1. Signature Form

2. NCPA Administration Agreement

3. Vendor Questionnaire

4. Vendor Profile

5. Products and Services / Scope

6. References

7. Pricing

8. Value Added Products and Services

9. Required Documents
TAB 1
SIGNATURE FORM
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.

Amend/Exception: Kimball Office or an Authorized Dealer of Kimball Office may accept purchase orders / payment.

♦ 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.

Amend/Exception: Kimball Office or an Authorized Dealer of Kimball Office may accept purchase orders / payment.

♦ 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

Amend/Exception: Kimball Office offers F.O.B. destination to the 48 continuous states. Alaska, Hawaii, and territories outside the United States will be quoted on a per job basis with freight.

♦ 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 protestor
  - Original signature of protestor 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
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**

<table>
<thead>
<tr>
<th>Company name</th>
<th>Kimball Office Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1600 Royal Street</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Jasper, IN 47549-1022</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>800-647-2010</td>
</tr>
<tr>
<td>Fax No.</td>
<td>812-481-6174</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:KGOV@Kimball.com">KGOV@Kimball.com</a></td>
</tr>
<tr>
<td>Printed name</td>
<td>Mike Wagner</td>
</tr>
<tr>
<td>Position with company</td>
<td>President, Kimball Office Inc.</td>
</tr>
<tr>
<td>Authorized signature</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>
TAB 2
NCPA
ADMINISTRATIVE AGREEMENT
This Administration Agreement is made as of October 1, 2015, by and between National Cooperative Purchasing Alliance ("NCPA") and Kimball Office Inc. ("Vendor").

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated October 1, 2015, referenced as Contract Number 07-35, 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. NCPA 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 NCPA 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. NCPA, 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 NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

♦ Fees and Reporting

➢ The awarded vendor shall electronically provide NCPA with a detailed 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 NCPA offices at reporting@ncpa.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>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Total ____________

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

<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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Matthew Mackel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Director, Business Development</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 701273</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77270</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>October 1, 2015</td>
</tr>
</tbody>
</table>

Vendor: Kimball Office Inc.

<table>
<thead>
<tr>
<th>Name</th>
<th>Mike Wagner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>President, Kimball Office Inc.</td>
</tr>
<tr>
<td>Address</td>
<td>1600 Royal Street</td>
</tr>
<tr>
<td></td>
<td>Jasper, IN 47549</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>September 4, 2015</td>
</tr>
</tbody>
</table>
TAB 3

VENDOR QUESTIONNAIRE
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.

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

| ☐ Alabama | ☐ Maryland | ☐ South Carolina |
| ☐ Alaska  | ☐ Massachusetts | ☐ South Dakota |
| ☐ Arizona | ☐ Michigan | ☐ Tennessee |
| ☐ Arkansas | ☐ Minnesota | ☐ Texas |
| ☐ California | ☐ Mississippi | ☐ Utah |
| ☐ Colorado | ☐ Missouri | ☐ Vermont |
| ☐ Connecticut | ☐ Montana | ☐ Virginia |
| ☐ Delaware | ☐ Nebraska | ☐ Washington |
| ☐ District of Columbia | ☐ Nevada | ☐ West Virginia |
| ☐ Florida | ☐ New Hampshire | ☐ Wisconsin |
| ☐ Georgia | ☐ New Jersey | ☐ Wyoming |
| ☐ Hawaii | ☐ New Mexico |  |
| ☐ Idaho | ☐ New York |  |
| ☐ Illinois | ☐ North Carolina |  |
| ☐ Indiana | ☐ North Dakota |  |
| ☐ Iowa | ☐ Ohio |  |
| ☐ Kansas | ☐ Oklahoma |  |
| ☐ Kentucky | ☐ Oregon |  |
| ☐ Louisiana | ☐ Pennsylvania |  |
| ☐ Maine | ☐ Rhode Island |  |
**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 __Jasper________, State of __IN____

♦ Felony Conviction Notice
  ➢ Please Check Applicable Box;
    - [X] A publically held corporation; therefore, this reporting requirement is not applicable.
    - [ ] Is not owned or operated by anyone who has been convicted of a felony.
    - [ ] Is owned or operated by the following individual(s) who has/have been convicted of a felony
  ➢ 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:
    - [X] Manufacturer Direct
    - [ ] Certified education/government reseller
    - [ ] Authorized Distributor
    - [X] Manufacturer marketing through reseller
    - [ ] Value-added reseller
    - [ ] Other: ________________________________

♦ Processing Information
  ➢ Provide company contact information for the following:
    - Sales Reports / Accounts Payable
      - Contact Person: __Tonja L Blackgrove_____________________________
      - Title: __State Contract Specialist______________________________
      - Company: __Kimball Office Inc._________________________________
      - Address: __1600 Royal Street____________________________________
      - City: __Jasper_________ State: __IN_________ Zip: __47549-1022____
      - Phone: __812-482-8573_________ Email: __kogov@kimball.com_________
- **Purchase Orders**
  
  **Contact Person:**  
  Ruth Barrett

  **Title:**  
  Government Operations Specialist

  **Company:**  
  Kimball Office Inc.

  **Address:**  
  1600 Royal Street

  **City:**  
  Jasper  
  **State:**  
  IN  
  **Zip:**  
  47549-1022

  **Phone:**  
  800-647-2010  
  **Email:**  
  koedi@kimball.com

- **Sales and Marketing**
  
  **Contact Person:**  
  Rhonda Hammack

  **Title:**  
  Director, Government Sales

  **Company:**  
  Kimball Office Inc.

  **Address:**  
  1600 Royal Street

  **City:**  
  Jasper  
  **State:**  
  IN  
  **Zip:**  
  47549-1022

  **Phone:**  
  443-745-1272  
  **Email:**  
  Rhonda.Hammack@Kimball.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>See attached listing</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tab 4 – Vendor Profile

Please provide the following information about your company:

♦ Company's official registered name.
  Kimball Office Inc.

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

♦ Company’s Dun & Bradstreet (D&B) number.
  006365803

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

♦ Corporate office location.  1600 Royal Street, Jasper, Indiana
  ➢ List the number of sales and services offices for states being bid in solicitation.  354 Dealers
  ➢ List the names of key contacts at each with title, address, phone and email address.
    See attached Kimball Office dealer listing document under Tab 5.

♦ Define your standard terms of payment.
  Net 30 days

♦ Who is your competition in the marketplace?
  All Manufacturers of Office and Institutional Furniture.

♦ 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?
  See attached Differential Information document.

♦ Describe how your company will market this contract if awarded.
  See attached Marketing document.

♦ Describe how you intend to introduce NCPA to your company.
  See attached NCPA introduction document.

♦ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.
  See attached Dedicated Website document.

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

♦ 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.

See Attached Environmental Documents

♦ 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.
Kimball International The company was originally founded in 1950 as The Jasper Corporation.

The company began with fewer than 30 employees and merely 25,000 square feet of production space.

We acquired the W.W. Kimball Piano Company in 1959. We began production of electronics for our organ business in 1961 and production of branded office furniture in 1970.

In 1974, we built our new corporate headquarters in Jasper, Indiana. In 1997, the facility was totally renovated to better reflect the company’s image and growth.

Kimball International became a publicly traded company in 1976, listed on NASDAQ under the ticker symbol: KBALB.

Kimball International was named to the Fortune 500 list for the first time in 1988.

Kimball Office Kimball Office made its first desk in 1970.

Kimball Office introduced the now-standard concept of in-stock inventory and quick shipment of orders, revolutionizing the industry and forcing a move away from unresponsive manufacturing.

Kimball Office has furnished desks and/or seating for such high profile offices as the Vice President of the United States, the U.S. Senate, the Pentagon, and numerous state governors’ offices.

Today, Kimball Office designs and manufactures furniture for private offices and open plan settings for customers from large multi-national corporations to small start-up companies.
Kimball Office

President & Chief Operating Officer
D. Van Winkle

President
Kimball Office
M. Wagner

VP, Operations
K. Sigler

Director, Sales Operations
H. Pierce

Director, Human Resources
T. Heeke

VP, Sales
M. Dohruie

Director, Finance & Information Technology
D. Neuman

Director, Healthcare Sales
D. Williams

Director, Product Development
P. Mehinger

Brand Manager
W. Murray

Rev Date: 5/1/2015
Kimball Office
Human Resources

Director, Human Resources
T. Heike

HR Manager - Sales & Sales Support
P. Reylng

HR Manager
Salem
P. Brown

HR Manager
Post Falls
D. Wunderlich

HR Manager
Jasper
A. Weaver

HR Specialist
R. Flowers

HR Specialist
J. Eckerle

Administrative Assistant
D. Schnell

Executive Assistant
B. Dodd

Rev Date: 5/1/2015
Kimball Office is a complete solution for all aspects of needs from Standard office environments including private office to open plan and if it is traditional or contemporary, the solutions are there. Kimball is very attentive to the vertical markets, Healthcare, Education, training and especially the Government vertical market. Healthcare encompasses, waiting, dining, patient room, nurses stations, and senior living, Education has the same breadth of line and is agile to meet the new demands of learning and technology. Kimball is especially proud of its record with Government entities and how we have supported national requirements as well as supported international arenas.
Kimball Office will support the marketing effort of this contract in 4 major ways, all of which have proven track records.

Through our Dealer network, which is comprised of 354 qualified businesses and their staff, a thorough support of sales, Customer service and Installation.

Our Kimball Field Sales where we have representation in all states, along with the headquarters in Jasper IN where our customer service staff will provide help along with a dedicated government team.

The Kimball Office Government team will lead the charge on the education, training and introduction of the new contact to both Kimball and eligible end users. The Kimball Government team is highly skilled in contract conversations and answering the detailed questions of end users about compliance concerns and other sensitive topics.

Then finally Kimball Marketing will be supporting the effort with brochures, website information and customized information for special requirements from the field sales team.
The Introduction of the NCPA contract internally to Kimball with be done in 4 steps:

1. Email blast to all Kimball employees about the award.
2. Webinar overview on the weekly national sales call.
3. Government sales team with meet with the individual field sales team and review in detail the contract and who the users should be.
   3a. The Kimball Regional manager and Sales will meet with the dealer network to inform them of the contract and develop a list of users per individual
4. Repetition is the key to success when adding a major opportunity so this will be repeatedly emphasized at all levels.
Kimball Office is able to offer a dedicated webpage for NCPA. Included on this webpage would be the electronic price lists associated with the contract, the awarded contract discount schedule and a comprehensive listing of our servicing dealers. Links will be provided within the webpage so that customers can view the various product lines and their options (i.e. finish, fabric, rim profiles, etc). In addition, information and electronic links for the customers to contact Kimball Office directly would be available as well.
Hours of operation:

7:30 a.m. to 6:00 p.m. Monday through Thursday (Eastern)

7:30 a.m. to 5:30 p.m. Friday (Eastern)

Our Account Managers are the primary point of contact and will provide all internal support for a specific territory. They work with our dealer partners, field selling team, and Sales Operations Manager to manage orders, schedule deliveries, and work through punch list concerns at installation time. Our phone system is set up to send each call directly to the Account Manager for that specific area code. We work in teams, so the call will go to the Account Manager for a specific area code or to their back up. If an Account Manager changes territory, we notify our dealers by telling them who to contact.
Since its inception over forty years ago, Kimball Office has been committed to the social responsibility and environmental stewardship of its people and resources. This commitment has been demonstrated by the following significant accomplishments and supported through third-party sustainability certifications/labels:

- Kimball Office was the first furniture provider to have 100% of its manufactured products certified to the ANSI/BIFMA level sustainability standard for office furniture, at the highest ratings of level 2 and level 3 categories.
- All Kimball Office manufacturing facilities utilize the internationally recognized ISO 14001 Environmental Management System for continuous improvement.
- The global standard for environmental design, DfE, Design for the Environment Protocol, is used in the conceptualization and design of all new Kimball Office products.
- Kimball Office provides healthy products for its clients, with 98% of its product lines certified to the Scientific Certification Systems (SCS) Indoor Advantage Gold rating system, its best performance level for indoor air emissions. Several product lines also carry the stringent CAL 01350 designation.
- Housing its employees in sustainable environments, the Kimball Office headquarters and showroom facilities have been built to the U.S. Green Building Council (USGBC) LEED rating standard for green buildings, similar to Green Globes. Kimball Office is an active member of the U.S. Green Building Council.
- Products can be provided by Kimball Office according to the Forest Stewardship Council (FSC) for sustainable wood materials.
- Kimball Office is included in the top 25% of the U.S. EPA SmartWay Partners for sustainable fleet and shipping operations.
- The safety policies and practices of several Kimball Office manufacturing facilities have been recognized as ‘exemplary’ in the VPP Star Category by OSHA.
- The State of Indiana Governor’s Award for environmental stewardship was granted to the Jasper plant. In the same month, the Idaho Department of Environmental Quality awarded the Post Falls plant with the Governor’s Award for Environmental Excellence in Pollution Prevention.
- Indoor Air Quality-certified products are offered which may contribute to LEED points. Kimball Office uses a Pura UV wood finish that meets the Indoor Air Quality requirements.
- LEED certified showrooms and facilities are located across the country.
- Kimball Office has partnered with ANEW to promote the responsible re-use and disposition of used furnishings, and with ecoScoreard for a fast, efficient way to evaluate and select products that can contribute environmental certification projects.
- Kimball Office has level certified furniture that falls under the ‘Type I Environmental Label’ in the Certification Pathway and that 100% of the purchase price can contribute towards the pilot credit 43.
For further information on Kimball Office’s sustainability practices and awards, please visit: www.kimballoffice.com/sustainability

Kimball Office recycles over 30 materials on a regular basis and tracks our recycle rate at each facility monthly. Our transportation fleet is smart-way certified. Kimball Office manufacturing facilities are ISO 14001 certified for the environmental management systems. A core element of our EMS is continuous improvement. Each process change that takes place in our facilities is evaluated for its potential impact on the environment. It is graded and every significant environmental aspect is captured for mitigation. Kimball Office builds and remolds all facilities to the LEED standards and several facilities are LEED certified. See attached document: KimballOfficeHQfloor1Leedtips.doc.

Kimball Office offers over 4000 models with an FSC option at standard lead time. Our wood casegoods products are constructed with high recycled content. All products manufactured by Kimball Office are level 2 or 3 certified for sustainability with level 3 being the highest standard available. Most Kimball Office products are indoor advantage Gold certified for the indoor air quality contributions. We offer a number of LED lighting options that can help with energy usage. Kimball Office also partners with Anew (Asset Network for Education Worldwide, Inc.) who provides an easy effective way to organize and responsibly disposition surplus furniture, fixtures and equipment. (http://www.kimballoffice.com/sustainability/anew.aspx)
It’s our nature to not only reduce waste, but to conserve energy and be a truly self-sustaining company. To develop real solutions, to commit fully, and lead by example. To reward smart thinking and sustain our environment. After all, it’s in our nature.

SUSTAINABILITY
Our commitment to sustainable business practices is evident in everything we do:

- Active member of the U.S. Green Building Council
- Indoor Air Quality-certified products which may contribute to LEED® points
- We are proud to state that 100% of the products manufactured by Kimball Office are level® 2 or 3 certified. Level ensures a comprehensive, independent and impartial assessment of the environmental and social impacts of a product’s manufacture to the ANSI/BIFMA e3 sustainability standard.
- A top 25% EPA SmartWay Partner for fleet and shipping operations
- LEED certified showrooms and facilities in locations across the country
- Forest Stewardship Council® (FSC) certified materials available
- ISO 14001 Environmental Management System at our manufacturing facilities
- Exclusive Pura™ UV wood finish meets Indoor Air Quality requirements

See how Kimball Office products can contribute to green initiatives and manage your building projects at kimballoffice.ecoscorecard.com

Find inspiration, generate ideas, and gather information at www.kimballoffice.com
Kimball Office furniture, produced locally, with recycled content, and Greenguard certified

Preferred parking for carpoolers at entrance of building

Millwork substrates and ceiling tiles are formaldehyde free to support a healthier work environment

Over 60% of materials were manufactured within 500 miles of the project

Finishes such as carpet, tile, countertops, and laminates use recycled content and low-emitting materials, and were sourced locally wherever possible

Using Kimball’s campus-wide recycling program, over 80% of construction waste was recycled

Low-emitting adhesives, sealants, paints, and carpet create a healthier work environment

Renewable and recycled materials such as bamboo, gypsum, and aluminum are used throughout the space

Sustainable Strategies First Floor
TAB 5

PRODUCTS AND SERVICES / SCOPE
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

See attached Service and Support document.

Manufacturers

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

See attached Kimball Office Dealer Listing document.
• **Local Representation**

Kimball Office works with a skilled network of dealers that will assist in local representation. Also Kimball Office has its own field staff that will support both the end user and the dealer on all issues.

• **Product Support**

Product support will come in a variety of ways.

Field sales have regular product training throughout the year as do the dealer Sales staff and their Interior Designers. Kimball has regional product application specialists that support both the Dealers and Field sales along with technical product support located in Jasper.

• **Delivery and Installation**

Delivery and Installation is coordinated with the dealers depending on the size and scope of the individual projects. The primary concern is that the customers wishes are being met so when unique situations arise the solution sometimes has to be customized but all installs will be serviced by the dealer install team so that ongoing service and care is available at a local level.

• **Warehousing**

Warehousing is available at site with Kimball but is usually best handled at the local level with our dealers and that is determined on a case by case need.

• **Warranty**

See attached Warranty document.

• **In-Stock Furniture**

Kimball Office has a Kwik Office portfolio of products that is a representation of our full line. The leads times are generally 6 days for seating both task and guest.
Kimball Office Lifetime Warranty

Kimball Office warrants that its products sold hereunder are free from defects in materials and workmanship given normal use and care for a lifetime of single-shift service. Normal use is defined as the equivalent of a single-shift, 40-hour work week. Itsa and Campos and Wish Task seating models are warranted for three-shift (24/7) service. In the event that use of a product exceeds normal use, the warranty period for such product will be reduced to 12 years from date of manufacture, and the warranty for the product’s components that fall under different warranty limitations, as listed below, will be reduced to one-third of the original warranty. At its option, Kimball Office will repair or replace with comparable product, excluding Bingo Seating, free of charge to the customer, any product, part or component manufactured and/or sold in North America after November 6, 2000, and after January 21, 2002 for Skye Seating, which fails under normal use as a result of such defect. This warranty is made by Kimball Office to the original customer for as long as the original customer owns and uses the product.

Kimball Office warrants that its Bingo products are free from defects in materials and workmanship given normal use and care for five years of single shift service. At its option, Kimball Office will repair or replace with comparable product, free of charge to the customer, any product, part or component manufactured and/or sold in North America after June 18, 2001, which fails under normal use as a result of such defect. This warranty is made by Kimball Office to the original customer for as long as the original customer owns and uses the product.

All warranties run from date of manufacture.

Warranty periods are limited for certain products and/or component parts as follows:

**10-Year Warranty**
- Seating mechanisms
- Veneers
- Laminate

**5-Year Warranty**
- High-wear parts (such as casters, glides, drawer slides, moving chair arms)
- Pneumatic lifts
- Electrical/power products
- Inflatable lumbar supports
- Lighting
- Desk sets
- Monitor arms
- Keyboard kits
- Covering materials (such as foam, mesh, most textiles, laminate, 3D laminate, and decorative trim)
- Poly™ seating
- Marker Boards

**3-Year Warranty**
- Wool felt
- Custom products
- Carnegie Fabrics
- Itsa Mesh
- Campos Mesh

**1-Year Warranty**
- Fit lounge and headrest

This warranty does not cover:
- The substitution of non-Kimball Office components for use in place of Kimball Office components
- Naturally occurring variations and differences in grain character and color between and within wood species
- Natural variations in marble and leather
- Damage caused by a freight carrier
- Normal wear and tear arising from product use
- Damage resulting from improper use or storage of the product
- C.O.M. (Customer’s Own Material) or any other non-standard material specified by the customer, including attributes such as appearance, durability, quality, performance, colorfastness, etc.
- KnollTextiles, Maharam, Momentum, and Mayer Fabrics alliance programs
- Alterations to the product not expressly authorized by Kimball Office
- Products considered to be of consumable nature (such as bulbs, light ballast, and certain electronic products)

This warranty is only valid if the products are given normal and proper use, and installed or used in accordance with Kimball Office installation and/or application guidelines, and installed by an authorized Kimball Office dealer or agent. Kimball Office assumes no responsibility for repairs to products sustaining damages resulting from user modification, attachments to a product, misuse, abuse, alteration, or negligent use of our products.

Facilities managers and users are urged to make periodic inspections to look for signs of structural fatigue, damage or potential failure that may occur as a result of daily handling and use. Inspections should include the structural joints, corner blocks, screws or fasteners, welds, and any other points of stress. If any problems are found, the product should be taken out of service.

EXCEPT AS EXPRESSLY SET FORTH ABOVE, THERE ARE NO OTHER WARRANTIES EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY
OR FITNESS FOR ANY PARTICULAR PURPOSE. WE EXCLUDE AND WILL NOT PAY CONSEQUENTIAL, PUNITIVE, OR INCIDENTAL DAMAGES UNDER THIS WARRANTY.

As the manufacturer of your furniture, we stand behind the craftsmanship of our products. When brought to our attention, we will address warranty issues quickly and effectively.
## Kimball Office Authorized Dealer Listing

**As of 08/25/2015**

<table>
<thead>
<tr>
<th>Dealer's Name</th>
<th>Contact / Title</th>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>ZipCode</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN OFFICE</td>
<td>Greg Parson, Director of Sales</td>
<td>400 PRESTON AVE, STE 100</td>
<td>CHARLOTTESVILLE</td>
<td>VA</td>
<td>22903</td>
<td>434-327-1180</td>
<td>434-327-1181</td>
<td><a href="mailto:gparson@americanoffice.com">gparson@americanoffice.com</a></td>
</tr>
<tr>
<td>DESIGN ENVIRONS CORPORATION</td>
<td>Jessica Carter, Sales</td>
<td>340 GREENBRIER DR</td>
<td>CHARLOTTESVILLE</td>
<td>VA</td>
<td>22901</td>
<td>434-973-6181</td>
<td>434-975-0732</td>
<td><a href="mailto:jessica@designenvirons.com">jessica@designenvirons.com</a></td>
</tr>
<tr>
<td>BARROWS BUSINESS ENVIRONMENTS</td>
<td>Joshua Hurt, Sales Representative</td>
<td>1302 ROCKLAND AVE NW</td>
<td>ROANOKE</td>
<td>VA</td>
<td>24012</td>
<td>540-362-5700</td>
<td>540-362-4826</td>
<td>barrowsarc.com</td>
</tr>
<tr>
<td>OFFICE ENVIRONMENTS INC</td>
<td>David Sparks, Sr. Interiors Specialist</td>
<td>5 GREEN TREE DR</td>
<td>SOUTH BURLINGTON</td>
<td>VT</td>
<td>05403</td>
<td>802-884-3000</td>
<td>802-885-2500</td>
<td></td>
</tr>
<tr>
<td>CONTRACT RESOURCE GROUP</td>
<td>Mark Bell, Sr. Sales Representative</td>
<td>811 E SPRAGUE AVE, STE D</td>
<td>SPOKANE</td>
<td>WA</td>
<td>99202</td>
<td>509-458-0411</td>
<td>509-458-0425</td>
<td><a href="mailto:markb@contractresourcegroup.com">markb@contractresourcegroup.com</a></td>
</tr>
<tr>
<td>OFFICEMAX WORKPLACE INTERIORS</td>
<td>Kevin Wolcott, Project Director</td>
<td>1016 1ST AVE S, STE 300</td>
<td>SEATTLE</td>
<td>WA</td>
<td>98134</td>
<td>877-543-0944</td>
<td>206-624-2644</td>
<td><a href="mailto:kevinwolcott@officemax.com">kevinwolcott@officemax.com</a></td>
</tr>
<tr>
<td>LEGACY GROUP</td>
<td>Lou Lanthier, Principal</td>
<td>820 SW 34TH ST BLDG 7, STE H</td>
<td>RENTON</td>
<td>WA</td>
<td>98057</td>
<td>206-217-0310</td>
<td>206-217-0231</td>
<td><a href="mailto:lou@legacy-us.com">lou@legacy-us.com</a></td>
</tr>
<tr>
<td>MBI SYSTEMS INC</td>
<td>Jay Harmeyer, Principal</td>
<td>600 STEWART ST, STE 350</td>
<td>SEATTLE</td>
<td>WA</td>
<td>98101</td>
<td>206-343-5800</td>
<td></td>
<td><a href="mailto:jayh@mbisaveattle.com">jayh@mbisaveattle.com</a></td>
</tr>
<tr>
<td>CORPORATE DESIGN INTERIORS LLC</td>
<td>Cerdon Kreuzer, Sales Account Manager</td>
<td>191 N BROADWAY</td>
<td>MILWAUKEE</td>
<td>WI</td>
<td>53202</td>
<td>414-226-6005</td>
<td>262-521-1276</td>
<td><a href="mailto:ckreuzer@corporateinteriors.com">ckreuzer@corporateinteriors.com</a></td>
</tr>
<tr>
<td>INDUSTRIES FOR THE BLIND INC</td>
<td>Rob Ornburg, Director of Furniture</td>
<td>445 S CURTIS RD</td>
<td>WEST ALLIS</td>
<td>WI</td>
<td>53214</td>
<td>414-778-3093</td>
<td>414-778-3050</td>
<td><a href="mailto:rob.ornburg@ibexp.com">rob.ornburg@ibexp.com</a></td>
</tr>
<tr>
<td>ATMOSPHERE COMMERCIAL INTERIORS</td>
<td>Brooke Baemmert, Branch Manager</td>
<td>1365 NORTH RD</td>
<td>GREEN BAY</td>
<td>WI</td>
<td>54313</td>
<td>920-884-0265</td>
<td></td>
<td><a href="mailto:brooke.baemmert@atmosphereci.com">brooke.baemmert@atmosphereci.com</a></td>
</tr>
<tr>
<td>BUILDING SERVICE INC</td>
<td>Kim Forano, Sales</td>
<td>W222N663I CHEANEY RD</td>
<td>WAUSAU</td>
<td>WI</td>
<td>53186</td>
<td>262-955-6400</td>
<td>262-955-6311</td>
<td><a href="mailto:kforano@buildingserve.com">kforano@buildingserve.com</a></td>
</tr>
<tr>
<td>CORPORATE DESIGN INTERIORS LLC</td>
<td>Heather Nemoir, General Manager</td>
<td>1522 PEARL ST</td>
<td>WAUSAU</td>
<td>WI</td>
<td>53186</td>
<td>262-521-1010</td>
<td>262-521-1276</td>
<td><a href="mailto:hneoir@corporateinteriors.com">hneoir@corporateinteriors.com</a></td>
</tr>
<tr>
<td>BERG CORPORATE INTERIORS</td>
<td>Cheryl Berg, President</td>
<td>461 RIVERCREST CT</td>
<td>MUKWONAGO</td>
<td>WI</td>
<td>53149</td>
<td>262-363-1510</td>
<td>262-363-2181</td>
<td><a href="mailto:cberg@bergconstructioninc.com">cberg@bergconstructioninc.com</a></td>
</tr>
<tr>
<td>ATMOSPHERE COMMERCIAL INTERIORS</td>
<td>Mindy MaxWilliams, Branch Manager</td>
<td>999 FOURIER DR, STE 200</td>
<td>MADISON</td>
<td>WI</td>
<td>53717</td>
<td>608-257-0521</td>
<td>608-257-1859</td>
<td><a href="mailto:mindy.maxwilliams@atmosphereci.com">mindy.maxwilliams@atmosphereci.com</a></td>
</tr>
<tr>
<td>LERDAHL BUSINESS INTERIORS</td>
<td>Tonya Zurfluh, Sr. Project Manager</td>
<td>7182 US HIGHWAY 14</td>
<td>MIDDLETON</td>
<td>WI</td>
<td>53652</td>
<td>608-831-1010</td>
<td>608-831-1830</td>
<td><a href="mailto:tzungfluh@lerdahl.com">tzungfluh@lerdahl.com</a></td>
</tr>
<tr>
<td>HADLEY OFFICE PRODUCTS</td>
<td>Greg Bardinon, Sales</td>
<td>399 RIVER DR</td>
<td>WASAU</td>
<td>WI</td>
<td>54403</td>
<td>715-842-5615</td>
<td>715-845-6063</td>
<td><a href="mailto:gregbardinon@hadleyofficeproducts.com">gregbardinon@hadleyofficeproducts.com</a></td>
</tr>
<tr>
<td>CAPTOL BUSINESS INTERIORS</td>
<td>Brad Crawford, Sales Representative</td>
<td>953 POINT MARION RD, STE 1</td>
<td>MORGANTOWN</td>
<td>WV</td>
<td>26508</td>
<td>304-284-2020</td>
<td>304-284-0209</td>
<td><a href="mailto:bccrawford@champion-industries.com">bccrawford@champion-industries.com</a></td>
</tr>
<tr>
<td>OMEGA COMMERCIAL INTERIORS</td>
<td>Peggy Losio, Vice-President</td>
<td>510A HARTMAN RUN RD</td>
<td>MORGANTOWN</td>
<td>WV</td>
<td>26505</td>
<td>304-581-6701</td>
<td>304-581-6735</td>
<td><a href="mailto:plovio@omagacomint.com">plovio@omagacomint.com</a></td>
</tr>
<tr>
<td>CUSTOM OFFICE FURNITURE INC</td>
<td>John Brinkinool, President</td>
<td>1260 GREENBRIER ST</td>
<td>CHARLESTON</td>
<td>WV</td>
<td>25311</td>
<td>304-343-0103</td>
<td>304-343-1085</td>
<td><a href="mailto:john@customofficefurniture.net">john@customofficefurniture.net</a></td>
</tr>
<tr>
<td>CAPTOL BUSINESS INTERIORS</td>
<td>Kelli Bragg, Sr. Account Executive</td>
<td>711 INDIANA AVE</td>
<td>CHARLESTON</td>
<td>WV</td>
<td>25302</td>
<td>304-346-3342</td>
<td>304-346-3350</td>
<td><a href="mailto:kbragg@captol.com">kbragg@captol.com</a></td>
</tr>
<tr>
<td>PARKERSBURG OFFICE SUPPLY</td>
<td>Sam Stout, Sales Executive</td>
<td>326 5TH ST</td>
<td>PARKERSBURG</td>
<td>WV</td>
<td>26101</td>
<td>304-485-5466</td>
<td>304-428-2958</td>
<td><a href="mailto:stoutsam55@yahoo.com">stoutsam55@yahoo.com</a></td>
</tr>
<tr>
<td>STATIONERS</td>
<td>Mac Aldredge, President</td>
<td>100 INDUSTRIAL LN</td>
<td>HUNTINGSTON</td>
<td>WV</td>
<td>25702</td>
<td>800-862-7200</td>
<td>304-528-2795</td>
<td><a href="mailto:makridgel@champion-industries.com">makridgel@champion-industries.com</a></td>
</tr>
<tr>
<td>TOP OFFICE PRODUCTS INC</td>
<td>Charles Basset, Principal</td>
<td>124 S MAIN ST</td>
<td>SHERIDAN</td>
<td>WY</td>
<td>82801</td>
<td>307-674-7465</td>
<td>307-672-9588</td>
<td><a href="mailto:charlesb@topofficeproducts.net">charlesb@topofficeproducts.net</a></td>
</tr>
<tr>
<td>K2 SPACE LIMITED</td>
<td>Mark Phillips, Principal/President</td>
<td>144 LIVERPOOL RD</td>
<td>LONDON</td>
<td>NL</td>
<td>313</td>
<td>44079674670</td>
<td>207-697-4609</td>
<td><a href="mailto:mark.phillips@k2-space.co.uk">mark.phillips@k2-space.co.uk</a></td>
</tr>
<tr>
<td>ESTUDIO M</td>
<td>Paul Silicio, Sales Management</td>
<td>PASEO DE LAS PALMAS 210 LER.PISO</td>
<td>MEXICO CITY</td>
<td>TX</td>
<td>11000</td>
<td>1164-8060</td>
<td></td>
<td><a href="mailto:paulico@estudio.com.mx">paulico@estudio.com.mx</a></td>
</tr>
</tbody>
</table>
TAB 8
VALUE ADDED PRODUCTS AND SERVICES
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.

KITS Collaborator™: Kimball Office leads with technology to better manage office furniture manufacturing and installation. KITS Collaborator™ is a real-time, 3D rendering and conceptualization tool used to accelerate the sales process. KITS can transition its data to other tools such as AutoCAD and CAP to fully develop the concepts to specifications. KITS places technology and ease-of-use in the dealer and end-user’s hands to simplify and speed up the sales process. The interactivity of KITS more quickly visualizes the customer expectations through visibility and accuracy of changes.

Leasing Option: Kimball Office recognizes that businesses all have their own unique needs. Therefore, we have partnered with Key Equipment Finance to offer a leasing program option. Key Equipment Finance delivers a complete, reliable financing program, superior customer service, and industry knowledge and expertise. With this program, businesses are able to lease furniture for all spaces: Boardrooms, Reception Areas, Workstations, Conference & Training Rooms, Private Offices, Store & Filing Spaces, Teaming Rooms, and Break/Lunchrooms.

For more information in regards to the Kimball Office Leasing program, contact Key’s helpful Support Team or call 888.812.9439. You may also contact a Kimball Office representative at 812.482.8480.
TAB 9
REQUIRED DOCUMENTS
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 O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

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

Potential Vendor  Kimball Office Inc.
Print Name       Mike Wagner, President, Kimball Office Inc.
Address          1600 Royal Street
City, State, Zip Jasper, TN  47549-1022
Authorized signature  
Date              September 4, 2015
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. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

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

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

Business Operations in Sudan, Iran

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

Authorized signature

Mike Wagner, President, Kimball Office Inc.

Date 9/4/2015
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.

<table>
<thead>
<tr>
<th>Company name</th>
<th>Kimball Office Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1600 Royal Street</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Jasper, IN 47549-1022</td>
</tr>
<tr>
<td>Telephone No.</td>
<td>800-647-2010</td>
</tr>
<tr>
<td>Fax No.</td>
<td>812-481-6174</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:kogov@kimball.com">kogov@kimball.com</a></td>
</tr>
<tr>
<td>Printed name</td>
<td>Mike Wagner</td>
</tr>
<tr>
<td>Position with company</td>
<td>President, Kimball Office Inc.</td>
</tr>
<tr>
<td>Authorized signature</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>
FEMA Standard Terms and Conditions Addendum for Contracts and Grants

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 contractor 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**

1) **Non-discrimination.** In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status, age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

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.

b. **Age.** In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, “Age Discrimination in Employment Act”, 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective
employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

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

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

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

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.
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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No. | Counties and Parishes
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1   | ASSOCIATION OF OREGON COUNTIES                |
2   | BENTON COUNTY                                |
3   | CLACKAMAS COUNTY DEPT OF TRANSPORTATION      |
4   | CLATSOP COUNTY                               |
5   | COLUMBIA COUNTY, OREGON                      |
6   | COOS COUNTY HIGHWAY DEPARTMENT               |
7   | CROOK COUNTY ROAD DEPARTMENT                 |
8 CURRY COUNTY OREGON
9 DESCHUTES COUNTY
10 DOUGLAS COUNTY
11 GILLIAM COUNTY
12 GILLIAM COUNTY OREGON
13 GRANT COUNTY, OREGON
14 HARNEY COUNTY SHERIFFS OFFICE
15 HOOD RIVER COUNTY
16 HOUSING AUTHORITY OF CLACKAMAS COUNTY
17 JACKSON COUNTY HEALTH AND HUMAN SERVICES
18 JEFFERSON COUNTY
19 KLAMATH COUNTY VETERANS SERVICE OFFICE
20 LAKE COUNTY
21 LANE COUNTY
22 LINCOLN COUNTY
23 LINN COUNTY
24 MARION COUNTY, SALEM, OREGON
25 MORROW COUNTY
26 MULTNOMAH COUNTY
27 MULTNOMAH COUNTY
28 MULTNOMAH LAW LIBRARY
29 NAMI LANE COUNTY
30 POLK COUNTY
31 SHERMAN COUNTY
32 UMATILLA COUNTY, OREGON
33 UNION COUNTY
34 WALLA WALLA COUNTY
35 WASCO COUNTY
36 WASHINGTON COUNTY
37 YAMHILL COUNTY
1 BOARD OF WATER SUPPLY
2 COUNTY OF HAWAI'I
3 MAUI COUNTY COUNCIL

No. 3 BAKER SCHOOL DISTRICT 5-I
4 BANDON SCHOOL DISTRICT
5 BANKS SCHOOL DISTRICT
6 BEAVERTON SCHOOL DISTRICT
7 BEND / LA PINE SCHOOL DISTRICT
8 BEND-LA PINE SCHOOL DISTRICT
9 BROOKING HARBOR SCHOOL DISTRICT NO.17-C
10 CANBY SCHOOL DISTRICT
11 CANYONVILLE CHRISTIAN ACADEMY
12 CASCADE SCHOOL DISTRICT
13 CASCADES ACADEMY OF CENTRAL OREGON
14 CENTENNIAL SCHOOL DISTRICT
15 CENTRAL CATHOLIC HIGH SCHOOL
16 CENTRAL POINT SCHOOL DISTRICT NO. 6
17 CENTRAL SCHOOL DISTRICT 13J
18 CLACKAMAS EDUCATION SERVICE DISTRICT
19 COOS BAY SCHOOL DISTRICT
20 COOS BAY SCHOOL DISTRICT NO.9
21 COQUILLE SCHOOL DISTRICT 8
22 COUNTY OF YAMHILL SCHOOL DISTRICT 29
23 CRESWELL SCHOOL DISTRICT
24 CROSSROADS CHRISTIAN SCHOOL
25 CULVER SCHOOL DISTRICT NO.
26 DALLAS SCHOOL DISTRICT NO. 2
27 DAVID DOUGLAS SCHOOL DISTRICT
28 DAYTON SCHOOL DISTRICT NO.8
29 DE LA SALLE N CATHOLIC HS
30 DESCHUTES COUNTY SD NO.6 - SISTERS SD
31 DOUGLAS COUNTY SCHOOL DISTRICT 116
32 DOUGLAS EDUCATION SERVICE DISTRICT
33 DUFUR SCHOOL DISTRICT NO.29
34 EKTON SCHOOL DISTRICT NO.34
35 ESTACADA SCHOOL DISTRICT NO.108
36 FOREST GROVE SCHOOL DISTRICT
37 GASTON SCHOOL DISTRICT 511J
38 GEN CONG OF SDA CHURCH WESTERN OR
39 GLADSTONE SCHOOL DISTRICT
40 GLENDALE SCHOOL DISTRICT
41 GLIDE SCHOOL DISTRICT NO.12
42 GRANTS PASS SCHOOL DISTRICT 7
43 GREATER ALBANY PUBLIC SCHOOL DISTRICT
44 GRESHAM-BARLOW SCHOOL DISTRICT
45 HARNEY COUNTY SCHOOL DIST. NO.3
46 HARNEY EDUCATION SERVICE DISTRICT
47 HEAD START OF LANE COUNTY
48 HERITAGE CHRISTIAN SCHOOL
49 HIGH DESERT EDUCATION SERVICE DISTRICT
50 HOOD RIVER COUNTY SCHOOL DISTRICT
51 JACKSON CO SCHOOL DIST NO.9
52 JEFFERSON COUNTY SCHOOL DISTRICT 509-J
53 JEFFERSON SCHOOL DISTRICT
54 KLAMATH FALLS CITY SCHOOLS
55 LA GRANDE SCHOOL DISTRICT
56 LAKE OSWEGO SCHOOL DISTRICT 7J
57 LANE COUNTY SCHOOL DISTRICT 4J
58 LANE COUNTY SCHOOL DISTRICT 69
59 LEBANON COMMUNITY SCHOOLS NO.9
60 LINCOLN COUNTY SCHOOL DISTRICT
61 LINN CO. SCHOOL DIST. 95C - SCIO SD
62 LOST RIVER JR/SR HIGH SCHOOL
63 LOWELL SCHOOL DISTRICT NO.71
64 MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
65 MCMINNVILLE SCHOOL DISTRICT NO.40
66 MEDITATION SCHOOL DISTRICT 549C
67 MITCH CHARTER SCHOOL
68 MOLALLA RIVER ACADEMY
69 MOLALLA RIVER SCHOOL DISTRICT NO.35
70 MONROE SCHOOL DISTRICT NO.1J
71 MORROW COUNTY SCHOOL DISTRICT
72 MT. ANGEL SCHOOL DISTRICT NO.91
73 MT. SCOTT LEARNING CENTERS
74 MULTISENSORY LEARNING ACADEMY

No. K - 12
1 ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL
2 BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD
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