s tri-state area are preferred. A contact name, phone number and email will be required. *Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm a reference of your company’s past work may affect your evaluation.

Reference #1 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Montevideo High School
Multiple Athletic and Corridor Lockers
2018, 2019, 2020
Bob Grey- Activities/Comm Ed/Sanford Principal
320-269-6446 x3261
bgrey@montevideoschools.org

“Absolutely”

Reference #2 – Company Name
Service/Product Purchased
Year of Purchase
Reference Contact
Phone
Email

Winona Area Public Schools
Multiple Athletic Lockers
2019, 2020
Mike McArde – Director of Building and Grounds
507-494-0871
Michael.mcardle@winona.k12.mn.us

“You can certainly use us as a reference”

Reference #3 – Company Name
Service/Purchase Purchased
Year of Purchase
Reference Contact
Phone
Email

Alexandria School District 206
Multiple Schools for Corridor Lockers
2017, 2018, 2019, 2020
Wade Nibbe – Buildings and Grounds Supervisor
320-762-2141 x4207
wnibbe@alexschools.org

“No Problem”

Additional Requirements

As required by CPC, submit the following additional items as individual PDFs as outlined below:

1. Exhibit A – Marketing Plan – Name of Company

Submit any supplemental materials that outline your marketing plan as outlined in your response above.

A marketing plan would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on the Vendor's website.

2. Exhibit B – Letter/Line of Credit – Name of Company

Attach a letter from a business's chief financial institution indicating the current line of credit available to the business and evidence of financial stability for the past three calendar years (2019, 2018, 2017). This letter should state the line of credit as a range (i.e. "Credit in the low six (6) figures" or "a credit line exceeding six (6) figures"). The Letter/Line of Credit will be deemed "Confidential". This letter/line of credit is a requirement to help determine the financial stability of the company. Failure to submit a form of financial health may deem your response as non-responsive.

3. Exhibit C - State(s) Contractor's License - Name of Company

Submit a PDF copy of your contractor's license allowing you do to construction type work in the states outlined in this solicitation.



MARKETING PLAN: RFP #21.9 – Lockers and Storage Solutions

Olympus Lockers and Storage Products, Inc. a division of H&B Specialized Products, Inc. is a manufacturer, installer and service provider of lockers and storage for corridor, athletic, physical education, staff, employees, maintenance, general storage, specialty and custom designed for educational facilities fire and rescue, police, public municipalities and wastewater treatment facilities. Olympus Lockers geographic market is largely dictated by architectural specification through public bidding and consist primarily of Minnesota, Wisconsin, Iowa, North and South Dakota, Nebraska, Michigan, Illinois and Missouri. Entry in the market is achieved via three methods. 1) Competitive pricing, 2) Dedicated sales force concentrated on private consultative, direct to owner sales, 3) Partnering with a purchase cooperative with a membership aligned with Olympus Lockers market.

Olympus Lockers and Storage Products CPC RFP #21.9 – Lockers and Storage Solutions goal is to increase market presence to member and potential agencies with existing products and service. The goal is to grow agency purchasing by 25% (based on a prior four-year average of \$400,000/year) This will be achieved through coordinated marketing strategies designed to educate member agencies to the availability and benefit of purchasing through the contract:

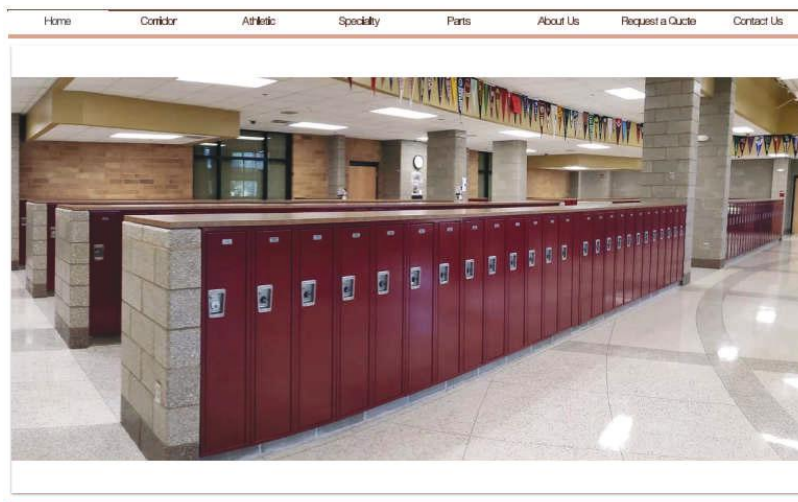
- Olympus Lockers website promotion of contract with link to CPC website “Why Purchase Through A CPC Contract”:

State Contracts:



- Cost Savings
 - Study comparison of purchasing with/without the contract
- Convenience
 - Single point of contact
 - Streamlined production and deliver process (Olympus coordinates all aspects of design, layout, manufacturing, delivery, and installation)
- Timeliness
 - Eliminate the need for receiving and comparing multiple bids
- Expertise
 - Purchaser communicates directly with expert salespeople
 - Product knowledge
 - Solution analysis
 - Prior experience
- Olympus Lockers booth/presence at CPC town hall and vendor events (virtual/hopefully in person)
 - Display CPC flag at booth
 - Label literature with CPC Contract #21.9 sticker
 - Promote CPC purchasing to attendees

- CPC website & social media promoting Olympus Lockers:
 - Add clickable icons of the Contract Categories front and center of the Home Page with link directly to Olympus Lockers contract and CPC webpage to better help member and prospective agencies locate the products/services for which it is searching
 - Link to Olympus Lockers website for actual project/product photos or populate CPC list with links to photos – pictures are worth a thousand words



- Add Testimonial icon to link to Olympus Lockers website testimonials
 - Video and written testimonials of actual agency purchases/experiences
 - CPC Newsletter
 - Olympus Lockers to provide contact information for testimonials
 - CPC & Olympus Lockers booths at various member agency trade shows (virtual/hopefully in person)
 - CPC monthly/quarterly email blast promoting all vendors in each of the 12 Categories
 - Olympus Lockers email blasts
 - Promotions indicating additional savings purchasing through the contract
 - Seasonal service reminders reminding purchase can be made through the contract
 - Olympus Lockers sales force
 - Dedicated Regional salesperson
 - Dedicated WI salesperson
 - Dedicated service salesperson
 - Consultative expertise
 - Priority is developing and maintaining long term relationships

Olympus Lockers and Storage Products, Inc.
 6560 Ednevale Boulevard
 Eden Prairie, MN. 55346
 Phone: 952-746-8060, Fax: 952-746-8061
www.olympuslockers.com

Confidentiality Agreement

The undersigned reader acknowledges that the information provided by Olympus Lockers and Storage Products, Inc. in this marketing plan is confidential; therefore. Reader agrees not to disclose it without the express written permission or Olympus Lockers and Storage Products, Inc.

It is acknowledged by reader that information to be furnished in this marketing plan is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by reader, may cause serious harm or damage to Olympus Lockers and Storage Products, Inc.

Upon request, this document is to be immediately returned to Olympus Lockers and Storage Products, Inc.

_____ Signature

_____ Name (typed or Printed)

_____ Date

This is a marketing plan. It does not imply an offering of securities

State of North Dakota

SECRETARY OF STATE



CONTRACTOR LICENSE

NO: 38634

CLASS: A

The undersigned, as Secretary of State of the state of North Dakota and Registrar of Contractors, certifies that **OLYMPUS LOCKERS & STORAGE PRODUCTS, INC.** whose address is in EDEN PRAIRIE, MN, has filed in this office proper documents for a Contractor License valid until March 1, 2021, and has complied with all requirements of North Dakota Century Code, chapter 43-07.

OLYMPUS LOCKERS & STORAGE PRODUCTS, INC. is entitled to bid on and accept contracts as authorized by law under this license without limit as to the value of any single contract project.

Dated: February 18, 2020

A handwritten signature in black ink, reading "Alvin A. Jaeger".

Alvin A. Jaeger
Secretary of State

The North Dakota Secretary of State verifies that:

OLYMPUS LOCKERS & STORAGE PRODUCTS, INC.

is the holder of a North Dakota Class A Contractor License which is in force until March 1, 2021 unless sooner suspended or revoked as provided by NDCC 43-07.

License # 38634

1- Pricing Schedule

*Please note this spreadsheet has multiple workbooks/tabs.

Instructions. Submit below, following the details outlined in the RFP and the intro page of this workbook. **ALL** lockers, storage, supplies and accessories that your company offers. The items submitted below must meet the scope and minimum specifications listed in the RFP's Technical Specifications. **Failure to enter ALL products or changing the format of this REQUIRED FORM will result in your response being deemed non-responsive and will not be considered for evaluation.** ****DO NOT** list a percentage discount and note "see attached price list". All items need to be entered in this schedule for ease of evaluation. If your company provides a discount range, enter the minimum discount offered in the category discount column and note any adjustments or increases based on volume in the comments column.

This form has been formatted to print to one-page width. 200 rows have been provided, additional rows may be added. Note, this is a required form.

Responding Company's Name:

Olympus Lockers and Storage Products

REQUIRED FORM

Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member	FOB-Freight FACTORY - cost will be extra DESTINATION - cost is included in discount	Comments
	STANDARD KD LOCKERS									
Standard KD Locker	1 Tier (36-1/2")	Olympus Lockers	KD1121236S	-	Each	\$122.93	35%	\$79.90	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (36-1/2") - Adder	Olympus Lockers	KD1121236A	-	Each	\$114.56	35%	\$74.46	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (36-1/2")	Olympus Lockers	KD1121536S	-	Each	\$132.95	35%	\$86.42	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (36-1/2") - Adder	Olympus Lockers	KD1121536A	-	Each	\$122.36	35%	\$79.53	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (36-1/2")	Olympus Lockers	KD1121836S	-	Each	\$142.97	35%	\$92.93	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (36-1/2") - Adder	Olympus Lockers	KD1121836A	-	Each	\$130.17	35%	\$84.61	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2")	Olympus Lockers	KD1121248S	-	Each	\$151.64	35%	\$98.57	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2") - Adder	Olympus Lockers	KD1121248A	-	Each	\$140.55	35%	\$91.36	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2")	Olympus Lockers	KD1121548S	-	Each	\$164.09	35%	\$106.66	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2") - Adder	Olympus Lockers	KD1121548A	-	Each	\$150.01	35%	\$97.51	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2")	Olympus Lockers	KD1121848S	-	Each	\$176.53	35%	\$114.74	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (48-1/2") - Adder	Olympus Lockers	KD1121848A	-	Each	\$159.50	35%	\$103.68	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1091260S	-	Each	\$160.03	35%	\$104.02	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1091260A	-	Each	\$146.31	35%	\$95.10	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1091560S	-	Each	\$174.26	35%	\$113.27	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1091560A	-	Each	\$156.85	35%	\$104.95	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1091860S	-	Each	\$188.46	35%	\$122.50	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1091860A	-	Each	\$167.40	35%	\$108.81	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121260S	-	Each	\$174.11	35%	\$113.17	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1121260A	-	Each	\$160.38	35%	\$104.25	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121560S	-	Each	\$188.88	35%	\$122.77	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1121560A	-	Each	\$171.47	35%	\$111.46	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121860S	-	Each	\$203.62	35%	\$132.35	FOB - FACTORY	Excludes Installation, See Volume Discount
Standard KD Locker	1 Tier (60") - Adder	Olympus Lockers	KD1121860A	-	Each	\$182.56	35%	\$118.66	FOB - FACTORY	Excludes Installation, See Volume Discount

2 - State Multiplier & Time/Material Rates

*Please note this workbook has multiple tabs.

Instructions. Complete the following schedule for each of the states listed below. Provide your multiplier/factor (wage and transportation) to be applied to the Net Member Price. Complete all information on this form, including all cost actors and service rates for installation, if provided. **Failure to enter the required information or changing the format of this REQUIRED FORM will result in your response being deemed non-responsive and will not be considered for evaluation.**

Responding Company's Name: Olympus Lockers and Storage Products

REQUIRED FORM

Wages - Percentage Added to Catalog						
Project Types	MN Multiplier 0.00%	ND Multiplier .00%	SD Multiplier .00%	IA Multiplier 0.00%	WI Multiplier 0.00%	Notes
Non-Prevailing Wage Project	0%	0%	0%	0%	0%	
Prevailing Wage Project	15%	15%	15%	15%	15%	
Davis Bacon Wage Project	15%	15%	15%	15%	15%	
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Labor - Normal Working Hours						
Project Design/Development Consultant	7 a.m. to 5 p.m., M-F	One time Fee	\$ 1,500.00	20%	\$ 1,200.00	Hourly rate does not apply
Tradesman	7 a.m. to 5 p.m., M-F	Per Hour	\$ 75.00	5%	\$ 71.25	
Installer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 70.00	5%	\$ 66.50	
General Laborer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 68.00	5%	\$ 64.60	
					\$ -	
					\$ -	
Labor - Other Than Normal Working Hours						
Project Design/Development Consultant	Evenings/Weekends	Per Hour	\$ 150.00	20%	\$ 120.00	Hourly rate does not apply
Tradesman	Evenings/Weekends	Per Hour	\$ 112.50	5%	\$ 106.88	Not Applicable
Installer	Evenings/Weekends	Per Hour	\$ 105.00	5%	\$ 99.75	
General Laborer	Evenings/Weekends	Per Hour	\$ 102.00	5%	\$ 96.90	Not Applicable
					\$ -	
					\$ -	
Travel, Per Diem & Mileage						
Travel Time - Round Trip	Travel time rate, round trip from home location to worksite.	Per Hour	\$ 64.00	5%	\$ 60.80	Eden Prairie, MN
Per Diem	Per diem rate - meals and lodging per 24 hour period	Period	\$ 164.00	5%	\$ 155.80	Eden Prairie, MN
Mileage	Mileage rate for company-owned vehicles.	Per Mile	\$ 0.61	5%	\$ 0.58	Eden Prairie, MN
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Other Costs Including Average Overall Discount Offered						
Performance & Payment Bond Cost	The Vendor is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond, and the documentation to substantiate the rate.	Per Project	See Letter from Bonding Agency	0%	See Letter from Bonding Agency	Percentage of Project Cost
*This represents the cost the Vendor incurs to provide a performance and payment bond to the Participation Agency for an individual project when it is required.						

Vendor Forms & Signatures

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled "***Vendor Forms & Signatures - Name of Company***".
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled "Vendor Forms & Signatures - Name of Company":

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance "EDGAR" Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

Addendum Acknowledgement

Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received (check the box next to each addendum received):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 5 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 8 |

I understand that failure to confirm receipt of addenda may cause for rejection of this response.



Authorized Signature

10/23/20

Date

Acknowledgment: I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.

Authorized Signature

Date

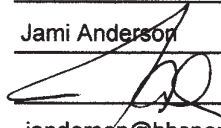
*Note, both sections on this form should not be signed.

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>Olympus Lockers & Storage Products</u>	Date	<u>10/23/20</u>
Address	<u>6560 Edenvale Blvd</u>	City, State, Zip	<u>Eden Prairie, MN 55346</u>
Contact Person	<u>Jami Anderson</u>	Title	<u>Vice President</u>
Authorized Signature		Title	<u>Vice President</u>
Email	<u>janderson@hbsponline.com</u>	Phone	<u>952-698-5780</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency _____

Authorized Representative _____

Name Printed or Typed _____

Awarded this _____ **day of** _____ **Contract Number** _____

Contract to Commence _____

Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

Instructions: When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60 -1.3 and Vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply 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, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

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

Vendor further agrees that is shall also comply 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 construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply 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, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek 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 workweek. The requirements of the 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 that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient 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.

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

12. General Compliance with Participating Agencies

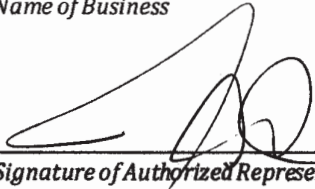
In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Vendor Certification	Vendor Certification YES, I agree or NO, I do NOT agree	Initials
1. Violation of Contract Terms and Conditions	Yes	JA
2. Termination for Cause of Convenience	No	JA
3. Equal Employment Opportunity	Yes	JA
4. Davis-Bacon Act	Yes	JA
5. Contract Work Hours and Safety Standards Act	Yes	JA
6. Right to Inventions Made Under a Contract or Agreement	Yes	JA
7. Clean Air Act and Federal Water Pollution Control Act	Yes	JA
8. Debarment and Suspension	Yes	JA
9. Byrd Anti-Lobbying Amendment	Yes	JA
10. Procurement of Recovered Materials	Yes	JA
11. Profit as a Separate Element of Price	Yes	JA
12. General Compliance with Participating Agencies	Yes	JA

Olympus Lockers & Storage Products

Name of Business



Signature of Authorized Representative

Jami Anderson / Vice President

Printed Name/Title

10/23/20

Date

Subcontractor Utilization Form

Instructions: List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: RFP #21.9 - Lockers & Storage Solutions
Solicitation Number: #21.9
Vendor Name: Olympus Lockers & Storage Products

If a subcontractor will not be used, check this box:

Company Name: Mercer Contracting
Street Address: 934 Allen Ave. W.
City, State, Zip: St. Paul, Minnesota 55118
Telephone: 651-329-3952
Primary Contact: Tom Mercer
Email Address of Contact: _____
Services to be provided: _____

Installation

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted and correctly labeled documents:

X	Document Title	How to be Submitted
X	Bid Bond of \$5,000 (Copy)	Submit as PDF
X	Certificate of Insurance - Name of Company	Submit as PDF
X	Pricing Schedule - Name of Company	Submit as an Excel document
X	Vendor Questionnaire - Name of Company	Submit as a PDF
X	Vendor Forms & Signatures - Name of Company	Submit as one (1), single PDF. *Signatures Required
X	Exhibit A - Marketing Plan - Name of Company	Submit as PDF
X	Exhibit B - Letter/Line of Credit - Name of Company	Submit as PDF
X	Exhibit C - State Contractor's License	Submit as PDF
	Business Type Certificate; submit only if applicable.	Submit as PDF
	• See Vendor Questionnaire (i.e. MBE, SBE).	

IMPORTANT: All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.



Authorized Signature

Jami Anderson / Vice President

Printed Name/Title

10/26/20

Date

Olympus Lockers & Storage

[Reference/Past Performance Check]

Has the Vendor listed above provided lockers and storage solutions for your agency?	Yes	Yes	Yes	Yes
Person Completing This Survey, include: Name Title Agency/Company Email Address Phone Number	Mike McArdle Director of Buildings & Grounds Winona Area Public Schools michael.mcardle@winona.k12.mn.us 507.494.0871	Bob Grey Activities Director Montevideo Public Schools bgrey@montevideoschools.org 320-269-6446 ext 3261	Wade Nibbe Buildings and Ground Director Alexandria Public Schools wnibbe@alexschools.org 320-762-2141 ext 4207	
Did the vendor and their staff meet your agency/company's requested scope of work and work plan?	Yes	Yes	Order placed, install to take place June 2021	
Has the work of the Vendor been consistently thorough, acceptable, and professional?	Yes	Yes	Yes	Yes
Did the Vendor respond to your agency/company's needs in a timely manner?	Yes	Yes	Yes	Yes
Have or were there any problems with this Vendor's work or conduct?	No	No	No	No
Was the attitude of the Vendor and their staff friendly and helpful?	Yes	Yes	Yes	Yes
Were there any disputes regarding their work?	No	No	No	No
Would you have for any reason to not contract with this Vendor in the future should you have the opportunity?	No	No	No	No
Please rate the Vendor's overall job performance.	5	5	4	4
Other Comments...	They explained things very thoroughly so i could understand everything from start to finish. They also responded accordingly as I made a few on the fly modifications.	One of the best companies we have dealt with. Their staff was great, the workmanship outstanding, cleaned up after themselves, and when we had an issue - took care of it in a timely manner.		

Cooperative Purchasing Connection
Tabulation Report RFP #21.9 - Lockers & Storage
Solutions
Vendor: Wissota Supply Co. Inc.

General Comments: Good morning,
Hoping and Praying that everything is submitted properly and I'll be approved. Thanks for the opportunity!

General Attachments:

20.1013 Bid Bond - Signed.pdf *Confidential, on file with CPC.
2020 Cert of Ins.pdf
2.19 Vendor Forms - Signatures.pdf
Capabilities Statement 2020.doc
CERT Certificate - Wissota Supply Company, Inc. 2021.pdf
MNUCP 2020.pdf
RFP 21.9 - Pricing Schedule (1).xlsx
RFP 21.9 - Vendor Questionnaire_Amended 10.2.2020 (1).docx
WSCI MBE thru May 2023.pdf



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/4/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kraus - Anderson Insurance 420 Gateway Blvd Burnsville MN 55337	CONTACT NAME: Certificates Department PHONE (A/C, No, Ext): 952-707-8200 FAX (A/C, No): 952-890-0535 E-MAIL ADDRESS: certificates@kainsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : Cincinnati Financial Corporati	
INSURER B : SFM Mutual Insurance Company NAIC # 11347	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1203158451 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPP 0052451/EBA0052451	12/3/2019	12/3/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			EPP 0052451/EBA0052451	12/3/2019	12/3/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			EPP 0052451/EBA0052451	12/3/2019	12/3/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	029364.214	12/3/2019	12/3/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Informational Purposes Only. USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Vendor Questionnaire

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein is a questionnaire required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Respondents must use the Vendor Questionnaire to its capacity. Attached exhibits and/or supplemental information should be included only when requested (i.e. Marketing Plan).
3. Complete all questions.
4. Save all pages in the correct order to a single PDF format titled "***Vendor Questionnaire – Name of Company***".
5. Submit the Vendor Questionnaire, along with other required documents in Public Purchase.

The following sections will need to be completed before submission and submitted as one (1) single PDF titled "Vendor Questionnaire – Name of Company":

1. [Company Information](#)
2. [Qualifications & Experience](#)
3. [Marketing & Partnership](#)
4. [Financials & Level of Support](#)
5. [Industry-Specific Information](#)
6. [References](#)
7. [Additional Requirements*](#)

Company Information

Name of Company: WISSOTA SUPPLY COMPANY, INC.

Company Address: 905 Dexter Street

City, State, Zip code: Prescott, WI 54021

Website: www.wissotasupply.com

Phone: 715.262.8899

Provide the following company contacts that will be working with this anticipated contract. Include name, email and phone number(s).

	Name	Email	Phone
General Manager	Greg John	gjohn@wissotasupply.com	715.262.8899
Contract Manager	As above		
Sales Manager	As above		
Marketing Manager	As above		
Customer Service Manager	As above		
Account Manager(s)	As above		

List who will be responsible for receiving updated membership lists.

Name	Email	Phone
Greg John	gjohn@wissotasupply.com	715.262.8899

List who will be responsible for submitting sales reports and administrative fee payments every quarter.

Name	Email	Phone
As above		

List who will be responsible for conducting audits as requested by CPC.

Name	Email	Phone
As above		

Identify any business types/classifications that your company holds. *Submit documentation in PDF format to verify business status (see bid checklist).

x	Business Type/Classification
	8(a) 8(a) Qualified Business
x	DBE Disadvantaged Business Enterprise
	HUB Historically Underutilized Business Zone
x	MBE Minority-Owned Business Enterprise
	MWBE Minority Women-Owned Business Enterprise
	SBE Small Business Enterprise
	Other; list name:

x	Business Type/Classification
	SDB Small Disadvantaged Business
	SDVOB Service-Disabled Veteran Owned Business
	SECTION 3 Section 3 Business Concern
	SSV Sole Source Vendor
	VBE Veteran-Owned Business Enterprise
	WBE Woman-Owned Business Enterprise

Qualifications & Experience (80 points)

1. Provide a brief background of your organization, including the year it was founded (1-2 paragraphs max.).

Wissota Supply Company, Inc. is 100% Native American Owned and Operated S Corporation. Founded in 1997, Wissota Supply caters to the Material Handling Industry in the Upper Midwestern United States.

2. Provide evidence of what your company is doing to remain viable in the industry.

Since 1997, Wissota Supply has consistently supplied and installed goods and services remaining profitable for over 25 years.

3. Describe your current locations, staffing levels, and the number of staff that will be dedicated to the resulting contract if awarded.

Greg John is the Owner and President. Board Member of the Minnesota American Indian Chamber of Commerce. Debbie Chandler has been Administrative Assistant for over 20 years and very knowledgeable. Eric Johnson is lead Installer and Warehouse Manager with over 20 years of Service. Alex Kerr is also Warehouse and Installation Specialist with 10 years of experience.

4. Describe your company's logistics (experience, production, distribution of products, warehouse inventories and delivery systems used) that should be considered in your ability to deliver on-time quality products to CPC participating agencies.

Experience stated above. Wissota Supply is the Largest LYON Distributor in WI & MN with 15,000 square foot facility in Prescott, WI.

5. Describe your customer retention (i.e. customers who are served that continue to be repeat customers).

Our products are not consumable, so there is no repeat business in the sense of monthly or yearly orders. What we do have is the quality products and service, which helps us retain our current customer base and expand to new customers. Lockers, shelving, racking, workbenches, etc. have a proven track record of years of functioning properly.

6. Describe the number of agencies your organization, on average, provides lockers and storage solutions for each year in the states outlined in this solicitation?

As a Subcontractor, we supply & install multiple General Contractors projects, ranging from \$10,000 to \$500,000. Our customer list is available for your sales analysis. Approximately \$1,000,000 in sales every year on average.

7. Is your organization able to service all areas and eligible agencies within the states outlined in this solicitation? If no, explain why your organization is not able to service a particular area and/or state.

Yes, we currently provide and install lockers to all of the School Districts now.

8. Provide a list of other contracts your organization has in place that could be accessed by our membership for your services (e.g. other consortiums) in the states outlined in this solicitation?

Our website has the products available for sale. We do not have any "Contracts".

9. Provide a list of governmental, educational, and cooperative contracts that your company holds outside the states outlined in this solicitation.

WISSOTA SUPPLY has minority status with WI and MN specifically, but no contracts tied to our company.

10. List the agencies, if any, you would exempt from this contract (i.e. current agencies that you are currently serving that will be exempt from pricing submitted with this proposal).

None.

Marketing & Partnership (40 points)

1. Describe how your company markets directly to potential customers.

My 25 years in the Industry has afforded us the luxury of School Districts and general Contractors contacting us for quotes, along with our efforts to stay in touch with them also.

2. Describe marketing collateral, sales campaigns, events, conferences (virtual/in-person) attended that have been successful for your organization in the past.

No virtual capabilities at this time. Trade shows, in-person meetings, emails and phone calls have made us very successful.

3. Describe and submit a marketing plan that would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements, industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on your organization's website. You can submit any support/sample materials as Exhibit A - Marketing Plan.

My web Manager can add your "link" to the website which will allow us the opportunity to direct customers to the site.

4. Describe how your company will position this contract to CPC's participating agencies if awarded.

Knowledge of this award will be emailed and then talked about in person to potential buyers. We are also open to your ideas that have worked well in the past?

5. Describe how you plan to inform and train your personnel on the details and promotion of the contract. Describe how your organization plans to utilize your marketing and sales staff with this anticipated contract.

Your knowledge is key to get stated on training everyone. Again, what has worked well in the past for you, should be highlighted in the training.

Financials & Level of Support (15 points)

1. Indicate the level of support your company will offer on this contract category.

- Pricing is better than what is offered to individual education, government, and nonprofit agencies.
 Pricing is better than what is offered to cooperative purchasing organizations or state purchasing departments.
 Other, please describe

If OTHER, describe how the pricing submitted differs from individual entities or other purchasing consortiums:

Click or tap here to enter text.

2. Has your company and/or any proposed subcontractors been involved in any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last five (5) years?

Yes No

If YES, document thoroughly and list any contract in which your organization has been found guilty or liable, or which may affect the performance of the services.

Click or tap here to enter text.

3. Has your company been disbarred and or suspended in doing business within the United States?

Yes No

If YES, list what states, the reason for debarment and/or suspension, and its effective dates.

Click or tap here to enter text.

Warranty (20 points)

1. Describe your company's ability to provide maintenance, support, and repair services for the proposed products. Describe how a participating agency would seek maintenance and obtaining required pieces should equipment fail.

25 years of support and maintenance so far provided. Easy to contact me for anything.

2. Describe your warranty program, including any conditions and requirements to qualify claims procedure and overall structure. Describe warranty coverage, restrictions/limitations, and any possible travel expenses.

LYON has a lifetime warranty on the structural integrity of the lockers. Parts and Service are available.

Industry Specific Information (100 points)

1. Provide a narrative description of the products and services you are offering in your proposal.

SCHOOLS are the main users of Metal Lockers. Warehouse facilities and many businesses are also a focus.

2. Describe what differentiates your company from your competitors. Describe your differences regarding sales, service, installation, technology, and product line.

WISSOTA SUPPLY has offered Sales, Installation, demo, and removal since its inception. LYON has been the industry leader for over 100 years.

3. Describe how your company works with participating agencies to fulfill their needs and wants regarding lockers and storage solutions (i.e. site visits, quotes, communication, drawings, approval).

Bidding process or quoting, visiting the job site is key to making sure the information is correct before ordering, shop drawings are completed and sent out for approval, ordering, shipping, tracking, unloading, installing, all fall under our capabilities.

4. Describe your proposed order process (from start to finish) for this proposal and contract award. Specify if you will be including a dealer network and how they will be involved.

WISSOTA is the Distributor who works directly with the Factory on all orders. Order sent to factory, acknowledgement sent to us for review, send back approved, start order, track ship date, inform customer of receiving if going direct, otherwise it comes to our warehouse for assembly.

5. Describe your company's allowed methods for payment and if any fees are assessed for those methods. Also describe how your company works with agencies to determine payment terms.

Payments are invoiced whether on our standard invoice or through the AIA Documents.

6. Describe your delivery policy and lead time required from an agency placing an order to receipt of delivery.

Lead times vary. Delivery can go to customer or to WISSOTA, then we deliver, depending upon the product.

7. Describe in detail your proposed exchange and return program(s) and policy(s).

We have no return policy for the type of custom products that we sell.

8. Describe the duties of your installation team(s), project roles, and any applicable certifications your installers hold.

Roles for everyone is to be safe and provide the quality installation that all of our customers receive. No certifications other than years of experience with no injuries.

9. Describe any "added value" attributes being offered to CPC and its participating agencies when purchasing services through your company. Describe any "value-adds" that are exclusive to CPC and the potential resulting contract.

We're not just a sales organization. As Experts in the field, we're able to help the customers with layout, design, product knowledge before the order and expert installers make sure it's completed properly.

10. Describe any self-audit process/program you plan to employ to verify compliance with your anticipated contract with CPC.

Not sure what you're asking but we have complied with every process and program in the past without an audit. We will obviously entertain your ideas to remain compliant.

Exceptions & Deviations (10 points)

1. List any additional stipulations and/or requirements your company requests that are not covered in the RFP.

None

2. List any exceptions your company is requesting to the terms outlined in the Technical Specifications.

Respondents must include the following when requesting exceptions:

- RFP section number and page number
- Describe the exception
- Explanation of why this is an issue
- A proposed alternative to meet the needs of participating agencies and the cooperative

None

References (15 points)

Provide three (3) references that have purchased lockers and storage solutions from your company within the last two (2) years. References from the CPC's tri-state area are preferred. A contact name, phone number and email will be required. *Note, ensure your references are prepared to communicate with a representative from CPC. Failure to confirm a reference of your company's past work may affect your evaluation.

Reference #1 – Company Name	ISD #833 South Washington County School District
Service/Product Purchased	Metal Lockers
Year of Purchase	2019
Reference Contact	Doug Larsen
Phone	651.775.6463
Email	dlarson@sowashco.org

Reference #2 – Company Name	Knutson Construction
Service/Product Purchased	Metal Lockers
Year of Purchase	2020
Reference Contact	Keane McWaters
Phone	507.206.2501
Email	kmcwaters@KnutsonConstruction.com

Reference #3 – Company Name	Market & Johnson
Service/Purchase Purchased	Metal Lockers
Year of Purchase	2020
Reference Contact	Mike Shea
Phone	715-832-8689
Email	mshea@market-johnson.com

Additional Requirements

As required by CPC, submit the following additional items as individual PDFs as outlined below:

1. **Exhibit A – Marketing Plan – Name of Company**

Submit any supplemental materials that outline your marketing plan as outlined in your response above.

A marketing plan would describe, at a minimum, the following: process on how the contract will be launched to current and potential agencies, the ability to produce and maintain full-color print advertisements in camera-ready electronic format, including company logos and contact information, anticipated contract announcements, planned advertisements,

industry periodicals, other direct, or indirect marketing activities promoting the awarded contract, and how the contract award will be displayed/linked on the Vendor's website.

2. Exhibit B – Letter/Line of Credit – Name of Company

Attach a letter from a business's chief financial institution indicating the current line of credit available to the business and evidence of financial stability for the past three calendar years (2019, 2018, 2017). This letter should state the line of credit as a range (i.e. "Credit in the low six (6) figures" or "a credit line exceeding six (6) figures"). The Letter/Line of Credit will be deemed "Confidential". This letter/line of credit is a requirement to help determine the financial stability of the company. Failure to submit a form of financial health may deem your response as non-responsive.

3. Exhibit C - State(s) Contractor's License - Name of Company

Submit a PDF copy of your contractor's license allowing you do to construction type work in the states outlined in this solicitation.

MARKETING & PARTNERSHIP PROGRAM
WISSOTA SUPPLY COMPANY, INC.
&
COOPERATIVE PURCHASING CONNECTION

Wissota's 25 years of experience and knowledge of the Material Handling Industry has afforded us the luxury of School Districts and General Contractors contacting us for quotes, along with our continued efforts to reach out to new clientele. Initial efforts were door to door contacts with follow up calls and meetings to discuss our product line and services offered.

1. Process to Launch Contract:
 - a. Contacting existing customer base by email, phone and online campaign
2. Produce literature:
 - a. Develop full color print advertisements in electronic format so we can disseminate the materials easily via our website and emails
3. Contact information:
 - a. The main focus for our team is to contact the School Districts with our new contract for future projects.
4. Awarded Contracts:
 - a. Wissota will display and link to our company website any awards received during this process. www.wissotasupply.com
 - b. Wissota has recently upgraded our website and will add the Cooperative Purchasing Connection LOGO with your permission.
 - c. My Web Manager will add a "link" to the website which will allow us the opportunity to direct customers to the site.
5. Participating Agencies:
 - a. Knowledge of this award will be emailed and discussed with potential buyers. We are very open to any ideas that have worked for you in the past, to incorporate them into our plan.
6. Inform and Train:
 - a. Your knowledge of the Program is the key to giving us the initial and ongoing training. What has worked well for you in the past should be highlighted in the training program.

WISSOTA SUPPLY COMPANY, INC.

P.O. Box 335, 905 Dexter Street North, Prescott, WI 54021

Phone (715) 262-8899 Fax (715) 262-3447

CAPABILITY STATEMENT

MATERIAL HANDLING SOLUTIONS

=====

Wissota Supply Company, Inc. is a Distributor for the best Material Handling Manufacturers in America, providing expertise in product selection, storage needs and installation services.

Business Description: Supply & Installation of Equipment and Materials; Material handling Equipment for new construction and existing businesses; specializing in Lockers, Shelving, Racking, Workbenches, Seating

=====

MINNESOTA Certifications:

MNDOT Contractor/Vendor NO. IR659417
Central Certification CERT PROGRAM/MBE Vendor
MN UCP/DBE Vendor

Past Performance:

Applications range from Highly visible large projects to small purchases. Hiawatha Light rail, St Paul LRT, Lambeau Field, School Lockers throughout the State of MN and Midwest, Army Reserve Centers, Hospitals, Public Utilities, Maintenance Shops, Warehouse Storage.

SUBCONTRACOR:

Wissota Supply Company, Inc. has worked with many of the General Contractors in the Midwest over the past 23 years, maintaining a great reputation for accurate bidding, knowledge of goods and services along with timely and satisfactorily completion of projects.

NAICS CODES:

235950 – Building Equipment and other machinery installation
235990 – All other Special Trade Contractors
421440 – Other Commercial Equipment Wholesalers
423440 – Other Commercial Equipment Merchant Wholesalers
423830 – Industrial Machinery & Equipment Merchant Wholesalers
444130 - Hardware Stores

Central CERT Certification Program

This is to confirm that

Wissoota Supply Company, Inc.

VENDOR # 20085912

is certified as a
Small and Minority Business Enterprise
(S/WBE)

Your certification with the CERT Program is valid for three years from
December 16, 2018 to December 16, 2021



15 West Kellogg Blvd. # 280
Saint Paul, MN 55102
651.266.8900

Jeff Yang

Certification Specialist

April 12, 2019

Date

January 16, 2020

GREGORY JOHN
WISSOTA SUPPLY COMPANY INC
905 DEXTER ST,
PRESCOTT, WI 54021

Dear GREGORY JOHN,

This letter confirms receipt of your 2019 annual Disadvantaged Business Enterprise No Change Affidavit and supporting documentation in accordance with 49 Code of Federal Regulations Part 26 (49 C.F.R. §26 et seq.).

I am pleased to inform you that the information has been reviewed and approved by the Minnesota Unified Certification Committee. Your firm's Disadvantaged Business Enterprise (DBE) certification will remain valid for another year.

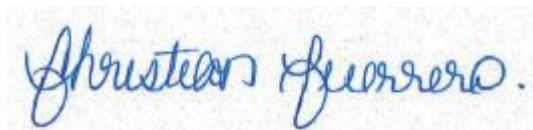
The DBE directory, located at www.mnucp.org, will continue to list your contact information and will include the following NAICS codes and description of services performed:

NAICS 423440 Other Commercial Equipment Merchant Wholesalers	Active
NAICS 423830 Industrial Machinery and Equipment Merchant Wholesalers	Active
NAICS 444130 Hardware Stores	Active

Business Description: SUPPLY AND INSTALLATION OF EQUIPMENT AND MATERIALS; MATERIAL HANDLING EQUIPMENT FOR NEW CONSTRUCTION AND EXISTING BUSINESSES; SPECIALIZING IN LOCKERS, SHELVING, PACKING, SEATING, AND DOORS

Should any changes occur within your firm, or if you have any questions, please feel free to contact me at 651-366-3146.

Sincerely,



Christian Guerrero, *DBE Intake Specialist*
MnDOT - Office of Civil Right



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
James M. Langdon, Administrator

April 03, 2020

Mr. Greg John
Wissota Supply Company, Inc.
905 Dexter Street North
PO Box 335
Prescott, Wisconsin 54021

Dear Mr. John:

Congratulations! After reviewing the information you supplied with the MBE Recertification Affidavit, we are pleased to inform you that your firm has been granted continued MBE certification by the State of Wisconsin. Your firm's name will remain in the Department of Administration's Directory as a certified minority business enterprise. Enclosed is your certificate. Your certification is valid until **May 22, 2023**.

As you know, your firm is required to continue to revalidate your eligibility annually. We will provide you with an annual renewal affidavit notification 30 days prior to the annual renewal date. In addition, as an MBE, you are required to notify the Department in writing within 30 calendar days of any MBE status changes, such as phone number, e-mail, address or web site changes, so that suppliers can locate your firm when they search the MBE directory. The MBE directory is located on our website at: wisdp.wi.gov (on the right side of homepage above the 'apply for certification' tab).

We wish you continued success as a Minority Business Enterprise providing service to the many firms and agencies that recognize the importance of a diverse supplier base.

For further information about your State of WI MBE certification or if you have any other questions, please contact us at 608-267-9550.

Sincerely,

Tru Mwololo
WI Supplier Diversity Program

Enclosure



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
James M. Langdon, Administrator

RECERTIFICATION

WI-2581 - MBE

The Department of Administration
Division of Enterprise Operations
having determined that

Wissota Supply Company, Inc.

*Has successfully met the certification requirements as outlined in
Wisconsin Administrative Code Adm. 84 and the policies adopted thereunder,
hereby grants the designation of*

Minority-Owned Business Enterprise

and is recognized as such until the expiration of registration and certification on

Expiration: May 22, 2023

NIGP Codes:

54539 Lifts, Platform, Telescoping and Laterally Powered (Incl. Capstans)
56002 Carts, Industrial, All Kinds (Except Gas and Hospital)
56003 Conveying Systems, Food Processing

NAICS Codes:

See online business directory at: <https://wisdp.wi.gov>

Product:

Wholesales commercial equipment specializing in material handling equipment and industrial shelving and other commercial equipment merchant wholesalers.

Authorized By:

Tru Mwololo, WI Supplier Diversity Program

2 - State Multiplier & Time/Material Rates

*Please note this workbook has multiple tabs.

Instructions. Complete the following schedule for each of the states listed below. Provide your multiplier/factor (wage and transportation) to be applied to the Net Member Price. Complete all information on this form, including all cost actors and service rates for installation, if provided. **Failure to enter the required information or changing the format of this REQUIRED FORM will result in your response being deemed non-responsive and will not be considered for evaluation.**

Responding Company's Name: WISSOTA SUPPLY COMPANY, INC.

REQUIRED FORM

Wages - Percentage Added to Catalog						
Project Types	MN Multiplier 0.00%	ND Multiplier .00%	SD Multiplier .00%	IA Multiplier 0.00%	WI Multiplier 0.00%	Notes
Non-Prevailing Wage Project	10%	10%	10%	10%	\$ 10.00	
Prevailing Wage Project	15%	15%	15%	15%	\$ 15.00	
Davis Bacon Wage Project	15%	1500%	15%	15%	\$ 15.00	
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Labor - Normal Working Hours						
Project Design/Development Consultant	7 a.m. to 5 p.m., M-F	Per Hour	\$ 50.00	20%	\$ 40.00	
Tradesman	7 a.m. to 5 p.m., M-F	Per Hour	\$ 50.00	20%	\$ 40.00	
Installer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 40.00	20%	\$ 32.00	
General Laborer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 40.00	20%	\$ 32.00	
					\$ -	
					\$ -	
Labor - Other Than Normal Working Hours						
Project Design/Development Consultant	Evenings/Weekends	Per Hour	\$ 75.00	20%	\$ 60.00	
Tradesman	Evenings/Weekends	Per Hour	\$ 75.00	20%	\$ 60.00	
Installer	Evenings/Weekends	Per Hour	\$ 60.00	20%	\$ 48.00	
General Laborer	Evenings/Weekends	Per Hour	\$ 60.00	20%	\$ 48.00	
					\$ -	
					\$ -	
Travel, Per Diem & Mileage						
Travel Time - Round Trip	Travel time rate, round trip from home location to worksite.	Per Hour	\$ 10.00	0%	\$ 10.00	
Per Diem	Per diem rate - meals and lodging per 24-hour period	Period	per day		\$ 20.00	
Mileage	Mileage rate for company-owned vehicles.	Per Mile	\$ 0.20	10%	\$ 0.18	
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Other Costs Including Average Overall Discount Offered						
Performance & Payment Bond Cost	The Vendor is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond, and the documentation to substantiate the rate.					
	*This represents the cost the Vendor incurs to provide a performance and payment bond to the Participation Agency for an individual project when it is required.	percentage			\$ -	

Vendor Forms & Signatures

RFP #21.9 - Locker & Storage Solutions

Instructions

Contained herein are forms and information required by the Cooperative Purchasing Connection (CPC). Please note, while some information is merely informational, some will be used during the evaluation and vetting process.

To submit the required forms, follow these steps:

1. Read the document in its entirety.
2. Complete all questions and forms.
3. Save all pages in the correct order to a single PDF format titled "*Vendor Forms & Signatures – Name of Company*".
4. Submit the forms in the required format with all necessary signatures in Public Purchase.

The following sections will need to be completed prior to submission and submitted as one single PDF titled "Vendor Forms & Signatures – Name of Company":

1. [Addendum Acknowledgement](#)
2. [Contract Offer & Award](#)
3. [Uniform Guidance "EDGAR" Certification Form](#)
4. [Subcontractor Utilization Form](#)
5. [Solicitation Checklist](#)

Addendum Acknowledgement


Instructions: Please acknowledge receipt of all addenda issues with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. If no addenda were issued, sign the bottom section to verify. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum Numbers Received (check the box next to each addendum received):

- | | |
|---|---|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 5 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 8 |

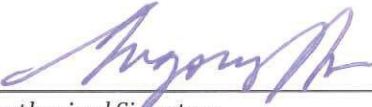
I understand that failure to confirm receipt of addenda may cause for rejection of this response.



Authorized Signature
Gregory B. John
10.23.20

Date

Acknowledgment: I hereby acknowledge that no addenda were issued during this solicitation process. I understand that failure to confirm this acknowledgment may cause for rejection of this response.



Authorized Signature
10.23.20

Date

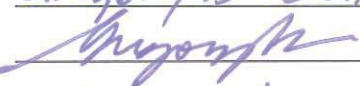
*Note, both sections on this form should not be signed.

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>WISCONSIN SUPPLY CO. INC.</u>	Date	<u>10.23.20</u>
Address	<u>905 Dexter St.</u>	City, State, Zip	<u>Prescott, WI 54021</u>
Contact Person	<u>Gregory B. John</u>	Title	<u>President</u>
Authorized Signature	<u></u>	Title	<u></u>
Email	<u>gjohn@wisconsin-supply.com</u>	Phone	<u>715.262.8899</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency _____

Authorized Representative _____

Name Printed or Typed _____

Awarded this _____ day of _____ Contract Number _____

Contract to Commence _____

Uniform Guidance “EDGAR” Certification Form

200 CRF Part 200

Instructions: When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Vendors submitting proposals must complete this EDGAR Certification form regarding the Vendor’s willingness and ability to comply with certain requirements, which may be applicable to specific agency purchases using federal grant funds.

For each of the items below, the Vendor will certify its agreement and ability to comply, where applicable, by having the Vendor’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Vendor fails to complete any item of this form, CPC will consider and may list the response, as the Vendor is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Vendor using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Vendor default are included in CPC’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Vendor and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as CPC’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Vendor. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay the Vendor for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Vendor’s return policy. If the participating agency has paid the Vendor for goods and services provided as the date of termination, the Vendor shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Vendor, the participating agency’s provision shall control.

3. Equal Employment Opportunity

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of

“federally assisted construction contract” in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

4. Davis Bacon Act

When required by Federal program legislation, Vendor agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Vendor shall comply 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, the Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determination made by the Secretary of Labor. In addition, the Vendor shall pay wages not less than once a week.

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

Vendor further agrees that is shall also comply 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 construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this title or imprisoned not more than five (5) years, or both.

5. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply 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, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek 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 workweek. The requirements of the 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 that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

6. Right to Inventions Made Under a Contract or Agreement

If the participating agency’s federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the “funding agreement,” the recipient or sub-recipient 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.

7. Clean Air Act and Federal Water Pollution Control Act

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

8. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that the Vendor is not current listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

9. Byrd Anti-Lobbying Amendment

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

10. Procurement of Recovered Materials

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

11. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, the Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by the Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Vendor's contract with CPC.

12. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Vendor agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and that I am authorized by my business to make this certification and all consents and agreements contained herein.

Vendor Certification (By Item)	Vendor Certification: YES, I agree or NO, I do NOT agree	Initial
1. Violation of Contract Terms and Conditions	YES	JS
2. Termination for Cause of Convenience	YES	JS
3. Equal Employment Opportunity	YES	JS
4. Davis-Bacon Act	YES	JS
5. Contract Work Hours and Safety Standards Act	YES	JS
6. Right to Inventions Made Under a Contract or Agreement	YES	JS
7. Clean Air Act and Federal Water Pollution Control Act	YES	JS
8. Debarment and Suspension	YES	JS
9. Byrd Anti-Lobbying Amendment	YES	JS
10. Procurement of Recovered Materials	YES	JS
11. Profit as a Separate Element of Price	YES	JS
12. General Compliance with Participating Agencies	YES	JS

WISSOTA SUPPLY Co. INC.
Name of Business


Signature of Authorized Representative

Gregory B. John, President
Printed Name/Title

10.23.20
Date

Subcontractor Utilization Form

Instructions: List all subcontractors to be used during the performance of this contract. Submit additional forms if needed.

Solicitation Name: _____
Solicitation Number: _____
Vendor Name: _____

If a subcontractor will not be used, check this box:

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Company Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____
Primary Contact: _____
Email Address of Contact: _____
Services to be provided: _____

Solicitation Checklist

The following items/submittals are required to be considered as a qualified Vendor to the RFP. Vendor must submit an electronic version of their proposal by the due date and time listed in this RFP via Public Purchase (www.publicpurchase.com). Review the checklist provided below and ensure all of the necessary documents have been uploaded with your response.

Your organization's uploaded proposal should include the following submitted and correctly labeled documents:

X	Document Title	How to be Submitted
	Bid Bond of \$5,000 (Copy)	Submit as PDF
	Certificate of Insurance - Name of Company	Submit as PDF
	Pricing Schedule - Name of Company	Submit as an Excel document
	Vendor Questionnaire - Name of Company	Submit as a PDF
	Vendor Forms & Signatures - Name of Company	Submit as one (1), single PDF. <i>*Signatures Required</i>
	Exhibit A - Marketing Plan - Name of Company	Submit as PDF
	Exhibit B - Letter/Line of Credit - Name of Company	Submit as PDF
	Exhibit C - State Contractor's License	Submit as PDF
	Business Type Certificate; submit only if applicable. • See Vendor Questionnaire (i.e. MBE, SBE).	Submit as PDF

IMPORTANT: All items **must be** submitted electronically in the format indicated for the proposal to receive consideration. Documents with inserted images of completed documents **will not be accepted**. Double-check your uploaded documents for completion prior to submission.



 Authorized Signature

Gregory B. John, President

 Printed Name/Title

10. 23. 20

 Date

Wissota Supply Company

[Past Performance/References]

Has the Vendor listed above provided lockers and storage solutions for your agency?	Yes	Yes
Person Completing This Survey, include: Name Title Agency/Company Email Address Phone Number	Kwame Ayim Director of Facilities South Harrington County Schools (ISD 833) Kayim0@sowashco.org 651 425 6299	Tim Pahl K-12 Principal Hancock Public School tim.pahl@hancock.k12.mn.us 320-392-5621
Did the vendor and their staff meet your agency/company's requested scope of work and work plan?	Yes	Yes
Has the work of the Vendor been consistently thorough, acceptable, and professional?	Yes	Yes
Did the Vendor respond to your agency/company's needs in a timely manner?	Yes	Yes
Have or were there any problems with this Vendor's work or conduct?	No	No
Was the attitude of the Vendor and their staff friendly and helpful?	Yes	Yes
Were there any disputes regarding their work?	No	No
Would you have for any reason to not contract with this Vendor in the future should you have the opportunity?	No	No
Please rate the Vendor's overall job performance.	5	5
Other Comments...	Very Professional, great attention to detail, adjusts very easily to changes in plans and a helpful and professional staff. Always willing to go the extra mile and takes care of any questions or concerns that arise in a timely manner. We have used them for multiple storage projects and have no desire to use anyone else.	



Evaluation Committee Report RFP #21.9 - Lockers & Storage Solutions

Description of Solicitation

CPC issued a Request for Proposal (RFP) for Lockers and Storage Solutions on September 28, 2020. The solicitation intends to secure an experienced vendor(s), equipped with the necessary resources and capabilities to develop a program for participating agencies to have the ability to purchase from a broad-line of lockers, storage solutions, related materials, and installation services, at consortium level discounted pricing.

The solicitation was due on October 27, 2020. Thereafter, CPC conducted and followed its opening procedures and confirmed if the responding Vendors were deemed responsive or non-responsive.

Summary of Evaluation Committee Activity

The members of the Evaluation Committee were Julia Dangerfield, CPC Program Representative; Lori Mittelstadt, CPC Finance Assistant; and Suzi Ruper, Member Services Coordinator at Northeast Service Cooperative.

During the solicitation process, 70 companies were notified of the RFP opportunity via Public Purchase. 24 of those companies accessed and downloaded the RFP documents via Public Purchase. Three (3) proposals were received by the submission deadline. They include Olympus Locker, WDM Incorporated, and Wissota Supply Company. WDM was received as a "no-bid" response. Proposals were reviewed for compliance with the mandatory requirements set forth in the Request for Proposal (RFP). Both remaining proposals were found to be compliant and deemed responsive.

The Evaluation Committee was able to conduct their technical evaluation the week of November 2, 2020, and the pricing evaluation during the week of November 9, 2020.

Evaluation Scoring Results

Refer to the attached Master Score Sheet, listed as Exhibit A.

Evaluation Committee Discussion & Overview

Upon review of the Vendor's responses, the evaluation committee did require clarification regarding the Vendors' response. The evaluation committee requested clarification on the following related topics:

Olympus Lockers & Storage Products

1. Clarification on the flat one-time fee for design/development. Requested insight into how often that is requested or sought after by an agency.
2. Clarification on the volume discounts offered, in addition to or final discount off list price.

Wissota Supply Company

1. Clarification on what states they can provide product and service too.
2. Clarification on whether they submitted their entire locker and storage solution offering.

3. Clarification on whether installation was included in the locker and storage solution pricing.
4. Clarification on travel, per diem, and mileage charges.
5. Clarification on other costs such as materials, supplies, extended warranties, maintenance agreements, equipment/tool rental.

The evaluation committee agreed that both Vendors provided limited in-depth answers and information in multiple responses regarding the technical components of the solicitation. Below are points of interest from the evaluation committee.

Olympus Lockers & Storage Products

1. The Vendor has familiarity with CPC and purchasing contracts.
2. The Vendor has a small Minnesota-based team with a large coverage area, some concerns expressed.
3. The Vendor typically retains customers due to sales, service, and support.
4. The Vendor has a strong connection to industry and architects through networking and lunch n' learns.
5. The Vendor provided a solid marketing plan. Strong presence at conferences and opportunities to network and build relationships. The Vendor has not made a pivot to the virtual environment yet considering the pandemic.
6. The Vendor only accepts one form of payment, with variable payment terms.
7. The Vendor is offering CPC better pricing than what is offered to an individual or other group consortiums.
8. The Vendor provides multiple contact options for agencies who are requesting maintenance, service, or repair (i.e. direct contact or website) to their locker or storage solutions.
9. The Vendor manufactures its locker products while providing a 10-year warranty on its lockers.
10. The Vendor provides a full, turn-key solution for agencies beyond the education market. The Vendor can provide customized solutions to suit the agency's needs from start to finish.
11. The Vendor provides constant communication throughout the sales, purchase, and installation process.
12. The Vendor only uses its in-house employees as their installation crews; trained according to manufacturer standards.
13. The committee had some concerns about freight charges. Agencies will only be invoiced what was quoted and no additional cost adjustments, which could go up or down.
14. The Vendor provided a full catalog of locker and storage solutions at a competitive pricing discount of 35% off list with additional volume discounts that would start at projects valued at \$5,000 and above.
15. The Vendor provided competitive wage rates, travel, and per diem costs.

Wissota Supply Company

1. The Vendor is a minority-owned, S-Corporation. Minority status is held in Wisconsin and Minnesota.
2. The Vendor provided brief, sometimes minimal information in their response.
3. The Vendor references school districts and the states of Minnesota and Wisconsin. The committee has concerns about truly being able and willing to cover North Dakota and South Dakota. Additional concerns about the minimal mention of the city, county market.
4. The Vendor conducts little outreach or marketing on their own. The Vendor stated they would like CPC's input and ideas on how to best market. The committee felt as if the Vendor positioned their response as to what can CPC do for them, versus a partnership. The Vendor seems to be reactive to agencies reaching out to them requesting quotes, versus reaching out and generating leads/sales.
5. The Vendor noted that most of their work comes from contractors using them as a subcontractor to complete a larger construction type project.
6. The Vendor is offering CPC better pricing than what is offered to an individual or other group consortiums.
7. The Vendor noted the manufacturer's (Lyon) lifetime warranty on its locker frame.
8. The Vendor did not give detail on any offering such as maintenance, service, or repair options. The Vendor also did not provide insight into how they would process claims for damaged/defective items.
9. The Vendor has familiarity with AIA documents and documentation.
10. The Vendor provided a minimal offering of locker and storage solutions in their response as to what is available from the manufacturer. The standard pricing discount is 33% off list price and additional volume discounts would start at projects valued at \$50,001 or more.
11. The Vendor provided very competitive wage rates, travel, and per diem costs.

Recommendation

After a thorough analysis of the Vendor proposals, the Evaluation Committee recommends that the contract be awarded to Olympus Lockers & Storage Products.

The evaluation committee agreed that Olympus Lockers & Storage Products met the scope of the solicitation by providing a competitively priced solution for participating agencies, both education and non-education based. Olympus Lockers & Storage Products will be able to provide customized as well as standard locker and storage solutions to meet the needs of agencies while providing technical, repair, and maintenance support.

DocuSigned by:
Julia Dangerfield
06FEF9942B2A4B5...

Julia Dangerfield, Program Representative
Cooperative Purchasing Connection

DocuSigned by:
Lori Mittelstadt
DD897E94AF8243D...

Lori Mittelstadt, Finance Assistant
Cooperative Purchasing Connection

DocuSigned by:
Suzi Ruper
A07905D14032417...

Suzi Ruper, Member Services Coordinator
Northeast Service Cooperative

DocuSigned by:
Lisa Truax
9AB8C86EB0B9422...

Lisa Truax, Procurement Solutions Coordinator

1 Attachment/Exhibit A
Scoring Spreadsheet

cc: Procurement File

Exhibit A

RFP #21.9 - Locker & Storage Solutions

Master Score Sheet

Criteria	Points
Qualifications & Experience	80
Marketing & Partnership	40
Financials & Level of Support	15
Warranty	20
Industry-Specific Information	100
Exceptions & Deviations	10
References	15
Total Technical Points	280
Proceed to Pricing Evaluation?	Yes/No
Pricing	
Pricing Schedule	140
State Mult. & Time/Material	70
Volume Discounts *optional	10
Total Pricing Points	220
Total Score	500

		Olympus Locker	Wissota Supply Co
Criteria	Points	Average Points Awarded	Average Points Awarded
Qualifications & Experience	80	72	63
Marketing & Partnership	40	38	28
Financials & Level of Support	15	15	15
Warranty	20	18	14
Industry-Specific Information	100	92	63
Exceptions & Deviations	10	9	9
References	15	14	9
Total Technical Points	280	258	201
Proceed to Pricing Evaluation?	Yes/No	Yes	Yes
Pricing Proposal			
Pricing Schedule	140	137	103
State Mult. & Time/Material	70	61	53
Volume Discounts *optional	10	10	5
Total Pricing Points	220	208	161
Total Score	500	466	362

From: [Tom Schneider](#)
To: [Lisa Truax](#)
Subject: RE: RFP #21.9 - Follow Up Questions - Olympus Locker
Date: Wednesday, November 4, 2020 4:52:54 PM
Attachments: [image011.png](#)
[image012.png](#)
[image013.png](#)
[image002.png](#)
[image014.png](#)

Lisa,

Please see my reply below.

Let me know if you should need any additional information or further explanations.

Respectfully,

Tom Schneider
Storage Products Manager/Sales
Olympus Lockers & Storage Products Inc.
H & B Specialized Products Inc.
6560 Edenvale Blvd.
Eden Prairie, MN. 55346
Office: (952) 698-5782
Cell: (612) 875-0204
Fax: (952) 374-6111
www.olympuslockers.com
tschneider@olympuslockers.com
tschneider@hbsponline.com



From: Lisa Truax <ltruax@lcsc.org>
Sent: Wednesday, November 4, 2020 1:53 PM
To: Tom Schneider <tschneider@hbsponline.com>
Cc: Lisa Truax <ltruax@lcsc.org>
Subject: RFP #21.9 - Follow Up Questions - Olympus Locker
Importance: High

Hi Tom,

CPC and the evaluation committee have a few follow-up questions about your response to RFP #21.9 – Lockers & Storage Solutions. Please review and respond via email to the questions

below no later than 1 p.m. CT, Thursday, November 5, 2020.

Pricing

Tab 2- State Multiplier & Time/Material Rates

1. Under Labor, you have a flat one-time fee for a design/development consultant. Can you offer insight into how often those services are requested and charged, on average (i.e. every project, complex projects only)?
 - This should have been listed as a per hour price at a standard rate of \$150 per hour with a 20% discount for CPC Net Member Price of \$120. Previously we had a onetime fee and should have changed this. I missed it when filling out the form.
 - The design/development has to be extensive or complex before we would charge this fee. We always do a preliminary layout when measuring the area required for a lockers along with photos and a video to aid in putting together a quote. By doing this up front and working with the CPC member from the onset we avoid a lot of complications. This is a service we offer to a CPC members at no charge. If we have something extensive, complex or possible multiple revisions or multiple options with drawings we seen from our initial review with the CPC member we would discuss this fee prior to quoting. Fortunately our initial review helps minimize or eliminate a lot of the complexity or issues so we have been able to avoid any fee's over the last three years.

Tab 3 – Volume Discounts

1. Confirm the discounts listed under additional discounts are the final discount offered or in addition to the 35% already offered.
 - Final Discount Offered. Example would be if the project cost is between \$5,000 - \$9,999 the category discount offered on the catalog list price would be 45% (in lieu of the 35%) and so on. As the project value increases the so does the category discount per the volume discounts we listed.

Lisa Truax



Lisa M. Truax
Procurement Solutions Coordinator
218.737.6535 (direct) | 888.739.3289
www.purchasingconnection.org



From: [Greg John - Wissota](#)
To: [Lisa Truax](#)
Subject: RE: RFP #21.9 - Follow Up Questions - Wissota Supply
Date: Wednesday, November 4, 2020 2:25:30 PM
Attachments: [image001.png](#)
[image002.png](#)
[2 Multiplier \(no Bonds\).pdf](#)

See attachment

From: Greg John - Wissota <gjohn@wissotasupply.com>
Sent: Wednesday, November 4, 2020 2:21 PM
To: Lisa Truax <ltruax@lcsc.org>
Subject: RE: RFP #21.9 - Follow Up Questions - Wissota Supply

No further discounts

From: Lisa Truax <ltruax@lcsc.org>
Sent: Wednesday, November 4, 2020 2:17 PM
To: Greg John - Wissota <gjohn@wissotasupply.com>
Subject: RE: RFP #21.9 - Follow Up Questions - Wissota Supply

Hi Greg,

Please review the highlighted section below as it is not asking about bonding. Each item is a separate item for consideration under Other Costs on the pricing schedule.

Lisa Truax

From: Greg John - Wissota <gjohn@wissotasupply.com>
Sent: Wednesday, November 4, 2020 2:09 PM
To: Lisa Truax <ltruax@lcsc.org>
Subject: RE: RFP #21.9 - Follow Up Questions - Wissota Supply

See below in **RED**

From: Lisa Truax <ltruax@lcsc.org>
Sent: Wednesday, November 4, 2020 1:54 PM
To: Greg John - Wissota <gjohn@wissotasupply.com>
Cc: Lisa Truax <ltruax@lcsc.org>
Subject: RFP #21.9 - Follow Up Questions - Wissota Supply
Importance: High

Hi Greg,

CPC and the evaluation committee have a few follow-up questions about your response to RFP #21.9 – Lockers & Storage Solutions. Please review and respond via email to the questions below **no later than 1 p.m. CT, Thursday, November 5, 2020.**

Vendor Questionnaire

Qualifications and Experience

1. Question #7 – The solicitation is calling for service/sales to occur in the states of Minnesota, North Dakota, South Dakota, and Wisconsin. Please confirm if your company can sell/service all states or specific states. **YES**

Pricing

Tab 1 – Pricing Schedule

1. Confirm the submitted lockers, sizes, are the entire offering available from Wisconsin Supply Co. **NO. We have many sizes, styles and Gauges**
2. Confirm whether pricing submitted on Tab 1 includes installation. **Installation is available and encouraged. Charge will be determined on the locker type (KD or All Welded) and the location or proximity to my office.**

Tab 2- State Multiplier & Time/Material Rates

1. Under Travel, Per Diem & Mileage.
 - What is your home location in which those charges will be incurred, from what location? **Prescott, WI**
 - Please confirm, if you were to sell/install lockers in East Grand Forks, MN, Wisconsin only charges \$10 per hour, per installer for each hour spent in the vehicle to the install site? **YES**
 - The agency would only be charged \$20 per day (24-hour period), per installer, for per diem on the project? **YES** Is this inclusive of lodging as well? **NO**
 - The agency would only be charged \$0.18 per mile from your headquarter location? **YES**
2. Under Other Costs
 - **You list a 5% discount on materials, suppliers, extended warranty, annual maintenance agreements, equipment/tool rental, however you list no standard rates. I read that as follows according to your verbiage: "The Vendor is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond..... So I said 5%.**
 - **Please explain if you truly offer these options and what their standard pricing is. Answered your question for 5% Bond. If it does not apply to your offering, please confirm so. 5% for cost of bond is the answer to what I thought was your question.**

Lisa Truax



Lisa M. Truax
Procurement Solutions Coordinator
218.737.6535 (direct) | 888.739.3289
www.purchasingconnection.org

Linked .

2- State Multiplier & Time/Material Rates

*Please note this workbook has multiple tabs.

Instructions. Complete the following schedule for each of the states listed below. Provide your multiplier/factor (wage and transportation) to be applied to the Net Member Price. Complete all information on this form, including all cost actors and service rates for installation, if provided. **Failure to enter the required information or changing the format of this REQUIRED FORM will result in your response being deemed non-responsive and will not be considered for evaluation.**

Responding Company's Name: **WISSOTA SUPPLY COMPANY, INC.**

REQUIRED FORM

Wages - Percentage Added to Catalog						
Project Types	MN Multiplier 0.00%	ND Multiplier .00%	SD Multiplier .00%	IA Multiplier 0.00%	WI Multiplier 0.00%	Notes
Non-Prevailing Wage Project	10%	10%	10%	10%	10.00	
Prevailing Wage Project	15%	15%	15%	15%	15.00	
Davis Bacon Wage Project	15%	15.00%	15%	15%	15.00	
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Labor - Normal Working Hours						
Project Design/Development Consultant	7 a.m. to 5 p.m., M-F	Per Hour	\$ 50.00	20%	\$ 40.00	
Tradesman	7 a.m. to 5 p.m., M-F	Per Hour	\$ 50.00	20%	\$ 40.00	
Installer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 40.00	20%	\$ 32.00	
General Laborer	7 a.m. to 5 p.m., M-F	Per Hour	\$ 40.00	20%	\$ 32.00	
Labor - Other Than Normal Working Hours						
Project Design/Development Consultant	Evenings/Weekends	Per Hour	\$ 75.00	20%	\$ 60.00	
Tradesman	Evenings/Weekends	Per Hour	\$ 75.00	20%	\$ 60.00	
Installer	Evenings/Weekends	Per Hour	\$ 60.00	20%	\$ 48.00	
General Laborer	Evenings/Weekends	Per Hour	\$ 60.00	20%	\$ 48.00	
Travel, Per Diem & Mileage						
Travel Time - Round Trip	Travel time rate, round trip from home location to worksite.	Per Hour	\$ 10.00	0%	\$ 10.00	
Per Diem	Per diem rate - meals and lodging per 24 hour period	Period	per day		\$ 20.00	
Mileage	Mileage rate for company-owned vehicles.	Per Mile	\$ 0.20	10%	\$ 0.18	
Product Name	Product Description	Unit of Measure	Standard Rate	Percent Discount	CPC Net Member Price	Notes
Other Costs Including Average Overall Discount Offered						
Performance & Payment Bond Cost	The Vendor is to indicate the percentage rate charged on the total cost of an individual project to obtain a bond and the documentation to substantiate the rate.	Percentage			\$ -	Disregard this statement about bonds
Materials						
Supplies						

1- Pricing Schedule

*Please note this spreadsheet has multiple workbooks / tabs.

Olympus Lockers

Wisota Supply Company

Product Category	Product Description	Manufacturer	Manufacturer SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Category Discount	Net Price To Member
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121260S	Each	\$174.11	35%	\$113.17	STANDARD KD SINGLE-TIER 12x12x60	LYON	5002	5002	Each	\$ 238.00	33%	\$ 159.46
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121560S	Each	\$188.88	35%	\$122.77	STANDARD KD SINGLE-TIER 12x15x60	LYON	5012	5012	Each	\$ 248.00	33%	\$ 166.16
Standard KD Locker	1 Tier (60")	Olympus Lockers	KD1121860S	Each	\$203.62	35%	\$132.35	STANDARD KD SINGLE-TIER 12x18x60	LYON	5022	5022	Each	\$ 261.00	33%	\$ 174.87
Standard KD Locker	1 Tier (72")	Olympus Lockers	KD1121272S	Each	\$197.55	35%	\$128.41	STANDARD KD SINGLE-TIER 12x12x72	LYON	5112	5112	Each	\$ 268.00	33%	\$ 179.56
Standard KD Locker	1 Tier (72")	Olympus Lockers	KD1121572S	Each	\$214.75	35%	\$139.59	STANDARD KD SINGLE-TIER 12x15x72	LYON	5032	5032	Each	\$ 273.00	33%	\$ 182.91
Standard KD Locker	1 Tier (72")	Olympus Lockers	KD1121872S	Each	\$231.89	35%	\$150.73	STANDARD KD SINGLE-TIER 12x18x72	LYON	5042	5042	Each	\$ 283.00	33%	\$ 189.61
Standard KD Locker	1 Tier (72")	Olympus Lockers	KD1151872S	Each	\$249.22	35%	\$161.99	STANDARD KD SINGLE-TIER 15x18x72	LYON	5062	5062	Each	\$ 316.00	33%	\$ 211.72
Standard KD Locker	1 Tier (72") - Adder	Olympus Lockers	KD1181572A	Each	\$233.32	35%	\$151.66	STANDARD KD SINGLE-TIER 18x18x72	LYON	5092	5092	Each	\$ 329.00	33%	\$ 220.43
Standard KD Locker	1 Tier (72")	Olympus Lockers	KD1182172S	Each	\$288.58	35%	\$187.58	STANDARD KD SINGLE-TIER 18x21x72	LYON	5102	5102	Each	\$ 344.00	33%	\$ 230.48
Standard KD Locker	2 Tier (30")	Olympus Lockers	KD2121260S	Each	\$187.72	35%	\$122.02	STANDARD KD DOUBLE-TIER 12x12x30	LYON	5242	5242	Each	\$ 287.00	33%	\$ 192.29
Standard KD Locker	2 Tier (36")	Olympus Lockers	KD2121272S	Each	\$211.08	35%	\$137.20	STANDARD KD DOUBLE-TIER 12x12x36	LYON	5202	5202	Each	\$ 295.00	33%	\$ 197.65
Standard KD Locker	2 Tier (36")	Olympus Lockers	KD2121572S	Each	\$228.28	35%	\$148.38	STANDARD KD DOUBLE-TIER 12x15x36	LYON	5212	5212	Each	\$ 311.00	33%	\$ 208.37
Standard KD Locker	2 Tier (36")	Olympus Lockers	KD2121872S	Each	\$245.42	35%	\$159.52	STANDARD KD DOUBLE-TIER 12x18x36	LYON	5222	5222	Each	\$ 323.00	33%	\$ 216.41
Standard KD Locker	2 Tier (36")	Olympus Lockers	KD2151572S	Each	\$245.85	35%	\$159.80	STANDARD KD DOUBLE-TIER 15x15x36	LYON	5252	5252	Each	\$ 344.00	33%	\$ 230.48
Standard KD Locker	3 Tier Locker (24")	Olympus Lockers	KD3121572S	Each	\$245.93	35%	\$159.85	STANDARD KD TRIPLE-TIER 12x15x24	LYON	5283	5283	Each	\$ 388.00	33%	\$ 259.96
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (60")	Olympus Lockers	WC1121260	Each	\$299.65	35%	\$194.77	ALL WELDED (1H) 12x12x60	LYON	5002W	5002W	Each	\$ 518.00	33%	\$ 347.06
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (60")	Olympus Lockers	WC1121560	Each	\$331.34	35%	\$215.37	ALL WELDED (1H) 12x15x60	LYON	5012W	5012W	Each	\$ 558.00	33%	\$ 373.86
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (60")	Olympus Lockers	WC1121860	Each	\$362.92	35%	\$235.90	ALL WELDED (1H) 12x18x60	LYON	5022W	5022W	Each	\$ 624.00	33%	\$ 418.08
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC1121272	Each	\$340.33	35%	\$221.21	ALL WELDED (1H) 12x12x72	LYON	5112W	5112W	Each	\$ 554.00	33%	\$ 371.18
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC1121572	Each	\$377.29	35%	\$245.24	ALL WELDED (1H) 12x15x72	LYON	5032W	5032W	Each	\$ 602.00	33%	\$ 403.34
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC1181872	Each	\$414.42	35%	\$269.37	ALL WELDED (1H) 15x18x72	LYON	5042W	5042W	Each	\$ 666.00	33%	\$ 446.22
Welded Corridor Locker - Hercules	1 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC1151872	Each	\$469.53	35%	\$305.19	ALL WELDED (1H) 15x15x72	LYON	5062W	5062W	Each	\$ 693.00	33%	\$ 464.31
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC1182172	Each	\$518.11	35%	\$336.77	ALL WELDED (1H) 18x18x72	LYON	5092W	5092W	Each	\$ 727.00	33%	\$ 487.09
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2121260	Each	\$571.01	35%	\$371.16	ALL WELDED (1H) 18x21x72	LYON	5102W	5102W	Each	\$ 777.00	33%	\$ 520.59
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2121560	Each	\$513.41	35%	\$303.72	ALL WELDED (2H) 12x12x30	LYON	5242W	5242W	Each	\$ 588.00	33%	\$ 393.96
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2121272	Each	\$354.10	35%	\$230.17	ALL WELDED (2H) 12x12x36	LYON	5202W	5202W	Each	\$ 616.00	33%	\$ 412.72
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2121572	Each	\$391.10	35%	\$254.22	ALL WELDED (2H) 12x15x36	LYON	5212W	5212W	Each	\$ 665.00	33%	\$ 445.55
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2121872	Each	\$428.23	35%	\$278.35	ALL WELDED (2H) 12x18x36	LYON	5222W	5222W	Each	\$ 729.00	33%	\$ 488.43
Welded Corridor Locker - Hercules	2 Tier All Welded Corridor Locker (72")	Olympus Lockers	WC2151572	Each	\$436.20	35%	\$283.53	ALL WELDED (2H) 15x15x36	LYON	5252W	5252W	Each	\$ 704.00	33%	\$ 471.68
Welded Corridor Locker - Hercules	3 Tier All Welded Corridor Locker (24")	Olympus Lockers	WC3121272	Each	\$376.20	35%	\$244.53	ALL WELDED (3H) 12x15x24	LYON	5283W	5283W	Each	\$ 822.00	33%	\$ 550.74

Pricing Schedule Intro

***Please note this spreadsheet has multiple workbooks/tabs.**

Instructions. This spreadsheet contains multiple workbooks/tabs relating to this RFP. Please follow the directions found/listed on each workbook and complete the workbooks as they pertain to your company's offerings. All pages have been formatted to print to one page width, however, you may add additional lines as needed. Please note, each individual workbook will note if it's a required or optional form. Per the RFP terms and conditions, all workbooks listed as optional are considered a value-added attribute.

This spreadsheet contains the following workbooks/tabs:

- 1 - Pricing Schedule
- 2 - State Multiplier & Time/Material
- 3 - Volume Discounts

1 - Pricing Schedule - *required*

Submit pricing for all products and accessories being offered to CPC and its participating agencies.

2 - State Multiplier& Time /Material - *required*

Submit pricing for Wages/Services requested by CPC and its participating agencies.

3 - Volume Discounts - *optional*

Submit all volume discounts if available to CPC and its participating agencies.

3 - Volume Discounts

***Please note this workbook has multiple tabs.**

Instructions. Complete the form below if your company is offering additional discounts for a one time purchase OR a group of local agencies in a geographic area combining requirements (estimate annual spend). Note, this is an **optional form**.

Responding Company's Name:

Olympus Lockers and Storage Products

OPTIONAL FORM

Dollar Amount From	Dollar Amount To	Catalog/Product	Additional Discount Offered
\$5,000.00	\$9,999.00	KD and Welded Corridor/Athletic/Police and Fire Lockers	10% actual additional --> 45%
\$10,000.00	\$24,999.00	KD and Welded Corridor/Athletic/Police and Fire Lockers	13% actual additional --> 48%
\$25,000.00	\$49,999.00	KD and Welded Corridor/Athletic/Police and Fire Lockers	15% actual additional --> 50%
\$50,000.00	\$74,999.00	KD and Welded Corridor/Athletic/Police and Fire Lockers	16% actual additional --> 51%
\$75,000.00	\$1,000,000.00	KD and Welded Corridor/Athletic/Police and Fire Lockers	17% actual additional --> 52%

\$0.00	\$50,000.00	LOCKERS	0%
\$50,001.00	\$250,000.00	LOCKERS	5%
\$250,001.00	\$500,000.00	LOCKERS	10%

November 23, 2020

Wissota Supply Company, Inc.
Attn: Gregory John, President
905 Dexter Street
Prescott, WI 54021

Award Decision, RFP #21.9 - Lockers & Storage Solutions

Dear Gregory John:

The Cooperative Purchasing Connection (CPC) would like to thank you for your time, effort, and interest in supplying a response for Request for Proposal (RFP) #21.9 - Lockers & Storage Solutions.

The cooperative purchasing team, using the criteria outlined in the RFP documents, have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering. The evaluation team did not select your proposal for award.

CPC would like to thank you for your proposal and the interest in this RFP. CPC will look forward to your participation in future RFP's for similar engagements.

Should you have any questions about this matter, please feel free to contact me.

Regards,



Lisa M. Truax | Procurement Solutions Coordinator
Cooperative Purchasing Connection

November 23, 2020

Olympus Lockers & Storage Products
Attn: Jami Anderson, Vice President
6560 Edenvale Boulevard
Eden Prairie, MN 55346

Award Decision, RFP #21.9 - Lockers & Storage Solutions

Dear Jami Anderson:

The Cooperative Purchasing Connection (CPC), using the criteria outlined in the Request for Proposal (RFP), have completed their review of the proposals received. Evaluation criteria included qualifications and experience, quality and variety of product selection, pricing, services and support, and ease of ordering.

We are pleased to announce that your proposal received the recommendation for award. This decision is subject to the approval of the Cooperative Purchasing Connection and the North Dakota Educators Service Cooperatives Boards of Directors and the successful negotiation of a mutually acceptable contract.

I will be contacting you soon to finalize a contract for the awarded goods and/or services. Thank you for submitting your proposal; the Cooperative Purchasing Connection looks forward to working with you.

Regards,



Lisa M. Truax | Procurement Solutions Coordinator
Cooperative Purchasing Connection

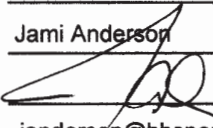
CC: Tom Schneider, General Manager

Contract Offer & Award

Instructions: Part I of this form is to be completed by the Vendor and signed by its authorized representative. Part II will be completed by the Cooperative Purchasing Connection (CPC) upon the occasion of an award.

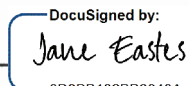
Part I: Vendor

In compliance with the Request for Proposal (RFP), the undersigned warrants that I/we have examined all General Terms and Conditions, Forms and Technical Specifications, and being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, supplies, equipment and professional services in compliance with all terms, conditions, specifications and amendments in this solicitation and any written exceptions in the offer. Signature also certifies understanding and compliance with this proposal. The undersigned understands that his/her competence and responsibility and that of his/her proposed subcontractors, time of completion, as well as other factors of interest to the CPC as stated in the evaluation section, will be a consideration in making the award. This contract offer and award binds said Vendor to all terms and conditions stated in the proposal.

Business Name	<u>Olympus Lockers & Storage Products</u>	Date	<u>10/23/20</u>
Address	<u>6560 Edenvale Blvd</u>	City, State, Zip	<u>Eden Prairie, MN 55346</u>
Contact Person	<u>Jami Anderson</u>	Title	<u>Vice President</u>
Authorized Signature		Title	<u>Vice President</u>
Email	<u>janderson@hbsponline.com</u>	Phone	<u>952-698-5780</u>

Part II: CPC

Your response to the identified proposal is hereby accepted. As a Vendor, you are now bound to offer and provide the products and services identified within this solicitation, your response, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from a CPC participating agency. The initial term of this contract shall be for up to twenty-four (24) months and will commence on the date indicated below and continue unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for one (1) additional 24-month period.

Awarding Agency	<u>Cooperative Purchasing Connection</u>		
Authorized Representative			
Name Printed or Typed	<u>Jane Eastes, Deputy Executive Director</u>		
Awarded this	<u>23rd</u>	day of	<u>November, 2020</u>
Contract Number	<u>21.9 - OLS</u>		
Contract to Commence	<u>January 1, 2021</u>		