

*American Office Products Distributors, Inc.*  
1652 E. Main St., Suite 220  
St. Charles, IL 60174  
(630) 761-0600 Fax (630)761-0691 [www.aopd.com](http://www.aopd.com)



April 18, 2017

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

To the Region 14 RFP Selection Committee;

On behalf of all of the members of American Office Products Distributors, I would like to thank you for the opportunity to respond to the Region 14 Educational Service Center's RFP, Solicitation Number 03-17, for Office Supplies and Services.

We are responding as instructed in RFP solicitation number 03-17 published on Tuesday March 21, 2017.

Accompanying this cover letter you will find AOPD's printed response to the RFP in a 3 ring binder, and two additional copies bound and indexed in file jackets. The RFP was uploaded to the two USB drives along with an electronic version of the core pricing in Excel with a tab that contains core priced alternate items. Additionally the non-core extended catalog containing 10,240 products with ceiling prices is included on the USB's.

We at AOPD are excited about this RFP and look forward to the possibility of continuing to serve Region 14 ESC and the Public Sector through an award utilizing the National Cooperative Purchasing Alliance. If there is any additional information needed in this consideration please don't hesitate to contact me. Thank you.

Sincerely,

D. Mark Leazer  
Executive Director  
American Office Products Distributors, Inc.  
E-mail: [mark@aopd.com](mailto:mark@aopd.com)  
Telephone: 980-262-3634

# Request for Proposal (RFP) for Office Supplies and Services

Solicitation Number: 03-17

Publication Date: Tuesday, March 21<sup>st</sup>, 2017

## Notice to Respondent:

Submittal Deadline: Thursday, April 20<sup>th</sup>, 2017 2:00 pm CST

Questions regarding this solicitation must be submitted to [questions@ncpa.us](mailto:questions@ncpa.us) no later than Thursday, April 13<sup>th</sup>, 2017. All questions and answers will be posted to <http://www.ncpa.us/solicitations>.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Office Supplies and Services for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Office Supplies and Services, respondents are encouraged to submit an offering on any or all products and services available that they currently perform in their normal course of business.

Responses shall be received no later than the submittal deadline in the offices of Region 14 ESC at the address below:

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

Immediately following the deadline, all responses will be publically opened and the respondents recorded. Any response received later than the specified deadline, whether delivered in person or mailed, will be disqualified. Faxed or electronically submitted responses cannot be accepted.

Responses must be sealed and plainly marked with the company name and the opening date and time. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided.



Competitive Solicitation by  
Region 14 Education Service Center

For

Office Supplies and Services

On behalf of itself and other Government Agencies

And made available through the  
National Cooperative Purchasing Alliance

RFP # 03-17



# Introduction / Scope

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- ◆ Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Office Supplies and Services.
- ◆ Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.
- ◆ Awarded vendor(s) shall perform covered services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.
- ◆ Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any and all categories.
- ◆ National Cooperative Purchasing Alliance (NCPA)
  - The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that must comply with procurement laws and regulations.
- ◆ It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.
  - Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;
  - Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
  - Combine the purchasing power of Public Agencies to achieve cost effective pricing;
  - Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.

# Instructions to Respondents

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## ◆ Submission of Response

- Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted.
- Sealed responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

## ◆ Required Proposal Format

- Responses shall be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of Respondents company and solicitation responding to on the outside front cover and vertical spine. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on CD, DVD, or flash drives (i.e. pin or jump drives) shall be provided. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

## ◆ Binder Tabs

- Tab 1 – Signature Form
- Tab 2 – NCPA Administration Agreement
- Tab 3 – Vendor Questionnaire
- Tab 4 – Vendor Profile
- Tab 5 – Products and Services / Scope
- Tab 6 - References
- Tab 7 - Pricing
- Tab 8 – Value Added Products and Services
- Tab 9 – Required Documents

## ◆ Shipping Label

- The package must be clearly identified as listed below with the solicitation number and name of the company responding. All packaged must be sealed and delivered to the Region 14 ESC offices no later than the submittal deadline assigned for this solicitation.

From: [Mr. D. Mark Leazer](#)  
Company: [American Office Products Distributors, Inc.](#)  
Address: [1652 E. Main St. – Suite 220](#)  
City, State, Zip: [St. Charles, IL 60174](#)  
Solicitation Name and Number: [Request for Proposal \(RFP\) for Office Supplies and Services – Solicitation number: 03-17](#)  
Due Date and Time: [Thursday, April 20<sup>th</sup>, 2017 2:00 pm CST](#)

# Tab 1 – Master Agreement

## General Terms and Conditions

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- ◆ 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. 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.
  
- ◆ Renewal of Contract
  - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional five (5) years if agreed to by Region 14 ESC and the vendor.
  
- ◆ Funding Out Clause
  - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
    - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
  
- ◆ Shipments (if applicable)
  - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- ◆ Tax Exempt Status
  - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.
  
- ◆ Payments
  - The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.
  
- ◆ Adding authorized distributors/dealers
  - Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
  - Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
  - Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
  - All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.
  
- ◆ Pricing
  - All pricing submitted 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.

[AOPD shall have each dealer provide NCPA with an appropriate Certificate of Insurance as required](#)
  
- ◆ Legal Obligations
  - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
  
- ◆ Protest
  - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
    - Name, address and telephone number of protester
    - Original signature of protester or its representative
    - Identification of the solicitation by RFP number
    - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
  - Any protest review and action shall be considered final with no further formalities being considered.
  
- ◆ Force Majeure
  - If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer



period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders 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.

# Process

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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 \$2 - \$10 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 respondents 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.

**AOPD agrees with the process as described above.**

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# Evaluation Criteria

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- ◆ 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.
  - Past Cooperative Program Performance
  - 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
  - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
  - Customer Service

# Signature Form

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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	<u>American Office Products Distributors, Inc. (AOPD)</u>
Address	<u>1652 E. Main St. – Suite 220</u>
City/State/Zip	<u>St. Charles, Illinois 60174-4702</u>
Telephone No.	<u>630-761-0600</u>
Fax No.	<u>630-761-0691</u>
Email address	<u>mark@aopd.com</u>
Printed name	<u>D. Mark Leazer</u>
Position with company	<u>Executive Director</u>
Authorized signature	<u><i>D. Mark Leazer</i></u>

# Tab 2 – NCPA Administration Agreement

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This Administration Agreement is made as of May 1, 2017, by and between National Cooperative Purchasing Alliance (“NCPA”) and [American Office Products Distributors](#) (“Vendor”).

## Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated May 1, 2017, referenced as Contract Number 11-18, 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 Office Supplies and Services;

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 (15<sup>th</sup>) 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:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

**Total** \_\_\_\_\_

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

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

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an 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:**

**Vendor:** [American Office Products Dist.](#)

Name: Matthew Mackel

Name: [D. Mark Leazer](#)

Title: Director, Business Development


Title: [Executive Director](#)

Address: PO Box 701273

Address: [1652 E. Main St. – Suite 220](#)

Houston, TX. 77270

[St. Charles, IL 60174](#)

Signature: 

Signature: 

Date: May 1, 2017

Date: [April 18, 2017](#)



# Tab 3 – Vendor Questionnaire

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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)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Alabama              | <input checked="" type="checkbox"/> Maryland       | <input checked="" type="checkbox"/> South Carolina |
| <input checked="" type="checkbox"/> Alaska               | <input checked="" type="checkbox"/> Massachusetts  | <input checked="" type="checkbox"/> South Dakota   |
| <input checked="" type="checkbox"/> Arizona              | <input checked="" type="checkbox"/> Michigan       | <input checked="" type="checkbox"/> Tennessee      |
| <input checked="" type="checkbox"/> Arkansas             | <input checked="" type="checkbox"/> Minnesota      | <input checked="" type="checkbox"/> Texas          |
| <input checked="" type="checkbox"/> California           | <input checked="" type="checkbox"/> Mississippi    | <input checked="" type="checkbox"/> Utah           |
| <input checked="" type="checkbox"/> Colorado             | <input checked="" type="checkbox"/> Missouri       | <input type="checkbox"/> Vermont                   |
| <input checked="" type="checkbox"/> Connecticut          | <input type="checkbox"/> Montana                   | <input checked="" type="checkbox"/> Virginia       |
| <input checked="" type="checkbox"/> Delaware             | <input checked="" type="checkbox"/> Nebraska       | <input checked="" type="checkbox"/> Washington     |
| <input checked="" type="checkbox"/> District of Columbia | <input checked="" type="checkbox"/> Nevada         | <input checked="" type="checkbox"/> West Virginia  |
| <input checked="" type="checkbox"/> Florida              | <input type="checkbox"/> New Hampshire             | <input checked="" type="checkbox"/> Wisconsin      |
| <input checked="" type="checkbox"/> Georgia              | <input checked="" type="checkbox"/> New Jersey     | <input checked="" type="checkbox"/> Wyoming        |
| <input checked="" type="checkbox"/> Hawaii               | <input checked="" type="checkbox"/> New Mexico     |  |
| <input checked="" type="checkbox"/> Idaho                | <input checked="" type="checkbox"/> New York       |  |
| <input checked="" type="checkbox"/> Illinois             | <input checked="" type="checkbox"/> North Carolina |  |
| <input checked="" type="checkbox"/> Indiana              | <input checked="" type="checkbox"/> North Dakota   |  |
| <input checked="" type="checkbox"/> Iowa                 | <input checked="" type="checkbox"/> Ohio           |  |
| <input checked="" type="checkbox"/> Kansas               | <input checked="" type="checkbox"/> Oklahoma       |  |
| <input checked="" type="checkbox"/> Kentucky             | <input checked="" type="checkbox"/> Oregon         |  |
| <input checked="" type="checkbox"/> Louisiana            | <input checked="" type="checkbox"/> Pennsylvania   |  |
| <input type="checkbox"/> Maine                           | <input checked="" type="checkbox"/> Rhode Island   |  |

**All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

American Samoa

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

◆ **AOPD and all its dealers are SBE's, but many of our dealer members are also woman owned, minority owned, veteran owned, service disabled veteran owned, and HUB certified.**

◆ **Residency**

➤ Responding Company's principal place of business is in the city of St. Charles,  
State of Illinois

◆ **Felony Conviction Notice**

➤ Please Check Applicable Box;

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 3<sup>rd</sup> 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: **Marketing and Sales Association**

◆ Processing Information

➤ Provide company contact information for the following:

▪ Sales Reports / Accounts Payable

Contact Person: Shelley Tousignant  
Title: Financials /Contracts Administrator  
Company: American Office Products Distributors, Inc.  
Address: 1652 E. Main St. - Suite 220  
City: St. Charles State: Illinois Zip: 60174  
Phone: 630-761-0600 x108 Email: shelley@aopd.com

▪ Purchase Orders

Contact Person: Joseph Breczka  
Title: Director Business Development  
Company: American Office Products Distributors, Inc.  
Address: 1652 E. Main St. - Suite 220  
City: St. Charles State: Illinois Zip: 60174  
Phone: 716-912-9017 Email: joe@aopd.com

▪ Sales and Marketing

Contact Person: Angela Sumner Price  
Title: National Marketing Director  
Company: American Office Products Distributors, Inc.  
Address: 1652 E. Main St. - Suite 220  
City: St. Charles State: Illinois Zip: 60174  
Phone: 630-761-0600 X106 Email: angela@aopd.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

# Tab 4 – Vendor Profile

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Please provide the following information about your company:

- ◆ Company's official registered name.

American Office Products Distributors, Inc.

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

Established in 1978, American Office Products Distributors (AOPD) and its affiliated member dealers have long stood as the premier national independent dealer marketing organization in North America. The members of AOPD represent the best independent dealers in their respective markets.

As North America's oldest and most dependable office products marketing group, AOPD has continuously provided office products purchasing and distribution programs to local, regional and national commercial/government business partners. From a historical perspective, AOPD was formed by a group of the largest Independent dealers back in 1978, to provide the ability to market to and service both regional and national accounts. Through the development and growth of AOPD, the dealer members are enabled to provide exemplary service and competitive price schedules to business partners across North America. By capitalizing on the strengths and resources of the entire dealer network, AOPD provides programs to business partners with quality branded products, personalized service and competitive price programs.

While there are many independent office product dealers in the U.S., the elite members of AOPD are of the largest, most sophisticated and most successful. Every AOPD dealer member is classified as small business (SBE) with less than 500 employees. In addition, many carry various socioeconomic designations such as Woman Owned, Minority Owned, HUB Zone, and Veteran Owned. Through the various designations of our member dealers, AOPD is able to satisfy a multitude of socioeconomic requirements of many of our business partners. At present, AOPD services over 440 national accounts and is the designated contract holder for two government (GSA/NCPA), one health care (Premier) and one major Chamber (Affinity) contracts.

The AOPD network consists of 70 independent dealers in the US and network dealer groups in Australia, Canada and Europe. Through their affiliation, AOPD is able to provide extensive coverage in the markets our member's service.

From a service perspective, AOPD is able to provide 1-3 business day consistent delivery, vast ordering method options (standard and Internet) and customized services to meet the needs of our business partners.

AOPD's core purpose is to "provide local service, nationwide", by implementing national programs that use the services of local providers. By doing so, local tax dollars stay within local communities, supporting local economies. All services are provided by a local AOPD distributor.

AOPD is headquarters in St. Charles, Illinois, a suburb of Chicago. It is managed by a group of dedicated professionals with over 130 years combined experience in the office products industry.

Through the many changes within the office products industry, AOPD has stood the test of time. By providing stellar programs with outstanding service, our reputation of being the number one national office products program provider has sustained and will sustain AOPD in the many years to come.

- ◆ Company's Dun & Bradstreet (D&B) number.

039636337

- ◆ 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.

There are 70 AOPD member dealers in the U.S.A. with 191 sales, service and distribution centers.

- List the names of key contacts at each with title, address, phone and e-mail address.

Please see the next four pages.

<b>North American Dealers</b>	<b>Main Location</b>	<b>Branch Locations</b>	<b>Total AOPD Locs</b>	<b>Socioeconomic Status</b>	<b>Principal / Main Contact</b>	<b>Phone</b>	<b>E-mail Address</b>
A & W Office Supply	Knoxville, Tennessee	(1)Johnson City, TN	2	<b>SDVOSB</b> - Small, Service Disabled Veteran Owned	Mike Taylor	(865) 218-7907	mike.taylor@awos.com
A to Z Office Resource	Columbia, Tennessee	(8) Madison, AL - Cookeville, Gray, Jackson, Knoxville, Morristown, & Nashville, TN - Abingdon, VA	9	<b>SBE</b> - Small	Miles Oakley	(615) 471-9175	moakley@azorinc.com
AAA Business Solutions	Pittsburgh, Pennsylvania		1	<b>SBE/SDVOSB</b> - Small, Service Disabled Veteran Owned	Frank N. Fera	(412) 489-1364	frankn@shopaaabusiness.com
Accurate Office Supply	Carol Stream, Illinois		1	<b>SBE</b> - Small	Joseph Krelle	(630) 784-4700	joekrelle@accurateofficesupply.com
American Paper & Twine	Nashville, Tennessee	(5) Little Rock, AR - Chattanooga, Knoxville & Memphis, TN - Austell, GA	6	<b>SBE</b> - Small	David Morris	(615) 350-9000	dmorris@aptcommerce
Apex Office Products	Tampa, Florida	(5) Inverness, Ocala, Orlando, Sarasota & Tallahassee, FL	6	<b>SBE/MBE/VOSB</b> - Small, Minority, Veteran Owned, Disadvantaged	Alex Llorente	(813) 871-2010	allorete@apexop.com
Barren County B.S.	Glasgow, Kentucky	Glasgow, KY	2	<b>SBE/WOSB</b> - Small, Woman Owned	Lisa Dreher	(270) 659-2061	ldreher@bcbsupply.com
Bulldog Office Products	Pittsburgh, Pennsylvania	(1) Cleveland, OH	2	<b>SBE/WOSB</b> - Small, Woman Owned.	Frank L. Fera	(412) 787-3333	frankl@bulldogop.com
Business Essentials	Grapevine, Texas		1	<b>SBE/WOSB/HUB</b> - Small, Woman Owned, Hub Zone	Marty Beck	(817)328-1617	mbeck@beofficesupply.com
Chuckal's Office Products	Tacoma, Washington		1	<b>SBE</b> - Small	Jon Rossman	(253) 620-2350	rossmanj@chuckals.net
Coastal Office Solutions	Victoria, Texas		1	<b>WOSB/HUB</b>	Shad Estes	(361) 578-5392	shad@coastaltx.com
Complete Office	Seattle, Washington	Spokane, WA - Boise, ID	3	<b>SBE</b>	Dave Patterson	(206) 336-5175	dpatterson@complete-office.com
Complete Office	Cerritos, California	Orange, & San Diego, CA	3	<b>SBE</b>	James Southwood	(917) 743-5160	jsouthwood@completeofficeca.com
Complete Office	Germantown, Wisconsin	Appleton, Madison & Rothschild, WI	4	<b>SBE</b>	Chuck Schwarting	(608) 220-5596	cschwarting@cowiweb.com
COS Business Products	Chattanooga, Tennessee	Dalton, GA	2	<b>SBE</b>	Skip Ireland	(423)424-4730	sireland@cosonline.com
Drumrights Office Supply	Fresno, California		1	<b>SBE</b> - Small	Stephen Cavalla	(559) 252-4695	stephenc@drumrights.com
Eaton Office Supply	Amherst, New York		1	<b>SBE</b> - Small	Bruce Eaton	(716) 691-6100	bceaton@eatonofficesupply.com
Economy Office Supply	Glendale, California		1	<b>SBE/WOSB</b> - Small, Woman Owned.	Jeff Stine	(818) 548-1525	jeff@economyofficesupply.com
El Paso Office Products	El Paso, Texas		1	<b>SBE/MBE/HUB</b> - Small, Minority Owned, Hub Zone	Sandy Grodin	(915) 593-9000	sgrodin@elpasoop.com
EON Office Products	Denver, Colorado		1	<b>SBE/WOSB/DBE</b> - Small, Woman Owned, Disadvantaged	Jackie Willems	(720) 570-5469	jwillems@eonoffice.com



<b>North American Dealers</b>	<b>Main Location</b>	<b>Branch Locations</b>	<b>Total AOPD Locs</b>	<b>Socioeconomic Status</b>	<b>Principal / Main Contact</b>	<b>Phone</b>	<b>E-mail Address</b>
FSloffic	Charlotte, North Carolina	(7) Greensboro, Lumberton, Raleigh & Wilmington, NC - Greenville, Ladson, & W. Columbia, SC	8	<b>SBE/WOSB</b> - Small, Woman Owned.	Kim Leazer	(704) 598-8971	kim.leazer@formsandsupply.com
Garvey's Office Products	Niles, Illinois		1	<b>SBE</b> - Small	Bernie Garvey	(847) 588-1315	bgarvey@getgarveys.com
GBP Direct, Inc.	Kenner, Louisiana	(1) Baton Rouge, LA	2	<b>SBE/WOSB</b> - Small, Woman Owned.	Randy Durbin	(504) 464-0000	randydurbin@gbpdirect.com
Greenwood Office Outfitters	Fort Worth, Texas	(1) Dallas, TX	2	<b>SBE</b> - Small	Amy Wells	(817) 926-0281	awells@greenwoodoffice.com
Guernsey, Inc.	Dulles, Virginia	(5) Beltsville, MD, Greencastle & Middletown, PA, Richmond and Virginia Beach, VA	6	<b>SBE</b> - Small	Gordon Thrall	(703)788-3201	gthrall@buyguernsey.com
Heights Office Products	San Antonio, Texas		1	<b>SBE</b> - Small	Ed Zazula	(210) 822-9671	ezazula@heightsofficeproducts.com
Herald Office Solutions	Dillon, South Carolina	Columbia, Sumter, Cheraw, Charleston, Myrtle Beach, Greenville, Greenwood, North Charleston, ,SC, & Whiteville, NC	10	<b>SBE</b> - Small	Myers Jordan	(843) 632-1758	myers@heraldoffice.com
hsc*officeproducts	Aiea, Hawaii		1	<b>SBE/MBE/VOSB</b> - Small, Minority/Veteran Owned, Disadvantaged	Frank Tsukano	(808) 748-7211	frank@hscofficeproducts.com
Impact Office Products	Beltsville, Maryland	(2) Mt. Laurel, NJ - Fairfax, VA	3	<b>SBE</b> - Small	Phill Scott	(240) 542-1375	psscott@impactoffice.com
Independence B.S.	Cleveland, Ohio	(1) Youngstown, OH	2	<b>SBE</b> - Small	Steve Gordon	(216) 398-8880	steve.gordon@ibuyibs.com
Innovative Office Solutions	St. Paul, Minnesota	(2) Owatonna & Waite Park, MN	3	<b>SBE/WOSB</b> - Small, Woman- Owned	Jennifer Smith	(952)698-9222	jsmith@innovativeos.com
Keeney's Office Supply	Redmond, Washington		1	<b>WOSB</b>	Lisa Keeney McCarthy	(425)869-7555	lisak@keeneys.com
Keeton's Office Supply	Bradenton, Florida		1	<b>SBE</b> - Small	Brent Hoopingarner	(941)747-2995	bremtj@keetonsonline.com
Kyle Office Solutions	Tuscaloosa, Alabama		1	<b>SBE</b> - Small	Bruce Bovett	(205) 345-5573	bbovett@kyleofficesolutions.com
Marco Office Supply	Naples, Florida		1	<b>SBE</b> - Small	Philip Penzo	(239) 775-7513	philip@marcoofficesupply.com
Midwest Office	Springfield, Illinois	(10) Bloomington, Effingham, Peoria, IL - Columbia, Rolla, St. Joseph, MO - Chanute, Coffeyville, Independence, KS - Temecula, CA	11	<b>SBE</b> - Small	Bill Schuette	(866)978-5555	bschuette@midwestoffice.com

<b>North American Dealers</b>	<b>Main Location</b>	<b>Branch Locations</b>	<b>Total AOPD Locs</b>	<b>Socioeconomic Status</b>	<b>Principal / Main Contact</b>	<b>Phone</b>	<b>E-mail Address</b>
Miller's Supplies at Work	Lorton, Virginia	Waynesboro and Winchester, VA	3	<b>SBE/WOSB</b> - Small, Woman Owned	Wayne Stillwagon	(703) 644-2200	wstillwagon@millersoffice.com
Minton-Jones	Norcross, Georgia		1	<b>SBE</b> - Small	Chip Jones	(770) 449-4787	cjones@mintonjones.com
MySupplies	Atlanta, Georgia		1	<b>SBE/WOSB</b> - Small, Woman Owned.	Nancy Balkcom	(404) 768-2387	nancy@mysupplies.com
Navajo Office Products	Amarillo, Texas		1	<b>SBE/HUB</b> - Small, Hub Zone	John Navarette	(806) 331-1658	jnav@navajo-office.com
Office Basics	Boothwyn, Pennsylvania	(3) Moorestown, NJ - Bethlehem & Lancaster, PA	4	<b>SBE</b> - Small	John Leighton	(610) 471-1000	jleighton@officebasics.com
Office Edge	Austin, Texas		1	<b>SBE/HUB/WOSB</b> - Small, HUB, Woman Owned	Danny Lowe	(512) 997-1401	danny@getanedgeup.com
Office Essentials	St. Louis, Missouri	(1) Kansas City, MO	2	<b>SBE</b> - Small	Kate Dougherty	(314) 432-4666	kdougherty@oeistl.com
Office Express	Troy, Michigan		1	<b>WBE</b> - Small	Anna Sinagra	(877) 795-2600	annas@oexusa.com
Office Solutions	Yorba Linda, California	(2) Santa Fe Springs, CA & Las Vegas, NV	3	<b>SBE/MBE/WOSDB</b> -Small, Minority, Woman Owned, Disadvantaged	Zoya Lister	(714) 696-7245	zlist@officesolutions.com
Officewise Supply	Amarillo, Texas	(2) Lubbock & Midland, TX	3	<b>SBE/VOSB/HUB</b> - Small, Veteran Owned, Hub Zone	Tommy Sansom	(806) 766-8888	tsansom@officewiseco.com
Office360	Indianapolis, Indiana	(2) Mishawaka & Richmond, IN	3	<b>SBE</b> - Small	Steve Nahmias	(317)378-8618	steve.nahmias@office3sixty.com
Perimeter Office Products	Norcross, Georgia		1	<b>SBE</b> - Small	Mike Evert	(800)923-5780	mevert@perimeterop.com
Petter Business Systems	Paducah, Kentucky	(3) Hopkinsville, Owensboro, KY and Mt. Vernon, IL	4	<b>SBE</b> - Small	Bruce Austin	(270) 575-5078	baustin@petter-business.com
Porter's Office Products	Rexburg, Idaho	(2) Pocatello, ID - Logan, UT	3	<b>SBE</b> - Small	Mark Porter	(208) 356-4616	mwporter@portersop.com
Preferred Office Products	Dallas, Texas		1	<b>SBE/VOSB</b> - Small, Veteran Owned	Andrew Atkinson	(214) 358-1200	andrewa@popexpress.com
Ritter's Office Outfitters	Columbus, Ohio	(2) Mansfield & Willoughby, OH	3	<b>SBE</b> - Small	Gordon Pepper	(614) 895-2071	gpepper@charlesritter.com
Rudolph's Office Supply	Baltimore, Maryland		1	<b>SBE/WOSB</b> - Small, Woman Owned	Christina Ensley	(410) 931-4150	censley@rudolphsupply.com
Sandia Office Supply	Albuquerque, New Mexico		1	<b>SBE/MBE</b> - Small, Minority Owned	Todd Sandoval	(505) 341-4900	todd@sosnm.com
Smith & Butterfield	Evansville, Indiana		1	<b>SBE</b> - Small	Teri Barnes	(812) 422-3261	tbarnes@smithbutterfield.com
Source Office Products	Golden, Colorado	(8) Boulder & Grand Junction, CO - Norcross, GA - Casper, Cheyenne, Gillette, Laramie & Sheridan, WY	9	<b>SBE</b> - Small	Sam Winfrey	(303) 964-8100	sam@sourceot.com

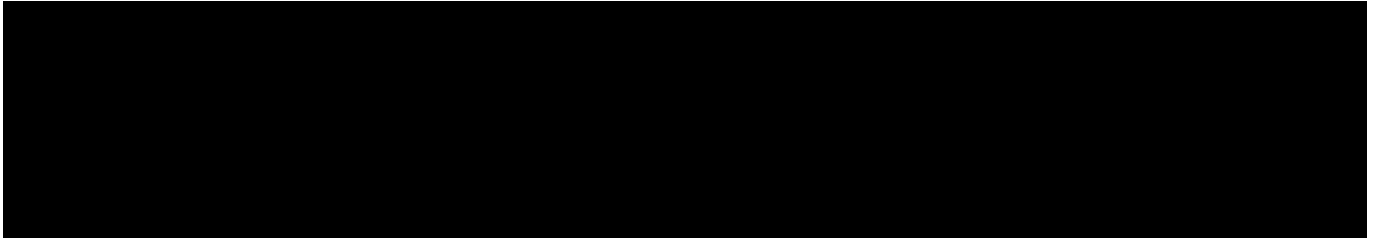
North American Dealers	Main Location	Branch Locations	Total AOPD Locs	Socioeconomic Status	Principal / Main Contact	Phone	E-mail Address
Stationers, Inc.	Huntington, West Virginia		1	SBE - Small	Jennifer Walters	(304) 528-2780	jwalters@champion-industries.com
Storey Kenworthy	Des Moines, Iowa	(8) Ames, Decorah, Cedar Rapids, Fort Dodge, Marshalltown, Mason City, Spirit Lake, & Waterloo, IA	9	SBE - Small	John Kenworthy	(515) 558-6073	jkenworthy@storeykenworthy.com
Strickland Companies	Birmingham, Alabama	(5) Huntsville, Mobile & Montgomery, AL - Pensacola, FL - Columbus, MS	6	SBE/WOSB - Small, Woman Owned	Kim Crook	(205) 798-3000	kcrook@stricklandbp.com
Suburban Stationers	Middleton, Connecticut		1	WOSB	Bob Shulman	(860) 347-0299	bobs@suburbanop.com
Tejas Office Products,	Houston, Texas		1	SBE/MBE/VOSB/8A/Hub- Small, Minority, Veteran Owned, Disadvantaged, Hub Business	Alisa Fraga-Kautzmann	(713) 802-4553	alisak@tejasoffice.com
The Chapman Printing Co.	Lexington, Kentucky	(1) Charleston, WV	2	SBE - Small	Jennifer Walters	(304) 528-2780	jwalters@champion-industries.com
The Office City	Hayward, California	(5) Richmond, Los Banos, Mariposa, Merced & Stockton, CA	6	SBE - Small	Bill Jones	(650) 385-2631	billj@theofficecity.com
TSRC, Inc.	Ashland, Virginia	(8 ) Hanover & Jessup, MD - Bridgewater, Charlottesville, Fredericksburg, Harrisonburg, Lynchburg, Norfolk, Roanoke & Sterling, VA	9	SBE/WOSB - Small, Woman Owned	Dutch Jones	(804) 412-2748	djones@tsrcinc.com
The Weeks Lerman Group,	Maspeth, New York		1	SBE - Small	Sidney Lerman	(718) 803-4800	sid@weekslerman.com
V-Quest Office Supply	Georgetown, Texas		1	SBE/WOSB- HUB - Small, Woman Owned, HUB Business	Tara Brown	(512) 763-8800	tara@v-questtx.com
Warehouse Direct	Chicago, Illinois		1	SBE - Small	John Moyer	(847) 631-7102	johnmoyer@warehousedirect.com
Wist Office Products	Tempe, Arizona		1	SBE - Small	Ian Wist	(480) 921-2900	ianw@wist.com
World Class Business Products	New York City, New York		1	SBE - Small	Victor Diaso	(718) 472-7300	vdiaso@wcbus.com
Yuletide Office Supply	Memphis, Tennessee		1	SBE - Small	Chris Miller	(901) 372-8588	chrismiller@yuletideop.com
		<b>Total US Locations&gt;&gt;&gt;</b>	<b>191</b>				

- ◆ Define your standard terms of payment.

NET 30 DAYS (non-credit card purchases). Any other payment terms are negotiable.

- ◆ Who is your competition in the marketplace?

At present, our major competitors are Staples, Office Depot, and WB Mason (in the North East). There are also some non AOPD member independent dealers in various markets that are AOPD competitors.



- ◆ What differentiates your company from competitors?

AOPD's service capabilities and program customization are the two distinct differentiators that set us above our competitors. AOPD provides a much higher level of service to our Business Partners on an everyday basis. By providing personal customer service support, branded products and the ability to create customized program offerings, AOPD is able to exceed customer expectations. The dealer members of AOPD are empowered to make decisions at the dealership level and do not have to wait for approval from a corporate location or decision maker in another city/state. The local AOPD dealers are therefore able to offer quick response to any service request to satisfy our Business Partners' requirements.

- ◆ Describe how your company will market this contract if awarded.

AOPD has had the pleasure of being the NCPA contract holder for the past 5 years. Through that time, we have developed a very effective go to market strategy that supports all the inherent goals and objectives of the NCPA program.

The overall value of a continued relationship with AOPD is simply that all the "heavy lifting" is done. Through our association with NCPA over the past five years, we have developed highly effective and comprehensive go to market strategies that have resulted in great success through our combined efforts.

Based on our gained experience, we have developed the best strategies for addressing existing and potential business partners. Our current and go forward implementation objectives are as follows:

- ◆ All AOPD dealer members are provided with the appropriate contract information, price schedules and tools necessary to market and engage
- ◆ All AOPD dealer members have been trained to assure full understanding of the contract, its value adds and implementation strategies/requirements
- ◆ All AOPD dealers are linked to AOPD HQ via Acsellerate to support the necessary sales

management and sales data reports required to support the contract

- ◆ AOPD has provided all dealer members the appropriate marketing collateral to engage in customer awareness and presentation campaigns
- ◆ All AOPD dealer members can provide an extensive online reporting tool to business partners (CXI Intelligence) enabling business partners to view their total and overall purchasing activities online
- ◆ All AOPD dealer members understand the value of business reviews and the ‘re-selling’ of the NCPA agreement to their business partners
- ◆ All dealers understand the value in providing custom program offerings to business partners to meet their individual business requirements
- ◆ AOPD has added the staff resource of a Director of Business Development, who is responsible for the overall sales and marketing activities of the NCPA agreement

- ◆ Describe how you intend to introduce NCPA to your company.

The value of an extended relationship with AOPD is that through our servicing the contract for the past five years, the NCPA contract is now a part of our sales culture throughout our entire organization. Rather than an introduction, we will provide a refresh announcement, indicating any updates to the existing agreement with NCPA.

NCPA has been and continues to be AOPD’s fastest growing and substantial contract. Our entire network of dealers are extremely versed with the contract and will continue to promote it without interruption, provided an award is received.

Through a re-award of the contract to AOPD, you can be assured of a seamless rollover into the new contract terms, without interruption.

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

Every AOPD dealer website has on-line purchasing as a standard offering for their customers to utilize an easy ordering process. The AOPD dealers’ on-line purchasing programs offer a fully functional website complete with a customized and net-priced Internet catalog. AOPD customers can manage their supply purchases using various approval levels and notifications that show complete pricing and product information, and the order history for their account(s).

Flexibility is vital to our success. As our customer’s requirements and order entry programs and technology changes, the AOPD dealers upgrade programs to match these changes. What won’t change is the level of local service we provide.

Customers are offered a variety of functionality settings in their set up as an AOPD customer. These include custom product lists for easy ordering, product(s) blocking, approval levels, order tracking capabilities, easy returns, invoicing/payment methods, and reporting.

Some of the additional features of the AOPD dealers’ order entry programs are:

- Ability to order for multiple cost centers and/or departments and ship to addresses

- Quick order items from favorites list
- Contract items can be set up as first source or to come up first in search
- Save shopping carts to add more products or submit later
- View cart, to see or print what is in the cart...add or delete, save again or submit

All orders are entered into, tracked through, invoiced, and reported from our dealers' computer systems. This gives you a completely auditable ordering program.

Each NCPA customer will receive their own login(s) and specific ordering instructions, including diagrams, from their local AOPD member. Personal training is also available if needed.

- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

AOPD's program allows our entire membership to participate in servicing contract customers across the country. The points of customer service and maintenance are managed through AOPD and carried out by the AOPD members. One of our strengths is *local* customer service; we call this Local Service, Nationwide. The service point of contact for NCPA customers will therefore be the local customer service teams at the AOPD members servicing the respective locations. AOPD local customer service teams are responsible for understanding and supporting contract accounts including order entry requirements, delivery specifications, invoicing methods and preferred product choices.

NCPA customers can expect the same higher level of excellent service that all AOPD customers receive. The average experience level for customer service representatives at AOPD member companies is over 20 years.

AOPD customer service teams have extensive knowledge of current office supply items as well as a familiarity with products from 20+ years ago. They are able to recommend alternatives for discontinued items, suggest items more suitable for a particular task (e.g. such as a particular marker for a white board, rather than a non-erasable marker), and question possible incorrect orders to prevent delay in receiving the correct item (e.g. an end user orders letter size file folders but needs legal size hanging folders). This proactive approach saves the customer time and money.

The local customer service team size will be based on the size of the customer and their respective service requirements. Every customer is assigned to one or more Customer Service Representatives with back up CSR's to provide assistance and cover absenteeism.

Customer Service Representatives are available to purchasers via phone (toll free numbers will be provided where needed), fax, and/or email. Additionally, AOPD dealers offer "live chat" which enables end users to quickly communicate via the Internet with their local customer service representatives. There will be a local customer service representative available from 0700 to 1800 hours Monday through Friday.

◆ 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, and ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.

AOPD is committed to important social and environmental initiatives and incorporates this leadership into its offerings to customers. AOPD has clearly identified categories where green products are available in building proposals, contract item listings, and catalogs for companies and customers who are environmentally conscientious.

We offer a range of green options from Energy Star products to EPA green-classified products and Sustainable Forestry Initiative products. Green products are available from a wide variety of manufacturers offering products in categories such as copier papers, filing products, file storage boxes, cleaning products, desk accessories, Post It products and toner and ink products. AOPD identifies each in our catalog with important information, including those which meet criteria for post-consumer waste and total recycled content according to the EPA.

AOPD dealers all offer recycling programs for toner and ink cartridge products. If a NCPA customer has used toner or inkjet cartridges they'd like to recycle, all they need to do is put the used cartridge in the new cartridge box, affix the accompanying recycle label, and give them to their delivery driver when the next delivery is made. The cartridges will be recycled and reused, saving them from being dumped in a landfill.

The efforts of AOPD are supported by programs and initiatives created and offered by our manufacturer Business Partners. Information about green initiatives and programs offered by the AOPD manufacturer Business Partners are accessible on AOPD dealer websites. AOPD dealers also work with customers to shrink the overall carbon footprint resulting from procurement processes. Larger customers may request that regular orders are bundled and delivered on specified delivery days. This allows the dealer to condense the deliveries made to the customer's site, thus reducing the greenhouse emissions resulting from the operation of delivery vehicles. It is to be noted that this is a suggestion and that AOPD would never compromise services to our customers. If a customer needs a product next day, the dealer will of course comply with the customer's request for next day delivery.

- ◆ 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.

AOPD dealers are all considered to be small businesses by the SBA. Additionally, many of the AOPD dealers are certified under various other socioeconomic designations and some dealers carry multiple socioeconomic designations. AOPD does not have copies of the dealers' certification documents but they would be available from each of the individual dealers. Here is a breakdown of the socioeconomic designations that we have listed for the 70 U.S. dealer members.

SBE – 70

MBE – 6

WBE – 19

HUB Zone – 8

VOSB – 5

SDVOSB - 2



## Tab 5 – Products and Services

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- ◆ 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:
  - Office Supplies - **YES to all in this category**
    - Basic Supplies
    - Binders and Accessories
    - Filing and Storage
    - Mailing, Shipping and Envelopes
    - Pens, Pencils and Markers
  - Paper - **YES to all in this category**
    - Art and Craft Paper
    - Copy and Print Paper
    - Notebooks and Journals
  - Ink and Toner - **YES to all in this category**
  - Break Room - **YES to all in this category**
    - Appliances
    - Water, Soda, Juice , Coffee, Tea, Food and Candy
    - Cups and Plates
  - Cleaning - **YES to all in this category**
    - Cleaning Chemicals and Equipment
    - Hand Soap and Sanitizers
    - Restroom Supplies
    - Wastebaskets and Trash Bags
  - Furniture - **YES to all in this category**
    - Bookcases
    - Desks and Workstations
    - File Cabinets
    - Office Chairs and Seating
  - Technology - **YES to all in this category**
    - Computer Accessories
    - Monitors and Projectors
    - Data Storage and Media
    - Printers, Scanners, Copiers and Fax
  - Print Services - **YES to all in this category**
    - Custom Printing
    - Security Solutions
    - Promotional Products

◆ Office Supply Requirements

- Describe your company's ability to meet the following specifications. Bidders will respond to each item by checking Comply or Deviate box. No bid items shall be marked as such in the Deviate box.

<b>Requirement</b>	<b>Comply</b>	<b>Deviate</b>
Vendor shall provide a broad based line of office products of at least 10,000 items in available inventory.	X	
All products shall be new and of high quality. Products that are re-filled or re-manufactured will be labeled as such.	X	
The vendor's catalog shall include a variety of major manufacturers of the specified products and services. Office supplies shall comprise at least 80% of catalog products.	X	
The catalog shall contain a minimum of 10,000 items.	X	
Private label products may be offered. Any change of manufacturers of a private label during the term of the contract will result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.	X	
Vendor shall have an electronic on-line catalog, including shopping cart capabilities, for order entry use by the members. Features include: product lookup that shows <u>contract</u> price; ability to set purchasing authorization limits; ability to download order and invoice history reports.	X	
Orders of stocked products will be shipped within 48 hours of receipt of order. The participating entity shall be notified by the vendor if the product ordered cannot be shipped within this time period to give the member the opportunity to secure product elsewhere.	X	
Contractor will maintain a minimum monthly average fill rate of 95%. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.	X	
No "restocking" fees may be collected on items cancelled for failure to be delivered within the specified time frame.	X	
Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.	X	
The minimum dollar value of an order delivered to a single location shall be no more than \$50.00, unless a different amount is required by a member agency.	X	
Orders not filled and partials shall be indicated on the packing list. Vendor shall inform member of anticipated delivery date for unfilled and partial orders.	X	
All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the member's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.	X	

General office supplies shall include, but not be limited to, pencils, pens, markers, and other writing instruments; correction fluid, tape, film and other correction products; tape, glue, paste and other adhesives; staplers, staples, paper clips, and paper clamps; permanent and removable self-adhesive, moisten and stick, colored and clear, and specialty labels; standard file folders, hanging file folders, floor and desktop file cabinets, trays, containers, and organization systems.	X	
Calculators shall include, but not be limited to electronic handheld, desktop and scientific printing and non-printing calculators.	X	
Paper products shall include, but not be limited to white and color copy and duplicator paper; linen office papers; envelopes; index cards; writing pads; composition books; loose-leaf paper; card and cover stock; and other paper supplies.	X	
Miscellaneous equipment shall include, but not be limited to paper shredders, electric and mechanical pencil sharpeners, clocks, radios, wastebaskets, and labeling equipment.	X	
Specialty equipment and supplies shall include, but not be limited to signs, nameplates, name badges, computer carrying cases, briefcases, and housekeeping supplies.	X	
Vendor will provide various Copy and Print Services	X	
Vendor will provide E-Commerce for Print orders. Ability to send the orders electronically and either pick them up or have them delivered.		X Available in some areas
Vendor will have the ability to print collate, and either staple or bind the materials.	X	
Vendor will have the ability to turn around within 24 hours for certain copy and print jobs	X	
Vendor will have the ability to print business cards and turn around within 5-7 days.	X	
Vendor will have the ability to Accept Purchase order for Print and Copy Services	X	
Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping.	X	
Vendor will provide a discount below the standard retail rate for Print, Copy, and Ship materials.	X	
Vendor will include Promotional Materials in the catalogues for the members.		X By some dealers
The Promotional Materials will include discounts below standard retail rate		X Pricing negotiable
The Vendor will have the ability to provide Office Furniture and Chairs of various manufacturers.	X	
The Vendor will have experience with ordering and installing furniture orders.	X	

The Vendor will be able to provide Furniture pricing within 2% of GSA pricing.	X	
The Vendor will match or lower any pricing of comparable contracts with similar volume. IE every year the volume discounts may go lower to the agencies as the volume of the program goes up.	X	
The Vendor will honor pricing and will not have "Floors" in their pricing. This includes fixed prices and discounts of catalogues.	X	
Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.	X	
Vendor is not being investigated for Overcharging by any State or Federal Agency.	X	
Vendor will notify NCPA of any changes in ownership and the vendor will notify any entity requesting this information.	X	
Vendor may request NCPA sign a non-disclosure agreement until such change in ownership is complete.	X	
Vendor acknowledges that NCPA has the right to terminate its contract with the vendor upon change of ownership at its sole discretion.	X	
Vendor will notify NCPA of any changes in financial stability including changes in debt ratings. Vendor will notify NCPA of any supplier putting credit holds upon the vendor and why such hold is in place. Vendor may request NCPA sign a non-disclosure agreement regarding this matter.	X	
Vendor will supply NCPA a performance bond upon request to ensure its members will be supplied by vendor under this contract. (NCPA may or may not request this at its sole discretion)	X	Available upon request
If a Performance bond is requested the Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company.	X	Negotiable between dealers and buying entities
Upon request Vendor will supply a Performance Bond will be equal to the amount of 12 months of volume under the vendor and NCPA program	X	Negotiable between dealers and buying entities
Vendor will supply NCPA a payment bond upon request to ensure its members will be supplied by vendor under this contract.	X	Negotiable between dealers and buying entities
If a Performance bond is requested The Bonding company will be licensed to do business in Texas and NCPA will have sole discretion upon acceptance of the bonding company. (NCPA may or may not request this at its sole discretion)	X	Negotiable between dealers and buying entities
Upon request Vendor will supply a Payment Bond that will be equal to the amount of 3 months of volume under the vendor and NCPA program	X	Negotiable between dealers and buying entities
Upon Request Vendor will offer a rebate program to agencies that meet certain minimum ordering requirements.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of fixed prices of 100 items, 200 items, & 300 items.	X	
Vendor can submit an alternate pricing methodology allowing Participants to develop their own core list of a percentage discount of 100 items, 200 items, & 300 items.	X	

# Tab 7 – Pricing

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- ◆ Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc.). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services (Tab 5) that are available and also establish pricing per item.
  
- ◆ Price lists must contain the following:
  - Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).
  - Description
  - Vendor's List Price
  - Percent Discount to NCPA participating entities
  
- ◆ Submit price list electronically on CD, DVD, or Flash Drive. Include respondents name, name of solicitation, and date on media of choice.
  
- ◆ Not To Exceed Pricing
  - NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.
  - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
  - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

*The non-core extended catalog is contained on the accompanying USB's, as instructed*

## Confidentiality Statement

All items and prices listed in the market basket and the accompanying Not To Exceed Pricing Catalog, including those marked with a ++, are requested to be held as confidential and subject to exception to The Open Records Act under section 552.104(a) Information Relating to Competition or Bidding as outlined on pages 86 and 87 of the Texas Public Information Handbook, 2016. Release of specific proprietary pricing information would provide an advantage to competition.

## Tab 8 – Value Added Products and Services

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- ◆ 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.

### AOPD EXPERIENCE AND KNOWLEDGE

Of the value adds listed below, one of the most significant is the fact that for the past five years, AOPD and NCPA have built a strong, solid, and mutually beneficial relationship.

From the initial award of the NCPA agreement, AOPD has proven success on a continued basis. The contract has grown to a significant level and the overall NCPA member satisfaction is very high. There is great value in extending a relationship that has and continues to be proven successful.

One key factor in the overall analysis of the agreement is to consider the cost of conversion. In some cases, vendor conversion can reach as high as 15%.

The value add through the relationship with AOPD is simply that everything is currently in place to assure future success. Through a future award of the agreement, AOPD will continue to service the NCPA membership (and new opportunities) in a prompt, efficient, effective and cost savings manner, with no vendor change or service disruption.

### Recycled and Green Products for responsible conservation

AOPD dealers have made a significant effort and commitment to providing environmentally friendly office supplies. Our manufacturer suppliers offer many globally friendly, and EPA approved product choices to minimize the impact on our planet home. Here are some of the categories of green products offered to consumers who are looking to choose sustainable supplies.

#### Paper

Paper is the most common product and commodity that can be, in many cases, made from recycled materials. Paper is used in all offices for everything from printing and filing, to products used in break rooms and restrooms. Every year even a small office uses hundreds of pounds of paper. The manufacturers of copier and printer papers offer numerous green and recycled content paper products for specific purposes.

*The following page lists some examples of other paper products made from various levels of recycled content.*

- ◆ Calendars/planners, file cards, mailers, binders are available with 10% to 30% recycled-content and some
- ◆ File folders, manila, pressboard and classification folders exceed 30%
- ◆ Self-stick note, notebooks, envelopes, easel pads and ad rolls are made from 30% to 100% recycled content
- ◆ Note pads utilize 40% or 50% recycled-paper content
- ◆ Accordion" files (up to 100%), corrugated storage boxes (65%), and stackable reinforced-paper storage drawers (35%...and there is much more
- ◆ The purchase of break room and restroom papers, made with recycled content...hand towels, kitchen-towel rolls, facial tissues, and toilet tissue... are additional opportunities for offices to go green.

### Other Environmentally Friendly Products

#### Remanufactured Toner and Printer Cartridges

- ◆ An estimated 500 million laser and printer cartridges are produced each year. Tens of millions of these cartridges are recycled and are getting multiple service lives out each cartridge. The use of remanufactured toner cartridges helps the environment by removing up to 3 lbs. of waste, per cartridge...waste that would otherwise go to a landfill.
- ◆ Recycling programs are offered free by several manufacturers, including Hewlett Packard. Brother has also come out with a toner saver mode to extend the lifespan of cartridges.

#### Plastics

- ◆ Long term use products such as vinyl binders, letter trays and organizers, clip boards, and even staplers are available made with 20% to 100% recycled content. Pens and writing instruments, highlighters and markers, are available in a variety of types made with up to 82% recycled plastic content. These products write with acid-free nontoxic ink.
- ◆ For the break room, drink cups and lids made from recycled plastic or compostable corn-based plastic and trash bags made of biodegradable plastic are available from the AOPD dealers.

#### Rechargeable Batteries

- ◆ Batteries are used in many offices for everything from adding machines and wall clocks to cameras, tape recorders, and smoke detectors. These batteries, if discarded, just add more toxic waste to our landfills. Rechargeable batteries are a smart and easily available alternative. Energizer batteries with wall plug-in chargers can charge 4 AA or AAA batteries in just 15 minutes.

#### Metal Products

- ◆ Manufacturers are offering desktop accessories such as slant racks, lock boxes, vertical organizers and sorting racks, made from an average of 30% recycled content. Consider the common used paper clip... you can now buy paper clips made from scrap metal, many are made using up to 100% recycled metal.

### Fluorescent Bulbs

- ◆ Compact fluorescent light bulbs with their now characteristic "spiral-twisted top" are being used more and more in eco-friendly business offices. These energy-saving light bulbs offer a long life span of up to 12,000 hours each, and, unlike standard light bulbs, give off more light than heat.

### Cleaning Products

- ◆ Cleaning products can contain toxic ingredients or petroleum-based solvents capable of emitting fumes into the atmosphere, or the air in your office. Today there are smart and effective natural alternatives to chemicals used in cleaning products. These kitchen/bathroom cleaners, degreasers and floor/carpet cleaners, soaps and hand cleaners are available made with lemon oil, coconut-based cleaning agents, corn-based alcohol and neutral-pH surfactants.

### Departmental and Desktop Delivery

- ◆ All of the AOPD dealers' delivery drivers currently provide departmental delivery for large customers that require this service. AOPD delivery drivers have many years of experience performing and it is always done in a very efficient and accurate manner.

In special circumstances desktop delivery service can be negotiated between customers and the AOPD dealers. Desktop delivery is not always practical and can be disruptive in certain office environments. Desktop delivery is therefore not offered as a standard service but can be discussed for viability between customers and the AOPD dealers.

### Structured Delivery

AOPD dealers are able to provide next day service to most non-metropolitan areas as long as orders are received by 4 pm. Additional discounts can be negotiated if a customer agrees to a structured delivery plan.

- ◆ These plans are set up to offer a customer a set delivery pattern, say for instance, deliveries only on Tuesday and Thursday mornings. By agreeing to limited deliveries, the customer is not only reducing air pollution, but they are cutting delivery time and the amount of fuel needed to deliver products every day, which directly helps the dealers.
- ◆ Single location delivery for larger locations is also a time and energy saver and is another structured delivery option. The savings realized by utilizing structured delivery plans can be passed on to the customer in the form of reduced prices and discounts.



## Get acquainted with AOPD

We want NCPA customers to notice AOPD immediately, so as a part of a get acquainted campaign we will offer:

1. An additional 1% rebate for orders of \$250.00 or more over the first three month period a new customer utilizes the AOPD NCPA Program.
2. Guaranteed savings over current program of at least 7% during the first year as long as the customer accepts our recommended subs (includes rebates).

## Catalogs and Program Support Collateral

Over the past several years, there has been a push for our industry to reduce the amount of printed catalogs and sales collateral from a sustainability perspective. At the same time, AOPD recognizes the fact that some customers still prefer the use of printed catalogs to support their ordering process.

In the event any customer would like to receive printed catalogs and collateral, AOPD will provide them at no additional cost to the NCPA participating member(s).

## Vendor Managed Inventory

While the trend in the office products industry is to implement stockless purchasing arrangements whenever possible, AOPD recognizes that there are some business partners that require the use of an on-site inventoried area to support their office products program.

Through our value-added program offerings, in the event any participating NCPA member has a stocking requirement, AOPD will offer the services of our members dealers to provide a dealer managed inventory system within the NCPA participants facility.

Through this offering, the AOPD dealer member will actually handle all aspects of the inventory levels, replenishment and organization of the stock area. This service will be provided on a case by case basis, through dialog with the NCPA participant.

# Tab 9 – Required Documents

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- ◆ 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	<u>American Office Products Distributors</u>
Print Name	<u>D. Mark Leazer</u>
Address	<u>1652 E. Main St. - Suite 220</u>
City, State, Zip	<u>St. Charles, IL 60174</u>
Authorized signature	<u><i>D. Mark Leazer</i></u>
Date	<u>April 18, 2017</u>

# **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 statutes 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

D. Mark Leazer

Date

April 18, 2017

## **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	<u>American Office Products Distributors, Inc.</u>
Address	<u>1652 E. Main St. - Suite 220</u>
City/State/Zip	<u>St. Charles, Il 60174</u>
Telephone No.	<u>630-761-0600</u>
Fax No.	<u>630-761-0691</u>
Email address	<u><a href="mailto:mark@aopd.com">mark@aopd.com</a></u>
Printed name	<u>D. Mark Leazer</u>
Position with company	<u>Executive Director</u>
Authorized signature	<u><i>D. Mark Leazer</i></u>

## **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 plan 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 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 agency's 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:

Nationwide: [http://www.usa.gov/Agencies/Local\\_Government/Cities.shtml](http://www.usa.gov/Agencies/Local_Government/Cities.shtml)

Other States: Cities, Towns, Villages, and Boroughs

<b>No.</b>	<b>Cities, Towns, Villages and Boroughs in Oregon</b>		
		54	CITY OF MOSIER
		55	CITY OF NEWBERG
		56	CITY OF NORTH PLAINS
1	CEDAR MILL COMMUNITY LIBRARY	57	CITY OF OREGON CITY
2	CITY COUNTY INSURANCE SERVICES	58	CITY OF PHOENIX
3	CITY OF ADAIR VILLAGE	59	CITY OF PILOT ROCK
4	CITY OF ALBANY	60	CITY OF PORT ORFORD
5	CITY OF ASHLAND	61	CITY OF PORTLAND
6	CITY OF ASTORIA OREGON	62	CITY OF POWERS
7	CITY OF AUMSVILLE	63	CITY OF REDMOND
8	CITY OF AURORA	64	CITY OF REEDSPORT
9	CITY OF BEAVERTON	65	CITY OF RIDDLE
10	CITY OF BOARDMAN	66	CITY OF SALEM
11	CITY OF BURNS	67	CITY OF SANDY
12	CITY OF CANBY	68	CITY OF SANDY
13	CITY OF CANNON BEACH OR	69	CITY OF SCAPPOOSE
14	CITY OF CANYONVILLE	70	CITY OF SEASIDE
15	CITY OF CENTRAL POINT POLICE DEPARTMENT	71	CITY OF SHADY COVE
16	CITY OF CLATSKANIE	72	CITY OF SHERWOOD
17	CITY OF COBURG	73	CITY OF SPRINGFIELD
18	CITY OF CONDON	74	CITY OF ST. PAUL
19	CITY OF COOS BAY	75	CITY OF STAYTON
20	CITY OF CORVALLIS	76	CITY OF TIGARD, OREGON
21	CITY OF COTTAGE GROVE	77	CITY OF TUALATIN, OREGON
22	CITY OF CRESWELL	78	CITY OF WARRENTON
23	CITY OF DALLAS	79	CITY OF WEST LINN/PARKS
24	CITY OF DAMASCUS	80	CITY OF WILSONVILLE
25	CITY OF DUNDEE	81	CITY OF WINSTON
26	CITY OF EAGLE POINT	82	CITY OF WOOD VILLAGE
27	CITY OF ECHO	83	CITY OF WOODBURN
28	CITY OF ESTACADA	84	CITY OF YACHATS
29	CITY OF EUGENE	85	FLORENCE AREA CHAMBER OF COMMERCE
30	CITY OF FAIRVIEW	86	GASTON RURAL FIRE DEPARTMENT
31	CITY OF FALLS CITY	87	GLADSTONE POLICE DEPARTMENT
32	CITY OF GATES	88	HOUSING AUTHORITY OF THE CITY OF SALEM
33	CITY OF GEARHART	89	KEIZER POLICE DEPARTMENT
34	CITY OF GERVAIS	90	LEAGUE OF OREGON CITIES
35	CITY OF GOLD HILL	91	MALIN COMMUNITY PARK AND RECREATION DISTRICT
36	CITY OF GRANTS PASS	92	METRO
37	CITY OF GRESHAM	93	MONMOUTH - INDEPENDENCE NETWORK
38	CITY OF HAPPY VALLEY	94	PORTLAND DEVELOPMENT COMMISSION
39	CITY OF HILLSBORO	95	RAINIER POLICE DEPARTMENT
40	CITY OF HOOD RIVER	96	RIVERGROVE WATER DISTRICT
41	CITY OF JOHN DAY	97	SUNSET EMPIRE PARK AND RECREATION
42	CITY OF KLAMATH FALLS	98	THE NEWPORT PARK AND RECREATION CENTER
43	CITY OF LA GRANDE	99	TILLAMOOK PEOPLES UTILITY DISTRICT
44	CITY OF LAKE OSWEGO	100	TUALATIN VALLEY FIRE & RESCUE
45	CITY OF LAKESIDE	101	WEST VALLEY HOUSING AUTHORITY
46	CITY OF LEBANON		
47	CITY OF MALIN	<b>No.</b>	<b>Counties and Parishes</b>
48	CITY OF MCMINNVILLE	1	ASSOCIATION OF OREGON COUNTIES
49	CITY OF MEDFORD	2	BENTON COUNTY
50	CITY OF MILL CITY	3	CLACKAMAS COUNTY DEPT OF TRANSPORTATION
51	CITY OF MILLERSBURG	4	CLATSOP COUNTY
52	CITY OF MILWAUKIE	5	COLUMBIA COUNTY, OREGON
53	CITY OF MORO	6	COOS COUNTY HIGHWAY DEPARTMENT
		7	CROOK COUNTY ROAD DEPARTMENT

8	CURRY COUNTY OREGON	3	BAKER SCHOOL DISTRICT 5-J
9	DESCHUTES COUNTY	4	BANDON SCHOOL DISTRICT
10	DOUGLAS COUNTY	5	BANKS SCHOOL DISTRICT
11	GILLIAM COUNTY	6	BEAVERTON SCHOOL DISTRICT
12	GILLIAM COUNTY OREGON	7	BEND / LA PINE SCHOOL DISTRICT
13	GRANT COUNTY, OREGON	8	BEND-LA PINE SCHOOL DISTRICT
14	HARNEY COUNTY SHERIFFS OFFICE	9	BROOKING HARBOR SCHOOL DISTRICT NO.17-C
15	HOOD RIVER COUNTY	10	CANBY SCHOOL DISTRICT
16	HOUSING AUTHORITY OF CLACKAMAS COUNTY	11	CANYONVILLE CHRISTIAN ACADEMY
17	JACKSON COUNTY HEALTH AND HUMAN SERVICES	12	CASCADE SCHOOL DISTRICT
18	JEFFERSON COUNTY	13	CASCADES ACADEMY OF CENTRAL OREGON
19	KLAMATH COUNTY VETERANS SERVICE OFFICE	14	CENTENNIAL SCHOOL DISTRICT
20	LAKE COUNTY	15	CENTRAL CATHOLIC HIGH SCHOOL
21	LANE COUNTY	16	CENTRAL POINT SCHOOL DISTRICT NO. 6
22	LINCOLN COUNTY	17	CENTRAL SCHOOL DISTRICT 13J
23	LINN COUNTY	18	CLACKAMAS EDUCATION SERVICE DISTRICT
24	MARION COUNTY , SALEM, OREGON	19	COOS BAY SCHOOL DISTRICT
25	MORROW COUNTY	20	COOS BAY SCHOOL DISTRICT NO.9
26	MULTNOMAH COUNTY	21	COQUILLE SCHOOL DISTRICT 8
27	MULTNOMAH COUNTY	22	COUNTY OF YAMHILL SCHOOL DISTRICT 29
28	MULTNOMAH LAW LIBRARY	23	CRESWELL SCHOOL DISTRICT
29	NAMI LANE COUNTY	24	CROSSROADS CHRISTIAN SCHOOL
30	POLK COUNTY	25	CULVER SCHOOL DISTRICT NO.
31	SHERMAN COUNTY	26	DALLAS SCHOOL DISTRICT NO. 2
32	UMATILLA COUNTY, OREGON	27	DAVID DOUGLAS SCHOOL DISTRICT
33	UNION COUNTY	28	DAYTON SCHOOL DISTRICT NO.8
34	WALLOWA COUNTY	29	DE LA SALLE N CATHOLIC HS
35	WASCO COUNTY	30	DESCHUTES COUNTY SD NO.6 - SISTERS SD
36	WASHINGTON COUNTY	31	DOUGLAS COUNTY SCHOOL DISTRICT 116
37	YAMHILL COUNTY	32	DOUGLAS EDUCATION SERVICE DISTRICT
1	BOARD OF WATER SUPPLY	33	DUFUR SCHOOL DISTRICT NO.29
2	COUNTY OF HAWAII	34	ELKTON SCHOOL DISTRICT NO.34
3	MAUI COUNTY COUNCIL	35	ESTACADA SCHOOL DISTRICT NO.108
<b>No.</b>	<b>Higher Education</b>	36	FOREST GROVE SCHOOL DISTRICT
1	BIRTHINGWAY COLLEGE OF MIDWIFERY	37	GASTON SCHOOL DISTRICT 511J
2	BLUE MOUNTAIN COMMUNITY COLLEGE	38	GEN CONF OF SDA CHURCH WESTERN OR
3	CENTRAL OREGON COMMUNITY COLLEGE	39	GLADSTONE SCHOOL DISTRICT
4	CHEMEKETA COMMUNITY COLLEGE	40	GLENDALE SCHOOL DISTRICT
5	CLACKAMAS COMMUNITY COLLEGE	41	GLIDE SCHOOL DISTRICT NO.12
6	COLUMBIA GORGE COMMUNITY COLLEGE	42	GRANTS PASS SCHOOL DISTRICT 7
7	GEORGE FOX UNIVERSITY	43	GREATER ALBANY PUBLIC SCHOOL DISTRICT
8	KLAMATH COMMUNITY COLLEGE DISTRICT	44	GRESHAM-BARLOW SCHOOL DISTRICT
9	LANE COMMUNITY COLLEGE	45	HARNEY COUNTY SCHOOL DIST. NO.3
10	LEWIS AND CLARK COLLEGE	46	HARNEY EDUCATION SERVICE DISTRICT
11	LINFIELD COLLEGE	47	HEAD START OF LANE COUNTY
12	LINN-BENTON COMMUNITY COLLEGE	48	HERITAGE CHRISTIAN SCHOOL
13	MARYLHURST UNIVERSITY	49	HIGH DESERT EDUCATION SERVICE DISTRICT
14	MT. HOOD COMMUNITY COLLEGE	50	HOOD RIVER COUNTY SCHOOL DISTRICT
15	MULTNOMAH BIBLE COLLEGE	51	JACKSON CO SCHOOL DIST NO.9
16	NATIONAL COLLEGE OF NATURAL MEDICINE	52	JEFFERSON COUNTY SCHOOL DISTRICT 509-J
17	NORTHWEST CHRISTIAN COLLEGE	53	JEFFERSON SCHOOL DISTRICT
18	OREGON HEALTH AND SCIENCE UNIVERSITY	54	KLAMATH FALLS CITY SCHOOLS
19	OREGON UNIVERSITY SYSTEM	55	LA GRANDE SCHOOL DISTRICT
20	PACIFIC UNIVERSITY	56	LAKE OSWEGO SCHOOL DISTRICT 7J
21	PORTLAND COMMUNITY COLLEGE	57	LANE COUNTY SCHOOL DISTRICT 4J
22	PORTLAND STATE UNIV.	58	LANE COUNTY SCHOOL DISTRICT 69
23	REED COLLEGE	59	LEBANON COMMUNITY SCHOOLS NO.9
24	ROGUE COMMUNITY COLLEGE	60	LINCOLN COUNTY SCHOOL DISTRICT
25	SOUTHWESTERN OREGON COMMUNITY COLLEGE	61	LINN CO. SCHOOL DIST. 95C - SCIO SD
26	TILLAMOOK BAY COMMUNITY COLLEGE	62	LOST RIVER JR/SR HIGH SCHOOL
27	UMPQUA COMMUNITY COLLEGE	63	LOWELL SCHOOL DISTRICT NO.71
28	WESTERN STATES CHIROPRACTIC COLLEGE	64	MARION COUNTY SCHOOL DISTRICT 103 - WASHINGTON ES
29	WILLAMETTE UNIVERSITY	65	MCMINNVILLE SCHOOL DISTRICT NO.40
1	ARGOSY UNIVERSITY	66	MEDFORD SCHOOL DISTRICT 549C
2	BRIGHAM YOUNG UNIVERSITY - HAWAII	67	MITCH CHARTER SCHOOL
3	COLLEGE OF THE MARSHALL ISLANDS	68	MOLALLA RIVER ACADEMY
4	RESEARCH CORPORATION OF THE UNIVERSITY OF HAWAII	69	MOLALLA RIVER SCHOOL DISTRICT NO.35
5	UNIVERSITY OF HAWAII AT MANOA	70	MONROE SCHOOL DISTRICT NO.1J
<b>No.</b>	<b>K - 12</b>	71	MORROW COUNTY SCHOOL DISTRICT
1	ARCHBISHOP FRANCIS NORBERT BLANCHET SCHOOL	72	MULLEN SCHOOL DISTRICT NO.91
2	BAKER COUNTY SCHOOL DIST. 16J - MALHEUR ESD	73	MULTISENSORY LEARNING CENTERS
		74	MULTISENSORY LEARNING ACADEMY

75	MULTNOMAH EDUCATION SERVICE DISTRICT	16	BONNEVILLE ENVIRONMENTAL FOUNDATION
76	MYRTLE POINT SCHOOL DISTRICT NO.41	17	BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA
77	NEAH-KAH-NIE DISTRICT NO.56	18	BROAD BASE PROGRAMS INC.
78	NESTUCCA VALLEY SCHOOL DISTRICT NO.101	19	CANBY FOURSQUARE CHURCH
79	NOBEL LEARNING COMMUNITIES	20	CANCER CARE RESOURCES
80	NORTH BEND SCHOOL DISTRICT 13	21	CASCADIA BEHAVIORAL HEALTHCARE
81	NORTH CLACKAMAS SCHOOL DISTRICT	22	CASCADIA REGION GREEN BUILDING COUNCIL
82	NORTH SANTIAM SCHOOL DISTRICT 29J	23	CATHOLIC CHARITIES
83	NORTH WASCO CTY SCHOOL DISTRICT 21 - CHENOWITH	24	CATHOLIC COMMUNITY SERVICES
84	NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT	25	CENTER FOR RESEARCH TO PRACTICE
85	NYSSA SCHOOL DISTRICT NO. 26	26	CENTRAL BIBLE CHURCH
86	ONTARIO MIDDLE SCHOOL	27	CENTRAL CITY CONCERN
87	OREGON TRAIL SCHOOL DISTRICT NO.46	28	CENTRAL DOUGLAS COUNTY FAMILY YMCA
88	OUR LADY OF THE LAKE SCHOOL	29	CENTRAL OREGON COMMUNITY ACTION AGENCY NETWORK
89	PHILOMATH SCHOOL DISTRICT	30	CHILDPEACE MONTESSORI
90	PHOENIX-TALENT SCHOOL DISTRICT NO.4	31	CITY BIBLE CHURCH
91	PORTLAND ADVENTIST ACADEMY	32	CLACKAMAS RIVER WATER
92	PORTLAND JEWISH ACADEMY	33	CLASSROOM LAW PROJECT
93	PORTLAND PUBLIC SCHOOLS	34	COAST REHABILITATION SERVICES
94	RAINIER SCHOOL DISTRICT	35	COLLEGE HOUSING NORTHWEST
95	REDMOND SCHOOL DISTRICT	36	COLUMBIA COMMUNITY MENTAL HEALTH
96	REEDSPORT SCHOOL DISTRICT	37	COMMUNITY ACTION ORGANIZATION
97	REYNOLDS SCHOOL DISTRICT	38	COMMUNITY ACTION TEAM, INC.
98	ROGUE RIVER SCHOOL DISTRICT NO.35	39	COMMUNITY CANCER CENTER
99	ROSEBURG PUBLIC SCHOOLS	40	COMMUNITY HEALTH CENTER, INC
100	SALEM-KEIZER PUBLIC SCHOOLS	41	COMMUNITY VETERINARY CENTER
101	SCAPPOOSE SCHOOL DISTRICT 1J	42	CONFEDERATED TRIBES OF GRAND RONDE
102	SEASIDE SCHOOL DISTRICT 10	43	CONSERVATION BIOLOGY INSTITUTE
103	SEVEN PEAKS SCHOOL	44	CONTEMPORARY CRAFTS MUSEUM AND GALLERY
104	SHERWOOD SCHOOL DISTRICT 88J	45	CORVALLIS MOUNTAIN RESCUE UNIT
105	SILVER FALLS SCHOOL DISTRICT	46	COVENANT CHRISTIAN HOOD RIVER
106	SIUSLAW SCHOOL DISTRICT	47	COVENANT RETIREMENT COMMUNITIES
107	SOUTH COAST EDUCATION SERVICE DISTRICT	48	DECISION SCIENCE RESEARCH INSTITUTE, INC.
108	SOUTH LANE SCHOOL DISTRICT 45J3	49	DELIGHT VALLEY CHURCH OF CHRIST
109	SOUTHERN OREGON EDUCATION SERVICE DISTRICT	50	DOGS FOR THE DEAF, INC.
110	SOUTHWEST CHARTER SCHOOL	51	DOUGLAS ELECTRIC COOPERATIVE, INC.
111	SPRINGFIELD SCHOOL DISTRICT NO.19	52	EAST HILL CHURCH
112	STANFIELD SCHOOL DISTRICT	53	EAST SIDE FOURSQUARE CHURCH
113	SWEET HOME SCHOOL DISTRICT NO.55	54	EAST WEST MINISTRIES INTERNATIONAL
114	THE CATLIN GABEL SCHOOL	55	EDUCATIONAL POLICY IMPROVEMENT CENTER
115	TIGARD-TUALATIN SCHOOL DISTRICT	56	ELMIRA CHURCH OF CHRIST
116	UMATILLA-MORROW ESD	57	EMERALD PUD
117	VERNONIA SCHOOL DISTRICT 47J	58	EMMAUS CHRISTIAN SCHOOL
118	WEST HILLS COMMUNITY CHURCH	59	EN AVANT, INC.
119	WEST LINN WILSONVILLE SCHOOL DISTRICT	60	ENTERPRISE FOR EMPLOYMENT AND EDUCATION
120	WHITEAKER MONTESSORI SCHOOL	61	EUGENE BALLET COMPANY
121	YONCALLA SCHOOL DISTRICT NO.32	62	EUGENE SYMPHONY ASSOCIATION, INC.
1	CONGREGATION OF CHRISTIAN BROTHERS OF HAWAII, INC.	63	EUGENE WATER & ELECTRIC BOARD
2	EMMANUAL LUTHERAN SCHOOL	64	EVERGREEN AVIATION MUSEUM AND CAP. MICHAEL KING.
3	HANAHAU`OLI SCHOOL	65	FAIR SHARE RESEARCH AND EDUCATION FUND
4	HAWAII TECHNOLOGY ACADEMY	66	FAITH CENTER
5	ISLAND SCHOOL	67	FAITHFUL SAVIOR MINISTRIES
6	KAMEHAMEHA SCHOOLS	68	FAMILIES FIRST OF GRANT COUNTY, INC.
7	KE KULA O S. M. KAMAKAU	69	FANCONI ANEMIA RESEARCH FUND INC.
8	MARYKNOLL SCHOOL	70	FARMWORKER HOUSING DEV CORP
9	PACIFIC BUDDHIST ACADEMY	71	FIRST CHURCH OF THE NAZARENE
<b>No.</b>	<b>Nonprofit &amp; Other</b>	72	FIRST UNITARIAN CHURCH
1	211INFO	73	FORD FAMILY FOUNDATION
2	ACUMENTRA HEALTH	74	FOUNDATIONS FOR A BETTER OREGON
3	ADDICTIONS RECOVERY CENTER, INC	75	FRIENDS OF THE CHILDREN
4	ALLFOURONE/CRESTVIEW CONFERENCE CTR.	76	GATEWAY TO COLLEGE NATIONAL NETWORK
5	ALVORD-TAYLOR INDEPENDENT LIVING SERVICES	77	GOAL ONE COALITION
6	ALZHEIMERS NETWORK OF OREGON	78	GOLD BEACH POLICE DEPARTMENT
7	ASHLAND COMMUNITY HOSPITAL	79	GOOD SHEPHERD COMMUNITIES
8	ATHENA LIBRARY FRIENDS ASSOCIATION	80	GOODWILL INDUSTRIES OF LANE AND SOUTH COAST COUNTIES
9	BARLOW YOUTH FOOTBALL	81	GRANT PARK CHURCH
10	BAY AREA FIRST STEP, INC.	82	GRANTS PASS MANAGEMENT SERVICES, DBA
11	BENTON HOSPICE SERVICE	83	GREATER HILLSBORO AREA CHAMBER OF COMMERCE
12	BETHEL CHURCH OF GOD	84	HALFWAY HOUSE SERVICES, INC.
13	BIRCH COMMUNITY SERVICES, INC.	85	HEARING AND SPEECH INSTITUTE INC
14	BLACHLY LANE ELECTRIC COOPERATIVE	86	HELP NOW! ADVOCACY CENTER
15	BLIND ENTERPRISES OF OREGON	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 RESOUCE CENTERS OF GRETER PORTLAND
96	IRCO	168	PRINGLE CREEK SUSTAINABLE LIVING CENTER
97	JASPER MOUNTAIN	169	PUBLIC DEFENDER SERVICES OF LANE 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	LIFEWORKS 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	SISKIYOU 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 LANE 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 MUSUEM 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 CHILDCARE 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 CNTY WOMENS CRISIS CENTER
154	PACIFIC INSTITUTES FOR RESEARCH	226	TILLAMOOK ESTUARIES PARTNERSHIP
155	PACIFIC STATES MARINE FISHERIES COMMISSION	227	TOUCHSTONE PARENT ORGANIZATION
156	PARALYZED 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		

231 TRILLIUM FAMILY SERVICES, INC.  
 232 UMPQUA COMMUNITY DEVELOPMENT CORPORATION  
 233 UNION GOSPEL MISSION  
 234 UNITED CEREBRAL PALSY OF OR AND SW WA  
 235 UNITED WAY OF THE COLUMBIA WILLAMETTE  
 236 US CONFERENCE OF MENONNITE BRETHERN CHURCHES  
 237 US FISH AND WILDLIFE SERVICE  
 238 USAGENCIES CREDIT UNION  
 239 VERMONT HILLS FAMILY LIFE CENTER  
 240 VIRGINIA GARCIA MEMORIAL HEALTH CENTER  
 241 VOLUNTEERS OF AMERICA OREGON  
 242 WE CARE OREGON  
 243 WESTERN RIVERS CONSERVANCY  
 244 WESTERN STATES CENTER  
 245 WESTSIDE BAPTIST CHURCH  
 246 WILD SALMON CENTER  
 247 WILLAMETTE FAMILY  
 248 WILLAMETTE VIEW INC.  
 249 WOODBURN AREA CHAMBER OF COMMERCE  
 250 WORD OF LIFE COMMUNITY CHURCH  
 251 WORKSYSTEMS INC  
 252 YOUTH GUIDANCE ASSOC.  
 253 YWCA SALEM  
 1 ALOCHOLIC REHABILITATION SVS OF HI INC DBA HINA MAUKA  
 2 ALOHACARE  
 3 AMERICAN LUNG ASSOCIATION  
 4 BISHOP MUSEUM  
 5 BUILDING INDUSTRY ASSOCIATION OF HAWAII  
 6 CTR FOR CULTURAL AND TECH INTERCHNG BETW EAST AND WEST  
 7 EAH, INC.  
 8 EASTER SEALS HAWAII  
 9 GOODWILL INDUSTRIES OF HAWAII, INC.  
 10 HABITAT FOR HUMANITY MAUI  
 11 HALE MAHAOLU  
 12 HAROLD K.L. CASTLE FOUNDATION  
 13 HAWAII AGRICULTURE RESEARCH CENTER  
 14 HAWAII EMPLOYERS COUNCIL  
 15 HAWAII FAMILY LAW CLINIC DBA ALA KUOLA  
 16 HONOLULU HABITAT FOR HUMANITY  
 17 IUPAT, DISTRICT COUNCIL 50  
 18 LANAKILA REHABILITATION CENTER INC.  
 19 LEEWARD HABITAT FOR HUMANITY  
 20 MAUI COUNTY FCU  
 21 MAUI ECONOMIC DEVELOPMENT BOARD  
 22 MAUI ECONOMIC OPPORTUNITY, INC.  
 23 MAUI FAMILY YMCA  
 24 NA HALE O MAUI  
 25 NA LEI ALOHA FOUNDATION  
 26 NETWORK ENTERPRISES, INC.  
 27 ORI ANUENUE HALE, INC.  
 28 PARTNERS IN DEVELOPMENT FOUNDATION  
 29 POLYNESIAN CULTURAL CENTER  
 30 PUNAHOU SCHOOL  
 31 ST. THERESA CHURCH  
 32 WAIANA E COMMUNITY OUTREACH  
 33 WAILUKU FEDERAL CREDIT UNION  
 34 YMCA OF HONOLULU

**No. Special/Independent Districts**

1 BAY AREA HOSPITAL DISTRICT  
 2 CENTRAL OREGON INTERGOVERNMENTAL COUNCIL  
 3 CENTRAL OREGON IRRIGATION DISTRICT  
 4 CHEHALEM PARK AND RECREATION DISTRICT  
 5 CITY COUNTY INSURANCE SERVICES  
 6 CLEAN WATER SERVICES  
 7 COLUMBIA 911 COMMUNICATIONS DISTRICT  
 8 COLUMBIA RIVER PUD

9 DESCHUTES COUNTY RFPD NO.2  
 10 DESCHUTES PUBLIC LIBRARY SYSTEM  
 11 EAST MULTNOMAH SOIL AND WATER CONSERVANCY  
 12 GASTON RURAL FIRE DEPARTMENT  
 13 GLADSTONE POLICE DEPARTMENT  
 14 GLENDALE RURAL FIRE DISTRICT  
 15 HOODLAND FIRE DISTRICT NO.74  
 16 HOODLAND FIRE DISTRICT #74  
 17 HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY  
 18 KLAMATH COUNTY 9-1-1  
 19 LANE EDUCATION SERVICE DISTRICT  
 20 LANE TRANSIT DISTRICT  
 21 MALIN COMMUNITY PARK AND RECREATION DISTRICT  
 22 MARION COUNTY FIRE DISTRICT #1  
 23 METRO  
 24 METROPOLITAN EXPOSITION-RECREATION COMMISSION  
 25 MONMOUTH - INDEPENDENCE NETWORK  
 26 MULTONAH COUNTY DRAINAGE DISTRICT #1  
 27 NEAH KAH NIE WATER DISTRICT  
 28 NW POWER POOL  
 29 OAK LODGE WATER DISTRICT  
 30 OR INT'L PORT OF COOS BAY  
 31 PORT OF ST HELENS  
 32 PORT OF UMPQUA  
 33 REGIONAL AUTOMATED INFORMATION NETWORK  
 34 RIVERGROVE WATER DISTRICT  
 35 SALEM AREA MASS TRANSIT DISTRICT  
 36 SANDY FIRE DISTRICT NO. 72  
 37 SUNSET EMPIRE PARK AND RECREATION  
 38 THE NEWPORT PARK AND RECREATION CENTER  
 39 THE PORT OF PORTLAND  
 40 TILLAMOOK PEOPLES UTILITY DISTRICT  
 41 TUALATIN HILLS PARK AND RECREATION DISTRICT  
 42 TUALATIN VALLEY FIRE & RESCUE  
 43 TUALATIN VALLEY WATER DISTRICT  
 44 UNION SOIL & WATER CONSERVATION DISTRICT  
 45 WEST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT  
 46 WEST VALLEY HOUSING AUTHORITY  
 47 WILLAMALANE PARK AND RECREATION DISTRICT  
 48 YOUNGS RIVER LEWIS AND CLARK WATER DISTRICT

**No. 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 CHILD 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  
 1 ADMIN. SERVICES OFFICE  
 2 HAWAII CHILD SUPPORT ENFORCEMENT AGENCY  
 3 HAWAII HEALTH SYSTEMS CORPORATION  
 4 SOH- JUDICIARY CONTRACTS AND PURCH  
 5 STATE DEPARTMENT OF DEFENSE  
 6 STATE OF HAWAII  
 7 STATE OF HAWAII  
 8 STATE OF HAWAII, DEPT. OF EDUCATION