Respondent:

Affordable Interior Systems (AIS)
4 Bonazzoli Avenue
Hudson, MA 01749

Request for Proposal (RFP) for Furniture

Solicitation Number: 14-15

Publication Date: Thursday, July 30th, 2015

Notice to Respondent:

Submittal Deadline: Thursday, September 10th, 2015 2:00pm CT
Tab 1 – Master Agreement
General Terms and Conditions

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

♦ Assignment of Contract
  ➢ No assignment of contract may be made without the prior written approval of Region 14 ESC. Purchase orders and payment can only be made to awarded vendor. Awarded vendor is required to notify Region 14 ESC when any material change in operation is made.

♦ Disclosures
  ➢ Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
  ➢ The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

♦ Funding Out Clause
  ➢ Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
  ➢ Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

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

♦ Tax Exempt Status
  ➢ Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
Payments
- The entity using the contract will make payments directly to the awarded vendor.

Pricing
- All pricing submitted to shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor’s responsibility to keep all pricing up to date and on file with NCPA.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

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

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

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

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

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

Legal Obligations

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

Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. Protests shall be filed with Region 14 ESC and shall include the following:
  - Name, address and telephone number of protester
  - Original signature of protester or its representative
  - Identification of the solicitation by RFP number
  - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

Force Majeure

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

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

♦ Prevailing Wage

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

♦ Miscellaneous

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

♦ Open Records Policy

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

➢ The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.
Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

◆ Contract Administration
  ➢ The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.

◆ Contract Term
  ➢ The contract term will be for three (3) years starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms.

◆ Contract Waiver
  ➢ Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.

◆ Products and Services additions
  ➢ Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.

◆ Competitive Range
  ➢ It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.

◆ Deviations and Exceptions
  ➢ Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor’s complete line of products and/or services, when possible.

◆ Estimated Quantities
  ➢ The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is $35 - $50 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation.

◆ Evaluation
  ➢ Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
Formation of Contract

- A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.

NCPA Administrative Agreement

- The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.

Clarifications / Discussions

- Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent’s whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent’s are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents’ proposals or prices.

Multiple Awards

- Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

Past Performance

- Past performance is relevant information regarding a vendor’s actions under previously awarded contracts; including the administrative aspects of performance; the vendor’s history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor’s businesslike concern for the interests of the customer.
Evaluation Criteria

♦ Pricing (40 points)
  ➢ Electronic Price Lists
    ▪ Products, Services, Warranties, etc. price list
    ▪ Prices listed will be used to establish both the extent of a vendor’s product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

♦ Ability to Provide and Perform the Required Services for the Contract (25 points)
  ➢ Product Delivery within participating entities specified parameters
  ➢ Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
  ➢ Vendor’s ability to perform towards above requirements and desired specifications.
  ➢ Quantity of line items available that are commonly purchased by the entity.
  ➢ Quality of line items available compared to normal participating entity standards.

♦ References (15 points)
  ➢ A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years

♦ Technology for Supporting the Program (10 points)
  ➢ Electronic on-line catalog, order entry use by and suitability for the entity’s needs
  ➢ Quality of vendor’s on-line resources for NCPA members.
  ➢ Specifications and features offered by respondent’s products and/or services

♦ Value Added Services Description, Products and/or Services (10 points)
  ➢ Marketing and Training
  ➢ Customer Service
Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: 120 days

Company name: Affordable Interior Systems
Address: 4 Bonazzoli Avenue
City/State/Zip: Hudson, MA 01749
Telephone No.: 978-562-7500
Fax No.: 978-562-0811
Email address: bpoist@ais-inc.com
Printed name: Bryan Poist
Position with company: CFO
Authorized signature: [Signature]
This Administration Agreement is made as of October 1, 2015, by and between National Cooperative Purchasing Alliance ("NCPA") and Affordable Interior Systems ("Vendor").

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated October 1, 2015, referenced as Contract Number 07-16, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the "Master Agreement"), for the purchase of Furniture;

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

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

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

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

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

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

♦ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region
14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCBA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCBA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCBA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

- Term of Agreement
  - This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCBA through the termination of this Agreement and all indemnifications afforded by Vendor to NCBA shall survive the term of this Agreement.

- Fees and Reporting
  - The awarded vendor shall electronically provide NCBA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCBA offices at reporting@ncba.us. Reports are due on the fifteenth (15th) day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Zip Code</th>
<th>State</th>
<th>PO or Job #</th>
<th>Sale Amount</th>
</tr>
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<tbody>
<tr>
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</table>

| Total ______________ |

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

<table>
<thead>
<tr>
<th>Annual Sales Through Contract</th>
<th>Administrative Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - $30,000,000</td>
<td>2%</td>
</tr>
<tr>
<td>$30,000,001 - $50,000,000</td>
<td>1.5%</td>
</tr>
<tr>
<td>$50,000,001+</td>
<td>1%</td>
</tr>
</tbody>
</table>
Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

- General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.

- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.

- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA. Any assignment without such consent will be void.

- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder.

- All written communications given hereunder shall be delivered to the addresses as set forth below.

**National Cooperative Purchasing Alliance:**

Name: **Matthew Mackel**  
Title: **Director, Business Development**  
Address: **PO Box 701273**  
**Houston, TX 77270**  
Signature:  
Date: **October 1, 2015**

**Vendor:** **Affordable Interior Systems**

Name: **Bryan Poist**  
Title:  
Address: **4 Bonazzoli Avenue**  
**Hudson, MA 01749**  
Signature:  
Date: **8/7/15**
Tab 3 – Vendor Questionnaire

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

♦ States Covered
  ➢ Bidder must indicate any and all states where products and services can be offered.
  ➢ Please indicate the price co-efficient for each state if it varies.

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

<table>
<thead>
<tr>
<th>Alabama</th>
<th>Maryland</th>
<th>South Carolina</th>
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<tbody>
<tr>
<td>Alaska</td>
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<td>South Dakota</td>
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<td>Arkansas</td>
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<td>Hawaii</td>
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<td>Louisiana</td>
<td>Pennsylvania</td>
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<tr>
<td>Maine</td>
<td>Rhode Island</td>
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</tbody>
</table>
☐ All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)

☐ American Somoa   ☐ Northern Marina Islands
☐ Federated States of Micronesia   ☐ Puerto Rico
☐ Guam   ☐ U.S. Virgin Islands
☐ Midway Islands

♦ Minority and Women Business Enterprise (MWBE) and (HUB) Participation
  ➢ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
    ▪ Minority / Women Business Enterprise
      • Respondent Certifies that this firm is a M/WBE ☐
    ▪ Historically Underutilized Business
      • Respondent Certifies that this firm is a HUB ☐

♦ Residency
  ➢ Responding Company’s principal place of business is in the city of Hudson, State of MA

♦ Felony Conviction Notice
  ➢ Please Check Applicable Box;
    ☑ Is not owned or operated by anyone who has been convicted of a felony.
    ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
  ➢ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

♦ Distribution Channel
  ➢ Which best describes your company’s position in the distribution channel:
    ☐ Manufacturer Direct   ☐ Certified education/government reseller
    ☐ Authorized Distributor ☐ Manufacturer marketing through reseller
    ☐ Value-added reseller  ☐ Other: ______________________________

♦ Processing Information
  ➢ Provide company contact information for the following:
    ▪ Sales Reports / Accounts Payable
      Contact Person: James Wiley
      Title: Cost Accountant
      Company: Affordable Interior Systems
      Address: 4 Bonazzoli Avenue
      City: Hudson State: MA Zip: 01720
      Phone: 978-562-7500 Email: jwiley@ais-inc.com
- Purchase Orders
  Contact Person: Erin Carr
  Title: GSA Specialist
  Company: Affordable Interior Systems
  Address: 4 Bonazzoli Avenue
  City: Hudson State: MA Zip: 01749
  Phone: 978-562-7500 Email: ecarr@ais-inc.com

- Sales and Marketing
  Contact Person: Rob Lazarus
  Title: Executive Vice President
  Company: Affordable Interior Systems
  Address: 4 Bonazzoli Avenue
  City: Hudson State: MA Zip: 01749
  Phone: 978-562-7500 Email: rlazarus@ais-inc.com

- Pricing Information
  - In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
    - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
      - Yes ☒ No ☐
  - Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
    - Yes ☒ No ☐
  - Vendor will provide additional discounts for purchase of a guaranteed quantity.
    - Yes ☒ No ☐

- Cooperatives
  - List any other cooperative or state contracts currently held or in the process of securing.

<table>
<thead>
<tr>
<th>Cooperative/State Agency</th>
<th>Discount Offered</th>
<th>Expires</th>
<th>Annual Sales Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please see next page for additional contracts and the respective discount structures.</td>
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</tbody>
</table>
Tab 4 – Vendor Profile

Please provide the following information about your company:

♦ Company’s official registered name.

♦ Brief history of your company, including the year it was established.

♦ Company’s Dun & Bradstreet (D&B) number.

♦ Company’s organizational chart of those individuals that would be involved in the contract.

♦ Corporate office location.
  ➢ List the number of sales and services offices for states being bid in solicitation.
  ➢ List the names of key contacts at each with title, address, phone and e-mail address.

♦ Define your standard terms of payment.

♦ Who is your competition in the marketplace?

♦ Provide Annual Sales for last 3 years broken out into the following categories:
  ➢ Cities / Counties
  ➢ K-12
  ➢ Higher Education
  ➢ Other government agencies or nonprofit organizations

♦ What differentiates your company from competitors?

♦ Describe how your company will market this contract if awarded.

♦ Describe how you intend to introduce NCPA to your company.

♦ Describe your firm’s capabilities and functionality of your on-line catalog / ordering website.

♦ Describe your company’s Customer Service Department (hours of operation, number of service centers, etc.)

♦ Green Initiatives
  ➢ As our business grows, we want to make sure we minimize our impact on the Earth’s climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste,
energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

- **Vendor Certifications (if applicable)**
  - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.
Vendor Profile

Company’s official registered name: Affordable Interior Systems

Company history: AIS is a leading manufacturer of commercial office furniture and boasts one of the most impressive stories of growth and success in the systems furniture market. The company was founded in 1989 and is known for offering feature-rich product lines that entice designers and meet immediate and future needs of end-users while offering exceptional value. AIS is an innovator that leads the industry in sustainable, lean manufacturing, lead-time and manufacturing flexibility. AIS employs 490 people, with over 600,000 sq. feet of manufacturing and operations at three locations.

DUNS #: 62-606-0222
Affordable Interior Systems

Organizational Chart

Rob Lazarus  
*Executive Vice President*

Senior Vice President of Sales

Vice President of Sales

Territory Manager

Local Sales Representative

Local AIS Authorized Dealer

Customer Service Representative
<table>
<thead>
<tr>
<th>Territory</th>
<th>Rep Group</th>
<th>Rep Primary</th>
<th>AIS VP</th>
<th>Senior VP</th>
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Vendor Profile

Competition in the marketplace: Knoll, Steelcase, Herman Miller, Haworth, Teknion, Allsteel, and Kimball.
What differentiates AIS from our competitors?

AIS is one of only a few US based Small Business manufacturers. As a result, we pride ourselves on being extremely nimble and quick to react to industry and or clients demands. AIS has built its 25 year reputation on three long standing principles and has found that these principles are very important to all end-users.

- AIS will manufacture up to 500 stations and ship the product out the door 10 days after order acknowledgement. This was unheard of in our industry when introduced and AIS has embraced that standard to this day. Presently, “other” manufacturers claim to “Quick-ship” programs but often have limited SKU’s that are available to ship under their program and often charge more for that service. AIS offers all of our A Grade fabrics and finishes under this standard program and does not charge any additional fees for this 10-Day service manufacturing service.

- Because AIS is a Small Business manufacturer and has an employee count of roughly 490 full time employee’s this allows AIS to employ a lean manufacturing process and in doing so, manufacture a very high quality product (which holds a lifetime warranty) in a short amount of time. Ultimately, this allows AIS to provide our products at a low price-point and in the end, save the end-user quite a bit of money.

- AIS maintains a vast dealer network that can support all parts of the USA as well as many overseas locations. Our distribution network consists of over 850 servicing dealers that support on site services such as delivery, installation, project management and design. This allows the end-user the flexibility to work with the dealer “they choose” as opposed to the limited representation that other manufacturers have.
How will AIS market an NCPA contract if awarded?

AIS will be very aggressive in our efforts to market an NCPA award across the country. There are many channels we will employ to get the word out to all business entities in promoting the NCPA contract across the country.

- Because AIS has such a vast dealer network across the country, it provides AIS a big advantage in marketing contracts such as this. Our over 850 dealers (with an average five sales reps per dealer allows for over 4,000 sales representatives nationwide) will all have boots on the ground in their marketplace actively promoting this contract to their client base. AIS has so often been asked if we have a contract that a municipality, county, state, higher education, K-12 or non-profit entity can “Piggyback” off of and now we would be able to supply them with a single source of procurement when it comes to a viable procurement channel in the form of a NCPA contract.

- AIS will actively promote the NCPA contract through our direct marketing efforts. This will include printed and digital materials which highlight the program and contract. This will be distributed to our dealer network as well as our company email marketing lists for regular distribution to our current clients in those business sectors.

- AIS will arrange for in house (face to face) presentations with end-users within the business sectors identified in the NCPA demographic and supply introductory information and training on “how to” use the contract and take advantage of its unique procurement benefits.

- Social media will play a roll in the introduction of such a program and allow the word to spread to many new and untapped clients.

- A targeted telemarketing outreach will be launched by AIS field sale representatives (Approx 80 reps) in order to identify the key POC’s that facilitate purchases for the business entities identified by NCPA and an introduction to AIS and the contract will be presented. This will allow for regular face to face contact to be implemented by our field sales reps and our dealer sales representatives as well as telemarketing contact by our factory representatives.
How will AIS introduce NCPA to our company?

AIS has been successful over the years launching national as well as worldwide initiatives. AIS currently holds a GSA Contract that has been in place for over fifteen years. This has enabled AIS to market directly to the Department of Defense as well as civilian agencies nationwide. AIS has been recognized for our excellence in supporting the needs of the Federal marketplace by not only GSA but from many DOD and agencies. We are a BPA holder with the US Navy supporting the Spiral II Navy BPA program. It has been AIS’ belief that in order to support contracts such as these, a targeted and successful program launch is key in gaining immediate awareness and developing success.

- Once an award is made to AIS, we will distribute a company-wide announcement to announce our NCPA award and what the award means to the AIS sales efforts nationwide. The email will detail the business sectors that this contract will target and provide a timeline for the field sales launch effort.

- Send out an announcement of award to our dealer distribution and map out timeline of launch to our dealer distribution.

- Conference call coinciding with a webinar will be set up with our field sales group to introduce NCPA and what it means to AIS from a new business development perspective. Provide an overview of the contract itself, rolls and responsibilities, reporting, business development efforts and communication roll out to our dealer distribution. (Invite POC from NCPA to participate in this call if interested)

- Distribute launch packages to field sales by region with identified target accounts to penetrate and introduce with direct representation AIS and NCPA contract.

- Distribute launch packages to dealer distribution which outlines NCPA program and provide additional secondary target accounts identified by region and allow dealers to make contact and introduce AIS and NCPA contract.

- Initiate email campaign to end users to get the word out on NCPA award and AIS participation.

- All this would be implemented within 30 days of award by NCPA.

- Post 30 days, continue to uncover potential users and introduce NCPA contract as a channel of procurement for their business segment.

- Repeat marketing emails and communications on a monthly basis with flyers and highlighted products from the NCPA contract to draw continued interest.
What are AIS’ capabilities and functionality of our on-line catalog / ordering website?

Due to the unique nature of what AIS manufactures. We do not offer an “on-line” ordering website. Much of what AIS manufactures is in itself unique to each and every opportunity. Based on the space available at any given location, the amount of people that will be occupying the space and the needs of each user within the stations, it would be virtually impossible to take a cookie cutter (one size fits all) approach to ordering.

- As a result, we would have our field representative’s work with our local dealers to come out and conduct a site visit.
- This ensures that the space is measured properly, unique conditions are recorded (Doors, columns, A/C venting units, machinery etc) are all taken into consideration when creating a design for systems furniture, casegoods, seating and filing opportunities.
- This will eliminate any potential issues with installation.
- Our dealers would be assuming this responsibility, designing the space and submitting a proposal to the end user at NCPA discounted pricing. This will eliminate any guesswork on the end users part as to how much the project will be.
- In turn, the dealer will place that final bill of materials with AIS once an award is made out to AIS for order entry.

AIS does have a website which will offer insight into our product line offering and types of products we manufacture. The website www.ais-inc.com is full of valuable information:

- Product offering which includes information about our Systems furniture, case goods, seating, filing, free standing desking/benching.
- Showroom locations nationwide.
- Environmental statements and support.
- Case studies
- Contact information
- AIS also offers an internal access website that opens viewing to our eCatalogs, brochures, technical data etc submit order (from our dealers) electronically.
Vendor Profile

Customer Service Department: AIS’ Customer Service Department is available Monday through Friday from 8:30am – 5:00pm EST. All customer service representatives work in the corporate office in Hudson, MA. The Customer Service Department is broken up into territories in order to give each dealer and customer a more personalized experience. This helps our representatives develop a meaningful relationship with our customers.
Corporate Sustainability

AIS is committed to achieving excellence through continuous improvement and teamwork. As an established world-class manufacturer, it is our goal to achieve prominence within the office furniture industry by providing the best value to both our customers and our shareholders. AIS will aggressively pursue our following beliefs:

- AIS will exceed our customers’ expectations in all that we do.
- AIS will pursue profitable growth returning value to our shareholders and better opportunities for our employees.
- AIS will deliver a low cost, innovative product on time, every time
- AIS will continuously improve our product quality as we strive for perfection.
- AIS will utilize the most environmentally friendly manufacturing processes and materials.
- AIS will aggressively eliminate all wastes throughout our operations.
- AIS will train and nurture our employees, our most valuable resource.
- AIS will operate with integrity and will participate in our civic duties.
- AIS will comply with all applicable environmental, health, safety, and inclusiveness laws and regulations

1.0 Environmental Sustainability

AIS is committed to the production of high quality, durable products that conserve resources. We understand that today’s actions could be tomorrow’s consequences. That’s why AIS carries the philosophy of using today’s actions to build a cleaner, healthier environment we can all benefit from. At AIS, sustainability is our corporate responsibility – from the environment, our products, our people and our processes, we are committed to developing sustainable business practices while enhancing the value offered to our customers.

Design for Environment

The opportunity for improving the environmental performance of our products starts on the drawing board. AIS’ recognizes the importance of environmentally conscious design and has developed a Design for Environment (DFE) team committed to incorporating sustainable elements into our design process. When developing new products our DFE team considers and strives to improve the following design elements: Renewable Materials, Recycled Materials, Recyclable and Biodegradable Materials, End of Life Management, Water Management and Energy Efficiency.

Design for Durability / Upgradeability

To provide our customers with the quality they desire, AIS designs and manufactures products to live long and useful lives. This is exemplified by a limited lifetime warranty on all systems furniture to the initial purchaser which is valid for as long as the product is owned by the original Buyer. The warranty which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. Please see our product Lifetime Warranty for more information.

At AIS, we know that it can be difficult to foresee the future needs of your business. That’s why our systems are designed to withstand repeated service, repair and handling for whatever the road ahead may bring. Our systems also feature standardized product parts and components, which are available to facilitate maintenance, servicing, and reassembly. Contact our sales department today for your replacement part needs.

Energy Conservation

By reducing our energy consumption and GHG emissions, AIS is making great strides in reducing our impact upon the environment while ensuring our sustainability as an organization. To do so, AIS practices an approach of continuous improvement to reduce our energy and carbon footprint. In fact, AIS has established a goal of zero GHG emissions. Our environmental management system ensures that we are establishing realistic targets and objectives for the future while holding ourselves accountable to these goals.

Still we felt this was not enough. We decided to think outside of the manufacturing walls and investigate ways to offset our current carbon footprint by investing in renewable energy solutions and other strategies to reduce global
GHG emissions. We believe this would provide benefits to not only AIS and our customers, but also the industry as a whole by taking a leading position in the right direction. Annually, AIS measures the CO2 emissions produced from our manufacturing operations, and with this data, we are able to counterbalance our emissions through carbon offsetting. This means for every one tonne of CO2 that we produce, we invest in projects to reduce an equivalent amount of CO2 somewhere else in the world. To involve our stakeholders on this journey, AIS is committed to publishing our GHG emissions to hold ourselves accountable as we continue to strive towards our zero emissions goal.

**Solid Waste Management**
As a part of the AIS Lean manufacturing philosophy, we analyze our manufacturing streams thoroughly and cut waste from every possible avoidable angle. With every new process or product that is developed our Lean committee continues to review and reduce waste whenever possible. Through these efforts, it is the goal of AIS to achieve 100% landfill diversion of solid waste from our manufacturing operations through our waste reduction efforts, lean manufacturing, recycling and product reuse.

**Harmful Chemicals**
It is the goal of AIS to assess and manage all chemicals associated with our products, processes, and maintenance operations in a manner that complies with all applicable federal, state, and local environmental regulations. As a good steward of human health and the environment, AIS will also go beyond basic chemical management to develop and implement a program that will address areas such as, but not limited to:

i) continuous improvement in the identification, reduction, and potential elimination of chemicals of concern

ii) prevention of pollution through reductions in exposure of workers, customers, and the environment to harmful chemicals

iii) consideration of the life cycle impacts through our DfE and chemical management plan of our products, manufacturing processes, and maintenance activities

iv) responsibility to the well being of our workers, community, and the broader environment

**2.0 Social Responsibility**
The AIS Vision is fulfilled when our customer, supplier, employee, shareholder, and community value are supported through the successful manufacturing of our products.

**Corporate Ethics**
AIS follows and goes beyond the guidelines of being an outstanding corporate citizen. All AIS personnel are trained on the ethics of commerce within our business and with regard to any law, regulation, or standard of ethical business conduct that may affect our operations. Our Corporate Ethics Policy is stated in our Employee Handbook, which is conveyed during new hire and regularly scheduled training sessions. The policy is updated as necessary, in order to incorporate any new guiding principles that are applicable to our industry.

**Insider Trading**
As a privately held company, AIS is not subject to US Securities and Exchange Commission insider trading rules and regulations. However, the use of non-public information acquired through AIS operations is strictly prohibited from use by employees for personal gain; financial or otherwise. This, as well as divulging information that is confidential to AIS, is not tolerated and may be subject to disciplinary action, which may lead to termination of employment or legal suit.

**Receipt of Gifts**
AIS employees shall not give or accept gifts of value from either vendors or customers in exchange for business creation. Any violation of this policy may be subject to disciplinary action, which may lead to termination of employment.
Fair Hiring Practices
AIS is committed to making certain that all job applicants are treated with dignity and respect, free from any form of judgment. All applicants will be selected for hire on the basis of merit and skill, chosen fairly and objectively. In relation, see AIS’ policies on Inclusiveness and Human Rights.

Health & Safety
There is no job so important – nor any service so urgent – that can’t we take time to work safely. At AIS, we believe that every person is entitled to a safe and healthy environment in which to work. Our policy is oriented toward affirmative control and minimization of risk to the greatest extent possible. We have a basic responsibility to make the safety of employees our concern because, at AIS, our employees are our most valuable asset. Therefore, safety is everybody’s business and is to be given primary importance in every aspect of planning and performing all AIS activities so that our employees are protected against industrial injury and illness.

Establishment and maintenance of a safe working atmosphere is the shared responsibility between AIS and its employees at all levels of the organization. To this end, every effort will be made to achieve the goal of accident prevention and health preservation.

Each employee begins their career at AIS with comprehensive Health & Safety Training. The AIS’ Health & Safety Team meets regularly to coordinate new hire training, and to keep informed on new processes and regulations that relate to employee health and safety. Regularly, the AIS Health & Safety Team will review and update our policy to incorporate any changes in the laws and regulations that govern our conduct, such as OSHA, as well as internal procedures and requirements.

We expect our employees to do their part in making our program an effective one. All employees are required to immediately report any job-related injury to their direct supervisor or manager so that corrective actions can be implemented that will detect, avoid, or respond to actual and potential threats to the health and safety of AIS’ personnel.

Labor and Human Rights
AIS is committed to protecting and respecting the fundamental human rights of our workforce and maintaining compliance with all local, national, and global laws and norms concerning the protection of those rights.

AIS provides wages, benefits, and working conditions that compare favorably with those at other companies in our region and industry. All employment at AIS is voluntary and is not forced upon any member of our team, nor do we use or support child labor in any form. To move this beyond our doors, we have committed ourselves to surveying our global supply chain for the purposes of self-assessing their own operations with regard to human rights issues and socially responsible business practices.

Inclusiveness
At AIS, we are advocates for developing a strong, diverse workforce. We promote a culture in which our employees are encouraged to strive for excellence; where their opinions and talents are nurtured. We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, and our service to customers enhanced. In turn, our Inclusiveness Policy is fulfilled by every member of the AIS team.

It is the policy of Affordable Interior Systems that no employee, applicant for employment, customer, vendor, independent contractor or other individual will be discriminated against based upon their age, race, color, creed, religion, sex, sexual orientation, national origin, disability, Vietnam Era Veteran status, or other protected class or characteristic established under applicable federal, state and local statute or ordinance. All individuals will be treated equally and will not be discriminated against in receiving services, compensation, opportunities for advancement (including promotions and transfers), training or discipline.
Affordable Interior Systems will not condone, permit nor tolerate discrimination as described above against any individual in any manner whatsoever. Persons who engage in such discrimination will be subject to appropriate discipline up to and including termination of his/her employment.

It is the duty of the AIS Human Resources team, along with management leaders and supervisors, to make all AIS employees aware of our Inclusiveness Policy; providing resources, encouraging awareness, training, and education so that every AIS employee understands and respects inclusiveness and diversity in the workplace. AIS will continue to monitor these standards to ensure that our policy aligns with current regulations and standards of conduct. The Human Resources team, management, and direct supervisors are responsible for keeping their employees updated on any changes to the AIS Inclusiveness Policy and to address and remedy any behavior by an employee that does not meet the standards of this policy.

**Community Outreach**

At AIS, we know that we can count on the community mindedness of the AIS team to appreciate and exhibit an attitude of respect with regard to each other, our stakeholders, and more importantly; to the way we do business.

AIS, along with employee volunteers, contribute their time and financial contributions to community events and outreach programs throughout the year. Following are just some of our regular recipients and recent examples of how we give back:

- AIS’ scrap materials, such as fabric and wood are provided to youth organizations for craft projects.
- AIS annually makes donations to the local police departments, not only in financial form but also by providing space within one of its manufacturing plants as a fitness and boxing training facility.
- AIS contributes on a national level to many registered charities such as:
  - Globe Santa
  - Make-A-Wish
  - American Heart Association
  - Dana Farber Cancer
- AIS will also sponsor employees in their dedicated participation of charities they support.

We know there is value in what we, as a company, and in what our employees, as individuals, can contribute to our community. At AIS, we intend to promote a culture that “gives back” for the longevity of our operation.

Bruce Platzman, CEO
AIS
Tab 5 – Products and Services

- Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

- The following is a list of suggested (but not limited to) categories. List all categories along with manufacturer that you are responding with. Respondents do not have to offer every category in order to be considered for award.
  - Audio / Visual Furniture
  - Cafeteria
  - Casegoods
  - Classroom & Library
  - Dormitory
  - Ergonomic Solutions
  - Filing Storage
  - Healthcare
  - Highmark
  - Lighting
  - Lounge / Reception
  - Related Products and Support Services
  - Science Lab
  - Seating / Chairs
  - Tables / Meeting Conference Room
  - Technology Support Furniture
  - Workstation

- List how your company will handle the following items:
  - Local Representation
  - Product Support
  - Delivery and Installation
  - Warehousing
  - Warranty & Claims
  - In-stock Furniture

- Manufacturers
  - If respondent is a manufacturer please provide list of dealers/resellers you wish to assign underneath the contract.
Products and Services

Products offered:
- Case Goods
- Seating
- Filing Storage
- Workstation
- Ergonomic Solutions
- Tables
- Conference Room
- Benching

How will AIS handle the following service items?

Local Representation and Product Support: AIS has over 850 furniture dealers nationwide which amounts to 18 dealerships on average per state. AIS partners with our dealers to offer these local services to our clients. These services include local representation with AIS product offering and functionality. In addition, AIS has over 80 field representatives spread across the country that can support local dealer efforts if needed.

Delivery / installation and Warranty claims: As certified dealers for AIS, the dealer agrees to service our clients and provide services such as delivery, installation and warranty claims as part of normal operating procedures. AIS will work with the dealer and client to make sure that all above tasks are completed quickly and efficiently.

(Please also see our “Value Added Product and Services” and “How AIS will Market” responses for additional information)

Warehousing: Most dealers either have on site warehousing capabilities or partner with their installers who often have warehousing capacity. Since AIS is able to manufacture our furniture 10 days after order acknowledgement, we also can limit issues around storage because decision to place orders can be put off longer.

In Stock Furniture: AIS is a “just in time” manufacturer when it comes to our systems furniture. Most systems jobs are custom to the space they are going in, so we do not pre make or stock furniture. Because AIS can manufacture our systems in 10 days, we can turn project around very quickly. AIS does offer some AIS seating and filing that can be considered “In Stock” and can ship out immediately if the need exists.
Tab 8 – Value Added Products and Services

Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.
What Value Added Products and Services does AIS offer?

AIS offers a tremendous amount of VAP/S to its clients. These services prove to be invaluable when planning and executing a relocation or reconfiguration of one’s office space. Services that AIS will provide on a local level are:

- **Design:** Whether the client is moving into a new space or staying in their present space and just buying new furniture, it is critical to make sure that the floorplan works with the furniture being purchased. AIS and its dealer network provide design services which will ensure that the product that will be installed, provides the most effective use of space and efficiency for the users. This service, can be provided prior to purchase to ensure that there will be no last minute “surprises” upon install. Design services can range from $55 dollars per design hour. In many cases, the size of the project may include this service “free of charge”.

- **Project Management:** Whether the project consists of 3 station or 300 stations, project management can be instrumental in making sure the logistical coordination of a furniture installation or reconfiguration goes smoothly. On site project management will ensure that the timely coordination and implementation of an install schedule is adhered to. Project management services will take the guesswork out of planning an office move. These services will range from free to $70.00 per PM hour. In many cases this service may be provided “free of charge”.

- **Installation Services:** This is priced out on per install basis and is offered to all of our clients in partnership with our local dealer. This fee for service is required to ensure that the installation of the furniture is installed correctly, within AIS installation expectations and meets all requirements from an authorized installation company. This service is mandatory for all installs.

- **Shipping costs:** AIS offers free shipping on all orders over specific “list price” dollar amounts. Free shipping is provided at the following levels based on “list price” levels:
  1. **Systems Furniture and Filing:** Free shipping above $7,500.00 list + (15% net of freight under $7,500.00)
  2. **Casegoods:** Free shipping above $25,000.00 list + (13% net of freight under $25,000.00 list)
  3. **Seating:** Free shipping on all quantities.
  4. **Shipping is free to APO point or point of embarkation for overseas sales. Same minimums apply.**
Tab 9 – Required Documents

- Clean Air and Water Act / Debarment Notice
- Contractors Requirements
- Antitrust Certification Statements
- FEMA Standard Terms and Conditions Addendum for Contracts and Grants
- Required Clauses for Federal Assistance by FTA
- State Notice Addendum
Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment 0, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, “Debarment and Suspension”, as described in the Federal Register and Rules and Regulations

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<thead>
<tr>
<th>Potential Vendor</th>
<th>Affordable Interior Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Keith</td>
</tr>
<tr>
<td>Address</td>
<td>4 Bonazzoli Avenue</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Hudson, MA 01749</td>
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<tr>
<td>Authorized signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>8/12/15</td>
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Contractor Requirements

Contractor Certification
Contractor’s Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternatively, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

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

Authorized signature

Date 8/1/15
Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company name
Affordable Interior Systems

Address
4 Bonazzoli Ave.

City/State/Zip
Hudson, MA 01749

Telephone No.
800.434.7400

Fax No.
978.562.0811

Email address
bpoist@ais-inc.com

Printed name
Bryan Poist

Position with company
CFO

Authorized signature
[Signature]
If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency ("FEMA") grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 ("44 CFR 13").

In addition, Contractor agrees to the following specific provisions:

1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor’s compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.

2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.

3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
   a. Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
   b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
   c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
   d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);
   e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
   f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation play issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).

4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.

5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions 72 regarding patents:
   a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agencies policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.

6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:
   a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
      1) The copyright in any work developed under a grant or contract; and
      2) Any rights of copyright to which a grantee or a contactor purchases ownership with grant support.

7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.

8) Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or participating agency makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.
Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS


2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:

a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

c. **Disabilities.** In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 et seq., prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.

d. **Segregated Facilities.** Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor’s control where segregated facilities are maintained. As used in this certification the term “segregated facilities” means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.

3) **Solicitations for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor’s obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

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

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

**DISADVANTAGED BUSINESS PARTICIPATION**

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

1) **Non-Discrimination Assurances.** Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).
2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor’s receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor’s work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

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

**ENERGY CONSERVATION REQUIREMENTS**

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

**FEDERAL CHANGES**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor’s failure to so comply shall constitute a material breach of this Contract.

**INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

**NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES**

Agency and Contractor acknowledge and agree that, absent the Federal Government’s express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.
Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

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

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

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

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirement of said statutes:


Other States: Cities, Towns, Villages, and Boroughs

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76 MYRTLE POINT SCHOOL DISTRICT NO.41
77 NEAH-KAH-NIE DISTRICT NO.56
78 NESTUCCA VALLEY SCHOOL DISTRICT NO.101
79 NOBEL LEARNING COMMUNITIES
80 NORTH BEND SCHOOL DISTRICT 13
81 NORTH CLACKAMAS SCHOOL DISTRICT
82 NORTH SANTIAM SCHOOL DISTRICT 29J
83 NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH
84 NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT
85 NYSSA SCHOOL DISTRICT NO. 26
86 ONTARIO MIDDLE SCHOOL
87 OREGON TRAIL SCHOOL DISTRICT NO.46
88 OUR LADY OF THE LAKE SCHOOL
89 PHILOMATH SCHOOL DISTRICT
90 PHOENIX-TALENT SCHOOL DISTRICT NO.4
91 PORTLAND ADVENTIST ACADEMY
92 PORTLAND JEWISH ACADEMY
93 PORTLAND PUBLIC SCHOOLS
94 RAINER SCHOOL DISTRICT
95 REDMOND SCHOOL DISTRICT
96 REEDSPORT SCHOOL DISTRICT
97 REYNOLDS SCHOOL DISTRICT
98 ROGUE RIVER SCHOOL DISTRICT NO.35
99 ROSEBURG PUBLIC SCHOOLS
100 SALEM-KEIZER PUBLIC SCHOOLS
101 SCAPPOOSE SCHOOL DISTRICT 1J
102 SEASIDE SCHOOL DISTRICT 10
103 SEVEN PEAKS SCHOOL
104 SHERWOOD SCHOOL DISTRICT 88J
105 SILVER FALLS SCHOOL DISTRICT
106 SIUSLAW SCHOOL DISTRICT
107 SOUTH COAST EDUCATION SERVICE DISTRICT
108 SOUTH LANE SCHOOL DISTRICT 4513
109 SOUTHERN OREGON EDUCATION SERVICE DISTRICT
110 SOUTHWEST CHARTER SCHOOL
111 SPRINGFIELD SCHOOL DISTRICT NO.19
112 STANFIELD SCHOOL DISTRICT
113 SWEET HOME SCHOOL DISTRICT NO.55
114 THE CATLIN GABEL SCHOOL
115 TIGARD-TUALATIN SCHOOL DISTRICT
116 UMATILLA-MORROW ESD
117 VERNONIA SCHOOL DISTRICT 47J
118 WEST HILLS COMMUNITY CHURCH
119 WEST LNN WISDOMVILLE SCHOOL DISTRICT
120 WHITEAKER MONTESSORI SCHOOL
121 YONCALLA SCHOOL DISTRICT NO.32
1 CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.
2 EMMANUAL LUTHERAN SCHOOL
3 HANAHOU OI SCHOOL
4 HAWAII TECHNOLOGY ACADEMY
5 ISLAND SCHOOL
6 KAMEHAMEHA SCHOOLS
7 KE KULA O S. M. KAMAKAU
8 MARYKNOLL SCHOOL
9 PACIFIC BUDDHIST ACADEMY

No.  Nonprofit & Other
1 211INFO
2 AGUMENTRA HEALTH
3 ADDICTIONS RECOVERY CENTER, INC
4 ALLFOURONE/CRESTVIEW CONFERENCE CTR.
5 ALVORD-TAYLOR INDEPENDENT LIVING SERVICES
6 ALZHEIMERS NETWORK OF OREGON
7 ASHLAND COMMUNITY HOSPITAL
8 ATHENA LIBRARY FRIENDS ASSOCIATION
9 BARLOW YOUTH FOOTBALL
10 BAY AREA FIRST STEP, INC.
11 BENITA HOSPICE SERVICE
12 BETHEL CHURCH OF GOD
13 BIRCH COMMUNITY SERVICES, INC.
14 BLACHLY LANE ELECTRIC COOPERATIVE
15 BLIND ENTERPRISES OF OREGON
16 BONNEVILLE ENVIRONMENTAL FOUNDATION
17 BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
18 BROAD BASE PROGRAMS INC.
19 CANDY FOURSQUARE CHURCH
20 CANCER CARE RESOURCES
21 CASCADE BEHAVIORAL HEALTHCARE
22 CASCADE REGION GREEN BUILDING COUNCIL
23 CATHOLIC CHARITIES
24 CATHOLIC COMMUNITY SERVICES
25 CENTER FOR RESEARCH TO PRACTICE
26 CENTRAL BIBLE CHURCH
27 CENTRAL CITY CONCERN
28 CENTRAL DOUGLAS COUNTY FAMILY YMCA
29 CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK
30 CHILDEPEACE MONTESSORI
31 CITY BIBLE CHURCH
32 CLACKAMAS RIVER WATER
33 CLASSROOM LAW PROJECT
34 COAST REHABILITATION SERVICES
35 COLLEGE HOUSING NORTHWEST
36 COLUMBIA COMMUNITY MENTAL HEALTH
37 COMMUNITY ACTION ORGANIZATION
38 COMMUNITY ACTION TEAM, INC.
39 COMMUNITY CANCER CENTER
40 COMMUNITY HEALTH CENTER, INC
41 COMMUNITY VETERINARY CENTER
42 CONFEDERATED TRIBES OF GRAND RONDE
43 CONSERVATION BIOLOGY INSTITUTE
44 CONTEMPORARY CRAFTS MUSEUM AND GALLERY
45 CORVALLIS MOUNTAIN RESCUE UNIT
46 COVENANT CHRISTIAN HOOD RIVER
47 COVENANT RETIREMENT COMMUNITIES
48 DECISION SCIENCE RESEARCH INSTITUTE, INC.
49 DELIGHT VALLEY CHURCH OF CHRIST
50 DOGS FOR THE DEAF, INC.
51 DOUGLAS ELECTRIC COOPERATIVE, INC.
52 EAST HILL CHURCH
53 EAST SIDE FOURSQUARE CHURCH
54 EAST WEST MINISTRIES INTERNATIONAL
55 EDUCATIONAL POLICY IMPROVEMENT CENTER
56 ELMIRA CHURCH OF CHRIST
57 EMERALD PUD
58 EMMAUS CHRISTIAN SCHOOL
59 EN AVANT, INC.
60 ENTERPRISE WORK FOR EMPLOYMENT AND EDUCATION
61 EUGENE BALLET COMPANY
62 EUGENE SYMPHONY ASSOCIATION, INC.
63 EUGENE WATER & ELECTRIC BOARD
64 EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.
65 FAIR SHARE RESEARCH AND EDUCATION FUND
66 FAITH CENTER
67 FAITHFUL SAVIOR MINISTRIES
68 FAMILIES FIRST OF GRANT COUNTY, INC.
69 FANCONI ANEMIA RESEARCH FUND INC.
70 FARMWORKER HOUSING DEV CORP
71 FIRST CHURCH OF THE NAZARENE
72 FIRST UNITARIAN CHURCH
73 FORD FAMILY FOUNDATION
74 FOUNDATIONS FOR A BETTER OREGON
75 FRIENDS OF THE CHILDREN
76 GATEWAY TO COLLEGE NATIONAL NETWORK
77 GOAL ONE COALITION
78 GOLD BEACH POLICE DEPARTMENT
79 GOOD SHEPHERD COMMUNITIES
80 GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
81 GRANT PARK CHURCH
82 GRANTS PASS MANAGEMENT SERVICES, DBA
83 GREATER HILLSBORO AREA CHAMBER OF COMMERCE
84 HALFWAY HOUSE SERVICES, INC.
85 HEARING AND SPEECH INSTITUTE INC
86 HELP NOW! ADVOCACY CENTER
87 HIGHLAND HAVEN
88 HIGHLAND UNITED CHURCH OF CHRIST 160 PLANNED PARENTHOOD OF SOUTHWESTERN OREGON
89 HIV ALLIANCE, INC 161 PORT CITY DEVELOPMENT CENTER
90 HOUSING AUTHORITY OF LINCOLN COUNTY 162 PORTLAND ART MUSEUM
91 HOUSING AUTHORITY OF PORTLAND 163 PORTLAND BUSINESS ALLIANCE
92 HOUSING NORTHWEST 164 PORTLAND HABILITATION CENTER, INC.
93 INDEPENDENT INSURANCE AGENTS AND BROKERS OF OREGON 165 PORTLAND SCHOOLS FOUNDATION
94 INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION 166 PORTLAND WOMENS CRISIS LINE
95 INTERNATIONAL SUSTAINABLE DEVELOPMENT FOUNDATION 167 PREGNANCY RESOURCE CENTERS OF GREATER PORTLAND
96 IRDO 168 PRINGLE CREEK SUSTAINABLE LIVING CENTER
97 JASPER MOUNTAIN 169 PUBLIC DEFENDER SERVICES OF LAKE COUNTY, INC.
98 JUNIOR ACHIEVEMENT 170 QUADRIPLEGICS UNITED AGAINST DEPENDENCY, INC.
99 KLAMATH HOUSING AUTHORITY 171 REBUILDING TOGETHER - PORTLAND INC.
100 LA CLINICA DEL CARINO FAMILY HEALTH CARE CENTER 172 REGIONAL ARTS AND CULTURE COUNCIL
101 LA GRANDE UNITED METHODIST CHURCH 173 RELEVANT LIFE CHURCH
102 LANE ELECTRIC COOPERATIVE 174 RENEWABLE NORTHWEST PROJECT
103 LANE MEMORIAL BLOOD BANK 175 ROGUE FEDERAL CREDIT UNION
104 LANECO FEDERAL CREDIT UNION 176 ROSE VILLA, INC.
105 LAUREL HILL CENTER 177 SACRED HEART CATHOLIC DAUGHTERS
106 LIFWORKS NW 178 SAIF CORPORATION
107 LIVING WAY FELLOWSHIP 179 SAINT ANDREW NATIVITY SCHOOL
108 LOAVES & FISHES CENTERS, INC. 180 SAINT CATHERINE OF SIENA CHURCH
109 LOCAL GOVERNMENT PERSONNEL INSTITUTE 181 SAINT JAMES CATHOLIC CHURCH
110 LOOKING GLASS YOUTH AND FAMILY SERVICES 182 SALEM ALLIANCE CHURCH
111 MACDONALD CENTER 183 SALEM ELECTRIC
112 MAKING MEMORIES BREAST CANCER FOUNDATION, INC. 184 SALMON-SAFE INC.
113 METRO HOME SAFETY REPAIR PROGRAM 185 SCIENCEWORKS
114 METROPOLITAN FAMILY SERVICE 186 SE WORKS
115 MID COLUMBIA COUNCIL OF GOVERNMENTS 187 SECURITY FIRST CHILD DEVELOPMENT CENTER
116 MID-COLUMBIA CENTER FOR LIVING 188 SELF ENHANCEMENT INC.
117 MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY, INC 189 SERENITY LANE
118 MORNING STAR MISSIONARY BAPTIST CHURCH 190 SEXUAL ASSAULT RESOURCE CENTER
119 MORRISON CHILD AND FAMILY SERVICES 191 SEXUAL ASSAULT RESOURCE CENTER
120 MOSAIC CHURCH 192 SHELTERCare
121 NATIONAL PSORIASIS FOUNDATION 193 SHERIDAN JAPANESE SCHOOL FOUNDATION
122 NATIONAL WILD TURKEY FEDERATION 194 SHERMAN DEVELOPMENT LEAGUE, INC.
123 NEW AVENUES FOR YOUTH INC 195 SILVERTON AREA COMMUNITY AID
124 NEW BEGINNINGS CHRISTIAN CENTER 196 SISIYOU INITIATIVE
125 NEW HOPE COMMUNITY CHURCH 197 SMART
126 NEWBERG FRIENDS CHURCH 198 SOCIAL VENTURE PARTNERS PORTLAND
127 NORTH BEND CITY- COOS/URRY HOUSING AUTHORITY 199 SOUTH COAST HOSPICE, INC.
128 NORTHWEST FOOD PROCESSORS ASSOCIATION 200 SOUTH LANE FAMILY NURSERY DBA FAMILY RELIEF NURSE
129 NORTHWEST LINE JOINT APPRENTICESHIP & TRAINING COMMITTEE 201 SOUTHERN OREGON CHILD AND FAMILY COUNCIL, INC.
130 NORTHWEST REGIONAL EDUCATIONAL LABORATORY 202 SOUTHERN OREGON HUMANE SOCIETY
131 NORTHWEST YOUTH CORPS 203 SPARC ENTERPRISES
132 OCHIN 204 SPIRIT WIRELESS
133 OHSU FOUNDATION 205 SPONSORS, INC.
134 OLIVET BAPTIST CHURCH 206 SPOTLIGHT THEATRE OF PLEASANT HILL
135 OMNIMEDIX INSTITUTE 207 SPRINGFIELD UTILITY BOARD
136 OPEN MEADOW ALTERNATIVE SCHOOLS, INC. 208 ST VINCENT DE PAUL
137 OREGON BALLET THEATRE 209 ST. ANTHONY CHURCH
138 OREGON CITY CHURCH OF THE NAZARENE 210 ST. ANTHONY SCHOOL
139 OREGON COAST COMMUNITY ACTION 211 ST. MARYS OF MEDFORD, INC.
140 OREGON DEATH WITH DIGNITY 212 ST. VINCENT DEPAUL OF LAKE COUNTY
141 OREGON DONOR PROGRAM 213 STAND FOR CHILDREN
142 OREGON EDUCATION ASSOCIATION 214 STAR OF HOPE ACTIVITY CENTER INC.
143 OREGON ENVIRONMENTAL COUNCIL 215 SUMMIT VIEW COVENANT CHURCH
144 OREGON MUSEUM OF SCIENCE AND INDUSTRY 216 SUNNYSIDE FOURSQUARE CHURCH
145 OREGON PROGRESS FORUM 217 SUNRISE ENTERPRISES
146 OREGON REPERTORY SINGERS 218 SUSTAINABLE NORTHWEST
147 OREGON STATE UNIVERSITY ALUMNI ASSOCIATION 219 TENAS ILLAHEE CHILD CARE CENTER
148 OREGON SUPPORTED LIVING PROGRAM 220 THE EARLY EDUCATION PROGRAM, INC.
149 OSLC COMMUNITY PROGRAMS 221 THE NATIONAL ASSOCIATION OF CREDIT MANAGEMENT-OREGON, INC.
150 OUTSIDE IN 222 THE NEXT DOOR
151 OUTSIDE IN 223 THE OREGON COMMUNITY FOUNDATION
152 PACIFIC CASCADE FEDERAL CREDIT UNION 224 THE SALVATION ARMY - CASCADE DIVISION
153 PACIFIC FISHERY MANAGEMENT COUNCIL 225 TILLAMOOK CNY WOMENS CRISIS CENTER
154 PACIFIC INSTITUTES FOR RESEARCH 226 TILLAMOOK ESTUARIES PARTNERSHIP
155 PACIFIC STATES MARINE FISHERIES COMMISSION 227 TOUCHSTONE PARENT ORGANIZATION
156 PARALYIZED VETERANS OF AMERICA 228 TRAILS CLUB
157 PARTNERSHIPS IN COMMUNITY LIVING, INC. 229 TRAINING EMPLOYMENT CONSORTIUM
158 PENDLETON ACADEMIES 230 TRI-COUNTY HEALTH CARE SAFETY NET ENTERPRISE
159 PENTAGON FEDERAL CREDIT UNION
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**No.**

1. TRILLIUM FAMILY SERVICES, INC.
2. UMPQUA COMMUNITY DEVELOPMENT CORPORATION
3. UNION GOSPEL MISSION
4. UNITED CEREBRAL PALSY OF OR AND SW WA
5. UNITED WAY OF THE COLUMBIA WILLAMETTE
6. CONFERENCE OF MENNONITE BRETHREN CHURCHES
7. US FISH AND WILDLIFE SERVICE
8. USAGENCIES CREDIT UNION
9. VERMONT HILLS FAMILY LIFE CENTER
10. VIRGINIA GARCIA MEMORIAL HEALTH CENTER
11. VOLUNTEERS OF AMERICA OREGON
12. WE CARE OREGON
13. WESTERN RIVERS CONSERVANCY
14. WESTERN STATES CENTER
15. WESTSIDE BAPTIST CHURCH
16. WILD SALMON CENTER
17. WILLAMETTE FAMILY
18. WILLAMETTE VIEW INC.
19. WOODBURN AREA CHAMBER OF COMMERCE
20. WORD OF LIFE COMMUNITY CHURCH
21. WORKSYSTEMS INC
22. YOUTH GUIDANCE ASSOC.
23. YWCA SALEM
24. ALOHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA
25. ALOHACARE
26. AMERICAN LUNG ASSOCIATION
27. BISHOP MUSEUM
28. BUILDING INDUSTRY ASSOCIATION OF HAWAI
29. CTR FOR CULTURAL AND TECH INTERCHNG BETWEEN EAST AND WEST
30. EAH, INC.
31. EASTER SEALS HAWAII
32. GOODWILL INDUSTRIES OF HAWAI, INC.
33. HABITAT FOR HUMANITY MAUI
34. HALE MAHAOLU
35. HAROLD K.L. CASTLE FOUNDATION
36. HAWAII AGRICULTURE RESEARCH CENTER
37. HAWAII EMPLOYERS COUNCIL
38. HAWAII FAMILY LAW CLINIC DBA ALA KUOLA
39. HONOLULU HABITAT FOR HUMANITY
40. IUPAT, DISTRICT COUNCIL 50
41. LANAKILA REHABILITATION CENTER INC.
42. LEEWARD HABITAT FOR HUMANITY
43. MAUI COUNTY FCU
44. MAUI ECONOMIC DEVELOPMENT BOARD
45. MAUI ECONOMIC OPPORTUNITY, INC.
46. MAUI FAMILY YMCA
47. NA HALE O MAUI
48. NA LEI ALOHA FOUNDATION
49. NETWORK ENTERPRISES, INC.
50. ORI ANUENUE HALE, INC.
51. PARTNERS IN DEVELOPMENT FOUNDATION
52. POLYNESIAN CULTURAL CENTER
53. PUNAHOU SCHOOL
54. ST. THERESA CHURCH
55. WAIANAE COMMUNITY OUTREACH
56. WAILUKU FEDERAL CREDIT UNION
57. YMCA OF HONOLULU

**State Agencies**

1. BOARD OF MEDICAL EXAMINERS
2. OFFICE OF MEDICAL ASSISTANCE PROGRAMS
3. OFFICE OF THE STATE TREASURER
4. OREGON BOARD OF ARCHITECTS
5. OREGON CHILE DEVELOPMENT COALITION
6. OREGON DEPARTMENT OF EDUCATION
7. OREGON DEPARTMENT OF FORESTRY
8. OREGON DEPT OF TRANSPORTATION
9. OREGON DEPT OF EDUCATION
10. OREGON LOTTERY
11. OREGON OFFICE OF ENERGY
12. OREGON STATE BOARD OF NURSING
13. OREGON STATE POLICE
14. OREGON TOURISM COMMISSION
15. OREGON TRAVEL INFORMATION COUNCIL
16. SANTIAM CANYON COMMUNICATION CENTER
17. SEIU LOCAL 503, OPEU
18. ADMIN. SERVICES OFFICE
19. HAWAII CHILD SUPPORT ENFORCEMENT AGENCY
20. HAWAII HEALTH SYSTEMS CORPORATION
21. SOH- JUDICIARY CONTRACTS AND PURCH
22. STATE DEPARTMENT OF DEFENSE
23. STATE OF HAWAI
24. STATE OF HAWAI
25. STATE OF HAWAI, DEPT. OF EDUCATION