

TRANSMITTAL LETTER

To Whom it May Concern,

Please find below our confirmation of the following requirements:

Part A.

A statement referencing all addenda and written questions, the answers and any clarifications to this Solicitation issued by the University and received by the Supplier. If no addenda have been received, a statement to that effect should be included.

We hereby confirm that all

Part B.

A statement that the Supplier's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.

We hereby confirm that our proposal shall remain valid for six (6) months after the closing date of the receipt of proposals.

Part C.

A statement that the Supplier will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.

We hereby confirmed that we will accept financial responsibility for all travel expenses incurred as a result of oral presentations and candidate interviews.

Part D.

A statement that summarizes any deviations or exceptions to the Solicitation requirements and includes a detailed justification for the deviation or exception.

We agree in principle with the contract terms, however if there is opportunity to review alongside MVMT upon contract award, there are clauses we would like to discuss further, as below:

Clause 8 - Given the nature of our business and that every piece of furniture is custom made and upholstered for the client we may need up to 30 days to procure textiles and materials to produce required replacement product(s).

Clause 12 - We would like to request that liquidated damages will be defined and agreed on a project-by-project basis by both parties.

Clause 19 - We would like to request that this is removed as it does not apply to furniture.

Clause 38.5.b.iii - We would like to request that the 15-day limit is extended to 30 days.

Part E.

A statement that identifies the Confidential Information such as Financial Statements

We hereby confirm that the following aspects of our proposal is deemed confidential:

- Financial statements
- Pricing

Part F.

A statement of compliance with all requirements of the Solicitation specifications

We hereby confirm that our proposal complies with all requirements of the solicitation:

Ref	Solicitation Requirement	Senator Compliance
General Requirements		
A	All Assisting Dealers authorized by Manufacturers to provide Products and Services must adhere to all applicable terms and conditions of the Manufacturer's Contract(s) resulting from this Solicitation including, but not limited to, pricing, order placement, invoicing, installation, warranty issues, insurance requirements, and other associated services. Assisting Dealers shall be expected to stay current with awarded Contractor(s) products, pricing, Contract terms, and any other associated requirements. Failure of Assisting Dealers to adhere to applicable terms and conditions of the Contract(s) may result in termination of Manufacturer's Contract.	✓
B	Assisting Dealers shall have the ability to accept orders from Participating Public Agencies and invoice them directly. Participating Public Agencies reserve the right to place orders associated with the Contract(s) resulting from this Solicitation directly to Assisting Dealer(s) for all Products and Services included or directly with Manufacturer(s).	✓
C	All Products provided under this Contract that require assembly and installation should be performed by the Manufacturer or an Assisting Dealer authorized by the Manufacturer. All installation work should meet the Manufacturer's specifications and industry standards. All installation shall be performed according to the standards established by the terms, specifications, and drawings of the associated project. It shall be the obligation of the Manufacturer or Assisting Dealer responsible for installation to obtain clarification from the Lead Public Agency or Participating Public Agency concerning questions or conflicts in the specifications and drawings in a timely manner as to not delay the progress of the work.	✓
D	All Assisting Dealers providing Products and/or Services associated with resulting Contract(s) to the Lead Public Agency shall be expected to adhere to Attachment A – The University of Alabama Supplemental Assisting Dealer Requirements. Other Participating Public Agencies may require the same or similar requirements which shall be provided by each Participating Public Agency directly to Manufacturers and/or Assisting Dealers. Failure of Assisting Dealers to adhere to these supplemental requirements may result in termination of Manufacturer's Contract.	✓
E	Participating Public Agencies may use various methods to order Products or Services in which case, the Supplier is expected to accommodate any	✓

	such requirements including purchase orders, procurement card orders, and electronic commerce.	
F	Manufacturer and/or Assisting Dealers shall not use photographs, video, drawings or any other visual representation of any work performed under this Contract for the commercial promotion of the Manufacturer and /or Assisting Dealers business without the prior written permission from the applicable agency. This includes, but is not limited to, print and video advertisements, use at trade shows, submissions to professional organizations, photographs, or electronic publications. This provision shall apply to any subcontractors	✓
G	It will be the responsibility of the Manufacturer to either furnish or provide access to an electronic catalog or a dedicated website that provides pictures, manufacturer’s published retail price lists, and all discounts and rates applicable to any resulting Contract(s).	✓
H	Any Products or Services the successful Contractor or Lead Public Agency would like to have added to the Contract shall be mutually agreed upon between the Contractor and the Lead Public Agency. Unless agreed otherwise, the discount/ pricing structure shall be the same on new or replacement Products as established by the Contract.	✓
Technical Specification		
A	A. All Products offered must be new, unused, latest design, and technology unless specified otherwise.	✓
B	<p>Product Standards and Guidelines</p> <p>1. All Products should be manufactured and labelled in compliance with all recognized standards and guidelines including, but not limited to:</p> <ul style="list-style-type: none"> a) Occupational Safety and Health Administration (OSHA) b) National Fire Protection Association (NFPA) c) National Institute of Occupational Safety and Health (NIOSH) d) American National Standards Institute (ANSI) e) Underwriters Laboratories, Inc. (UL) f) Environmental Protection Agency (EPA) g) Business Institutional Furniture Manufacturers Association (BIFMA) h) ANSI/HFES and/or BSR/HFES (Human Factors Engineering of Computer Workstations) i) CPSIA 1303 or 16 C.F.R 1303 (Ban of Lead-Containing Paint) j) ANSI/BIFMA X5.1 (Office Seating), X5.4 (Lounge and Public Seating), X5.5 (Desk Products) X6.1 (Educational Furniture) and e3 (Furniture Sustainability Standard) k) California Air Resources Board (CARB) (Formaldehyde Emissions) l) California Proposition 65 (Lead and Other Toxic Substances) m) California Bureau of Electronic and Appliance Repair, Home Furnishings, and Thermal Insulation (BHFTI) (Technical Bulletin 117) 	✓
C	“Energy Star” guidelines established by the Environmental Protection Agency should be followed when applicable. Guidelines for equipment labeled as such can be found on the Energy Star website at www.energystar.gov . All equipment purchased by Participating Public Agencies which fall into this category must be “Energy Star” labeled.	✓

D	The following shall be considered defects, without being limited thereto: Permanent etching, staining, discoloration, fading, and other deterioration of finishes. Operational failures, binding, and the like, in finish cabinet hardware. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.	✓
E	All Assisting Dealer(s) listed must be authorized to make warranty repairs or otherwise to the manufacturer that they are listed, regardless of the Assisting Dealer who processed the original order.	✓
F	Manufacturer and/or Assisting Dealer is responsible for all unloading	✓
G	Dock Delivery (Drop Ship) – When required, all deliveries shall be delivered to the site	✓
H	Inside Delivery without Installation – When required, all deliveries shall be delivered to the site, unloaded and moved to a designated area in the building.	✓
I	<p>Delivery with Installation – For the purpose of this Solicitation, the following shall describe the installation services required by the Lead Public Agency that should be included in the discount off of list pricing for the installation option of the Supplier Pricing Forms. “Installer” shall refer to the Manufacturer or Assisting Dealer that is responsible for the installation services.</p> <p>1. Quoting / Pricing</p> <p>a) The Installer reviews the Product(s) to be selected with the Lead Pubic Agency designer to confirm Product(s) meets the size, finish, accessibility requirements, power requirements, and applicable building codes.</p> <p>b) The Installer is responsible for taking all critical field dimensions and assumes all responsibility for those measurements.</p> <p>c) The Installer will coordinate with the Manufacturer if physical samples are required and coordinate the delivery of those samples for the Lead Pubic Agency designer to review.</p> <p>d) Product concerns or recommendations are to be communicated to the Lead Pubic Agency designer for the Product(s) to be reselected.</p> <p>e) The Installer shall provide a furniture plan with itemized pricing to include quantity, finish information, name of product, location, list price, percentage discount, adjusted price, and extended price.</p> <p>f) Please refer to the Quoting section of Attachment A – The University of Alabama Supplemental Assisting Dealer Requirements for additional requirements and information.</p> <p>2. Installation</p> <p>a) Communicate with the Lead Pubic Agency designer regarding installation dates and coordinate the delivery of the specified Product(s).</p> <p>b) Install specified Product(s) as previously coordinated unless advised otherwise by Lead Public Agency designer.</p> <p>c) The Lead Pubic Agency designer will inspect installed Product(s) and provide a punch list of Product(s) to be adjusted or corrected to the Installer within 48 hours of the installation completion.</p> <p>d) The Installer shall coordinate the replacement or repair of any Product(s) directly with the Manufacturer.</p>	✓

	<p>e) The Installer shall complete any Product adjustments required by the punch list within three days of receipt of initial punch list. All other punch list items are to be completed within three weeks of receipt of punch.</p> <p>f) The Installer shall maintain records of correction for all punch list items, including dates. Such records shall be provided to the Lead Public Agency upon completion of the punch list items.</p> <p>g) Please refer to the Installation section of Attachment A – The University of Alabama Supplemental Assisting Dealer Requirements for additional requirements and information.</p>	
J	<p>Normal Hours: Normal operating hours for the Participating Public Agency. For example, the Lead Public Agency’s normal operating hours are 8:00 am – 5:00 pm cst, Monday through Friday.</p>	✓
K	<p>After Hours: All hours outside of the Participating Public Agency’s normal operating hours</p>	✓
L	<p>In the event specific services are required in lieu of the delivery with installation services described above, such services shall be priced on an hourly basis as requested on the Supplier Pricing Forms and described as follows:</p> <ol style="list-style-type: none"> 1. Installation: May include services such as unpackaging, assembling per manufacturer specifications, installation per Participating Public Agency’s specifications, etc. 2. Design: Manufacturer or Assisting Dealer shall recommend and design appropriate layouts to fit the need of the Participating Public Agencies. Such services may include, but are not limited to, providing furniture layouts that meet all applicable codes, pricing, assisting in Product selection and providing physical samples that meet commercial standards. 3. Project Management: Manufacturer or Assisting Dealer shall provide project management services to assist the Participating Public Agencies complete their projects on-time and within budget. Such services may include, but are not limited to, providing information regarding ship dates and installation dates for the requesting public agency, communicating with the manufacturer for the production schedules, facilitating in the coordination of furniture delivery, managing the installation of production, maintaining the punch list, and completing punch items via the contract terms. 4. Other services that may not be identified in this Solicitation may be needed from Manufacturers or Assisting Dealers from time to time. Pricing and services rendered shall be as mutually agreed between the Manufacturer or Assisting Dealer and the Participating Public Agencies. 	✓
M	<p>The Manufacturer and/or Assisting Dealer is responsible for final cleaning of all the furniture items installed by their crew(s). All protective materials shall be removed, all surfaces cleaned of dirt, smears, fingerprints, etc. All items are to be prepared for final acceptance by the Participating Public Agency</p>	✓
N	<p>Storage - Ninety (90) days of storage provided by the Manufacturer and/or Assisting Dealer should be included in all pricing. Any additional days should be priced at a monthly rate or other proposed fixed rate(s).</p>	✓
O	<p>Safety - All Manufacturers and/or Assisting Dealers performing Services for any Participating Public Agency is required and shall comply with all applicable safety rules, regulations, and standards including, but not</p>	✓

	limited to, compliance with Occupational Safety and Health Administration (OSHA) standards.	
P	<p>Manufacturers should provide warranties for products and workmanship that meet or exceed industry standards. Warranties should include, but are not limited to, guarantees, response times for repairs or replacement, warranty period include start date, life expectancy of materials, and return policies.</p> <p>1. The following shall be considered defects, without being limited thereto: Permanent etching, staining, discoloration, fading, and other deterioration of finishes. Operational failures, binding, and the like, in finish cabinet hardware. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.</p>	✓

Yours Faithfully,



John Finken
 Vice-President
 The Senator Group

EXECUTIVE SUMMARY & PROPOSAL OVERVIEW

The Senator Group is a privately owned business with its global headquarters in the UK, and its Americas headquarters in Maumee, Ohio. Our aim under this contract is to create a partnership approach with GovMVMT and manufacturing, delivering and installing a range of furniture for University of Alabama and any other public agencies who choose to engage with the contract.

Senator is a global designer and manufacturer of office furniture with North American headquarters based in Maumee, Ohio and we have showrooms across the US -with over 100,000 sf of manufacturing and office space. There is a dedicated customer service team assigned to geographic US coverage ensuring east and west coast time zone coverage.

1. OHIO HQ: *411 N. Jerome Road, Maumee, Ohio 43537*
2. CHICAGO SHOWROOM : *222 Merchandise Mart Plaza Floor 11, Suite 1112 Chicago Illinois 60654*
3. NEW YORK SHOWROOM: *3 East 28th St, 9th Floor, New York, NY 10016*
4. SAN FRANCISCO SHOWROOM: *526 Washington Street, San Francisco, CA 94111*

Partnering with The Senator Group will provide:

Low Risk: Senator is a low risk option with a AAA finance rating, and end-to-end control of our design, manufacturing and delivery process. As a US manufacturer, we can put assurances around lead times.

Responsiveness and Flexibility: We will engage our dedicated project delivery team, which will interface with Shell, all key stakeholders, and our internal departments to ensure the project at is delivered on time.

Design capabilities: We have internal designers who develop new concepts to improve our offering to our clients. This can be brand new product ranges, or additional products within an existing range. Our designers are supported by teams of engineers. Our team of designers will be at the disposal of WFM for the contract duration.

Manufacturing Capacity: Combined we own 1.25million sq. ft. of manufacturing space in North America, Europe and Asia. Typically, our production plants operate at 40% capacity, and this can be ramped up by means of a 24/7 operation, if required. Diversifying our facilities across three continents provides an additional contingency and allows us to shift production from one locality to another, should circumstances demand.

History of the Business

Senator is a family owned business founded in 1976 by our current Chairman, Colin Mustoe, with its global headquarters in the UK. The business has grown to become one of the leading global office furniture manufacturers with a turnover of £180 million in 2022 (projected bounce back from COVID disruption). Key milestones over the last 46 years have included:

- 1976 – The Senator Group is established by Colin Mustoe
- 1987 – First Lancashire factory built
- 1989 – Turnover in excess of £10million
- 2003 – Open London showroom
- 2006 – Established Maumee Ohio factory and headquarters

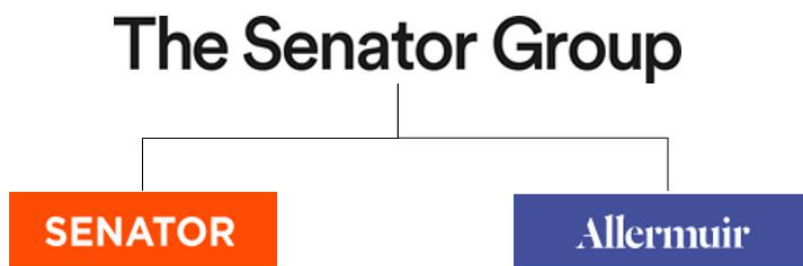
- 2009 – Acquire healthcare entity ‘Teal’ and open showroom in Chicago
- 2013 – Open showroom in New York
- 2018 – Open showrooms in Bangalore, San Francisco, Hong Kong and Singapore
- 2019 – Establish regional manufacturing capability in China specifically to support APAC market
- 2020 – COVID disruption; Senator awarded UK Business Heroes due to our COVID response
- 2021 – Create carbon net zero pledge (full details available upon request)
- 2022 – projected turnover £180million (pre-pandemic levels)

Our Approach

Our offering is fully compliant with the specification for this solicitation, we are able to offer the complete range of products and services which have been requested and will work in partnership with our network of trusted dealers.

Products

All of the proposed products will be manufactured in-house at our manufacturing facilities in Maumee, Ohio. We have enclosed our price lists which contain products from each of the



Delivery

We will engage our trusted network of logistics partners to assist us in delivering this contract. Via this network we can provide a range of delivery options to public agencies which include:

- Unloading
- Dock delivery
- Inside delivery without installation
- Inside deliver with installation

Installation

We can provide complete installation services Our installation offering includes:

- Forward planning – we will liaise with the public agency design team to schedule the delivery and installation with a minimum of 4 weeks’ notice.
- Installation – we will carry out the installation, unloading and installing products as per the agreed furniture plans. We will adhere to all site Health and Safety rules, including our pre-agreed risk assessment

- We will carry out a thorough inspection and cleaning .of the products following installation. Our Install Operatives will develop their own punch lists throughout the installation, reducing the need for a punch list period prior to project close.
- As the manufacturer, we will handle any replacement or repair requirements directly. All adjustments will be carried out within 3 days and all repairs will be resolved within a maximum 3 weeks.
- We will maintain punch list records, ensuring an auditable trail of information which can be made available to the relevant public agency upon completion.

Warranty Repairs

Warranty repairs will be carried out either by Senator internal teams or our network of authorized dealers. We will handle any replacement or repair requirements directly - All adjustments will be carried out within 3 days and all repairs will be resolved within a maximum 3 weeks.

Authorized Dealer Network

We have a substantial Authorized Dealer Network who will assist us in delivering this contract. Via this network we have representation in all 50 states. During the initial 90-day period our dealer network will be suitably trained in the delivery of this contract, ensuring consistent delivery nationwide.

Ensuring their performance is aligned to the requirements of the contract, we closely monitor the performance of our authorized dealers to ensure their performance is aligned to our own, and therefore compliant with the master agreement.

- Delivery and installation services
- Warranty repairs
- Design services including space design, 2d space plans, 3D renders
- Marketing of the master agreement

Financial Offering

A complete overview of our financial offering has been included in the financial summary, as requested.

Marketing

To encourage growth of the contract, we will commit to marketing the agreement nationally. This contract will have the full endorsement and sponsorship of our Executive Leadership team, who will be responsible for management and delivery of a suitable marketing campaign, including but not limited to:

- Roger Stempky – President – The Senator Group USA
- John Finken – Vice President of Sales

6. Training programs

We will develop training programs to inform our workforce and dealer network of the contract, our obligations and agreed service levels. We will deliver 2 training sessions for our internal workforce, to account for time zones/shift patterns and 2 training session for our dealer network who will assist us in delivery of this contract. This process ensures that all of those who will be involved in the contract's delivery are aware. All training programs will be delivered by our Executive Leadership.

Additional Services

Both we and our authorized dealer network have the capabilities and resources to provide a range of services to public agencies including:

- Design consultancy
- Project management
- Recycling/remanufacturing
- Sustainability assessments

Experience

We have been present in USA since 2006 and in that time have developed a wealth of experience in manufacturing, delivering and installing furniture to corporate and public clients. We have successfully delivered projects for:

- HSBC
- Jaguar Land Rover
- Motorola
- Amazon
- Dunkin Donuts
- Marriott
- Ellis Don
- Urban Systems

**EXHIBIT A
QUESTIONNAIRE FOR NATIONAL CONSIDERATION**

Suppliers are required to meet specific qualifications. Please respond to each qualification statement on this questionnaire.

1. Will the pricing for all Products and/or Services offered be the most competitive pricing offered by your company to Participating Public Agencies nationally?
Yes No
2. Does your company have the ability to provide service to any Participating Public Agencies in all 50 states?
Yes *No
(*If no, identify the states where you do not have the ability to provide service to Participating Agencies.)
3. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 35 states?
Yes *No
(*If no, identify the states where you have the ability to call on Participating Public Agencies.)
4. Will your company assign a dedicated Senior Management level Account Manager to support the resulting GovMVMT contract?
Yes No
5. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with GovMVMT to monitor contract implementation progress?
Yes No
6. Does your company have the ability to provide electronic and ecommerce ordering and billing?
Yes No
7. Will the GovMVMT contract be your lead public offering to Participating Public Agencies?
Yes No
8. Check which applies for your company sales last year in the United States:
 Sales between \$0 - \$25 Million
 Sales greater than \$25 Million to \$50 Million
 Sales greater than \$50 Million to \$100 Million
 Sales greater than \$100 Million

Submitted by: John Finken

Vice President of Sales (Title)

(Printed Name)



08/10/22

(Signature)

(Date)

Exhibit B, Supplier Response - which includes Offeror's qualifications on national commitments, company, order processing and distribution, and sales and marketing

Supplier must provide the following information in order for the Lead Public Agency to determine Supplier's qualifications to extend the resulting Master Agreement to Participating Public Agencies thru GovMVMT.

A. National Commitments

1. Please provide a written narrative of your understanding and acceptance of the Supplier Representations and Covenants in Section 1.

We confirm that we have read and accept the supplier representations and covenants provided in Section 1. Our understanding of the covenants is as follows:

2.1 Executive Commitment

Should we be successful in being awarded this contract we will endeavour to form a true partnership. Our approach will include:

- Contract sponsorship and from the highest level of our business and senior management level representation
- Supply of pricing, terms and conditions as per the master agreement, which will be our primary contractual offering for public agencies
- A promise to always present the master agreement with marketing to public agencies
- Ensuring all existing public agency customers are transitioned to the master agreement
- Implementation of a lead referral contact for all leads from GovMVMT

2.2 Value Commitment

As part of our commitment under this contract we will provide value in the following ways:

- All pricing submitted under the agreement will be the lowest pricing that we offer to public agencies
- Where we have previously provided pricing to public agencies which is lower than the master agreement, we will match that pricing and inform the public agency that they should transition to the master agreement, where this pricing will remain available to them. We will only apply this price match to eligible public agencies.
- Where a public agency's buying patterns or terms and conditions results in higher pricing, we may lower the pricing which is causing the deviation under the master agreement.
- Where a public agency issues their own solicitation, we may:
 1. Opt not to respond
 2. Respond with terms, pricing terms and conditions of the master agreement
 3. Submit lower pricing than the master agreement , where competitive condition require this
 4. Submit higher pricing then the pricing offered under the master agreement
 5. Submit higher pricing then the pricing offered under the master agreement and provide an alternative response with master agreement pricing

2.3 Differentiator Commitment

We will highlight the differentiators under the master agreement including:

- We will outline the benefits, differentiators, competitive scope of the master agreement and alternative procurement options. We understand that the master agreement is not exclusive and public agencies are not required to procure via this route.

2.4 Sales and Marketing Commitment

We commit to undertaking sales and marketing activities to promote the master agreement to public agencies.

- Supplier sales: We will be proactive in the promotion of the master agreement
- Branding and logo compliance: We will comply with all branding and logo restrictions
- Sales Force training: We will deliver coordinated training sessions to our entire sales force, including internal and authorized dealer.
- Participating public agency access: We will develop a dedicated GovMVMT webpage on our website which will include:
 1. GovMVMT logo
 2. Copy or original procurement solicitation
 3. Master agreement (including amendments)
 4. Products and service pricing
 5. Link to GovMVMT registration webpage
 6. Other materials requested by GovMVMT
- Electronic registration: We will ensure that all public agencies have completed their GovMVMT registration prior to processing their first order.
- Supplier's performance review: We will actively participate in regular performance reviews with GovMVMT, providing the necessary performance data to enable evaluation of our performance.
- Supplier content: We understand that we may, on occasion, provide graphics, media and content to GovMVMT for the GovMVMT website. We understand that we have to grant GovMVMT and its affiliates rights to the materials for use on GovMVMT website for general marketing and publicity purposes.

B. Company

1. Provide a brief history and description of Supplier, including Supplier's experience in providing similar products and services.

The Senator Group is a privately owned business with its global headquarters in the UK, and its Americas headquarters in Maumee, Ohio.

History of the Business

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Core Values and Guiding Values



We are Independent: We started life as an independent disruptor, and we remain one to this day. Founded by Colin Mustoe in 1976, we began with a firm belief that we could do things our way. We believe the same today. Design styles and manufacturing techniques may change but the self-belief remains the same.



We are investors: Being a family owned business, we have the autonomy to invest in the business and re-invest for continuous improvement. This allows us to have a positive impact on social mobility in the communities around our factories. We believe in our people and we invest in them. We also invest in idea that the business forward and support the economic prosperity of the communities in which we live and work.



We are industrious: We’re proud of our roots. Established in the North of England – the birthplace of the industrial revolution – this is the place we were born, and it’s the place where we learned our craft. A century of workers, hard works, has walked this path, we embrace it, champion it, and perpetuate this ethic wherever we work across the globe.



We are ingenious: We trust our instincts. All the tools are meaningless without an idea, you can’t make things that stand apart from others without ideas. This takes people, and a creative, collaborative culture. This is the stuff that will give us the edge that makes us different.



We are inspirational: We care deeply about the environment. The welfare of the natural world and our shared global community are at the heart of our corporate consciousness. Our vision and drive to invest the most sustainable business practices have served as an inspiration to the industry, for others to follow.

USA Capabilities

- We have a state of the art factory in Maumee, Ohio — 165,000 sq ft of manufacturing space, with plans underway to increase this to 300,000 sq ft
- Our US head office is based onsite with our Ohio factories and employs 215 colleagues
- North American logistics team schedule and coordinate logistics across all 50 states
- We have showrooms in New York; Chicago; and San Francisco
- In-country design teams to design and manufacture in-country, to the customised requirements of the US market.
- We have a network of over 200 authorized dealers spread across the country

USA COVERAGE

MANUFACTURING, SHOWROOMS AND KEY DEALER NETWORK

ATLANTA - OfficeWorks and CWC Office Furnishings

CHICAGO - Henricksen and Corporate Concepts, Inc.

DENVER - Merchants and Elements

LOS ANGELES - System Source and Pivot

SAN FRANCISCO - KBM/Hogue and Inside Source

DALLAS - WRG and GI Seaman

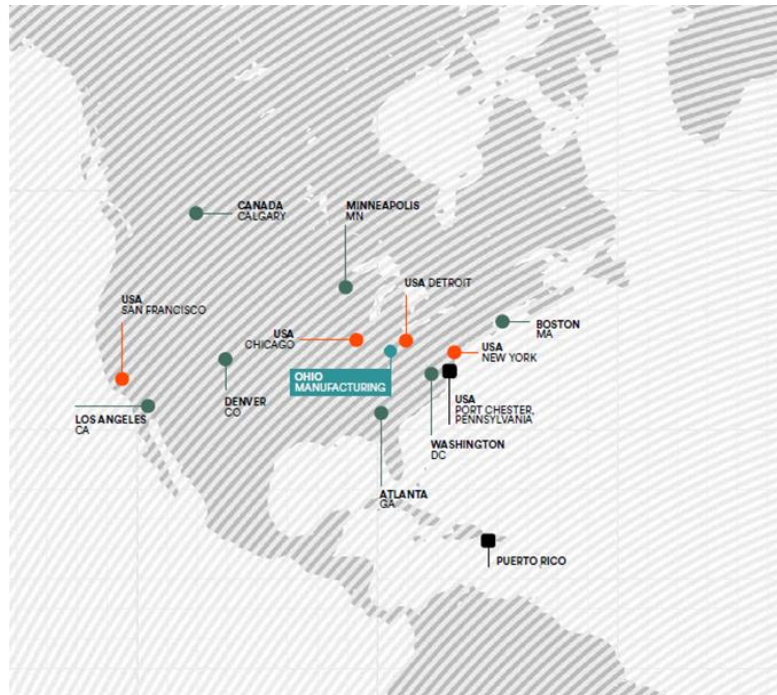
SEATTLE - COI and Open Square

NEW YORK - Henricksen, OfficeWorks

BOSTON - Creative Office Resources, Office Works

CANADA - COI

MEXICO - IHO



Experience

We have been present in USA since 2006 and in that time have developed a wealth of experience in manufacturing, delivering and installing furniture to corporate and public clients. We have successfully delivered projects for:

- City of Los Angeles
- Maricopa County Arizona
- City of Minneapolis
- Hennepin County
- Washington County
- City of Denver
- County of Denver
- Phoenix Municipal Court House
- Kings County Library - KCLS
- HSBC
- Jaguar Land Rover
- Motorola
- Amazon
- Dunkin Donuts
- Marriott
- Ellis Don
- Urban Systems

2. Provide the total number and location of sales persons employed by your company in the United States.

City and State	Number of Company Sellers
Boston, MA	2
New York, NY	3
Newark, NJ	3
Upstate NY	4
Philadelphia, PA	6
Pittsburgh, PA	4
Detroit, MI	2
Cleveland, OH	1
Cincinnati, OH	1
Louisville, KY	1
Nashville, TN	1
Atlanta, GA	3
Baltimore, MD	1
Washington, DC	1
Raleigh, NC	1
Charlotte, NC	1
Charleston, SC	1
Orlando, FL	1
Jacksonville, FL	1
Tampa, FL	1
Miami, FL	1
Birmingham, AL	1
Houston, TX	1
Austin, TX	1
Dallas, TX	4
Phoenix, AZ	3
San Diego, CA	1
Los Angeles, CA	6
San Francisco, CA	4
Portland, OR	1
Seattle, WA	2
Denver, CO	1
Salt Lake City, UT	1
Chicago, IL	4
Minneapolis, MN	4
Milwaukee, WI	1
Kansas City, MO	1
St. Louis, MO	1

3. Please provide a narrative of how these sales people would be used to market the contract to eligible agencies across the country. Please describe what you have in place today and your future plans, if you were awarded the contract.

Our national sales force will market the master agreement from the outset of the contract with the aim of maximising the number of agencies who interact with the master agreement. Our plan will include:

Marketing plan: During the initial 90-day period we will develop an annual marketing plan which will confirm when, how and who is responsible for the marketing activities will take place for the duration of the contract. The marketing plan will be managed by the Account Director, John Finken, and our marketing professional, Kylie Buss, will consult.

Advertising: We will undertake regular advertising which will include:

- Regional publications
- National publications
- Sector specific publications
- Co-branded press releases
- Launch of dedicated GovMVMT web page

ADDED VALUE: All advertising opportunities will be scheduled in to our marketing plan to ensure sufficient time to plan and execute activities.

Attendance at Conferences: We will attend our usual calendar of industry related conferences, as well as GovMVMT specific conferences. We will develop an annual calendar of events that we will attend in a bid to grow the program. These include but will not be limited to:

- NIGP Annual Forum
- Regional NIGP Chapter meetings
- Regional Summits

Public Agencies: We will research and target public agencies across the country with the aim of persuading public agencies to utilise the agreement. This will include:

- Face-to-face meetings
- Targeted email campaigns
- Virtual meetings/online supplier events
- Lunch and learns

Up/Cross Selling: Our national sales force are trained to identify opportunities to up sell/cross sell, maximising sales under the master agreement.

Existing Contacts: Our national sales force have existing contacts in public agencies across the country. Following contract award the sales force will be requested to supply details for their relevant contacts and these will be combined in to our approach for targeting public agencies.

4. Provide the number and location of support centers.

The Senator Group operates from 11 showrooms across the globe, with the main Head Quarters situated in Altham, Lancashire in the north west of the United Kingdom. Additionally, we have a headquarters in Maumee, Ohio and showrooms across the US -with over 100,000 sf of manufacturing and office space.

6. For the proposed products and services included in the scope of your response, provide annual sales for the last three fiscal years in the United States. Sales reporting should be segmented into the following categories:

[REDACTED]			
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

7. Provide a list of your company’s ten largest current public agency customers, including contact information.

MIT - Stephen Newman - sfnewman@mit.edu

New York University - Nicolas Noel Peterson - np66@nyu.edu

City of Minneapolis- Kathy Wagner, CID, PMP - Kathy.wagner@minneapolismn.gov

Hennepin County - Sara Kunnick - (612)807-6940

City of Detroit - procurmentinthecloud@detroitmi.gov

City of Royal Oak - purchasing@royaloak.org

Wayne County - procurement@waynecounty.com

Macomb County - purchasing@macombgov.org

Great Lakes Water Authority - info@glwater.org

8. Describe any green or environmental initiatives or policies.

The Senator Group has set the standard on sustainability within the workplace furniture market. We build sustainability in to everything we do. To ensure our business is run in a sustainable way and delivering sustainable initiatives, and identifying potential future initiatives, in 2020 we developed a 10-year strategy to further enhance our sustainability which has been embedded in to our UK operations.

ADDED VALUE: We use our UK operations to trial best practice before rolling out to our international sites – we have plans to roll out our carbon reduction initiatives specifically to our USA site based on the success seen in the UK.

STRATEGY	THE SENATOR GROUPS JOURNEY TO SUSTAINABILITY – AIMING TO MEET THE NEEDS OF TODAY ALIGNED TO THE VISION OF TOMORROW					
TARGET DATE	2030					
PILLARS	Planet, People and Product					
OUTCOME AREA	NET ZERO CARBON	CIRCULAR ECONOMY	SUSTAINABLE PROCUREMENT	STAKEHOLDER ENGAGEMENT	BIO-DIVERSITY	SOCIAL RESPONSIBILITY
TARGETS	<ul style="list-style-type: none"> Pledge to Net Zero GHG Reductions Energy usage reductions Further optimisation of renewable energy Sustainable Transport Sustainable Manufacturing 	<ul style="list-style-type: none"> Life Cycle Thinking through: <ul style="list-style-type: none"> Purchasing Eco-Design Production End of Life Waste Disposal (Recycle / Reuse/ Re-purpose) 	<ul style="list-style-type: none"> Supply chain collaboration Continued responsible procurement of paper and timber based products Recycled Materials (metals, plastics) Renewable resources Biomass 	<ul style="list-style-type: none"> Engage Empower Communicate and involve all stakeholders Market, report on and feedback 	<ul style="list-style-type: none"> Protection and enhancement of biodiversity through:- Increasing water quality Reduced emissions Green spaces and buildings Organic maintenance methods 	<ul style="list-style-type: none"> Working with local charities, communities Socially and environmentally conscious investments Encourage Sustainable futures Joined up approach Reducing carbon footprint Be the Employer of Choice
ENABLERS	PEOPLE SYSTEMS INNOVATION FOCUS INTEGRITY					

ADDED VALUE: As of 2022, our UK operations have successfully achieved a 22% carbon reduction against the baseline year of 2019. Collaboratively, we are planning to replicate their tried and tested approach in our USA facilities.

Our commitment to managing and reducing our own environmental impact will assist public agencies to minimise its negative impact on the environment. We are compliant with US and international environmental legislation and pride ourselves on:

- Investing c.\$4.5million in R&D pa, including sustainable product development.
- Continuously improving our environmental performance
- Providing data and certificates to corroborate the sustainability of our products
- Considering sustainability at every stage of our process
- Supporting our clients to achieve LEED, WELL and BREEAM standards

A wide range of our products contain more than 40% recycled content, and additionally, all of our products are 99% recyclable at the end of the product lifecycle. The environmental credentials of our products can be demonstrated on Environmental Product Analysis sheets, which can contribute to achieving LEED status.

We have ingrained sustainability at every stage of our design, manufacturing, logistical and installation and removal processes to make sure that our furniture has as little impact on the environment as possible. In the UK our sustainable approach is supported by our wholly owned entity 'Sustain', a purpose-built recycling facility that was established in 2009 to underpin the environmental management

and improvement of our business, and our service to our clients. We plan to replicate this facility in the USA.

Our UK entity has invested in Senator Sustain - a purpose-built 15,000ft² recycling unit which has enabled our UK manufacturing operations to become ZERO waste to landfill. The £1.5million facility has been a remarkable success and we have recycled more than 270,000 items and diverted more than 7.5million tonnes of waste from landfill since establishing this business. This equates to an emissions saving of 8,790,798 Kg/CO₂.

Our USA sustainability ethos is built on the leadership of our UK based parent company, and the investment made in the UK is being replicated in the US to maintain a global sustainability standard across all sites.

Minimising our impact on the environment is a key focus at every stage of our service:

Product Design

Our design teams go through an extensive process to ensure our products are fit for purpose, durable and have a minimal impact on the environment, with the emphasis on their end-of-life use.

Every new product design is focused on the lifecycle of the product, which takes into account not only the quality and durability of the product but the way it is developed, manufactured, delivered, used and even how it is handled during the end of life process to help Each public agency meet its environmental objectives. Based on the principles of ISO/TR 14062:2002, we consider:

- Improvement of materials efficiency
- Improvement of energy efficiency, both in terms of the product's use and manufacture
- Design for optimising functionality
- Design for cleaner production and use
- Design for reuse recovery and recycling
- Avoidance of potentially hazardous substances

ADDED VALUE: Our products contain recycled materials and designed to be 100% recyclable.

Product Quality

Our products are designed to use minimal material, and to maximise quality. The durability of our products means that we will reduce the requirement for additional manufacturing of parts or of whole products, which minimises the environmental impact of our service to each public agency.

Our product quality is underpinned by an industry-leading warranty, under the terms of which products are repaired or replaced free of charge.

Product Design and Testing

All products are designed to meet required standards for health and safety. We have a high environmental standard for all of our products; products are tested to produce clear, auditable evidence

of environmental impact, evidenced through the use of Environmental Performance Analysis sheets (EPA).

The Senator Group is REACH compliant (EC 1907/2006) as amended. None of our surface coatings contain more than 5% by volume VOCs (Volatile Organic Compounds). We work with 300 suppliers, all of which have environmental processes and credentials verified during our supply chain management process by our purchasing team, to ensure they are able to conform with sustainable sourcing practices, and environmental credentials. All of our products fall under the guideline concentration for VOCs.

We confirm that no VOCs are used in our gluing process:

- The glues used in veneering processes are water based and therefore contain no VOC's.
- The glue used in edging of all MFC panels are hot melt glues and contain zero VOC's.
- Where possible glues used in the manufacturing of our seating ranges are water based and contain no VOC's.

As part of our purchasing criteria all components are inspected on delivery to ensure this is met. We also have regular review meetings with suppliers to discuss new or amended directives so that the components never contain harmful properties.

Manufacturing and Supply Chain

We follow the principles of waste hierarchy across our organisation, epitomised through our mantra of reduce, re-use, and recycle, and we use an optimisation programme to maximise the yield we get from our raw materials.

The following examples highlight how we minimise waste and environmental impact throughout the manufacturing process:

- CAD and CAM techniques are used to maximise the yield on raw material, and so minimise any waste in the process. All waste material is reused, where applicable, before it is recycled.
- Investment in machinery to ensure we get the most from our board and from our materials. One such software programme is Optisave and HPO, which is used within our desking factory. The software assesses how to get the best yield from the panels, by grouping the panels by type and identifies how to get the correct thickness from the board. Through this software, we have reduced waste to less than 10 per cent (on 18mm panels).
- Re-use of waste board: Our optimisation team identified that waste offcuts of chipboard could be used to create desking screens. As these screens are covered with foam and fabric, the colour of the board is immaterial and in this way we are able to re-use board regardless of the finish.
- Fabric waste from our seating factory is donated to local charities or recycled.

Supply Chain

The approach to minimising waste also extends to our supply chain. All suppliers that we work with are considered to be 'approved' supply chain partners to our business.

All approved supply partners have been thoroughly vetted and this includes checks on their quality, environmental impact, sustainability and health and safety standards, as well as checks to confirm their financial stability and work ethics. Formal referencing checks are also undertaken.

We also work with our suppliers to help them improve their sustainability processes to make sure they minimise waste throughout their processes to ensure the environmental impact of our products and business is as minimal as possible. Furthermore, by working collaboratively with our supply chain, we are able to develop new initiatives that will help to improve the volume of recycled content in our products. This is something we are currently exploring with aluminium and plastic moulding suppliers.

Raw Materials

When choosing raw materials at the design stage we consider - if the raw materials/components fit into the sustainability of our design; can they be recycled at the end of the product lifecycle; and do they increase the recycled content of the product. As part of the decision making process, materials are also tested for quality and durability. Our design and testing teams assess materials usage at both the design stage and also after the product has been brought to market, by re-evaluating the materials used to assess where further environmental benefits can be made.

Our raw materials are purchased from a proven, approved supply chain which has evidenced its quality assurance processes. Our raw materials are further checked for quality when they arrive at our factory, preventing any defects from being incorporated within our products. The quality of our raw materials further supports the durability of our products.

Packaging

As part of our closed loop recycling methodology, we use minimal packaging on all of our products while maintaining or even enhancing its protective qualities. Types of packaging used for delivery to site include:

- Cardboard Packaging
- LDPE/Plastic Packaging
- Expanded Polystyrene
- Blue Novafoam Packaging
- Spare Fittings.

We base our packaging approach on the principles of the waste hierarchy, which involves;

- **Reduce** (prevention and minimisation): We use minimal packaging on all of our products whilst maintaining or even enhancing its protective qualities to minimise damage to the products. We have significantly reduced and limited the use of cardboard to ship our items; we use robust reprocessed polystyrene corners, recycled nova foam packaging and the product is shrink wrapped before loading and delivery.
- **Re-use**: We re-use packaging wherever possible and in line with structured guidelines. This is particularly relevant to polystyrene, wooden supports, novafoam and netting. We re-used more than 70,000 pieces of packaging in 2021.
- **Recycle**: Our recycling process is comprehensive - we can recycle all waste packaging materials, including polystyrene. Furthermore, there are no single-use plastics used in our products or packaging.

Logistics

Our US-based logistics partners are vetted for their vehicle emissions and route efficiency as part of our supplier approval process, to minimise carbon emissions relating to the delivery of our products.

Recycling Old Furniture

In the UK, our Sustain facility recycles all furniture. As Sustain is a zero waste to landfill organisation, we can guarantee that none of the old furniture products from each public agency will go to landfill. We hold a waste carriers licence, and we therefore do not need to use third parties to provide this service.

We adhere to the principles of waste hierarchy and closed loop recycling production techniques to minimise and continuously reduce our impact on the environment. All packaging and redundant furniture is returned to our Sustain facility in Lancashire. Waste is separated into its material streams and returned to Sustain where it is either reduced, reused or recycled.

In the USA, we currently use third party recycling facilities and local partners to achieve the same outcome. We utilize a proven network of recycling partners to support our USA wide project delivery, ensuring waste is taken to facilities local to our projects. As investment continues in our Ohio site, we will be moving towards an in-house USA based recycling solution in support of our company sustainability commitment, which will focus on engaging local projects.

Re-use and Renew

Senator also offers a recommissioning service, which could help each public agency achieve its sustainability aims. This is an incredibly efficient way of retaining the embedded carbon within a piece of furniture, as only broken and unused parts are replaced and recycled.

A further positive side effect of remanufacturing furniture is the potential cost savings that can be achieved and typical savings of 35-55% are usually achieved, compared to buying new products. As examples of our previous success in recommissioning old furniture, we have undertaken recommissioning exercises for a wide range of clients.

Data and Reporting

Senator offers a wide range of data to support the tracking and improvement of our clients' environmental achievements.

We have worked with several end users on BREEAM Projects and we can help obtain a high BREEAM rating for the building by the products we put in the building for example; we can provide how much CO₂ emissions we produce to manufacture the product we would deliver, how much recycled material we use in our components.

Available reporting includes but is not limited to:

- Environmental Product Analysis for each product, outlining: Product summary; Material declaration; Environmental summary; System boundaries; Energy consumption; Environmental impact potential; Toxic emissions; Recycled content; Certificates
- Annual CSR report:
- Update on environmental achievements, innovations and improvements as part of our quarterly business reviews with each public agency.
- Carbon footprint data: We publish carbon footprint figures for all models, which is calculated from 'Goods In' material to the customer's door, essentially the activities we can control, measure and reduce.
- Sustain certificates, outlining the volume of furniture recycled by category per project, or for a specific timeframe.

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

We confirm that we do not currently have any diversity programs in place, however, Our CSR activity in the Americas is rooted in our companywide ethos that we are responsible for the sustainability of our business and our operations. In addition to environmental considerations, this incorporates the sustainability of our communities, local economies, and social value.

To deliver a strong CSR policy in the Americas, we:

- Have a commitment to engaging small businesses, and small business concerns including Small Disadvantaged (including ANC and Indian tribes), Women-Owned Small Business, Veteran owned Small, and Service Disabled Veteran- Owned Small.
- Ensure that all of our packaging is recycled by our dealers – this capability is identified during supplier due diligence, and stipulated as part of our dealer terms.
- Maximise the use of raw materials via our optimisation programme.
- Minimise the number of reworks of our products, through extensive quality checking and robust packaging.
- Design our products with environmental considerations in mind, including recycled content, and end of life recyclability.
- Encourage fundraising activity for local charities and social enterprises.

10. Indicate if Supplier holds any of the below certifications in any classified areas and include proof of such certification in your response:

a. Minority Women Business Enterprise (MBE or WBE)

Yes_____ No x

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

Yes_____ No x

c. Historically Underutilized Business (HUB)

Yes_____ No x

d. Historically Underutilized Business Zone Enterprise (HUBZone)

Yes_____ No x

e. Veteran Business Enterprise (VBE)

Yes_____ No x

f. Service-Disabled Veteran's Business Enterprise (SDVBE)

Yes_____ No x

If you responded yes to any designations in a-f, please list certifying agency(ies):

11. Please describe any Affirmative Action Policy your company has in place.

We have an equality and diversity policy in place. Senator supports and encourages workplace diversity across its operations, understanding that diversity of thought generates new ideas and innovations that will help our business to successfully grow and evolve. We place a high degree of importance on fair, equal and diverse recruitment. The business' key aims in this area are to:

1. Promote diversity and embrace employees who think differently
2. Build a workforce that represents the local communities in which we operate
3. Promote the profile of company as an attractive career option amongst under-represented groups.
4. Engage with community and diversity groups to ensure we hold up to date knowledge on best practice diversity initiatives.

To facilitate and promote diversity Senator will:

- Continuously identify ways to expand the applicant pool of job candidates through targeted advertising, brand awareness campaigns and engaging with community and diversity groups.
- Continue with its open door policy on ex-employees - men and women - who left the company to raise families and is happy to reach out and ask if they would be interested in returning
- Make sure all employees have the same access to opportunity and will ensure that all employees meet the same standards as they progress through their careers including to ensure that all staff have the same exposure to training and development opportunities.
- Openly address the gender pay gap and take steps to address any imbalance. A culture and transparency will be promoted across the organisation, particularly in middle and entry level roles where we believe we need to focus efforts to ensure equal pay.
- Continue to promote a culture that allows everyone in its employ to have an equal chance and we believe the aim with any equality initiative should be remove barriers to a level playing field
- Provide unconscious bias training for all members of staff involved in interviewing for new positions, or managing teams
- Create office space that accommodate different methods of working, and address accessibility requirements for disabled employees.
- Review all job advertisements and job descriptions, both internal and external, for gender, ethnic or religious bias.
- Understand that not all diversity is visible and that diversity of thought can also deliver significant benefits to the company - promoting the removal of unconscious bias throughout the interview process to ensure that candidates with non-conventional backgrounds (e.g. ex-armed forces; disadvantaged backgrounds; mental health concerns) are not unconsciously removed from the process.
- Engage with ex-military organisations such to support the rehabilitation of armed forces personnel into civilian life.

C. Products and Services

1. Provide a description of how your offering meets the requirements set forth in the Solicitation. The primary objective is for each Supplier to provide its complete, full-

line offering so Participating Public Agencies may purchase a range of products and services as appropriate for their needs.

The Senator Group is a designer and manufacturer of workplace furniture, with many families of furniture spanning our two brands; Senator and Allermuir. We confirm that products supplied under this contract will be new, unused and of the latest design and technology. All products will be manufactured to order at our manufacturing facilities in Maumee, Ohio. We have proposed products from our Senator and Allermuir ranges which are widely used in educational institutions and public agencies across the country.

Solicitation Requirement	Products Offered
Systems Furniture	✓
Freestanding Furniture	✓
Seating/Chairs	✓
Lounge Seating	✓
Filing Systems,	✓
Technology/Computer Furniture	✓
Library Furniture	✓
Laboratory Furniture	✓
Multi-Purpose Furniture	✓
Classroom Furniture	✓
Audio/Visual Furniture	✓
Outdoor Furniture	✓
Healthcare Furniture	✓
Career/Technical Education Furniture	✓
Fixed Seating	✓
Panel Systems	✓
Storage	✓
Related Products and accessories, Support Services and Solutions	✓

ADDED VALUE: Reducing risk to the master agreement, all of the proposed products are manufactured in-house at our facilities in Maumee, Ohio.

In addition to providing all of the required ranges of furniture, we will provide additional services required by the solicitation including:

Delivery

We offer unloading of products following delivery – this will be provided by either our Logistics partner or the install team who will be carrying out the installation. We can provide the following delivery options:

- Dock Delivery
- Inside Delivery without installation
- Delivery with installation

Installation

We can provide complete installation services Our installation offering includes:

- Forward planning – we will liaise with the public agency design team to schedule the delivery and installation with a minimum of 4 weeks' notice.
- Installation – we will carry out the installation, unloading and installing products as per the agreed furniture plans. We will adhere to all site Health and Safety rules, including our pre-agreed risk assessment
- We will carry out a thorough inspection and cleaning .of the products following installation. Our Install Operatives will develop their own punch lists throughout the installation, reducing the need for a punch list period prior to project close.
- As the manufacturer, we will handle any replacement or repair requirements directly. All adjustments will be carried out within 3 days and all repairs will be resolved within a maximum 3 weeks.
- We will maintain punch list records, ensuring an auditable trail of information which can be made available to the relevant public agency upon completion.

National Sales Force: We have a national sales force who will promote and deliver the master agreement for the duration of the contract. Our sales force includes:

1. Overarching account director, responsible for activity and strategic direction across the whole contract
2. Regional sales people responsible for managing activity across each
3. Authorized dealer network
4. Ohio based customer services team, with central access to all departments

Other Services

Both we and our authorized dealer network have the capabilities and resources to provide a range of services to public agencies including:

- Design consultancy
- Project management
- Recycling/remanufacturing
- Sustainability assessments

Marketing Plan: During the initial 90-day period we will develop marketing plans which will ensure that we are continuously targeting and promoting the master agreement to public agencies.

ADDED VALUE: We have the skills, capabilities and resources to deliver all aspects of this specification, enabling public agencies to purchase all of their required furniture in one, hassle free transaction.

2. Please describe any training and educational programs you offer. This may include the ability to provide on-site or online training and educational seminars on technical knowledge.

We offer a range of training and educational programs. Senator will provide both training and guidance for any of our products when required. Following delivery and/or installation, we will issue a tailor-made O&M manual for the products supplied. We can also accommodate on-site support requests and provide teams training to establish full understanding with the products.

All Senator Group products that are designed for use in task based functions (office environments) are designed to comply The Operation and Maintenance (O&M) Manual will be provided to each public agency to enable a full product knowledge transfer post installation.

The O&M will include, for each item:

- operating instructions
- cleaning instructions
- warranty period

Training Courses: We will deliver order specific training courses to each public agency. Our training courses will include:

- Product features
- Safe usage
- Configuring settings
- Maintenance

Facilities Management: We can provide training to each public agency's facilities management team, ensuring that they are aware of all cleaning instructions and reconfiguration

ADDED VALUE: Whenever we deliver a training sessions we can record that training session and distribute to the public agency so that they can deliver refresher training or training for new starters.

Reconfiguration: Post installation, should you require any reconfiguration of the products, this can be arranged via your account manager. Where reconfiguration can be easily managed by your internal teams, you will receive training on how to undertake reconfiguration safely and easily.

Workplace Research: We undertake extensive research in to the evolving workplace and would be happy to deliver training courses around this issue to inform public agencies of how best to use their space.

ADDED VALUE: We have recently undertaken a research project with University of Manchester to validate out Settings™ approach.

3. Please provide any consulting services included in your offering. Examples include inventory solutions, emergency preparedness programs and design services.

Design Services

1. Design programme: Process and Consultation

The first stage of our methodology focuses on understanding public agency we will review their brief and our dedicated team will consult with public agency stakeholders to understand:

- Objectives
- Available space
- Users
- Budget
- Surroundings (both internal and external building style, and outside influences such as landscaping)
- Key themes or messages being conveyed by the space
- Proposed teaching methods

2. Design Programme: Bringing your Vision to Life

The findings of our consultation stage are combined with your existing site plans to create an aligned design vision. Using our proprietary educational 'Settings' strategy, we will identify suitable furniture settings that match with your requirements, matching the task based functions of your spaces to our extensive range of furniture.

3. Design programme: Selecting and creating your products

The final stage of our process is product selection; our design team will present a selection of products for the public agency to consider, aligned to the joint vision. These products may be a selection of existing products, or they may be bespoke designs, created specifically for the public agency via our in-house production team. We offer a great deal of flexibility and design input into the finishes and fabrics of your products. This can include available fabric at the time of design, or specialist fabrics chosen by each public agency, for example. Through the effective selection of products, we will create the perfect spaces to enable each public agency to work, teach and study, effectively and collaboratively:

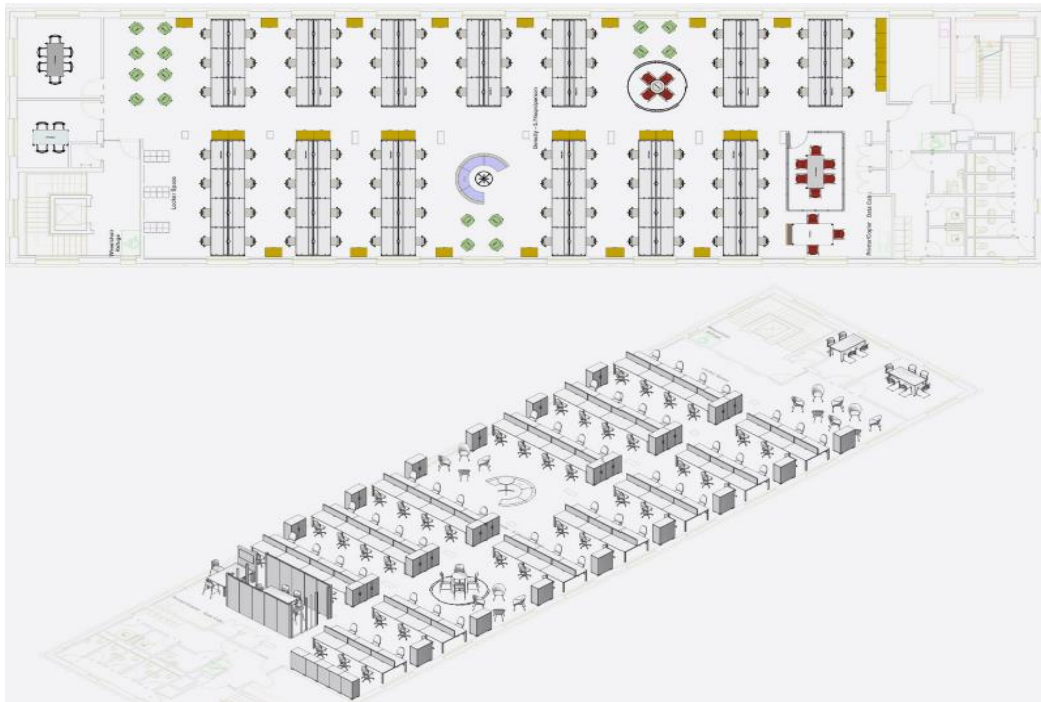
- **PEDAGOGY** – Spaces conducive to a range of learning methods, and capable of supporting future learning methods. Includes use of whiteboards, pin boards and magnetic surfaces to support the theme– these can be supplied as standalone products or built into furniture items.
- **TECHNOLOGY** - Working with your AV supplier, we will ensure our design provides connectivity and integration with to the proposed equipment.
- **SPACE** - Flexible tables and rooms, using easy to move and adaptable furniture such as flip top tables, chairs/tables on castors, and reconfigurable desks which cater to a variety of spaces.

ADDED VALUE: We are experienced in delivering projects to educational institutions and will identify products from our ranges which promote a range of learning methods.

As part of our design process we will provide a range of design materials which you can use to analyse our proposed design and provide feedback. An example design proposal for the University of Manchester has been attached as an indication of the format we would provide to each public agency. These design materials will include:

2D Space plans

We have a dedicated CAD team to provide 2D floor plans to advise on how the space will be designed. Our CAD team will refine your space plans until the public agency is satisfied.



3D Visualisations

3D renders and 360-degree virtual reality walkthroughs to demonstrate the selected products in situ.



Product Renders

Via our in-house design team, we can create brand new products, or bespoke our existing product ranges to suit specific requirements. New product designs, including those requiring AV integration, will be presented as product renders and samples.

We can also produce product renders to illustrate our products in a range of colours and finishes. This will enable you to visualise the product and will assist you with making final product selections.



Product Presentation

Public agencies will be supplied with a detailed product presentation which will include all of the proposed products in our design. Our Design Lead will then support you in selecting products and finishes that meet the design vision.

KIN

KIN304U3

TUB CHAIR

Kin is a family of elegantly strong mono-shell seating designed for Allermuir by PearsonLloyd. And 'family' was the ethos from the very beginning. Kin's two standout characteristics are beauty and efficiency. No matter the model, you will encounter maximum comfort created by a minimum use of materials.

Item 2.4



Model Offices

Taking a small area of your floor we can install furniture in the required finishes/fabrics, including any bespoke elements. This creates a true representation of the proposed design and will enable each public agency to visualise the design in a real setting.

Samples

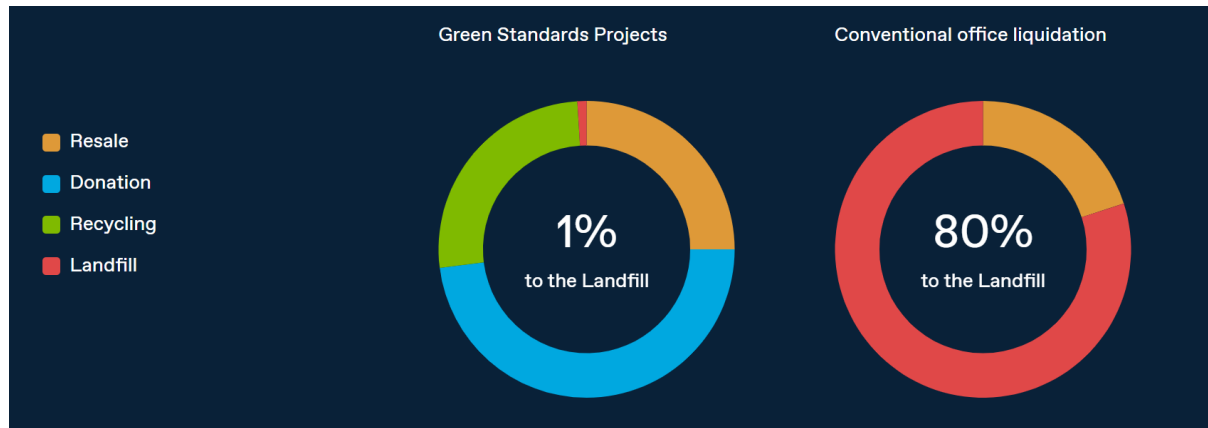
To assist in finalising the design specification we will provide samples free of charge within 10 days of request. Once finalised, we will also arrange collection of the samples.

Sustainability Services

Environmental Assessment: We can carry out an environmental assessment for each public agency, attending their site to identify opportunities for re-use of furniture based on current inventory.

Remanufacturing: We can offer remanufacturing services which will extend the lifecycle of each piece of furniture.

Recycling: Engaging our external partner, Green Standards, we can facilitate recycling of furniture, diverting waste from landfill and assisting public agencies in achieving their environmental aims. Undertaking recycling projects with green standards offers substantial environmental benefits as can be seen below:



4. State your normal delivery time (in days) and any options for expediting delivery, if applicable.

Our standard lead times are 6 to 8 from receipt of a fully defined order and textile in stock to shipment from Maumee OH. We also offer expedited production to meet unexpected needs in accelerated lead times. We have a 20-day Allermuir Quick Ship program with our most popular products. We have 10-day Senator Quick Ship program for our most popular, high demand, Senator products.

5. Please state your backorder policy.

Orders that are delayed for reasons beyond our control are tracked and managed to complete as soon as possible once the cause for the delay is resolved for example a textile mill or inbound parts delivery delay. Past due orders are tracked on a HOT list and once all components and textiles are received these order are put at the head of the schedule for completion up to and including working overtime or Saturday.

6. Please state restocking fees and procedures for returning products.

There is no charge for a repair/replacement under the terms of our industry leading warranty.

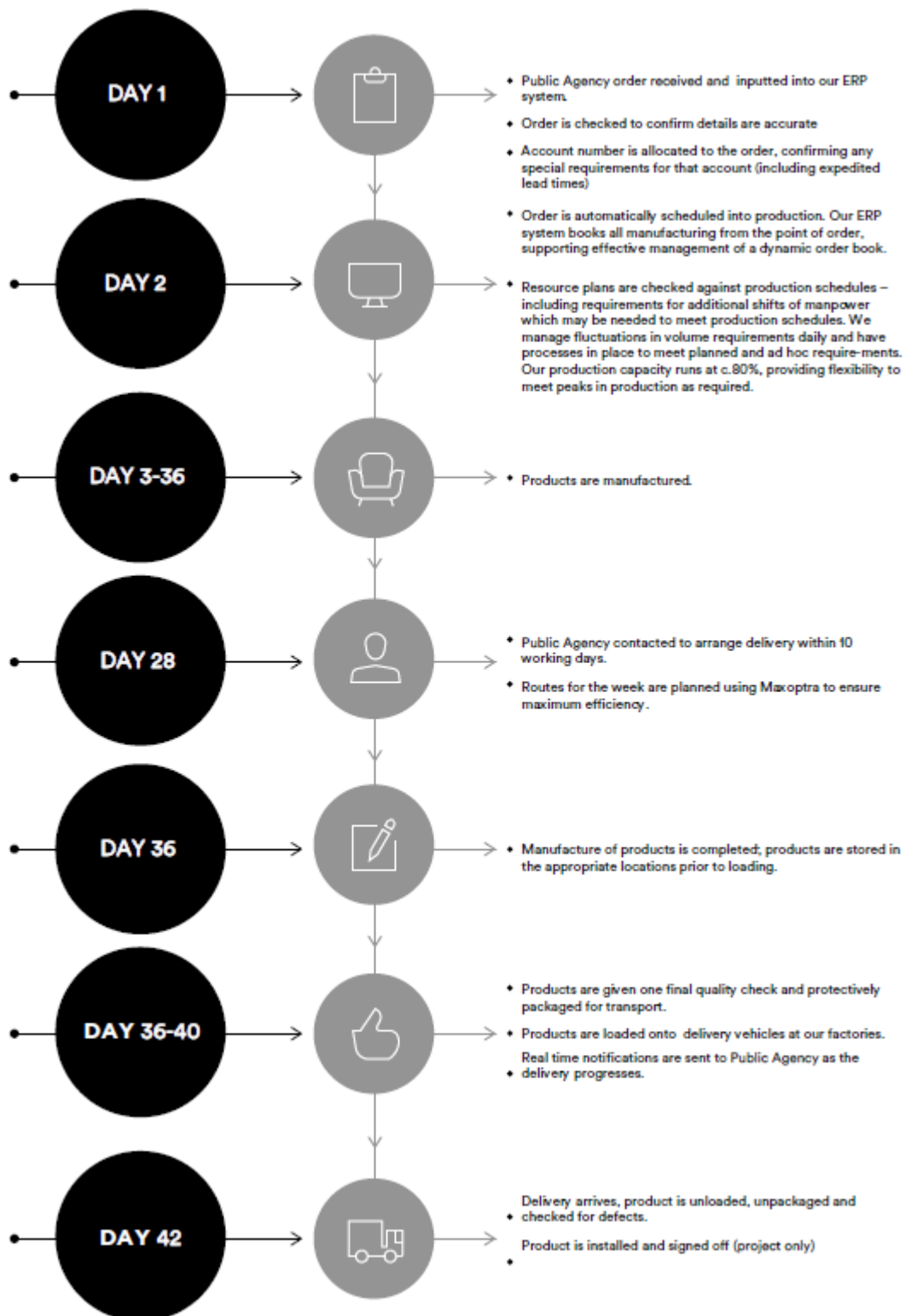
As all products are made to order, we do not accept returns unless products are faulty or do not match the order requirements. Because we are manufacturing our products in fabrics and finishes that were selected by the E&I member and made specifically to their exact requirements we not able to resell those products to another E&I member or customer who would also have unique and specific product fabric and finish specifications.

D. Order Processing and Distribution

1. Describe your company's normal order processing procedure from point of customer contact through delivery and billing.

We will implement a simple ordering process for this contract, ensuring public agencies receive a quality and streamlined service from the first point of contract. Our approach, managed by our Customer Service team, incorporates the whole process including:

- Purchase order received
- Confirmation of fabrics/finishes
- Order processed
- Issue order acknowledgement
- Delivery booking
- Delivery
- Sign-off
- Invoice



2. In what formats do you accept orders (telephone, ecommerce, etc.)?

We confirm that we are currently able to accept new orders via:

- Telephone
- Email
- Online ordering system
- Integrated system (jaeger, oracle etc.)

We will work with GovMVMT following contract award to identify any further preferred methods of ordering and will look to facilitate these where possible.

3. Please describe your single system or platform for all phases of ordering, processing, delivery and billing.

Currently we utilise a Star Enterprise system for ordering, processing delivery and billing, however, by the end of 2022 we intend to transition to D365 enterprise resource management system.

This system will be used to manage the customer ordering process from start to finish, including ordering, processing, delivery and billing. This platform helps us to ensure lead times are not missed, by monitoring the progress of manufacturing and flagging any issues to the relevant teams. The system is capable of:

- Storage of customer details
- Order input and management
- Order planning and tracking
- Creating new order flow processes
- Material forecasting and planning
- Analysing efficiencies
- Handling customer returns
- Monitoring and reporting KPIs
- Managing deliveries
- Invoicing

The system is highly reliable and as a result we have integrated this system across each of our manufacturing facilities, ensuring that all sites are accessing the same information and able to communicate with one another on the same platform.

D365 will be utilised for all orders, providing a centralised information point and providing an auditable trail of all processes, orders etc.

4. Please state your normal payment terms and any quick-pay incentives available to Participating Public Agencies.

Our standard lead times are 6 to 8 from receipt of a fully defined order and textile in stock to shipment from Maumee OH. We also offer expedited production to meet unexpected needs in accelerated lead times. We have a 20-day Allermuir Quick Ship program with our most popular products. We have 10-day Senator Quick Ship program for our most popular, high demand, Senator products.

5. State which forms of ordering allow the use of a procurement card and the accepted banking (credit card) affiliation.

We confirm that all forms of ordering will permit the use of a procurement card and the accepted banking affiliation.

6. Describe how your company proposes to distribute the Products and Services nationwide.

We will distribute products by engaging our trusted network of US based logistics partners. Our freight partners are selected primarily on quality standards and go through The Senator Group's approved contractor management process (CMP), which demands the highest standards of service quality and health & safety standards.

This services a blend of smaller volume weekly projects and regular client requirements across USA and globally, but also large-scale, high profile projects around the world. Once the goods are manufactured, the logistics team consolidate the goods for packing.

The freight partner will then deliver the goods direct to the public agency's site; in certain instances it may be required that we have to decant goods at a partner depot in-country, in order to place goods on smaller vehicles to access a restricted site/client. The logistics team is able to stay in touch with the drivers through fleet tracking software and telematics. Like ourselves, our fleet partners hold goods insurance for road freight transport. If a client has a delay with a particular project, the logistics department also operates a series of warehouses both in the UK and via its logistics partners around the world, should the need arise to delay and store goods.

7. Identify all other companies that will be involved in the processing, handling or shipping of the Products and Services to the end user.

Please refer to the enclosed list of authorized Partners who will be involved in the processing, handling and shipping of products and services to the end user.

Supporting Doc Ref: Senator – List of Partners

8. Describe how Participating Public Agencies are ensured they will receive the Master Agreement pricing with your company's distribution channels, such as direct ordering, retail or in-store locations, distributors, etc. Describe how Participating Public Agencies verify and audit pricing to ensure its compliance with the Master Agreement.

Following contract award we will communicate our master agreement pricing with all of our internal workforce and network of authorized dealers, ensuring all of those who will be responsible for providing quotations are aware of our master agreement pricing.

As part of the quoting process, which will be provided by our suitably trained GovMVMT customer service team, we will implement an approval process whereby each quotation requires approval to confirm it is aligned to the agreed master agreement pricing.

1. Enquiry received
2. Quote created using master agreement pricing
3. Quote approved
4. Quote sent to public agency

ADDED VALUE: As part of our process we will also carry out monthly spot checks on up to 25% of quotes (including internal and dealer authorized quotes) to ensure pricing is aligned to the master agreement.

9. Provide the number, size and location of your company's distribution facilities, warehouses and retail network, as applicable.

Distribution Facilities

We have one US based manufacturing and distribution facility which is based in Maumee, Ohio. At this facility we have over 100,000 sqft of space which is used for manufacturing and storage of furniture. We have plans to extend this space to over 300,000 sqft.

ADDED VALUE: We also have over 1m sqft of distribution facilities in UK and China which can be used to support our US facilities, if needed.

Warehouses

We have warehousing space at our distribution facility in Maumee, Ohio. Additionally, we have access to ample warehousing space in each of the 50 states as a result of our authorized dealer network.

Retail Network

OHIO HQ: *411 N. Jerome Road, Maumee, Ohio 43537*

CHICAGO SHOWROOM : *222 Merchandise Mart Plaza Floor 11, Suite 1112 Chicago Illinois 60654*

NEW YORK SHOWROOM: *3 East 28th St, 9th Floor, New York, NY 10016*

SAN FRANCISCO SHOWROOM: *526 Washington Street, San Francisco, CA 94111*

We have additional showrooms (authorized dealer) across the US in major metropolitan areas including:

- Kansas City
- Denver
- LA
- Phoenix
- Dallas
- Houston
- Tampa
- Charlotte
- Atlanta
- Raleigh
- Washington DC
- Nashville
- Philadelphia

- Pittsburgh
- Oswego
- Boston
- Detroit

10. Describe your ability to provide customized reports (i.e. commodity histories, purchase histories by department, etc.) for each Participating Public Agency.

We confirm that we can provide customized reports for each public agency. Our order management systems maintain an auditable trail of information for each processed order which allows us to report with ease on individual orders including:

- Purchasing dept.
- Product order history (product type, quantity and serial numbers)
- Order value (including unit prices)
- Associated ordering, delivery and installation dates
- Punch lists
- Adherence to agreed KPIs

We can supply management information in a range of formats and reporting styles. We will work with each public agency to determine their requirements and then create a plan for regular reporting. We will work with each public agency to understand their reporting requirements and ensure that these are accommodated from the outset.

11. Describe your company's ecommerce capabilities:

We are a forward thinking business and integrate the latest technologies in to our business to drive continuous improvement of our operations. As per this contract, we are able to offer a full suite of services to our B2B customers as a result of the following:

Communication

- Everyone in our business has a professional email account, which are used to streamlining our processes and assisting our clients.
- We have full video conferencing capabilities which can be used to liaise with customers. Following the COVID-19 pandemic, our business is now fully video conferencing ready.

Ordering/Invoicing

- We can accept orders and issue order acknowledgements electronically
- We can access our banking facilities online, which assists our Accounts Dept. with paying suppliers and invoicing customers.

Consultation & Design

- We deliver consultancy services to clients, including the ordering process or design services, for example, entirely online, if needed.
- We have the latest industry software, enabling us to design new products for our clients

Data

- Our files are held on central servers which allows our strategically located sales team to access securely stored central data
- We are able to share data using secure transfer methods

a. Include details about your company's ability to create punch out sites and accept orders electronically.

Our order management system, D365, enables the creation of punch out sites underneath a master/overarching account, which will enable us to accept electronic orders for individual punch out sites. As a result, we can also provide reporting based on individual punch out sites, as well as any master/overarching accounts.

b. Provide detail on your company's ability to integrate with a Public Agency's ERP/purchasing system (Oracle, SAP, Jaggaer, etc.). Please include some details about the resources you have in place to support these integrations.

We confirm that we have the capabilities to integrate with public agency's ERP system (Oracle, SAP, Jaggaer etc.). We use systems such as the above for receiving orders and submitting invoicing for multiple of our clients. We have an in-house IT Department who will be responsible for managing the integration process.

E. Sales and Marketing

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

a. Executive leadership endorsement and sponsorship of the award as the Supplier's go-to market strategy within the first 10 days.

This contract will have the full endorsement and sponsorship of our Executive Leadership team including but not limited to:

- Roger Stempky – President – The Senator Group USA
- John Finken – Vice President of Sales

As demonstrated by our 90-day plan, those named above will be heavily involved publicising and marketing the contract within the first 10 days of the award.

b. Training and education of Supplier's national sales force with participation from the Supplier's executive leadership, along with the GovMVMT team within the first 90 days.

We have prepared a detailed 90-day plan which outlines our strategy to implement the master agreement as our primary go-to market strategy for Public Agencies to Supplier's teams nationwide. Our plan includes:

1. Contract award
2. Engaging GOVMVMT team

3. Mobilisation
4. Internal meetings and planning
5. Training programs
6. Engage existing public agency clients

1. Contract award

Upon contract award we will undertake contract signing and begin mobilising the necessary personnel who will be involved in delivery of the contract. At this stage we will communicate our win internally to ensure our whole workforce are aware of the contract from the outset. Representing Executive Leadership, the process from this point forward will be managed by our Vice-President, John Finken.

2. Mobilisation

We will undertake a short period of internal mobilisation, during which we will:

- Undertake stakeholder introductions
- Identify and implement processes
- Plan
- Develop training programmes

3. Engaging GOVMVMT team

We will engage the GOVMVMT team to identify and preferred methods for promoting the contract, implementing these where possible. Our engagement with GovMVMT will be used to inform the next stage, internal meetings and planning.

4. Internal meetings and planning

We will undertake a 2 week period of internal meetings and planning which will enable us to:

- Ensure we are compliant with all aspects of the master agreement
- Enable us to plan
- Develop a strategy for moving existing public agency clients to master agreement

6. Training programs

We will develop training programs to inform our workforce and dealer network of the contract, our obligations and agreed service levels. We will deliver 2 training sessions for our internal workforce, to account for time zones/shift patterns and 2 training session for our dealer network who will assist us in delivery of this contract. This process ensures that all of those who will be involved in the contract's delivery are aware. All training programs will be delivered by our Executive Leadership.

7. Engage existing public agency clients

We will engage our network of existing public agency clients to advise them of the contract and how it can be used, its benefits and how to access.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 (Days 1-7)	CONTRACT AWARD	Mobilisation - (Account + Process setup)	Mobilisation - (Account + Process setup)	Mobilisation - (Account + Process setup)	Mobilisation (Account + Process setup)

WEEK 1 (DAYS 8-14)	Engage GovMVMT Team	Engage GovMVMT Team	Engage GovMVMT Team	Engage GovMVMT Team	Engage GovMVMT Team
WEEK 3 (DAYS 15-21)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)
WEEK 4 (DAYS 22-28)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)	Internal meetings and planning (Exec Leadership)
WEEK 5 (DAYS 29-35)	STAFF TRAINING (Program 1)	STAFF TRAINING (Program 1)	STAFF TRAINING (Program 1)	STAFF TRAINING (Program 1)	STAFF TRAINING (Program 1)
WEEK 6 (DAYS 36-42)	STAFF TRAINING (Program 2)	STAFF TRAINING (Program 2)	STAFF TRAINING (Program 2)	STAFF TRAINING (Program 2)	STAFF TRAINING (Program 2)
WEEK 7 (DAYS 43-49)	TRAINING (Authorized Dealers 1)	TRAINING (Authorized Dealers 1)	TRAINING (Authorized Dealers 1)	TRAINING (Authorized Dealers 1)	TRAINING (Authorized Dealers 1)
WEEK 8 (DAYS 50-56)	TRAINING (Authorized Dealers 2)	TRAINING (Authorized Dealers 2)	TRAINING (Authorized Dealers 2)	TRAINING (Authorized Dealers 2)	TRAINING (Authorized Dealers 2)
WEEK 9 (DAYS 57-63)	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients
WEEK 10 (DAYS 64-70)	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients

WEEK 11 (DAYS 71-77)	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients
WEEK 12 (DAYS 78-85)	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients
WEEK 13 (DAYS 86-92)	Commence delivery	Commence delivery	Commence delivery	Commence delivery	Commence delivery

2. Provide a detailed 90-day plan beginning from award date of the Master Agreement describing the strategy to market the Master Agreement to current Participating Public Agencies, existing Public Agency customers of Supplier, as well as to prospective Public Agencies nationwide immediately upon award, including, but not limited to:

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

b. Announcement, Master Agreement details and contact information published on the Provider's website within the first 90 days.

c. Commitment to attendance and participation with GovMVMT at national (i.e. NIGP Annual Forum, etc.), regional (i.e. Regional NIGP Chapter meetings, Regional Summits, etc.) and provider-specific trade shows, conferences and meetings throughout the term of the Master Agreement.

d. Commitment to attend, exhibit and participate at the NIGP Annual Forum in an area reserved by GovMVMT for partner providers. Booth space will be purchased and staffed by Supplier.

e. Design and publication of national and regional advertising in trade publications throughout the term of the Master Agreement.

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

g. Dedicated GovMVMT internet web-based homepage on Supplier's website with:

- GovMVMT Partners standard logo;

- Copy of original Request for Proposals, including all addendums
- Copy of Master Agreement, including all amendments between Lead Public Agency and Supplier;
- Marketing Materials;
- Electronic link to GovMVMT website including the online registration page;
- A dedicated toll-free number and email address for GovMVMT.

We have developed a plan which outlines our approach to marketing the master agreement to public agencies in the initial 90-day period. Our plan incorporates:

- Creation of a co-branded press release
- Dedicated announcement (including master agreement details and contact information) to be published in the initial 90-day period
- Commitment to attend national and provider-specific trade shows with GovMVMT, and a planning period to ensure events can be planned with sufficient time
- Commitment to attend NIGP Annual forum
- National and regional advertising in trade publications
- Ongoing marketing and promotion of the mater agreement (including the development of case studies, presentations etc.)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 (Days 1-7)	CONTRACT AWARD	MOBILISATION (Contract Signing and Finalising)	MOBILISATION (Contract Signing and Finalising)	MOBILISATION (Contract Signing and Finalising)	MOBILISATION (Contract Signing and Finalising)
WEEK 2 (DAYS 8-14)	Internal meetings and planning	Internal meetings and planning	Internal meetings and planning	Internal meetings and planning	Internal meetings and planning
WEEK 3 (DAYS 15-21)	Prepare website announcement	Prepare website announcement	Prepare /website announcement	Prepare website announcement	Prepare website announcement
WEEK 4 (DAYS 22-28)	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients
WEEK 5 (DAYS 29-35)	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients	Research potential Public Agency clients
WEEK 6 (DAYS 36-42)	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients
WEEK 7 (DAYS 43-49)	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients	Target potential Public Agency Clients
WEEK 8 (DAYS 50-56/0)	Develop dedicated webpage	Develop dedicated webpage	Develop dedicated webpage	Develop dedicated webpage	Develop dedicated webpage
WEEK 9 (DAYS 57-63)	Prepare and issue Co-branded Press Release	Prepare and issue Co-branded Press Release	Prepare and issue Co-branded Press Release	Prepare and issue Co-branded Press Release	Prepare and issue Co-branded Press Release
WEEK 10 (DAYS 64-70)	Advertise (National trade publication)	Advertise (National trade publication)	Advertise (National trade publication)	Advertise (National trade publication)	Advertise (National trade publication)

WEEK 11 (DAYS 71-77)	Develop Annual Action Plan (Inc. NIGP Annual Forum. Regional NIGP Chapter meetings, Regional Summits)	Develop Annual Action Plan (Inc. NIGP Annual Forum. Regional NIGP Chapter meetings, Regional Summits)	Develop Annual Action Plan (Inc. NIGP Annual Forum. Regional NIGP Chapter meetings, Regional Summits)	Develop Annual Action Plan (Inc. NIGP Annual Forum. Regional NIGP Chapter meetings, Regional Summits)	Develop Annual Action Plan (Inc. NIGP Annual Forum. Regional NIGP Chapter meetings, Regional Summits)
WEEK 12 (DAYS 78-85)	Mailshot (Public Agency Clients)	Mailshot (Public Agency Clients)	Mailshot - (Public Agency Clients)	Mailshot - (Public Agency Clients)	Mailshot - (Public Agency Clients)
WEEK 13 (DAYS 86-92)	Commence delivery	Commence delivery	Commence delivery	Commence delivery	Commence delivery

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

We do not currently have any other cooperative agreements in place at this time. We would leverage the GovMVMT agreement to open doors, uncover needs and for our products and sell into those opportunities.

4. Acknowledge Supplier agrees to provide its logo(s) to GovMVMT and agrees to provide permission for reproduction of such logo in marketing communications and promotions. Acknowledge that use of GovMVMT logo will require permission for reproduction as well.

We confirm that we agree and provide permissions for GOVMVMT to reproduce our logo. At contract award stage we will supply high definition versions of our logo. We understand and accept that use of the GOVMVMT logo requires permission prior to use - we will always seek approval in writing directly from GovMVMT.

5. Confirm Supplier will be proactive in direct sales of Supplier's Products and Services to Public Agencies nationwide and the timely follow up to leads

established by GovMVMT. All sales materials are to use the GovMVMT logo. At a minimum, the Supplier's sales initiatives should communicate:

a. Master Agreement was competitively solicited and publicly awarded by a Lead Public Agency

b. Best government pricing

c. No cost to participate

d. Non-exclusive

We confirm that both ourselves and our authorized dealer network will be proactive in the direct sales of our products under this master agreement. From the outset of the contract, and in our master agreement training, we will advise all relevant parties that the master agreement is:

- Competitively solicited and publicly awarded
- Best government pricing we offer
- There is no cost to participate in the master agreement
- The master agreement is non-exclusive

We will be proactive as a result of:

Lead Referral Contact: We have appointed a nominated Lead Referral Contact, Heidi Evans, who will be the first point of contact for any referrals from GovMVMT. Heidi will operate within strict internal KPIs to ensure that all leads are followed up in a timely way.

ADDED VALUE: Heidi is an experienced Sales Support Manager and will ensure that all leads are followed up within the agreed timeframe.

National Sales team: We have an internal salesforce of strategically located across the country, who will promote the master agreement and follow up leads in a timely manner. We will implement internal KPIs for the follow up leads and monitor response times to ensure we are providing a timely service.

Authorized Dealer network: Our authorized dealer network will assist our national sales team by promoting the agreement and following up on relevant leads. Like our internal team, we will apply strict KPIs to our authorized dealers and monitor their performance during our regular dealer review meetings.

Customer Service team: Our in-house customer service team, based at our headquarters in Maumee, Ohio, will assist with the timely supply of quotations to public agencies. Our customer service resource is substantial and will substantially reduce our timeframes for following up and responding to leads.

ADDED VALUE: Our Customer Service Team includes representatives for East, West and South, to ensure timely contract administration.

Sales materials: We confirm that all sales materials, including brochures, webpages, case studies etc. will include the GOVMVMT logo and will state:

- Competitively solicited and publically awarded by University of Alabama
- Pricing available is our best government pricing
- Participation is free
- Agreement is non-exclusive

Targeted Approach: To kick-start the contract we have included 2/3 weeks (as part of our 90-day plan) during which we will target and communicate with public agencies across the country, informing them that the contract is now live and outlining its benefits with the aim of encouraging agencies to interact the agreement for their future furniture procurement needs.

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

a. Key features of Master Agreement

b. Working knowledge of the solicitation process

c. Awareness of the range of Public Agencies that can utilize the Master Agreement through GovMVMT

d. Knowledge of benefits of the use of cooperative contracts

We confirm that we will provide training to our national salesforce, including our authorized dealer network, on the master agreement. Following contract award we will develop training plans will be delivered to the following groups during the initial 90-day period to ensure all relevant personnel are fully trained from the outset:

- Internal team
- Sales team – North
- Sales team – East
- Sales team – South
- Authorized dealer network

Key features: We will provide an overview of the agreement's key features, processes and policies to ensure that the whole team are aware of their duties under the master agreement.

Knowledge of the solicitation process: We will outline the agreed solicitation process, ensuring all sales people are aware that the agreement was competitively solicited and publicly awarded by a Lead Public Agency, represents best government pricing, that there is no cost to participate and that the agreement is non-exclusive.

Awareness of the range of Public Agencies that can utilize the Master Agreement through GovMVMT: Our training will outline all relevant public agencies to ensure the whole team are fully aware of which organizations can utilize the agreement.

Benefits of the use of cooperative contracts: We will outline the benefits of using cooperative contracts as a while, assisting our sales force in persuading potential clients to utilize the agreement for their procurement exercises.

Our training will incorporate additional internal aspects such as:

- Adding value to the master agreement
- Internal and external expectations
- Compliance with agreed key performance indicators

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

a. Executive Support

b. Sales

c. Sales Support

d. Marketing

e. Financial Reporting

f. Accounts Payable

g. Contracts

Role	Name	Title	Email	Number
Executive Support	John Finken	Vice President of Sales	jfinken@thesenatorgroup.com	773-708-7314
Sales	Tom Stevens	Sales Director (West)	tstevens@thesenatorgroup.com	419-887 - 5806
Sales Support	Sharon Duggan	Sales Ops Manager	sduggan@thesenatorgroup.com	419- 887- 5806
Marketing	Jennifer Fornwald	Product Specialist	jfornwald@thesenatorgroup.com	419-377-7993
Financial Reporting	Matt Kelly	Financial Controller	mkelly@thesenatorgroup.com	419-721-2165
Accounts Payable	Matt Kelly	Financial Controller	mkelly@thesenatorgroup.com	419-721-2165
Contracts	Simon Elder	Commercial Manager	selder@thesenatorgroup.com	419-902- 4065

8. Describe how Supplier's national sales force is structured, including contact information for the highest level executive responsible for the sales team.

We have a strategically located sales force in USA, enabling us to provide a quality service to our customer in all regions of the USA.

National Sales Force

Our nation sales force has three layers:

1. Overarching account director, responsible for activity and strategic direction across the whole contract
2. Regional sales people responsible for managing activity across each territory
3. Authorized dealer network
4. Ohio based customer services team, with central access to all departments

1. Overarching Account Director

Your over-arching Account Director, John Finken, will be responsible for delivery of this contract. John brings over 30 years of contract furniture with a dominant focus on the government and education vertical market sectors. John will create the strategy and plan including marketing, sales coverage, and after sales service elements.

John will bring his leadership and experience to bare by implementing a proven formula for success to maximize the impact of the master agreement. John is based out of The Senator Group's US HQ in Maumee, Ohio. This 100,000 sqft sites manufactures virtually every Allermuir and Senator product and

is home to our Customer Service, US Planning and Design Team, Logistics, Purchasing, warehouse, and manufacturing.

Role:

- Contract quality
- Point of escalation
- Overall contract governance
- Supporting internal sales people, authorized dealer network and customer service team
- Main point of contact for contract matters

2. Regional Sales People

We have a team of 78 regional sales people, strategically located across the country who will be responsible for delivering the day-to-day aspects of the contract, under the direction of John Finken. Our regional sales people will deal directly with public agencies

Role:

- Timely management of referrals from GovMVMT
- Managing the sales and ordering processes
- Adhering to agreed KPIs
- Working with internal business streams to deliver projects
- Assisting authorized dealer network
- Reporting to Account Director
- Promotion of the master agreement
- Delivery and installation coordination

3. Authorized Dealer Network

We have a network of authorized dealers who assist us in managing the sales process from a local point of view. Our Authorized Dealers are a trusted part of our delivery process. Owing to the geographical location of our substantial authorized dealer network, we can ensure

Role:

- Timely management of referrals from GovMVMT
- Managing the sales and ordering processes
- Adhering to agreed KPIs
- Working with internal business streams to deliver projects
- Assisting authorized dealer network
- Reporting to The Senator Group/Account Director
- Promotion of the master agreement
- Delivery and installation coordination

4. Customer Service Representation

Dedicated customer services contacts have already been allocated to this contract – dependent on the level of orders received or member projects awarded, we can scale this resource up to meet the demands of the project. Currently, we have included representatives for each region including:

- Hunter Reinhart – Customer Service Operative (East)
- Cristi Burmeister – Customer Service Operative (North)
- Cameron Keller – Customer Service Operative (South)

Role:

- Provide a dedicated point of contact to public agencies to personalise their service
- Providing quotations
- Managing the ordering process including order checking and inputting
- Manage issue reporting and resolution by logging issues
- Process for repair and replacement – ensuring all products are repair and replaced in line with specified timescales
- Warranty and service support
- Service Level Agreement – ensure the all issues and challenges are tracked and monitored in line with agreed SLAs
- Reporting to Account Director

All customer services/queries are held on our centralised system. This includes faults, snagging, repairs, concerns and general queries. These queries are managed by the customer services team to ensure swift resolution. To ensure any client issues are being resolved to the standard and timelines expected by the business, the executive team conduct a weekly review of the data to identify areas that need improvement against our internal KPIs.

Highest Level Executive

The highest level executive responsible for the sales team is our President, Roger Stempky. Roger has managerial oversight over the business and all of our major contracts, including this one. Roger has extensive experience and success as an executive leader in organizational planning and development along with a comprehensive business strategy development and execution. With over 25 years of highly successful manufacturing and distribution related sales and sales leadership knowledge he brings a well-rounded and confident leadership style which he uses to address issues and position the overall organization to meet the needs of each and every customer consistently.

9. Explain how your company's sales team will work with the GovMVMT team to implement, grow and service the national program.

We will engage the GovMVMT team following contract award to discuss opportunities to implement, grow and service the master agreement nationally. We will take any ideas provided by GovMVMT and identify ways to integrate them in to our operations over the course of the agreement. To ensure continuous improvement, we would propose meeting with GovMVMT on a quarterly basis to discuss successes and identify improvements to our marketing plan.

Promote: Our sales force will promote the national program to public agencies on an ongoing basis. During the initial 90-day period each of our sales teams will receive a training course on the master agreement which will ensure that they are in the best position to promote the agreement. We will:

- Target public agencies to promote the master agreement
- Identify existing public agency clients to inform about the master agreement

Advertising: Following contract award we will advertise the master agreement in the following ways:

- Co-branded press release
- Launch of dedicated GovMVMT web page

We will regularly advertise the master agreement, including use of the GovMVMT logo. This will include:

- Regional publications
- National publications
- Sector specific publications

Industry events

Our national sales force partake in a network of industry related exhibitions and conferences, during which they will promote the national program to potential public agencies with the aim of growing the program and number of users. We will develop an annual calendar of events which we will attend in a bid to grow the program. These include but will not be limited to:

- NIGP Annual Forum
- Regional NIGP Chapter meetings
- Regional Summits

Case studies: We will develop case studies based on the experiences of framework users, highlighting our successful approach and the role which the GovMVMT program played in streamlining the process.

ADDED VALUE: We have included a 2 week period in our 90-day plan during which we will develop an annual marketing plan which incorporates all of the outlined activities and assigns responsibilities. We will regularly report progress to GovMVMT.

10. Explain how your company will manage the overall national program throughout the term of the Master Agreement, including ongoing coordination of marketing and sales efforts, timely new Participating Public Agency account set-up, timely contract administration, etc.

Our overall national program will be managed by John Finken, Account Director, and supported by employees from each of our business workstreams (as highlighted in the organization chart provided). To manage the overall national program we have developed an approach which incorporates the required resources, processes and procedures to effectively deliver an agreement of this scale.

Marketing: We will develop a robust annual marketing plan during the initial 90-day period which will incorporate all marketing activities for the period and assign responsibility for delivery of marketing activities, which will be in place for the duration of the contract. Our approach to marketing will include:

- Advertising the master agreement
- Attendance at industry events (national and regional)
- Development of marketing collateral
- Press releases/website announcements
- Use of GovMVMT logo (with written permission)
- Case studies

Your Account Director, John Finken, will have ultimate responsibility for the marketing plan and will regularly review performance, implementing remedial actions where required to ensure that our marketing plan is delivered on-time and to budget.

Sales: Our national sales force will be assigned to the delivery of this master agreement. All team members will receive training on the agreement in the initial 90-day period, following which the

following people will be responsible for timely management of sales efforts. Our national sales force includes:

- Account Director
- Regional sales people
- Authorized dealer network
- Customer service team
- Lead Referral Contact

The assigned Lead Referral Contact, Heidi Evans, will be responsible for handling and delegating all GovMVMT referrals and will work with the regional relevant sales people to ensure that new leads are handled within the agreed timeframe.

Your Account Director, John Finken, will monitor and support the national sales force throughout the contract, providing direction and advice as required.

ADDED VALUE: Maximising coverage, our national sales force include representation in each of the 50 states.

Account Set-up: The account setup process will be managed by our customer service team who will ensure all new public agency accounts are setup within 48hrs. They will be able to access a link to register from our dedicated GovMVMT webpage or alternatively, we will be sent a link by one of our customer service representatives following lead referral.

Timely contract administration: Our customer service team will deliver, and monitor, timely contract administration across the master agreement. We will implement internal KPIs to monitor the timeliness of contract administration, implementing remedial measures where we are at risk of falling below a performance indicator. This process will ensure the ongoing timeliness of our contract administration.

ADDED VALUE: To ensure that timely contract administration is taking place, we have assigned customer service representatives who will support each region: East, West and South.

11. While it is anticipated many Public Agencies will be able to utilize the Master Agreement without further formal solicitation, there may be circumstances where Public Agencies will issue their own solicitations. The following options are available when responding to a solicitation for Products covered under the Master Agreement. Describe your company's strategies under these options when responding to a solicitation.

a. Respond with Master Agreement pricing (Contract Sales reported to GovMVMT).

Where we receive a formal solicitation from a public agency for products covered by the master agreement, we will advise the agency of the master agreement and suggest that they consider engaging with the agreement as a channel for their procurement. During this process we will highlight the agreement's features and benefits to encourage them to utilize the agreement.

Regardless of whether or not they choose to engage with the master agreement, we will supply master agreement pricing.

b. If competitive conditions require pricing lower than the standard Master Agreement not to- exceed pricing, Supplier may respond with lower pricing through the Master Agreement. If Supplier is awarded the Contract, the sales are reported as contract sales to GovMVMT under the Master Agreement.

We confirm that where competitive conditions require us to provide lower pricing than the master agreement, we will do so. Where this occurs, we will still report this as contract sales to GovMVMT under the master agreement.

c. Respond with pricing higher than Master Agreement online in the unlikely event that the Public Agency refuses to utilize Master Agreement (Contract sales are not reported to GovMVMT).

We confirm that where a public agency refuses to utilize the master agreement, we will provide them with pricing which is higher than the master agreement, thereby giving them incentive to engage with the agreement

d. If alternative or multiple proposals are permitted, respond with pricing higher than Master Agreement, and include Master Agreement as the alternate or additional proposal.

We confirm that where multiple proposal are permitted, we will provide 2 quotations:

1. This will be our standard pricing (higher than master agreement)
2. We will provide an alternate proposal which will include master agreement pricing

12. Describe your company's sales goals for this Contract if awarded the Master Agreement, including targeted dollar volume by year:

\$3,000,000.00 in year one
\$4,500,000.00 in year two
\$7,000,000.00 in year three

F. Financial Statements

1. Submit your current FEIN and latest Dun & Bradstreet report.

FEIN: 20-8744510

In Lieu of a Dun and Bradstreet report, we have attached our CreditSafe report. If this is an issue please let us know and we will request a Dun & Bradstreet report

2. Please provide an audited income statement and balance sheet from the most recent reporting period.

Supporting Doc Ref:

Senator - Audited Accounts

Contract No.
Vendor No.

EXHIBIT C
GovMVMT ADMINISTRATIVE AGREEMENT

The following GovMVMT Administrative Agreement is an Exhibit to and is incorporated into the Contract to provide (Insert Contract Title) (the “Contract”) between (Insert Lead Public Agency name) and (Insert Supplier Name).

ADMINISTRATION AGREEMENT

This ADMINISTRATION AGREEMENT (“Agreement”) is made as of (Insert Date), by and between GovMVMT (“GovMVMT Purchasing Cooperative”) and (“Supplier”).

RECITALS

WHEREAS, the (“Lead Public Agency”) has entered into a certain Master Agreement dated as of (enter date), referenced as Agreement (No.#), by and between Lead Public Agency and Supplier (as amended from time to time in accordance with the terms thereof, the “Master Agreement”) for the purchase of (the “Products and Services”);

WHEREAS, the Master Agreement provides that any state, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agency or nonprofit organization (each a “Public Agency” and collectively, “Public Agencies”) may purchase Products and Services at the prices indicated in the Master Agreement upon prior registration with GovMVMT, in which case the Public Agency becomes a “Participating Public Agency”;

WHEREAS, GovMVMT has the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, GovMVMT serves in an administrative capacity for the Lead Public Agency and other lead public agencies in connection with other master agreements offered by GovMVMT;

WHEREAS, Lead Public Agency desires GovMVMT to proceed with administration of the Master Agreement on the same basis as other master agreements;

WHEREAS, “GovMVMT Purchasing Cooperative” is a trade name licensed by IGSA

WHEREAS, GovMVMT and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, GovMVMT and Supplier hereby agree as follows:

ARTICLE I

GENERAL TERMS AND CONDITIONS

1.1 The Master Agreement, attached hereto as Exhibit A 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.

1.2 GovMVMT shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications

shall accrue and apply with equal effect to GovMVMT under this Agreement including, without limitation, Supplier's obligation to provide insurance and indemnifications to Lead Public Agency.

1.3 Supplier shall perform all duties, responsibilities and obligations required under the Master Agreement.

1.4 GovMVMT shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Master Agreement as set forth herein, and Supplier acknowledges that GovMVMT shall act in the capacity of administrator of purchases under the Master Agreement.

1.5 With respect to any purchases made by Lead Public Agency or any Participating Public Agency pursuant to the Master Agreement, GovMVMT (a) shall not be construed as a dealer, re- marketer, representative, partner, or agent of any type of Supplier, Lead Public Agency or such Participating Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Lead Public Agency, any Participating Public Agency or any employee of Lead Public Agency or a Participating 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 a Participating Public Agency to (i) comply with procedures or requirements of applicable law or ordinance, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. GovMVMT makes no representations or warranties with respect to any minimum purchases required to be made by Lead Public Agency, any Participating Public Agency, or any employee of Lead Public Agency or a Participating Public Agency under the Master Agreement.

ARTICLE II

TERM OF AGREEMENT

2.1 This Agreement is effective as of (Insert Date) and shall terminate upon termination of the Master Agreement or any earlier termination in accordance with the terms of this Agreement, provided, however, that the obligation to pay all amounts owed by Supplier to GovMVMT through the termination of this Agreement and all indemnifications afforded by Supplier to GovMVMT shall survive the term of this Agreement.

ARTICLE III

REPRESENTATIONS AND COVENANTS

3.1 GovMVMT views the relationship with Supplier as an opportunity to provide benefits to the Lead Public Agency, Participating Public Agencies and the Supplier. The successful foundation of the relationship requires certain representations and covenants from both GovMVMT and Supplier.

3.2 GovMVMT Representations and Covenants.

(a) Marketing. GovMVMT shall proactively market the Master Agreement to Public Agencies using resources such as a network of sponsors or sponsorships including the Advisory Council which is comprised of procurement professionals from around the country. In addition, the GovMVMT staff shall make best efforts to enhance Supplier's marketing efforts through meetings with Public Agencies, participation in key events and tradeshow and other marketing

activity such as advertising, articles and promotional campaigns.

(b) Training and Knowledge Management Support. GovMVMT shall provide support for the education, training and engagement of Supplier's sales force as provided herein. Through its staff (each, a "Program Manager" and collectively, the "Program Managers"), GovMVMT shall, with scheduling assistance from Supplier, conduct training sessions and conduct calls jointly with Supplier to Public Agencies. GovMVMT shall also provide Supplier with access to GovMVMT's private intranet website which provides presentations, documents and information to assist Supplier's sales force in effectively promoting the Master Agreement.

3.3 Supplier's Representations and Covenants. Supplier hereby represents and covenants as follows in order to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies (such representations and covenants are sometimes referred to as "Supplier's Commitments" and are comprised of the Executive Commitment, Value Commitment, Differentiator Commitment and Sales and Marketing Commitment):

(a) Executive Commitment

(i) A true partnership: Supplier shall have full commitment of the Master Agreement from the highest executive level of the organization at any given time. This includes being supported by the supplier's senior executive management.

(ii) The pricing, terms and conditions of the Master Agreement shall be the Supplier's preferred contractual offering of Products and Services to all eligible Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's preferred offering and not just one of Supplier's contract options.

(iii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors, and representatives) shall always present the Master Agreement when marketing Products or Services to Public Agencies.

(iv) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.

(v) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.

(vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from GovMVMT concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also provide the personnel necessary to implement and support a supplier-based internet web page dedicated to Supplier's GovMVMT program and linked to GovMVMT's website and shall implement and support such web page.

(vii) Supplier shall demonstrate in its procurement solicitation response and throughout the term of the Master Agreement that national/senior management fully supports the GovMVMT program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state,

Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall offer the Master Agreement to all Public Agencies located within the state.

(b) **Value Commitment**

(i) Supplier represents to GovMVMT that the overall pricing in the scope of products and services offered under the Master Agreement is equal to or better than any other pricing options it offers to public agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) Contracts Offering Lower Prices. If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

(iii) Deviating Buying Patterns. Occasionally GovMVMT and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) Supplier's Options in Responding to a Third Party Procurement Solicitation. While it is the objective of GovMVMT to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, GovMVMT recognizes that for various

reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

- (A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.
- (B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.
- (C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.
- (D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.
- (E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

c) **Differentiator Commitment.** Supplier shall demonstrate the value, competitive scope, and differentiating factors of the agreement against alternative procurement options in the marketplace at every opportunity. The success of this program lies directly with properly positioning this contract vehicle as the premier cooperative purchasing option for public agencies.

Supplier can accomplish this by highlighting such facts as:

- Lead Public Agency process
- Non-profit structure
- Public Benefit Programs
- Value Commitments
- Advisory Council Oversight
- Dedicated Field Team

Supplier agrees that while this agreement brings significant value to Public Agencies, it is not an exclusive agreement and can be utilized at the discretion of the participating Public Agencies.

(d) **Sales and Marketing Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to properly position the value of the Master Agreement as Supplier's preferred contract for Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive sales of

Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by GovMVMT. Use of product catalogs, targeted advertising, direct mail, online marketing and other sales initiatives are encouraged. Supplier's sales materials targeted towards Public Agencies should include the GovMVMT logo. GovMVMT hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the GovMVMT name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the GovMVMT name, trademark, or logo shall inure to the benefit of GovMVMT. GovMVMT shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, the Supplier shall provide GovMVMT with its logo and the standards to be employed in the use of the logo for purposes of reproducing and using Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist GovMVMT by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides pricing equal to or better than the Supplier's best available pricing and value to eligible agencies, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

- (ii) Branding and Logo Compliance. Supplier shall be responsible for complying with the GovMVMT branding and logo standards and guidelines. Prior to use by Supplier, all GovMVMT related marketing material must be submitted to GovMVMT for review and approval.
- (iii) Sales Force Training. Supplier shall train its national sales force on the Master Agreement and GovMVMT program. GovMVMT shall be available to train on a national, regional or local level and generally assist with the education of sales personnel.
- (iv) Participating Public Agency Access. Supplier shall establish the following communication links to facilitate customer access and communication:

(A) A dedicated GovMVMT internet web-based homepage that is accessible from Supplier's homepage or main menu navigation containing:

- (1) GovMVMT standard logo;
- (2) Copy of original procurement solicitation.
- (3) Copy of Master Agreement including any amendments.
- (4) Summary of Products and Services pricing.
- (5) Electronic link to GovMVMT' online registration page; and
- (6) Other promotional material as requested by GovMVMT.
- (7) A dedicated toll-free national hotline for inquiries regarding GovMVMT.
- (8) A dedicated email address for general inquiries in the following format: GovMVMT@(name of supplier).com.

(v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed GovMVMT's online registration process prior to processing the Public Agency's first sales order.

(vi) Supplier's Performance Review. Upon request by GovMVMT, Supplier shall participate in a performance review meeting with GovMVMT to evaluate Supplier's performance of the covenants set forth in this Agreement.

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to GovMVMT (collectively "Supplier Content") for use on GovMVMT websites and for general marketing and publicity purposes. During the term of the Agreement, Supplier hereby grants to GovMVMT and its affiliates a non-exclusive, worldwide, free, transferrable, license to reproduce, modify, distribute, publicly perform, publicly display, and use Supplier Content in connection with GovMVMT websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided to GovMVMT as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party

3.4 Breach of Supplier's Representations and Covenants. The representations and covenants set forth in this Agreement are the foundation of the relationship between GovMVMT and Supplier. If Supplier is found to be in violation of, or non-compliance with, one or more of the representations and covenants set forth in this Agreement, Supplier shall have ninety (90) days from the notice of default to cure such violation or non-compliance and, if Supplier fails to cure such violation or non-compliance within such notice period, it shall be deemed a cause for immediate termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at GovMVMT's sole discretion.

3.5 Indemnity. Supplier hereby agrees to indemnify and defend GovMVMT, and its parent companies, subsidiaries, affiliates, shareholders, member, manager, officers, directors, employees, agents, and representatives from and against any and all claims, costs, proceedings, demands, losses, damages, and expenses (including, without limitation, reasonable attorney's fees and legal costs) of any kind or nature, arising from or relating to, any actual or alleged breach of any of Supplier's representations, warranties, or covenants in this Agreement.

ARTICLE IV

PRICING AUDITS

4.1 Supplier shall, at Supplier's sole expense, maintain an accounting of all purchases made by Lead Public Agency and Participating Public Agencies under the Master Agreement. GovMVMT and Lead Public Agency each reserve the right to audit the accounting for a period of three(3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. GovMVMT shall have the authority to conduct random audits of Supplier's pricing that is offered to Participating Public Agencies at GovMVMT's sole cost and expense. Notwithstanding the foregoing, in the event that GovMVMT is made aware of any pricing being offered to three (3) or more Participating Public

Agencies that is materially inconsistent with the pricing under the Master Agreement, GovMVMVT shall have the ability to conduct a reasonable audit of Supplier’s pricing at Supplier’s sole cost and expense during regular business hours upon reasonable notice. GovMVMVT may conduct the audit internally or may engage a third-party auditing firm on a non-contingent basis. Supplier shall solely be responsible for the cost of the audit. In the event of an audit, the requested materials shall be provided in the format and at the location where kept in the ordinary course of business by Supplier.

ARTICLE V

FEES & REPORTING

5.1 Administrative Fees. Supplier shall pay to GovMVMVT a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of one and three-quarter percent (1.75%) of aggregate purchases made during each calendar month (individually and collectively, “Administrative Fees”). GovMVMVT was founded on the principle of large volumes of purchases resulting in aggressive discounts and a great resulting value for those purchasing entities. We believe in additional value and increased savings that result from growth in the program and larger spend volume. This value should exist for the public agency and the supplier, and thus an incentivized tier structure has been developed to assure that these savings are passed along to the agencies and suppliers in the program. Tiered Administrative fees are outlined below based on Suppliers Annual sales volume. Supplier’s annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by wire to GovMVMVT, or its designee or trustee as may be directed in writing by GovMVMVT.

Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month for purchases shipped and billed during such calendar month. GovMVMVT agrees to pay to Lead Public Agency five percent (5%) of all Administrative Fees received from Supplier to help offset Lead Public Agency’s costs incurred in connection with managing the Master Agreement nationally.

Tiered Administrative Fee*

Annual Contract Spend Low	Annual Contract Spend High	Administrative Fee
\$0	\$15,000,000	1.75%
\$15,000,001	\$25,000,000	1.5%
\$25,000,001	\$75,000,000	1.25%
\$75,000,001	> \$75,000,001	1.00%

*Tiered administrative fee structure is based on annual reported sales volume. Sales volume is calculated from January 1st – December 31st of the current calendar year. When a tier level is met, supplier will be moved to subsequent fee percentage on the next reported monthly report.

5.2 Sales Reports. Within thirty (30) days of the end of each calendar month, Supplier shall deliver to GovMVMVT an electronic accounting report, in the format prescribed by Exhibit B, attached hereto, summarizing all purchases made under the Master Agreement during such calendar month (“Sales

Report”). All purchases indicated in the Sales Report shall be denominated in U.S. Dollars. All purchases shipped and billed pursuant to the Master Agreement for the applicable calendar month shall be included in the Sales Report. Submitted reports shall be verified by GovMVMT against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing. GovMVMT reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the Administrative Fees to future potential program sponsors and state associations.

5.3 Exception Reporting/Sales Reports Audits. GovMVMT or its designee may, at its sole discretion, compare Supplier’s Sales Reports with Participating Public Agency records or other sales analysis performed by Participating Public Agencies, future potential sponsors, advisory board members or GovMVMT staff. If there is a material discrepancy between the Sales Report and such records or sales analysis as determined by GovMVMT, GovMVMT shall notify Supplier in writing and Supplier shall have thirty (30) days from the date of such notice to resolve the discrepancy to GovMVMT’s reasonable satisfaction. Upon resolution of the discrepancy, Supplier shall remit payment to GovMVMT’s trustee within fifteen (15) calendar days. Any questions regarding an exception report should be directed to GovMVMT in writing to reporting@govmvt.org. If Supplier does not resolve the discrepancy to GovMVMT’s reasonable satisfaction within thirty (30) days, GovMVMT shall have the right to engage outside services to conduct an independent audit of Supplier’s reports. Supplier shall solely be responsible for the cost of the audit.

5.4 Online Reporting. Within forty-five (45) days of the end of each calendar month, GovMVMT shall provide online reporting to Supplier containing Supplier’s sales reporting for such calendar month. Supplier shall have access to various reports through the GovMVMT intranet website. Such reports are useful in resolving reporting issues and enabling Supplier to better manage their Master Agreement.

5.5 Usage Reporting. Within thirty (30) days of the end of each contract year, Supplier shall deliver to GovMVMT an electronic usage report of all sales under the Master Agreement, including:

- (i) Supplier’s Product Number
- (ii) Product Description
- (iii) Manufacturer Name
- (iv) Manufacturer Number
- (v) Unit of Measure
- (vi) GovMVMT Price
- (vii) Number of times ordered
- (viii) Units sold
- (ix) Sales by Manufacturer

5.6 Supplier’s Failure to Provide Reports or Pay Administrative Fees. Failure to provide a Sales Report or pay Administrative Fees within the time and in the manner specified herein shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Master Agreement at Lead Public Agency’s sole discretion or this Agreement at GovMVMT’s sole discretion. All Administrative Fees not paid within thirty (30) days of the end of the previous calendar month shall bear interest at the rate of one and one-half percent (1.5%) per

month until paid in full.

ARTICLE VI

MISCELLANEOUS

6.1 Entire Agreement. 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.

6.2 Assignment.

(a) Supplier. Neither this Agreement nor any rights or obligations hereunder shall be assignable by Supplier without prior written consent of GovMVMT, and any assignment without such consent shall be void.

(b) GovMVMT. This Agreement and any rights or obligations hereunder may be assigned by GovMVMT in GovMVMT's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform GovMVMT's obligations hereunder.

6.3 Notices. All reports, notices or other communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery requiring signature on receipt to the addresses as set forth below. GovMVMT may, by written notice delivered to Supplier, designate any different address to which subsequent reports, notices or other communications shall be sent.

GovMVMT:	GovMVMT (Insert Address) Attn: Program Manager Administration
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Supplier:	(Insert Supplier Information) Attn: GovMVMT Program Manager
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6.4 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative, or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.

6.5 Waiver. Any failure of a party to enforce, for any period of time, any of the provisions under this Agreement shall not be construed as a waiver of such provisions or of the right of said party thereafter to enforce each and every provision under this Agreement.

6.6 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.7 Modifications. This Agreement may not be effectively amended, changed, modified, altered or terminated without the prior written consent of the parties hereto.

6.8 Governing Law; Arbitration. This Agreement will be governed by and interpreted in accordance with the laws of the State of Delaware, without regard to conflict of law principles that would result in the application of any law other than the law of the State of Delaware.

6.9 Attorneys' Fees. If any action at law or in equity (including, arbitration) is necessary to enforce or interpret the terms of any of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.

6.9 Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding upon GovMVM, Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.

IN WITNESS WHEREOF, GovMVM has caused this Agreement to be executed in its name and Supplier has caused this Agreement to be executed in its name, all as of the date first written above.

GovMVM:

GovMVM PURCHASING COOPERATIVE

By

Name:

Title:

Supplier: Senator International

(Insert Supplier Name)

By 

Name: John Finken

Title: Vice President of Sales

EXHIBIT A

MASTER AGREEMENT

(To Be Attached)

EXHIBIT B

SALES REPORT FORMAT

ID No	Supp ID	Account No	Agency Name	Address	Address2	City	State	Zip	Year	Qtr	Month	Sales Amount

EXHIBIT D

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (“Agreement”) is entered into by and between those certain government agencies that execute a Lead Public Agency Certificate (collectively, “Lead Public Agencies”) to be appended and made a part hereof and other government agencies (“Participating Public Agencies”) who register to participate in the GovMVMT Purchasing Cooperative on the GovMVMT website (<https://www.govmvt.org>).

RECITALS

WHEREAS, after a competitive solicitation and selection process by Lead Public Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers (each, a “Contract Supplier”) have entered into Master Agreements with Lead Public Agencies to provide a variety of goods, products and services to the applicable Lead Public Agency and the Participating Public Agencies;

WHEREAS, Master Agreements are made available by Lead Public Agencies through GovMVMT Purchasing Cooperative and provide that Participating Public Agencies may purchase Products and Services at the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable Federal laws, local purchasing ordinances and laws of the State of purchase;

WHEREAS, the parties desire to comply with the requirements and formalities of any intergovernmental cooperative act, if applicable, to the laws of the State of purchase;

WHEREAS, the parties hereto desire to conserve resources and reduce procurement cost; and

WHEREAS, the parties hereto desire to improve the efficiency, effectiveness and economy of the procurement of necessary Products and Services.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. Each party will facilitate the cooperative procurement of Products and Services.
2. The procurement of Products and Services subject to this Agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations, that govern each party’s procurement practices.
3. The cooperative use of Master Agreements obtained by a party to this Agreement shall be in accordance with the terms and conditions of the Master Agreement, except as modification of those terms and conditions is otherwise allowed or required by applicable law.

4. The Lead Public Agencies will make available, upon reasonable request, information regarding the Master Agreement which may assist in improving the procurement of Products and Service by the Participating Public Agencies.
5. The Participating Public Agency will make timely payments to the Contract Supplier for Products and Services received in accordance with the terms and conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency. Disputes between the Participating Public Agency and Contract Supplier are to be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Participating Public Agency and Contract Supplier.
6. The Participating Public Agency shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar Products or Services. Master Agreements may be structured with not-to-exceed pricing, in which case the Contract Supplier may offer the Participating Public Agency and the Participating Public Agency may accept lower pricing or additional concessions for purchase of Product and Services through the Master Agreement.
7. The Participating Public Agency shall be responsible for the ordering of Products and Services under this Agreement. The Lead Public Agency or any other party shall not be liable in any manner for any violation by the Participating Public Agency, and, to the extent permitted by applicable law, the Participating Public Agency shall hold the Lead Public Agency and any other party harmless from any liability that may arise from the acts or omissions of the Participating Public Agency.
8. The exercise of any rights or remedies by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency.
9. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of the Agreement shall survive any such termination.
10. This Agreement shall be effective after execution of the Lead Public Agency Certificate or Participating Public Agency registration on the GovMVMT website, as applicable.

EXHIBIT E

LEAD PUBLIC AGENCY CERTIFICATE

In its capacity as a Lead Public Agency for GovMVMT Purchasing Cooperative, The University of Alabama has read and agrees to the general terms and conditions set forth in the Master Intergovernmental Cooperative Purchasing Agreement (“MICPA”) regulating the use of the Master Agreements and purchase of Products and Services that from time to time are made available by Lead Public Agency to Participating Public Agencies nationwide through GovMVMT. Copies of Master Agreements and any amendments thereto made available by Lead Public Agency will be provided to Suppliers and GovMVMT to facilitate use by Participating Public Agencies.

I understand that the purchase of one or more Products and Services under the provisions of MICPA is at the sole and complete discretion of the Participating Public Agency.

DocuSigned by:



D56B606D8DE8466
Authorized Signature, Lead Public Agency

Kevin R. Stevens

(Printed Name)

Executive Director of Procurement Services

(Title)

June 2nd, 2022

(Date)

EXHIBIT F

FEDERAL FUNDS CONTRACT PROVISIONS

Participating Public Agencies may choose to utilize federal funds to purchase under the Master Agreement. This Exhibit includes language that meets the requirements of Appendix II to the Federal Uniform Guidance. **Complete this Exhibit F and submit as part of your response.**

DEFINITIONS

Contract: A legal instrument by which a FEMA award recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. A contract, for the purposes of this Exhibit, does not mean a federal award or subaward. The term “Contract” is interchangeable with the term “Master Agreement.”

Contractor: Contractor means an entity that receives a contract. The term “Contractor” is interchangeable with the term “Supplier.”

Cooperative agreement: A legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-Federal entity, that is consistent with 31 U.S.C. 6302-6305.

Federal awarding agency: The federal agency that provides a federal award directly to a non-Federal entity (NFE).

Federal Emergency Management Agency (FEMA): FEMA’s statutory mission is to reduce the loss of life and property and protect the Nation from all hazards, including natural disasters, acts of terrorism, and other man-made disasters, by leading and supporting the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation. Among other things;

- FEMA administers its programs and carries out its activities through its headquarters offices in Washington, D.C.; ten Regional Offices, Area Offices for the Pacific, Caribbean, and Alaska; various Recovery Offices; and temporary Joint Field Offices (JFO).
- FEMA administers numerous assistance programs annually for on a regular basis to increase the Nation’s preparedness, readiness and resilience to all hazards. These assistance programs are typically available to NFEs including, but not limited to, states, local governments, Indian Tribes, universities, hospitals, and certain private nonprofit organizations.
- Each program is governed by the applicable federal law, regulations, executive orders and FEMA program-specific policies. As the Federal awarding agency for these programs, FEMA is responsible for the proper management and administration of these programs as otherwise required by law and enforcing the terms of the agreements it enters with NFEs

that receive FEMA financial assistance, consistent with the requirements at 2 CFR Part 200.

Federal award: The financial assistance that an NFE receives either directly from a federal awarding agency or indirectly from a pass-through entity. In this Exhibit, the term is used interchangeable with “FEMA Award”, “grant”, and “financial assistance.”

Non-Federal Entity (NFE): A state, local government, Indian Tribe, Institution of Higher Education, or eligible private nonprofit organization that carries out a federal award as a recipient or subrecipient.

Recipient: An NFE that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients. A recipient is responsible for administering the federal award in accordance with applicable federal laws. Examples of recipients include state, local governments, Indian tribe, or territorial governments.

Pass-through entity: A recipient that provides a subaward to a subrecipient to carry out part of a federal program is known as the pass-through entity. Pass-through entities are responsible for processing subawards to subrecipients and ensuring subrecipient compliance with the terms and conditions of the FEMA award agreement.

Simplified Acquisition Threshold (SAT): Simplified acquisition threshold means the dollar amount below which an NFE may purchase property or services using small purchase methods. NFEs adopt small purchase procedures to expedite the purchase of items costing less than the simplified acquisition threshold. The federal SAT is set by the FAR at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of June 2018, the federal SAT is \$250,000 but is periodically adjusted for inflation.

Subaward: An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out a part of federal award received by the pass-through entity. It does not include payments to a Contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a Contract.

Subrecipient: An NFE that receives a subaward from a pass-through entity to carry out part of a federal program but does not include an individual that is a beneficiary of such program.

Uniform Guidance: The series of regulations found at 2 CFR Part 200 that establishes Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards to NFEs. The Uniform Rules are referred to by several names throughout this Exhibit. Some of the names include standards, requirements, rules, and regulations.

The following certifications and provisions may be required and apply with a Participating Public Agency spends federal funds for any purchase resulting from this procurement process. Pursuant to 2 CFR § 200.237, all contracts, including small purchases, awarded by the Participating Public Agency and the Participating Public Agency’s Contractors and Subcontractors shall contain the procurement provisions of Appendix II to CFR Part 200, as applicable.

APPENDIX II TO 2 CFR 200

1. **Remedies.** Contracts for more than the federal simplified acquisition threshold (SAT), the dollar amount below which a Non-Federal Entity (“NFE”) may purchase property or services using small purchase methods, currently set at \$250,000 for procurements made on or after June 20, 2018, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties as appropriate.

Pursuant to this Federal Rule, 1, Remedies, above, when a Participating Public Agency spends federal funds, the Participating Public Agency reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

_____ *JF* _____ *agrees*
(Initial of Supplier’s Authorized Representative)

2. **Termination for Cause and Convenience.** Contracts for cause and for convenience by the grantee or subgrantee, including the manner by which it will be carried out and the basis for settlement. This applies to contracts that are more than \$10,000.

Pursuant to this Federal Rule, 2, Termination for Cause and Convenience above, when a Participating Public Agency spends federal funds, the Participating Public Agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Supplier or for convenience as detailed in the terms of the contract.

_____ *JF* _____ *agrees*
(Initial of Supplier’s Authorized Representative)

3. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” must include the equal opportunity clause found in 2 CFR Part 200.

Pursuant to this Federal Rule, 3, Equal Employment Opportunity above, when a Participating Public Agency spends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

_____ *JF* _____ *agrees*
(Initial of Supplier’s Authorized Representative)

4. **Davis-Bacon Act.** When required by the federal program legislation, prime construction contracts over \$2,000 awarded by NFEs must include a provision for compliance with the Davis-Bacon Act. In accordance with the statute, contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in the Secretary of Labor’s wage determination. Additionally, contractors are required to pay wages at least once per week. The NFE must place a copy of the Department of Labor’s current prevailing wage determination in each solicitation. Contracts or subcontracts must be awarded on the condition that the prevailing wage determination is accepted. The NFE must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act for all contracts subject to the Davis-Bacon Act. According to 29 CFR § 5.5(a)(5), the regulatory requirements for the Copeland “Anti-Kickback” Act are incorporated by reference into the required contract provision, so a separate contract provision is not necessary. The NFE must and hereby includes the provisions at 29 CFR § 5.5(a)(1)-(10) in full into all applicable contracts and all applicable contractors must include their provisions in full in any subcontracts.

Pursuant to Federal Rule, 4, Davis-Bacon Act above, when a Participating Public Agency spends federal funds during the term of the award for all contracts and subcontracts for construction or repair, Supplier will be in compliance with all applicable Davis-Bacon Act provisions.

_____ *JF* _____ *agrees*
(Initial of Supplier’s Authorized Representative)

5. **Copeland “Anti-Kickback” Act.** The Copeland “Anti-Kickback” Act prohibits workers on construction contracts from giving up wages that they are owed. This Act prohibits each contractor and subcontractor from any form of persuading a person employed in construction, completion, or repair of public work to give up any part of their rightful compensation. The NFE must report all suspected or reported violations of the Copeland “Anti-Kickback” Act to FEMA. The contractor shall comply with 18 U.S.C § 874,40 U.S.C § 3145, and the requirements of 29 CFR Part 3 as may be applicable, which are incorporated by reference into this contract. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with all of these contract clauses. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 CFR § 5.12.

Pursuant to Federal Rule, 5, Copeland “Anti-Kickback” Act, when a Participating Public Agency spends federal funds during the term of the award for all contracts and subcontracts for construction and repair, Supplier will be in compliance with all applicable Copeland “Anti-Kickback” Act provisions.

_____ *JF* _____ *agrees*

(Initial of Supplier's Authorized Representative)

6. **Contract Work Hours and Safety Standards Act.** Where applicable, all contracts awarded by the NFE of more than \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with statutory requirements on work hours and safety standards. Under 40 U.S.C. § 3702, each contractor must base wages for every mechanic and laborer on a standard 40-hour work week. Work over 40 hours is allowed, so long as the worker is paid at least one and a half times the base pay rate for all hours worked over 40 hours in the work week. Additionally, for construction work, under 40 U.S.C. § 3704, work surroundings and conditions for laborers and mechanics must not be unsanitary or unsafe. Relevant definitions are at 40 U.S.C. § 3701 and 29 CFR § 5.2. These requirements do not apply to the purchase of supplies or materials ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule, 6, Contract Work Hours and Safety Standards Act above, when a Participating Public Agency spends federal funds, Supplier certifies that Supplier will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Public Agency resulting from this procurement process.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

7. **Rights to Inventions Made Under a Contract or Agreement.** This contract provision outlines the rules governing the ownership of inventions created using federal funds. If the FEMA award meets the definition of funding agreement and the NFE enters into any contract involving substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, then the NFE must comply with the requirements of 37 CFR Part 401 and any implementing regulations issued by FEMA. The regulation at 37 CFR § 401.2(a) defines funding agreement as “any contract, grant, or cooperative agreement entered into between any federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, development, or research work under a funding agreement as defined in this paragraph.

Pursuant to Federal Rule, 7, Rights to Inventions Made Under a Contract or Agreement above, when federal funds are spent by a Participating Public Agency, the Supplier certifies that during the term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier agrees to comply with all applicable requirements as referenced in this Federal Rule.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

8. **Clean Air Act and Federal Water Pollution Control Act.** For contracts over \$150,000, contractors must agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S. C. § 7401 and the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA. Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule, 8, Clean Air Act and Federal Water Pollution Control Act above, when federal funds are spent by Participating Public Agency, the Supplier certifies that during the term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier agrees to comply with all applicable requirements as referenced in this Federal Rule.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

9. **Debarment and Suspension.** For all contracts and subcontracts (see 2 CFR § 180.220), an award must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM). SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties that are debarred, suspended, or otherwise excluded, or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule, 9, Debarment and Suspension above, when federal funds are spent by Participating Public Agency, the Supplier certifies that during the term of the award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier certifies that none of its principals or its affiliates are debarred, suspended, or otherwise excluded, or ineligible from participation by any federal department or agency. If at any time during the term of the award the Supplier or its principals or affiliates become debarred, suspended, or otherwise excluded, or ineligible by any federal department or agency, the Supplier will notify the Participating Public Agency.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

10. **Byrd Anti-Lobbying Amendment.** Contractors that apply or bid for an award of more than \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an employee of a federal agency, a Member of Congress, an employee of Congress, or an employee of a Member of Congress in connection with receiving any federal contract, grant, or other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier, up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

Pursuant to Federal Rule, 10, Byrd Anti-Lobbying above, when federal funds are expended by Participating Public Agency, the Supplier certifies that during the term and after the awarded term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment. The undersigned further certifies:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) exceeding \$100,000 and that all subrecipients shall certify and disclose accordingly.

JF agrees
 (Initial of Supplier's Authorized Representative)

11. **Procurement of Recovered Materials.** Contractors must comply with Section 6002 of the Solid Waste Disposal Act when the purchase price is greater than \$10,000. In the performance of this contract, Contractor shall make maximum use of products containing recovered material that are EPA-designated items unless the product cannot be acquired (i) competitively within a timeframe providing for compliance with the contract performance schedule; (ii) meeting contract performance requirements; or (iii) at a reasonable price. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage: <https://www.epa.gov/smm/comprehensive-procurement-guidelining-cpg-program>. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

Pursuant to Federal Rule, 11, Procurement of Recovered Materials above, when federal funds are spent by Participating Public Agency, the Supplier certifies that during the term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier certifies it will be in compliance with Section 6002 of the Solid Waste Disposal Act.

JF
agrees (Initial of Supplier's Authorized Representative)

- 12. Prohibition of Contracting for Covered Telecommunications Equipment or Services.** Section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA) and 2 CFR § 200.216, as implemented by FEMA Policy 401-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (interim), prohibit the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:
- a. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - b. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
 - c. Enter into, extend, or renew contract with entities that use covered telecommunications equipment or services as a substantial or essential component or any system, or as critical technology as part of any system.

Pursuant to Federal Rule, 12, Prohibition of Contracting for Covered Telecommunications Equipment or Services above, when federal funds are spent by Participating Public Agency, the Supplier certifies that during the term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier certifies that is will comply with this Prohibition.

JF agrees
(Initial of Supplier's Authorized Representative)

- 13. Domestic Preferences for Procurements.** As appropriate, and to the extent consistent with law, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For the purposes of this clause, produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Pursuant to Federal Rule, 13, Domestic Preferences for Procurements above, when federal funds are spent by Participating Public Agency, the Supplier certifies that during the term of an award for all contracts by Participating Public Agency resulting from this procurement process, the Supplier certifies that is will comply with this Domestic Preference for Procurements.

JF _____
agrees (Initial of Supplier's Authorized Representative)

14. Access to Records.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies that it agrees to provide Participating Public Agency, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Supplier which are directly pertinent to this contract for the purposes of making audits, examinations, excerpt, and transcriptions.

The Supplier agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Supplier agrees to provide the FEMA Administrator or its authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the Participating Public Agency and the Supplier acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

JF _____ agrees
(Initial of Supplier's Authorized Representative)

15. Changes to Contract.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies that it understands that changes by either the Participating Public Agency or Supplier can be made to alter the method, price, or schedule of the work without breaching the contract provided such changes are mutually agreed to. The applicability of such changes may depend on the nature of the contract and the procured item(s) or service(s) and Participating Public Agency should consult with servicing legal counsel to determine how contract changes are permissible under applicable state, local, or tribal laws or regulations.

JF _____ agrees
(Initial of Supplier's Authorized Representative)

16. DHS Seal, Logo, and Flags.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies it will not use the DHS seal(s), logos, crests, or

reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The Supplier certifies that subcontractors will also comply with this provision.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

17. Compliance with Federal Law, Regulations, and Executive Orders and Acknowledgement of Federal Funding.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier acknowledges that FEMA financial assistance will be used to fund all or a portion of the contract. The Supplier agrees to comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

_____ *JF* _____ *agrees*
(Initial of Supplier's Authorized Representative)

18. No Obligation by Federal Government.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies the federal government is not a party to this contract and is not subject to any obligations or liabilities to the Participating Public Agency, Supplier, or any other party pertaining to any matter resulting from the contract.

_____ JF _____ agrees
(Initial of Supplier’s Authorized Representative)

19. Program Fraud and False or Fraudulent Statements or Related Acts.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier acknowledges that 31U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier’s actions pertaining to this contract.

_____ JF _____ agrees
(Initial of Supplier’s Authorized Representative)

20. Affirmative Socioeconomic Steps.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies that if subcontracts are to be let, Supplier is required to take all necessary steps identified in 2 CFR § 200.321(b)(1)-(5) to ensure that small and minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.

_____ JF _____ agrees
(Initial of Supplier’s Authorized Representative)

21. Copyright and Data Rights.

When federal funds are spent by a Participating Public Agency for any contract resulting from this procurement process, Supplier certifies for “License and Delivery of Works Subject to Copyright and Data Rights,” that Supplier grants to the Participating Public Agency, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Supplier will identify such data and grant to the Participating Public Agency or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or

other audiovisual works, sound and/or video recordings, and architectural works. Upon nor before the completion of this contract, the Supplier will deliver to the Participating Public Agency data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the Participating Public Agency.

JF agrees
(Initial of Supplier's Authorized Representative)

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

Company Name: Senator International

Address, City, State, Zip Code: 4111 N. Jerome Road, Maumee, Ohio

Phone: +1 419 887 5806

Fax: N/A

Printed Name of Authorized Signer: John Finken

Email address of Authorized Signer: jfinken@thensenatorgroup.com

Signature of Authorized Signer:  _____

Date: 08/10/22

**FEMA
(FEDERAL EMERGENCY MANAGEMENT AGENCY)
SPECIAL CONDITIONS**

Awarded Suppliers may need to respond to work that is being funded in whole or in part with emergency assistance provided by FEMA. Emergency assistance may be due to situations including, but not limited to, water damage, fire damage, biohazard cleanup, sewage decontamination, vandalism cleanup, deodorization, and/or wind damage during a disaster or an emergency.

By submitting a proposal, the Supplier is accepting these FEMA Special Conditions and agrees to execute work in compliance with all FEMA requirements as set forth below when products and services are issued in response to an emergency or for disaster recovery. Supplier also agrees to the requirements in the Federal Funds Contract Provisions above.

2 CFR § 200.237 and 2 CFR Part 200, Appendix II, Required Contract Clauses

1. Remedies

In the event a Participating Public Agency uses FEMA funds for more than the federal simplified acquisition threshold (SAT), currently set at \$250,000 for procurements made on or after June 20, 2018, Participating Public Agency will address the administrative, contractual, and legal remedies with contractors in instances where contractors violate or breach contract terms, and must provide sanctions and penalties as appropriate.

For FEMA's Assistance to Firefighters Grant (AFG) program, the Contract shall include a clause addressing that non-delivery by the Contract's specified date or other vendor nonperformance will require a penalty of no less than \$100 per day until such time that the vehicle, compliant with the terms of the Contract, has been accepted by the recipient. This penalty clause does not apply for force majeure or acts of God.

2. Termination for Cause and Convenience

When FEMA funds are used, Participating Public Agency reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Contractor or for convenience.

The right to terminate this Contract for convenience of the Participating Public Agency is retained by the Participating Public Agency. In the event of a termination for convenience by the Participating Public Agency, the Participating Public Agency shall, at least ten (10) calendar days in advance, deliver written notice of the termination for convenience to the Contractor. Upon Contractor's receipt of such written notice, Contractor immediately shall cease the performance of the Work and shall take reasonable and appropriate action to secure and protect the Work then in place. Contractor shall then be paid by the Participating Public Agency, in accordance with the terms and provisions of the Contract Documents, an amount not to exceed the actual labor costs incurred, the actual cost of all materials installed and the actual cost of all materials stored at the project site or away from the project site, as approved in writing by the Participating Public Agency but not yet paid for and which cannot be returned,

and actual, reasonable and documented demobilization costs, if any, paid by Contractor and approved by the Participating Public Agency in connection with the Scope of Services in place which is completed as of the date of termination by the Participating Public Agency and that is in conformance with the Contract Documents, less all amounts previously paid for the Work. No amount ever shall be owed or paid to Contractor for lost or anticipated profits on any part of the Scope of Services not performed or for consequential damages of any kind.

3. Equal Employment Opportunity

The Participating Public Agency highly encourages Contractors to implement Affirmative Action practices in their employment programs. This means Contractor should not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, sexual orientation, political belief or affiliation, age, disability or genetic information.

During the performance of this Contract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color religion, sex, sexual orientation, gender identity, or national origin. 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. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complain or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- (4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other Contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation in ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practice when it participates in federal assisted construction work: *Provided*, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the Contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Contractors and Subcontractors

with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Contractors and Subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. Davis-Bacon Act

The Davis-Bacon Act applies to prime construction contracts over \$2,000 and only applies to the Emergency Management Performance Grant Program, Homeland Security Grant Program, Nonprofit Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, Transit Security Grant Program, Intercity Passenger Rail Program, and Rehabilitation of High Hazard Potential Dams Program. **It does not apply to other FEMA grant and cooperative agreement programs, including the PA (Public Assistance) Program.**

All prime construction contracts over \$2,000 awarded by NFEs must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148). The Davis-Bacon Act is supplemented by Department of Labor regulations at 29 CFR Part 5 (Labor Standards Provisions Applicable to Contracts Covering federally Financed and Assisted Construction). See 2 CFR Part 200, Appendix II, § D.

Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in the Secretary of Labor's wage determination. Additionally, Contractors are required to pay wages at least once per week.

The NFE must place a copy of the Department of Labor's current prevailing wage determination in each solicitation. The decision to award must be conditioned on the acceptance of the wage determination. The NFE must report all suspected or reported violations to the federal awarding agency.

For any Contract subject to the Davis-Bacon Act, that Contract must also comply with the Copeland "Anti-Kickback" Act. See Section 5 below for additional information.

If applicable per the standard described above, the Participating Public Agency hereby incorporates the provisions at 29 CFR § 5.5(a)(1)-(5) into the Contract and all applicable Contractors must include these provisions in any Subcontracts.

5. Copeland “Anti-Kickback” Act

The Copeland “Anti-Kickback” Act prohibits workers on construction contracts from giving up wages that they are owed.

Applicability: For all prime construction contracts above \$2,000, when the Davis-Bacon Act applies, the Copeland “Anti-Kickback” Act also applies. In situations where the Davis-Bacon Act does not apply, neither does the Copeland “Anti-Kickback” Act. As with the Davis-Bacon Act, this provision only applies to certain FEMA grant and cooperative agreement programs as noted above in section 4. This Act does not apply to the Public Assistance (PA) Program.

Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 CFR Part 3 as may be applicable, which are incorporated by reference into this Contract.

Subcontracts. The Contractor or Subcontractor shall insert in any Subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier Subcontracts. The Prime Contractor shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all of these Contract clauses.

Breach. A breach of the Contract clauses above may be grounds for termination of the Contract, and for debarment as a Contractor and Subcontractor as provided in 29 CFR § 5.12.

6. Contract Work Hours and Safety Standards Act

Applicability: This required Contract provision applies to all procurements over \$100,000 that involve the employment of mechanics, laborers, and construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(1) *Overtime requirements.* No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of 29 CFR § 5.5(b)(1)-(4) the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under Contract for the District of Columbia or a territory, to such District or to such

territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1), in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1).

- (3) *Withholding for unpaid wages and liquidated damages.* The Participating Public Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such Contract or any other federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2).
- (4) *Subcontracts.* The Contractor or Subcontractor shall insert in any Subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier Subcontracts. The Prime Contractor shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set forth in paragraphs (b)(1) through (4).

Where contracts that are only subject to Contract Work Hours and Safety Standards Act and are not subject to the other statutes in 29 CFR § 5.1, the below additional compliance is required:

- (1) The Contractor or Subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.
- (2) Records to be maintained under this provision shall be made available by the Contractor or Subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Federal Emergency Management Agency, and the Department of Labor, and the Contractor or Subcontractor will permit such representatives to interview employees during working hours on the job.

7. Rights to Inventions Made Under a Contract or Agreement

This contract provision outlines the rules governing the ownership of inventions created using federal funds. If the FEMA award meets the definition of funding agreement and the NFE enters into any contract involving substitution of parties, assignment or performance of

experimental, developmental, or research work under that funding agreement, then the 37 CFR Part 401 applies.

This clause is not required for procurements under FEMA’s Public Assistance (PA) Program and does not apply to all FEMA grant and cooperative agreement programs. The NFE will need to check with their applicable FEMA grant representative to determine if this provision is required for the procurement.

Funding Agreements: The regulation at 37 CFR § 401.2 defines funding agreement as “any contract, grant, or cooperative agreement entered into between any federal agency, other than the Tennessee Valley Authority, and any Contractor for the performance of experimental, developmental, or research work funded in whole or in part by the federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.”

8. Clean Air Act and Federal Water Pollution Control Act

This contract provision applies for all procurements over \$150,000.

“Clean Air Act”

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

The Contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

“Federal Water Pollution Control Act”

The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.

The Contractor agrees to report each violation to the Participating Public Agency and understands and agrees that the Participating Public Agency will, in turn, report each violation as required to assure notification to the Participating Public Agency, Federal Emergency Management Association (FEMA), and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each Subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

9. Debarment and Suspension

Applicability: This clause applies to all FEMA grant and cooperative agreement programs.

This Contract is a covered transaction for purposes of 2 CFR Part 180 and 2 CFR Part 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935).

The Contractor must comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by Participating Public Agency. If it is later determined that the Contractor did not comply with 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C, in addition to remedies available to Participating Public Agency, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 CFR Part 180, subpart C and 2 CFR Part 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring compliance in its lower tier covered transactions.

10. Byrd Anti-Lobbying Amendment

Applicability: The Byrd Anti-Lobbying Amendment clause and certification are required for contracts of more than \$100,000, and for subcontracts of more than \$100,000.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of more than \$100,000 shall file the required certification. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

APPENDIX A, 44 CFR PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of

a Member of Congress in connection with the awarding of any federal grant, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

John Finken - Vice Presiden of Sales

Name and Title of Contractor's Authorized Official

08/10/22

Date

11. Procurement of Recovered Materials

Applicability: This provision applies to all procurements over \$10,000 made by a state agency or an agency of a political subdivision of a state and its contractors.

In the performance of this Contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- a. Competitively within a timeframe providing for compliance with the contract performance schedule;
- b. Meeting contract performance requirements; or
- c. At a reasonable price.

Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines webpage: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

12. Prohibition on Contracting for Covered Telecommunications Equipment or Services

Applicability: This provision is required for all awards/purchases issued on or after November 12, 2020.

(a) *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause.

(b) *Prohibitions.*

(1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 CFR § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.

(2) Unless an exception in paragraph (c) of this clause applies, the Contractor and its Subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:

- (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

- (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
- (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that used covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(c) *Exceptions.*

(1) This clause does not prohibit contractors from providing:

- (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
- (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) By necessary implication and regulation, the prohibitions also do not apply to:

- (i) Covered telecommunications equipment or services that:
 - i. Are not used as a substantial or essential component of any system; and
 - ii. Are not used as critical technology of any system.
- (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

(d) *Reporting Requirements.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a Subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

- (i) Within one business day form the date of such identification or notification: The Contract number, the order number(s), if applicable; supplier name, supplier unique entity identifier (if known); supplier commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; ad any readily available information about mitigation actions undertaken or recommended.
- (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts.* The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

13. Domestic Preferences for Procurements

Applicability: Applies for purchases in support of FEMA declarations and awards issued on or after November 12, 2020.

As appropriate, and to the extent consistent with the law, the Contractor, should to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For the purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

14. Access to Records

The Contractor agrees to provide Participating Public Agency, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or its authorized representatives access to construction or other work sites pertaining to the work being completed under the Contract.

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the Participating Public Agency and the Contractor acknowledge and agree that no language in this Contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

15. Changes

To be allowable under a FEMA grant or cooperative agreement award, the cost of any contract change, modification, amendment, addendum, change order, or constructive change must be necessary, allocable, within the scope of the grant or cooperative agreement, reasonable for the scope of work, and otherwise allowable. See 2 CFR § 200.403.

FEMA recommends that all contracts include a changes clause that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the Contract. The language of the clause may depend on the nature of the contract and the procured item(s) or service(s). Participating Public Agency should also consult with counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.

16. DHS Seal, Logo, and Flags

The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval. The Contractor shall include this provision in any Subcontracts.

17. Compliance with Federal Law, Regulations, and Executive Orders and Acknowledgement of Federal Funding

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the Contract. The Contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

18. No Obligation by Federal Government

The federal government is not a party to this Contract and is not subject to any obligations or liabilities to the NFE, Contractor, or any other party pertaining to any matter resulting from the Contract. See 2 CFR § 200.318(k).

19. Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Contract.

20. Affirmative Socioeconomic Steps

Applicability: For procurements under FEMA declarations and awards issued on or after November 12, 2020.

If Subcontracts are to be let, the Prime Contractor is required to take all necessary steps identified in 2 CFR § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

21. Copyright and Data Rights

Applicability: When a Participating Public Agency enters into a Contract requiring a Contractor or Subcontractor to produce copyrightable subject matter and/or data for the Participating Public Agency under the award, the Participating Public Agency should include appropriate copyright and data licenses to meet its obligations under 2 CFR § 200.315(b) and (d), respectively.

The Contractor grants to the Participating Public Agency, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the Contract but not first produced in the performance of this Contract, the Contractor will identify such data and grant to the Participating Public Agency or acquires on its behalf a license of the same scope as for data first produced in the performance of this Contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this Contract, the Contractor will deliver to the Participating Public Agency data first produced in the performance of this Contract and data required by the Contract but not first produced in the performance of this Contract in formats acceptable by the Participating Public Agency.

Supplier agrees to comply will all terms and conditions outlined in the FEMA Special Conditions section of this solicitation.

Company Name: Senator International

Address, City, State, Zip Code: 4111 N. Jerome Road, Maumee, Ohio

Phone: +1 419 887 5806

Fax: n/a

Printed Name of Authorized Signer: John Finken

Email address of Authorized Signer: jfinken@thesenatorgroup.com

Signature of Authorized Signer: 

Date: 08/09/22

EXHIBIT G



NEW JERSEY BUSINESS COMPLIANCE

Suppliers intending to do business in the State of New Jersey must comply with policies and procedures required by New Jersey statutes. All Suppliers submitting proposals must complete the following forms to meet the requirements of doing business in this state.

All forms in this Exhibit should be submitted as a part of your proposal response. Failure to comply will affect the ability to promote the Master Agreement in the State of New Jersey.

Checklist of Documents Required

INCLUDED IN PROPOSAL	ATTACHMENT	FORM
	Attachment 1	Ownership Disclosure Form
	Attachment 2	Non-Collusion Affidavit
	Attachment 3	Affirmative Action Affidavit
	Attachment 4	Political Contribution Disclosure Form
	Attachment 5	Stockholder Disclosure Certification
	Attachment 6	Certification of Non-Involvement in Prohibited Activities in Iran
	Attachment 7	New Jersey Business Registration Certification

New Jersey suppliers are required to comply with the following New Jersey statutes when applicable:

- (1) All anti-discrimination laws, including those contained in N.J.S.A. 10:2-1 through N.J.S.A. 10:2-14, N.J.S.A. 10:5-1, and N.J.S.A. 10:5-31 through 10:5-38;
- (2) Prevailing Wage Act, N.J.S.A. 34:11-56.26, for all contracts within the contemplation of the Act;
- (3) Public Works Contractor Registration Act, N.J.S.A. 34:11-56.26; and
- (4) Bid and Performance Security, as required by the applicable municipal or state statutes.

**EXHIBIT G
ATTACHMENT 1**

**OWNERSHIP DISCLOSURE FORM
(N.J.S.A. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, c.440, the Supplier shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: _____

Address: _____

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 1. The Company is a Sole Proprietor ; and therefore, no disclosure is necessary.
<small>A sole proprietor is a person who owns an unincorporated business by him/herself.
 A limited liability company with a single member is not a Sole Proprietor.</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The Company is a Corporation, Partnership, or Limited Liability Company . | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered **YES** to Question 2, you must disclose the following: **(a)** the names and addresses of all stockholders in the corporation who own 10% or more of its stock, of any class; **(b)** all individual partners in the partnership who own a 10% or greater interest therein; or, **(c)** all members in the limited liability company who own a 10% or greater interest therein. (Attach additional sheets as necessary.)

If there are no stockholders, partners or members owning 10% or more interest, indicate "none".

Name	Address	Interest

- | | | |
|--|-------------------------------------|--------------------------|
| | Yes | No |
| 3. For each of the corporations, partnerships, or limited liability companies identified above, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed business entities? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If there are no stockholders, partners or members owning 10% or more interest, indicate “none”.

Name	Address	Interest

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Senator International Ltd.

**EXHIBIT G
ATTACHMENT 2**

**NON-COLLUSION AFFIDAVIT
N.J.S.A. 52:34-15**

State of New Jersey
County of _____ ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above-named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____
_____ relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure
such contract upon an agreement or understanding for a commission, percentage, brokerage, or
contingent fee, except bona fide employees or bona fide established commercial or selling agencies
maintained by _____.
(name of firm)

Subscribed and sworn to

before me this day

Signature

_____, 2 _____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

**EXHIBIT G
ATTACHMENT 3**

**AFFIRMATIVE ACTION AFFIDAVIT
P.L. 1975, c.127**

Company Name: _____

Address: _____

Proposal Certification: Indicate below your company’s compliance with New Jersey Affirmative Action regulations. Company’s proposal will be accepted even if not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Documentation:

The Supplier shall submit with its proposal, **ONE** of the following three documents:

- (1) Letter of Federal Affirmative Action Plan Approval
- (2) Certificate of Employee Information Report
- (3) Employee Information Report Form AA302

Public Work – Project Cost over \$50,000:

- (1) If company has no approved Federal or New Jersey Affirmative Action Plan. Company will complete New Jersey Form AA-201 upon award; or
- (2) Company has a Federal or New Jersey Affirmative Action Plan – certificate is enclosed.

I further certify the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature

Printed Name

Title

Date

**MANDATORY AFFIRMATIVE ACTION LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27**

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. 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. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as

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established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Signature of Procurement Agent

EXHIBIT G ATTACHMENT 4

C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information on the process is available in Local Finance Notice 2006-1 (http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html). Please refer back to these instructions for the appropriate links, as the Local Finance Notices include links that are no longer operational.

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at <http://www.nj.gov/dca/divisions/dlgs/programs/lpcl.html#12>. They will be updated from time-to-time as necessary.
 - b. A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c. Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d. The form may be used “as-is”, subject to edits as described herein.
 - e. The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of

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paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.

- f. The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation at http://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to**

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Board of Education contracts.

* N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature _____	Printed Name _____	Title _____
-----------------	--------------------	-------------

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [the Pay to Play section](#) OF THE DLGS WEBSITE A COUNTY-BASED, CUSTOMIZABLE FORM.

**EXHIBIT G
ATTACHMENT 5**

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business: _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below. Use more space as necessary.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20__.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

**EXHIBIT G
ATTACHMENT 6**

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, Suppliers must certify that neither the Supplier, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f).

Suppliers wishing to do business in New Jersey through this contract must fill out the Certification of Non-Involvement in Prohibited Activities in Iran here:

http://www.state.nj.us/humanservices/dfd/info/standard/fdc/disclosure_investmentact.pdf.

Suppliers should submit the above completed form as part of their proposal.

**EXHIBIT G
ATTACHMENT 7**

**NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
(N.J.S.A. 52:32-44)**

Suppliers wishing to do business in New Jersey must submit their State Division of Revenue issued Business Registration Certificate as a part of their proposal. Failure to do so will disqualify the Supplier from offering products or services in New Jersey through any resulting contract.

[State of NJ - Department of the Treasury - Division of Revenue Business Registration Certificate](#)

EXHIBIT H

STATE NOTICE ADDENDUM

Pursuant to certain state notice provisions, including but not limited to Oregon Revised Statutes Chapter 279A.220, the following public agencies and political subdivisions of the referenced public agencies are eligible to register with GovMVT and access the Master Agreement made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposals for purposes of complying with the procedural requirements of said statutes:

Nationwide:

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

Lists of political subdivisions, local governments and tribal governments in the above referenced states/district may be found at <http://www.usa.gov/state-tribal-governments>.

Certain Public Agencies and Political Subdivisions:

**CITIES, TOWNS, VILLAGES AND
BOROUGHES INCLUDING BUT NOT
LIMITED TO:**

BAKER CITY GOLF COURSE, OR
CITY OF ADAIR VILLAGE, OR
CITY OF ASHLAND, OR
CITY OF AUMSVILLE, OR
CITY OF AURORA, OR
CITY OF BAKER, OR
CITY OF BATON ROUGE, LA
CITY OF BEAVERTON, OR
CITY OF BEND, OR
CITY OF BOARDMAN, OR
CITY OF BONANAZA, OR
CITY OF BOSSIER CITY, LA
CITY OF BROOKINGS, OR
CITY OF BURNS, OR
CITY OF CANBY, OR
CITY OF CANYONVILLE, OR
CITY OF CLATSKANIE, OR
CITY OF COBURG, OR
CITY OF CONDON, OR
CITY OF COQUILLE, OR
CITY OF CORVALLI, OR
CITY OF CORVALLIS PARKS AND
RECREATION DEPARTMENT, OR
CITY OF COTTAGE GROVE, OR
CITY OF DONALD, OR
CITY OF EUGENE, OR
CITY OF FOREST GROVE, OR
CITY OF GOLD HILL, OR
CITY OF GRANTS PASS, OR
CITY OF GRESHAM, OR CITY
OF HILLSBORO, OR
CITY OF INDEPENDENCE, OR
CITY AND COUNTY OF HONOLULU, HI
CITY OF KENNER, LA
CITY OF LA GRANDE, OR
CITY OF LAFAYETTE, LA
CITY OF LAKE CHARLES, OR
CITY OF LEBANON, OR
CITY OF MCMINNVILLE, OR
CITY OF MEDFORD, OR
CITY OF METAIRIE, LA CITY
OF MILL CITY, OR CITY OF
MILWAUKIE, OR CITY OF
MONROE, LA
CITY OF MOSIER, OR

CITY OF NEW ORLEANS, LA
CITY OF NORTH PLAINS, OR
CITY OF OREGON CITY, OR
CITY OF PILOT ROCK, OR
CITY OF PORTLAND, OR CITY
OF POWERS, OR
CITY OF PRINEVILLE, OR
CITY OF REDMOND, OR
CITY OF REEDSPORT, OR
CITY OF RIDDLE, OR
CITY OF ROGUE RIVER, OR
CITY OF ROSEBURG, OR
CITY OF SALEM, OR
CITY OF SANDY, OR
CITY OF SCAPPOOSE, OR
CITY OF SHADY COVE, OR
CITY OF SHERWOOD, OR
CITY OF SHREVEPORT, LA
CITY OF SILVERTON, OR
CITY OF SPRINGFIELD, OR
CITY OF ST. HELENS, OR
CITY OF ST. PAUL, OR CITY
OF SULPHUR, LA CITY OF
TIGARD, OR
CITY OF TROUTDALE, OR
CITY OF TUALATIN, OR
CITY OF WALKER, LA
CITY OF WARRENTON, OR
CITY OF WEST LINN, OR
CITY OF WILSONVILLE, OR
CITY OF WINSTON, OR CITY
OF WOODBURN, OR
LEAGUE OF OREGON CITIES
THE CITY OF HAPPY VALLEY OREGON
ALPINE, UT
ALTA, UT
ALTAMONT, UT
ALTON, UT
AMALGA, UT
AMERICAN FORK CITY, UT
ANNABELLA, UT
ANTIMONY, UT
APPLE VALLEY, UT
AURORA, UT
BALLARD, UT
BEAR RIVER CITY, UT
BEAVER, UT
BICKNELL, UT

BIG WATER, UT
 BLANDING, UT
 BLUFFDALE, UT
 BOULDER, UT
 CITY OF BOUNTIFUL, UT
 BRIAN HEAD, UT
 BRIGHAM CITY CORPORATION, UT
 BRYCE CANYON CITY, UT
 CANNONVILLE, UT
 CASTLE DALE, UT
 CASTLE VALLEY, UT
 CITY OF CEDAR CITY, UT
 CEDAR FORT, UT
 CITY OF CEDAR HILLS, UT
 CENTERFIELD, UT
 CENTERVILLE CITY CORPORATION, UT
 CENTRAL VALLEY, UT
 CHARLESTON, UT
 CIRCLEVILLE, UT
 CLARKSTON, UT
 CLAWSON, UT
 CLEARFIELD, UT
 CLEVELAND, UT
 CLINTON CITY CORPORATION, UT
 COALVILLE, UT
 CORINNE, UT
 CORNISH, UT
 COTTONWOOD HEIGHTS, UT
 DANIEL, UT
 DELTA, UT
 DEWEYVILLE, UT
 DRAPER CITY, UT
 DUCHESNE, UT
 EAGLE MOUNTAIN, UT
 EAST CARBON, UT
 ELK RIDGE, UT
 ELMO, UT
 ELSINORE, UT
 ELWOOD, UT
 EMERY, UT
 ENOCH, UT
 ENTERPRISE, UT
 EPHRAIM, UT
 ESCALANTE, UT
 EUREKA, UT
 FAIRFIELD, UT
 FAIRVIEW, UT
 FARMINGTON, UT

FARR WEST, UT
 FAYETTE, UT
 FERRON, UT
 FIELDING, UT
 FILLMORE, UT
 FOUNTAIN GREEN, UT
 FRANCIS, UT
 FRUIT HEIGHTS, UT
 GARDEN CITY, UT
 GARLAND, UT
 GENOLA, UT
 GLENDALE, UT
 GLENWOOD, UT
 GOSHEN, UT
 GRANTSVILLE, UT
 GREEN RIVER, UT
 GUNNISON, UT
 HANKSVILLE, UT
 HARRISVILLE, UT
 HATCH, UT
 HEBER CITY CORPORATION, UT
 HELPER, UT
 HENEFER, UT
 HENRIEVILLE, UT
 HERRIMAN, UT
 HIDEOUT, UT
 HIGHLAND, UT
 HILDALE, UT
 HINCKLEY, UT
 HOLDEN, UT
 HOLLADAY, UT
 HONEYVILLE, UT
 HOOPER, UT
 HOWELL, UT
 HUNTINGTON, UT
 HUNTSVILLE, UT
 CITY OF HURRICANE, UT
 HYDE PARK, UT
 HYRUM, UT
 INDEPENDENCE, UT
 IVINS, UT
 JOSEPH, UT
 JUNCTION, UT
 KAMAS, UT
 KANAB, UT
 KANARRAVILLE, UT
 KANOSH, UT
 KAYSVILLE, UT

KINGSTON, UT
KOOSHAREM, UT
LAKETOWN, UT
LA VERKIN, UT
LAYTON, UT
LEAMINGTON, UT
LEEDS, UT
LEHI CITY CORPORATION, UT
LEVAN, UT
LEWISTON, UT
LINDON, UT
LOA, UT
LOGAN CITY, UT
LYMAN, UT
LYNNDYL, UT
MANILA, UT
MANTI, UT
MANTUA, UT
MAPLETON, UT
MARRIOTT-SLATERVILLE, UT
MARYSVALE, UT
MAYFIELD, UT
MEADOW, UT
MENDON, UT
MIDVALE CITY INC., UT
MIDWAY, UT
MILFORD, UT
MILLVILLE, UT
MINERSVILLE, UT
MOAB, UT
MONA, UT
MONROE, UT
CITY OF MONTICELLO, UT
MORGAN, UT
MORONI, UT
MOUNT PLEASANT, UT
MURRAY CITY CORPORATION, UT
MYTON, UT
NAPLES, UT
NEPHI, UT
NEW HARMONY, UT
NEWTON, UT
NIBLEY, UT
NORTH LOGAN, UT
NORTH OGDEN, UT
NORTH SALT LAKE CITY, UT
OAK CITY, UT
OAKLEY, UT

OGDEN CITY CORPORATION, UT
OPHIR, UT
ORANGEVILLE, UT
ORDERVILLE, UT
OREM, UT
PANGUITCH, UT
PARADISE, UT
PARAGONAH, UT
PARK CITY, UT
PAROWAN, UT
PAYSON, UT
PERRY, UT
PLAIN CITY, UT
PLEASANT GROVE CITY, UT
PLEASANT VIEW, UT
PLYMOUTH, UT
PORTAGE, UT PRICE,
UT PROVIDENCE, UT
PROVO, UT
RANDOLPH, UT
REDMOND, UT
RICHFIELD, UT
RICHMOND, UT
RIVERDALE, UT
RIVER HEIGHTS, UT
RIVERTON CITY, UT
ROCKVILLE, UT
ROCKY RIDGE, UT
ROOSEVELT CITY CORPORATION, UT
ROY, UT
RUSH VALLEY, UT
CITY OF ST. GEORGE, UT
SALEM, UT
SALINA, UT
SALT LAKE CITY CORPORATION, UT
SANDY, UT
SANTA CLARA, UT
SANTAQUIN, UT
SARATOGA SPRINGS, UT
SCPIO, UT
SCOFIELD, UT
SIGURD, UT
SMITHFIELD, UT
SNOWVILLE, UT
CITY OF SOUTH JORDAN, UT
SOUTH OGDEN, UT
CITY OF SOUTH SALT LAKE, UT

SOUTH WEBER, UT
 SPANISH FORK, UT
 SPRING CITY, UT
 SPRINGDALE, UT
 SPRINGVILLE, UT
 STERLING, UT
 STOCKTON, UT
 SUNNYSIDE, UT SUNSET
 CITY CORP, UT
 SYRACUSE, UT
 TABIONA, UT
 CITY OF TAYLORSVILLE, UT
 TOOELE CITY CORPORATION, UT
 TOQUERVILLE, UT
 TORREY, UT
 TREMONTON CITY, UT
 TRENTON, UT TROPIC,
 UT
 UINTAH, UT
 VERNAL CITY, UT
 VERNON, UT
 VINEYARD, UT
 VIRGIN, UT
 WALES, UT
 WALLSBURG, UT
 WASHINGTON CITY, UT
 WASHINGTON TERRACE, UT
 WELLINGTON, UT
 WELLSVILLE, UT
 WENDOVER, UT
 WEST BOUNTIFUL, UT
 WEST HAVEN, UT
 WEST JORDAN, UT
 WEST POINT, UT
 WEST VALLEY CITY, UT
 WILLARD, UT
 WOODLAND HILLS, UT
 WOODRUFF, UT WOODS
 CROSS, UT

**COUNTIES AND PARISHES INCLUDING
BUT NOT LIMITED TO:**

ASCENSION PARISH, LA ASCENSION
 PARISH, LA, CLEAR OF COURT
 CADDO PARISH, LA CALCASIEU
 PARISH, LA CALCASIEU PARISH
 SHERIFF'S

OFFICE, LA
 CITY AND COUNTY OF HONOLULU, HI
 CLACKAMAS COUNTY, OR
 CLACKAMAS COUNTY DEPT OF
 TRANSPORTATION, OR
 CLATSOP COUNTY, OR
 COLUMBIA COUNTY, OR
 COOS COUNTY, OR COOS
 COUNTY HIGHWAY
 DEPARTMENT, OR
 COUNTY OF HAWAII, OR
 CROOK COUNTY, OR
 CROOK COUNTY ROAD DEPARTMENT,
 OR
 CURRY COUNTY, OR
 DESCHUTES COUNTY, OR
 DOUGLAS COUNTY, OR
 EAST BATON ROUGE PARISH, LA
 GILLIAM COUNTY, OR
 GRANT COUNTY, OR
 HARNEY COUNTY, OR
 HARNEY COUNTY SHERIFFS OFFICE,
 OR
 HAWAII COUNTY, HI
 HOOD RIVER COUNTY, OR
 JACKSON COUNTY, OR
 JEFFERSON COUNTY, OR
 JEFFERSON PARISH, LA
 JOSEPHINE COUNTY GOVERNMENT,
 OR
 LAFAYETTE CONSOLIDATED
 GOVERNMENT, LA
 LAFAYETTE PARISH, LA
 LAFAYETTE PARISH CONVENTION &
 VISITORS COMMISSION LAFOURCHE
 PARISH, LA
 KAUAI COUNTY, HI
 KLAMATH COUNTY, OR
 LAKE COUNTY, OR LANE
 COUNTY, OR LINCOLN
 COUNTY, OR LINN
 COUNTY, OR
 LIVINGSTON PARISH, LA
 MALHEUR COUNTY, OR
 MAUI COUNTY, HI
 MARION COUNTY, SALEM, OR
 MORROW COUNTY, OR
 MULTNOMAH COUNTY, OR

MULTNOMAH COUNTY BUSINESS AND COMMUNITY SERVICES, OR
 MULTNOMAH COUNTY SHERIFFS OFFICE, OR
 MULTNOMAH LAW LIBRARY, OR
 ORLEANS PARISH, LA
 PLAQUEMINES PARISH, LA
 POLK COUNTY, OR
 RAPIDES PARISH, LA
 SAINT CHARLES PARISH, LA
 SAINT CHARLES PARISH PUBLIC SCHOOLS, LA
 SAINT LANDRY PARISH, LA
 SAINT TAMMANY PARISH, LA
 SHERMAN COUNTY, OR
 TERREBONNE PARISH, LA
 TILLAMOOK COUNTY, OR
 TILLAMOOK COUNTY SHERIFF'S OFFICE, OR
 TILLAMOOK COUNTY GENERAL HOSPITAL, OR
 UMATILLA COUNTY, OR
 UNION COUNTY, OR
 WALLOWA COUNTY, OR
 WASCO COUNTY, OR
 WASHINGTON COUNTY, OR
 WEST BATON ROUGE PARISH, LA
 WHEELER COUNTY, OR
 YAMHILL COUNTY, OR
 COUNTY OF BOX ELDER, UT
 COUNTY OF CACHE, UT
 COUNTY OF RICH, UT
 COUNTY OF WEBER, UT
 COUNTY OF MORGAN, UT
 COUNTY OF DAVIS, UT
 COUNTY OF SUMMIT, UT
 COUNTY OF DAGGETT, UT
 COUNTY OF SALT LAKE, UT
 COUNTY OF TOOELE, UT
 COUNTY OF UTAH, UT
 COUNTY OF WASATCH, UT
 COUNTY OF DUCHESNE, UT
 COUNTY OF Uintah, UT
 COUNTY OF CARBON, UT
 COUNTY OF SANPETE, UT
 COUNTY OF JUAB, UT
 COUNTY OF MILLARD, UT
 COUNTY OF SEVIER, UT

COUNTY OF EMERY, UT
 COUNTY OF GRAND, UT
 COUNTY OF BEVER, UT
 COUNTY OF PIUTE, UT
 COUNTY OF WAYNE, UT
 COUNTY OF SAN JUAN, UT
 COUNTY OF GARFIELD, UT
 COUNTY OF KANE, UT
 COUNTY OF IRON, UT
 COUNTY OF WASHINGTON, UT

OTHER AGENCIES INCLUDING ASSOCIATIONS, BOARDS, DISTRICTS, COMMISSIONS, COUNCILS, PUBLIC CORPORATIONS, PUBLIC DEVELOPMENT AUTHORITIES, RESERVATIONS AND UTILITIES INCLUDING BUT NOT LIMITED TO:

ADAIR R.F.P.D., OR
 ADEL WATER IMPROVEMENT DISTRICT, OR
 ADRIAN R.F.P.D., OR
 AGNESS COMMUNITY LIBRARY, OR
 AGNESS-ILLAHE R.F.P.D., OR
 AGRICULTURE EDUCATION SERVICE EXTENSION DISTRICT, OR
 ALDER CREEK-BARLOW WATER DISTRICT NO. 29, OR
 ALFALFA FIRE DISTRICT, OR
 ALSEA R.F.P.D., OR
 ALSEA RIVIERA WATER IMPROVEMENT DISTRICT, OR
 AMITY FIRE DISTRICT, OR
 ANTELOPE MEADOWS SPECIAL ROAD DISTRICT, OR
 APPLE ROGUE DISTRICT IMPROVEMENT COMPANY, OR
 APPLGATE VALLEY R.F.P.D. #9, OR
 ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT, OR
 ARCH CAPE SANITARY DISTRICT, OR
 ARNOLD IRRIGATION DISTRICT, OR
 ASH CREEK WATER CONTROL DISTRICT, OR
 ATHENA CEMETERY MAINTENANCE DISTRICT, OR
 AUMSVILLE R.F.P.D., OR
 AURORA R.F.P.D., OR

AZALEA R.F.P.D., OR
BADGER IMPROVEMENT DISTRICT, OR
BAILEY-SPENCER R.F.P.D., OR
BAKER COUNTY LIBRARY DISTRICT,
OR
BAKER R.F.P.D., OR
BAKER RIVERTON ROAD DISTRICT, OR
BAKER VALLEY IRRIGATION DISTRICT,
OR
BAKER VALLEY S.W.C.D., OR BAKER
VALLEY VECTOR CONTROL
DISTRICT, OR
BANDON CRANBERRY WATER
CONTROL DISTRICT, OR
BANDON R.F.P.D., OR
BANKS FIRE DISTRICT, OR
BANKS FIRE DISTRICT #13, OR
BAR L RANCH ROAD DISTRICT, OR
BARLOW WATER IMPROVEMENT
DISTRICT, OR
BASIN AMBULANCE SERVICE
DISTRICT, OR
BASIN TRANSIT SERVICE
TRANSPORTATION DISTRICT, OR
BATON ROUGE WATER COMPANY BAY
AREA HEALTH DISTRICT, OR
BAYSHORE SPECIAL ROAD DISTRICT,
OR
BEAR VALLEY SPECIAL ROAD
DISTRICT, OR
BEAVER CREEK WATER CONTROL
DISTRICT, OR
BEAVER DRAINAGE IMPROVEMENT
COMPANY, INC., OR
BEAVER SLOUGH DRAINAGE
DISTRICT, OR
BEAVER SPECIAL ROAD DISTRICT, OR
BEAVER WATER DISTRICT, OR
BELLE MER S.I.G.L. TRACTS SPECIAL
ROAD DISTRICT, OR
BEND METRO PARK AND RECREATION
DISTRICT
BENTON S.W.C.D., OR BERNDT
SUBDIVISION WATER
IMPROVEMENT DISTRICT, OR
BEVERLY BEACH WATER DISTRICT,
OR
BIENVILLE PARISH FIRE PROTECTION

DISTRICT 6, LA
BIG BEND IRRIGATION DISTRICT, OR
BIGGS SERVICE DISTRICT, OR BLACK
BUTTE RANCH DEPARTMENT OF
POLICE SERVICES, OR
BLACK BUTTE RANCH R.F.P.D., OR
BLACK MOUNTAIN WATER DISTRICT,
OR
BLODGETT-SUMMIT R.F.P.D., OR BLUE
MOUNTAIN HOSPITAL DISTRICT, OR
BLUE MOUNTAIN TRANSLATOR
DISTRICT, OR
BLUE RIVER PARK & RECREATION
DISTRICT, OR
BLUE RIVER WATER DISTRICT, OR
BLY R.F.P.D., OR
BLY VECTOR CONTROL DISTRICT, OR
BLY WATER AND SANITARY DISTRICT,
OR
BOARDMAN CEMETERY
MAINTENANCE DISTRICT, OR
BOARDMAN PARK AND RECREATION
DISTRICT
BOARDMAN R.F.P.D., OR
BONANZA BIG SPRINGS PARK &
RECREATION DISTRICT, OR
BONANZA MEMORIAL PARK
CEMETERY DISTRICT, OR
BONANZA R.F.P.D., OR
BONANZA-LANGELL VALLEY VECTOR
CONTROL DISTRICT, OR
BORING WATER DISTRICT #24, OR
BOULDER CREEK RETREAT SPECIAL
ROAD DISTRICT, OR
BRIDGE R.F.P.D., OR
BROOKS COMMUNITY SERVICE
DISTRICT, OR
BROWNSVILLE R.F.P.D., OR
BUELL-RED PRAIRIE WATER DISTRICT,
OR
BUNKER HILL R.F.P.D. #1, OR
BUNKER HILL SANITARY DISTRICT, OR
BURLINGTON WATER DISTRICT, OR
BURNT RIVER IRRIGATION DISTRICT,
OR
BURNT RIVER S.W.C.D., OR
CALAPOOIA R.F.P.D., OR

CAMAS VALLEY R.F.P.D., OR
CAMELLIA PARK SANITARY DISTRICT,
OR
CAMMANN ROAD DISTRICT, OR CAMP
SHERMAN ROAD DISTRICT, OR CANBY
AREA TRANSIT, OR
CANBY R.F.P.D. #62, OR
CANBY UTILITY BOARD, OR
CANNON BEACH R.F.P.D., OR
CANYONVILLE SOUTH UMPQUA FIRE
DISTRICT, OR
CAPE FERRELO R.F.P.D., OR CAPE
FOULWEATHER SANITARY
DISTRICT, OR
CARLSON PRIMROSE SPECIAL ROAD
DISTRICT, OR
CARMEL BEACH WATER DISTRICT, OR
CASCADE VIEW ESTATES TRACT 2, OR
CEDAR CREST SPECIAL ROAD DISTRICT,
OR
CEDAR TRAILS SPECIAL ROAD
DISTRICT, OR
CEDAR VALLEY - NORTH BANK
R.F.P.D., OR
CENTRAL CASCADES FIRE AND EMS,
OR
CENTRAL CITY ECONOMIC
OPPORTUNITY CORP, LA CENTRAL
LINCOLN P.U.D., OR CENTRAL
OREGON COAST FIRE & RESCUE
DISTRICT, OR
CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
CENTRAL OREGON IRRIGATION
DISTRICT, OR
CHAPARRAL WATER CONTROL
DISTRICT, OR
CHARLESTON FIRE DISTRICT, OR
CHARLESTON SANITARY DISTRICT,
OR
CHARLOTTE ANN WATER DISTRICT,
OR
CHEHALEM PARK & RECREATION
DISTRICT, OR
CHEHALEM PARK AND RECREATION
DISTRICT
CHEMULT R.F.P.D., OR
CHENOWITH WATER P.U.D., OR

CHERRIOTS, OR
CHETCO COMMUNITY PUBLIC
LIBRARY DISTRICT, OR
CHILOQUIN VECTOR CONTROL
DISTRICT, OR
CHILOQUIN-AGENCY LAKE R.F.P.D.,
OR
CHINOOK DRIVE SPECIAL ROAD
DISTRICT, OR
CHR DISTRICT IMPROVEMENT
COMPANY, OR
CHRISTMAS VALLEY DOMESTIC
WATER DISTRICT, OR CHRISTMAS
VALLEY PARK & RECREATION
DISTRICT, OR CHRISTMAS
VALLEY R.F.P.D., OR
CITY OF BOGALUSA SCHOOL BOARD,
LA
CLACKAMAS COUNTY FIRE DISTRICT
#1, OR
CLACKAMAS COUNTY SERVICE
DISTRICT #1, OR
CLACKAMAS COUNTY VECTOR
CONTROL DISTRICT, OR CLACKAMAS
RIVER WATER CLACKAMAS RIVER
WATER, OR CLACKAMAS S.W.C.D., OR
CLATSKANIE DRAINAGE
IMPROVEMENT COMPANY, OR
CLATSKANIE LIBRARY DISTRICT, OR
CLATSKANIE P.U.D., OR CLATSKANIE
PARK & RECREATION DISTRICT, OR
CLATSKANIE PEOPLE'S UTILITY
DISTRICT
CLATSKANIE R.F.P.D., OR
CLATSOP CARE CENTER HEALTH
DISTRICT, OR
CLATSOP COUNTY S.W.C.D., OR
CLATSOP DRAINAGE IMPROVEMENT
COMPANY #15, INC., OR
CLEAN WATER SERVICES
CLEAN WATER SERVICES, OR
CLOVERDALE R.F.P.D., OR
CLOVERDALE SANITARY DISTRICT, OR
CLOVERDALE WATER DISTRICT, OR
COALEDO DRAINAGE DISTRICT, OR
COBURG FIRE DISTRICT, OR

COLESTIN RURAL FIRE DISTRICT, OR
COLTON R.F.P.D., OR
COLTON WATER DISTRICT #11, OR
COLUMBIA 911 COMMUNICATIONS
DISTRICT, OR
COLUMBIA COUNTY 4-H & EXTENSION
SERVICE DISTRICT, OR
COLUMBIA DRAINAGE VECTOR
CONTROL, OR
COLUMBIA IMPROVEMENT DISTRICT,
OR
COLUMBIA R.F.P.D., OR
COLUMBIA RIVER FIRE & RESCUE, OR
COLUMBIA RIVER PUD, OR
COLUMBIA S.W.C.D., OR
COLUMBIA S.W.C.D., OR
CONFEDERATED TRIBES OF THE
UMATILLA INDIAN RESERVATION
COOS COUNTY AIRPORT DISTRICT,
OR
COOS COUNTY AIRPORT DISTRICT,
OR
COOS COUNTY AREA TRANSIT
SERVICE DISTRICT, OR
COOS COUNTY AREA TRANSIT
SERVICE DISTRICT, OR
COOS FOREST PROTECTIVE
ASSOCIATION
COOS S.W.C.D., OR COQUILLE
R.F.P.D., OR COQUILLE
VALLEY HOSPITAL DISTRICT,
OR
CORBETT WATER DISTRICT, OR
CORNELIUS R.F.P.D., OR
CORP RANCH ROAD WATER
IMPROVEMENT, OR
CORVALLIS R.F.P.D., OR
COUNTRY CLUB ESTATES SPECIAL
WATER DISTRICT, OR
COUNTRY CLUB WATER DISTRICT, OR
COUNTRY ESTATES ROAD DISTRICT,
OR
COVE CEMETERY MAINTENANCE
DISTRICT, OR
COVE ORCHARD SEWER SERVICE
DISTRICT, OR
COVE R.F.P.D., OR
CRESCENT R.F.P.D., OR

CRESCENT SANITARY DISTRICT, OR
CRESCENT WATER SUPPLY AND
IMPROVEMENT DISTRICT, OR CROOK
COUNTY AGRICULTURE EXTENSION
SERVICE DISTRICT, OR CROOK
COUNTY CEMETERY DISTRICT, OR
CROOK COUNTY FIRE AND RESCUE,
OR
CROOK COUNTY PARKS &
RECREATION DISTRICT, OR
CROOK COUNTY S.W.C.D., OR
CROOK COUNTY VECTOR CONTROL
DISTRICT, OR
CROOKED RIVER RANCH R.F.P.D., OR
CROOKED RIVER RANCH SPECIAL
ROAD DISTRICT, OR
CRYSTAL SPRINGS WATER DISTRICT,
OR
CURRY COUNTY 4-H & EXTENSION
SERVICE DISTRICT, OR
CURRY COUNTY PUBLIC TRANSIT
SERVICE DISTRICT, OR
CURRY COUNTY S.W.C.D., OR
CURRY HEALTH DISTRICT, OR
CURRY PUBLIC LIBRARY DISTRICT, OR
DALLAS CEMETERY DISTRICT #4, OR
DARLEY DRIVE SPECIAL ROAD
DISTRICT, OR
DAVID CROCKETT STEAM FIRE
COMPANY #1, LA
DAYS CREEK R.F.P.D., OR
DAYTON FIRE DISTRICT, OR
DEAN MINARD WATER DISTRICT, OR
DEE IRRIGATION DISTRICT, OR DEER
ISLAND DRAINAGE IMPROVEMENT
COMPANY, OR
DELL BROGAN CEMETERY
MAINTENANCE DISTRICT, OR DEPOE
BAY R.F.P.D., OR DESCHUTES
COUNTY 911 SERVICE DISTRICT, OR
DESCHUTES COUNTY R.F.P.D. #2, OR
DESCHUTES PUBLIC LIBRARY
DISTRICT, OR
DESCHUTES S.W.C.D., OR
DESCHUTES VALLEY WATER
DISTRICT, OR

DEVILS LAKE WATER IMPROVEMENT DISTRICT, OR
DEXTER R.F.P.D., OR
DEXTER SANITARY DISTRICT, OR
DORA-SITKUM R.F.P.D., OR
DOUGLAS COUNTY FIRE DISTRICT #2, OR
DOUGLAS S.W.C.D., OR
DRAKES CROSSING R.F.P.D., OR DRRH SPECIAL ROAD DISTRICT #6, OR DRY GULCH DITCH DISTRICT IMPROVEMENT COMPANY, OR
DUFUR RECREATION DISTRICT, OR
DUMBECK LANE DOMESTIC WATER SUPPLY, OR
DUNDEE R.F.P.D., OR
DURKEE COMMUNITY BUILDING PRESERVATION DISTRICT, OR EAGLE POINT IRRIGATION DISTRICT, OR
EAGLE VALLEY CEMETERY MAINTENANCE DISTRICT, OR
EAGLE VALLEY R.F.P.D., OR
EAGLE VALLEY S.W.C.D., OR
EAST FORK IRRIGATION DISTRICT, OR
EAST MULTNOMAH S.W.C.D., OR EAST SALEM SERVICE DISTRICT, OR EAST UMATILLA CHEMICAL CONTROL DISTRICT, OR
EAST UMATILLA COUNTY AMBULANCE AREA HEALTH DISTRICT, OR
EAST UMATILLA COUNTY R.F.P.D., OR
EAST VALLEY WATER DISTRICT, OR
ELGIN COMMUNITY PARKS & RECREATION DISTRICT, OR
ELGIN HEALTH DISTRICT, OR
ELGIN R.F.P.D., OR
ELKTON ESTATES PHASE II SPECIAL ROAD DISTRICT, OR
ELKTON R.F.P.D., OR
EMERALD P.U.D., OR
ENTERPRISE IRRIGATION DISTRICT, OR
ESTACADA CEMETERY MAINTENANCE DISTRICT, OR
ESTACADA R.F.P.D. #69, OR
EUGENE R.F.P.D. # 1, OR EUGENE WATER AND ELECTRIC

BOARD
EVANS VALLEY FIRE DISTRICT #6, OR
FAIR OAKS R.F.P.D., OR
FAIRVIEW R.F.P.D., OR FAIRVIEW WATER DISTRICT, OR FALCON HEIGHTS WATER AND SEWER, OR
FALCON-COVE BEACH WATER DISTRICT, OR
FALL RIVER ESTATES SPECIAL ROAD DISTRICT, OR
FARGO INTERCHANGE SERVICE DISTRICT, OR
FARMERS IRRIGATION DISTRICT, OR
FAT ELK DRAINAGE DISTRICT, OR
FERN RIDGE PUBLIC LIBRARY DISTRICT, OR
FERN VALLEY ESTATES IMPROVEMENT DISTRICT, OR
FOR FAR ROAD DISTRICT, OR
FOREST GROVE R.F.P.D., OR
FOREST VIEW SPECIAL ROAD DISTRICT, OR
FORT ROCK-SILVER LAKE S.W.C.D., OR
FOUR RIVERS VECTOR CONTROL DISTRICT, OR
FOX CEMETERY MAINTENANCE DISTRICT, OR
GARDINER R.F.P.D., OR
GARDINER SANITARY DISTRICT, OR
GARIBALDI R.F.P.D., OR
GASTON R.F.P.D., OR
GATES R.F.P.D., OR
GEARHART R.F.P.D., OR
GILLIAM S.W.C.D., OR
GLENDALE AMBULANCE DISTRICT, OR
GLENDALE R.F.P.D., OR
GLENEDEN BEACH SPECIAL ROAD DISTRICT, OR
GLENEDEN SANITARY DISTRICT, OR
GLENWOOD WATER DISTRICT, OR
GLIDE - IDLEYLD SANITARY DISTRICT, OR
GLIDE R.F.P.D., OR
GOLD BEACH - WEDDERBURN R.F.P.D., OR
GOLD HILL IRRIGATION DISTRICT, OR

GOLDFINCH ROAD DISTRICT, OR
GOSHEN R.F.P.D., OR
GOVERNMENT CAMP ROAD DISTRICT,
OR
GOVERNMENT CAMP SANITARY
DISTRICT, OR
GRAND PRAIRIE WATER CONTROL
DISTRICT, OR
GRAND RONDE SANITARY DISTRICT,
OR
GRANT COUNTY TRANSPORTATION
DISTRICT, OR
GRANT S.W.C.D., OR
GRANTS PASS IRRIGATION DISTRICT,
OR
GREATER BOWEN VALLEY R.F.P.D.,
OR
GREATER ST. HELENS PARK &
RECREATION DISTRICT, OR
GREATER TOLEDO POOL
RECREATION DISTRICT, OR
GREEN KNOLLS SPECIAL ROAD
DISTRICT, OR
GREEN SANITARY DISTRICT, OR
GREENACRES R.F.P.D., OR
GREENBERRY IRRIGATION DISTRICT,
OR
GREENSPRINGS RURAL FIRE
DISTRICT, OR
HAHLEN ROAD SPECIAL DISTRICT, OR
HAINES CEMETERY MAINTENANCE
DISTRICT, OR
HAINES FIRE PROTECTION DISTRICT,
OR
HALSEY-SHEDD R.F.P.D., OR
HAMLET R.F.P.D., OR
HARBOR R.F.P.D., OR
HARBOR SANITARY DISTRICT, OR
HARBOR WATER P.U.D., OR
HARNEY COUNTY HEALTH DISTRICT,
OR
HARNEY S.W.C.D., OR
HARPER SOUTH SIDE IRRIGATION
DISTRICT, OR
HARRISBURG FIRE AND RESCUE, OR
HAUSER R.F.P.D., OR
HAZELDELL RURAL FIRE DISTRICT, OR
HEBO JOINT WATER-SANITARY

AUTHORITY, OR
HECETA WATER P.U.D., OR HELIX
CEMETERY MAINTENANCE
DISTRICT #4, OR
HELIX PARK & RECREATION DISTRICT,
OR
HELIX R.F.P.D. #7-411, OR
HEPPNER CEMETERY MAINTENANCE
DISTRICT, OR
HEPPNER R.F.P.D., OR
HEPPNER WATER CONTROL
DISTRICT, OR
HEREFORD COMMUNITY HALL
RECREATION DISTRICT, OR
HERMISTON CEMETERY DISTRICT, OR
HERMISTON IRRIGATION DISTRICT, OR
HIDDEN VALLEY MOBILE ESTATES
IMPROVEMENT DISTRICT, OR
HIGH DESERT PARK & RECREATION
DISTRICT, OR
HIGHLAND SUBDIVISION WATER
DISTRICT, OR
HONOLULU INTERNATIONAL AIRPORT
HOOD RIVER COUNTY LIBRARY
DISTRICT, OR
HOOD RIVER COUNTY
TRANSPORTATION DISTRICT, OR
HOOD RIVER S.W.C.D., OR
HOOD RIVER VALLEY PARKS &
RECREATION DISTRICT, OR
HOODLAND FIRE DISTRICT #74
HOODLAND FIRE DISTRICT #74, OR
HORSEFLY IRRIGATION DISTRICT, OR
HOSKINS-KINGS VALLEY R.F.P.D., OR
HOUSING AUTHORITY OF PORTLAND
HUBBARD R.F.P.D., OR
HUDSON BAY DISTRICT
IMPROVEMENT COMPANY, OR
IN (KAY) YOUNG DITCH DISTRICT
IMPROVEMENT COMPANY, OR
ICE FOUNTAIN WATER DISTRICT, OR
IDAHO POINT SPECIAL ROAD
DISTRICT, OR
IDANHA-DETROIT RURAL FIRE
PROTECTION DISTRICT, OR
ILLINOIS VALLEY FIRE DISTRICT
ILLINOIS VALLEY R.F.P.D., OR

ILLINOIS VALLEY S.W.C.D., OR
IMBLER R.F.P.D., OR
INTERLACHEN WATER P.U.D., OR
IONE LIBRARY DISTRICT, OR IONE
R.F.P.D. #6-604, OR
IRONSIDE CEMETERY MAINTENANCE
DISTRICT, OR
IRONSIDE RURAL ROAD DISTRICT #5,
OR
IRRIGON PARK & RECREATION
DISTRICT, OR
IRRIGON R.F.P.D., OR
ISLAND CITY AREA SANITATION
DISTRICT, OR
ISLAND CITY CEMETERY
MAINTENANCE DISTRICT, OR
JACK PINE VILLAGE SPECIAL ROAD
DISTRICT, OR
JACKSON COUNTY FIRE DISTRICT #3,
OR
JACKSON COUNTY FIRE DISTRICT #4,
OR
JACKSON COUNTY FIRE DISTRICT #5,
OR
JACKSON COUNTY LIBRARY DISTRICT,
OR
JACKSON COUNTY VECTOR CONTROL
DISTRICT, OR
JACKSON S.W.C.D., OR
JASPER KNOLLS WATER DISTRICT, OR
JEFFERSON COUNTY EMERGENCY
MEDICAL SERVICE DISTRICT, OR
JEFFERSON COUNTY FIRE DISTRICT #1,
OR
JEFFERSON COUNTY LIBRARY
DISTRICT, OR
JEFFERSON COUNTY S.W.C.D., OR
JEFFERSON PARK & RECREATION
DISTRICT, OR
JEFFERSON R.F.P.D., OR
JOB'S DRAINAGE DISTRICT, OR
JOHN DAY WATER DISTRICT, OR
JOHN DAY-CANYON CITY PARKS &
RECREATION DISTRICT, OR
JOHN DAY-FERNHILL R.F.P.D. #5-108,
OR
JORDAN VALLEY CEMETERY
DISTRICT, OR

JORDAN VALLEY IRRIGATION
DISTRICT, OR
JOSEPHINE COMMUNITY LIBRARY
DISTRICT, OR
JOSEPHINE COUNTY 4-H & EXTENSION
SERVICE DISTRICT, OR JOSEPHINE
COUNTY 911 AGENCY, OR JUNCTION
CITY R.F.P.D., OR JUNCTION CITY
WATER CONTROL DISTRICT, OR
JUNIPER BUTTE ROAD DISTRICT, OR
JUNIPER CANYON WATER CONTROL
DISTRICT, OR
JUNIPER FLAT DISTRICT
IMPROVEMENT COMPANY, OR
JUNIPER FLAT R.F.P.D., OR
JUNO NONPROFIT WATER
IMPROVEMENT DISTRICT, OR
KEATING R.F.P.D., OR KEATING
S.W.C.D., OR
KEIZER R.F.P.D., OR
KELLOGG RURAL FIRE DISTRICT, OR
KENO IRRIGATION DISTRICT, OR
KENO PINES ROAD DISTRICT, OR
KENO R.F.P.D., OR
KENT WATER DISTRICT, OR
KERBY WATER DISTRICT, OR
K-GB-LB WATER DISTRICT, OR
KILCHIS WATER DISTRICT, OR
KLAMATH 9-1-1 COMMUNICATIONS
DISTRICT, OR
KLAMATH BASIN IMPROVEMENT
DISTRICT, OR
KLAMATH COUNTY DRAINAGE
SERVICE DISTRICT, OR
KLAMATH COUNTY EXTENSION
SERVICE DISTRICT, OR
KLAMATH COUNTY FIRE DISTRICT #1,
OR
KLAMATH COUNTY FIRE DISTRICT #3,
OR
KLAMATH COUNTY FIRE DISTRICT #4,
OR
KLAMATH COUNTY FIRE DISTRICT #5,
OR
KLAMATH COUNTY LIBRARY SERVICE
DISTRICT, OR
KLAMATH COUNTY PREDATORY

ANIMAL CONTROL DISTRICT, OR
KLAMATH DRAINAGE DISTRICT, OR
KLAMATH FALLS FOREST ESTATES
SPECIAL ROAD DISTRICT UNIT #2, OR
KLAMATH INTEROPERABILITY RADIO
GROUP, OR
KLAMATH IRRIGATION DISTRICT, OR
KLAMATH RIVER ACRES SPECIAL
ROAD DISTRICT, OR
KLAMATH S.W.C.D., OR
KLAMATH VECTOR CONTROL
DISTRICT, OR
KNAPPA-SVENSEN-BURNSIDE
R.F.P.D., OR
LA GRANDE CEMETERY
MAINTENANCE DISTRICT, OR
LA GRANDE R.F.P.D., OR
LA PINE PARK & RECREATION
DISTRICT, OR
LA PINE R.F.P.D., OR LABISH
VILLAGE SEWAGE &
DRAINAGE, OR
LACOMB IRRIGATION DISTRICT, OR
LAFAYETTE AIRPORT COMMISSION,
LA
LAFOURCHE PARISH HEALTH UNIT –
DHH-OPH REGION 3
LAIDLAW WATER DISTRICT, OR
LAKE CHINOOK FIRE & RESCUE, OR
LAKE COUNTY 4-H & EXTENSION
SERVICE DISTRICT, OR
LAKE COUNTY LIBRARY DISTRICT, OR
LAKE CREEK R.F.P.D. - JACKSON, OR
LAKE CREEK R.F.P.D. - LANE COUNTY,
OR
LAKE DISTRICT HOSPITAL, OR LAKE
GROVE R.F.P.D. NO. 57, OR LAKE
GROVE WATER DISTRICT, OR LAKE
LABISH WATER CONTROL DISTRICT,
OR
LAKE POINT SPECIAL ROAD DISTRICT,
OR
LAKESIDE R.F.P.D. #4, OR
LAKESIDE WATER DISTRICT, OR
LAKEVIEW R.F.P.D., OR
LAKEVIEW S.W.C.D., OR
LAMONTAI IMPROVEMENT DISTRICT,
OR

LANE FIRE AUTHORITY, OR
LANE LIBRARY DISTRICT, OR
LANE TRANSIT DISTRICT, OR
LANGELL VALLEY
IRRIGATION DISTRICT, OR
LANGLOIS PUBLIC LIBRARY, OR
LANGLOIS R.F.P.D., OR LANGLOIS
WATER DISTRICT, OR
LAZY RIVER SPECIAL ROAD DISTRICT,
OR
LEBANON AQUATIC DISTRICT, OR
LEBANON R.F.P.D., OR
LEWIS & CLARK R.F.P.D., OR
LINCOLN COUNTY LIBRARY DISTRICT,
OR
LINCOLN S.W.C.D., OR
LINN COUNTY EMERGENCY
TELEPHONE AGENCY, OR
LINN S.W.C.D., OR
LITTLE MUDDY CREEK WATER
CONTROL, OR
LITTLE NESTUCCA DRAINAGE
DISTRICT, OR
LITTLE SWITZERLAND SPECIAL ROAD
DISTRICT, OR
LONE PINE IRRIGATION DISTRICT, OR
LONG PRAIRIE WATER DISTRICT, OR
LOOKINGGLASS OLALLA WATER
CONTROL DISTRICT, OR
LOOKINGGLASS RURAL FIRE
DISTRICT, OR
LORANE R.F.P.D., OR
LOST & BOULDER DITCH
IMPROVEMENT DISTRICT, OR LOST
CREEK PARK SPECIAL ROAD
DISTRICT, OR
LOUISIANA PUBLIC SERVICE
COMMISSION, LA LOUISIANA
WATER WORKS LOWELL
R.F.P.D., OR
LOWER MCKAY CREEK R.F.P.D., OR
LOWER MCKAY CREEK WATER
CONTROL DISTRICT, OR
LOWER POWDER RIVER IRRIGATION
DISTRICT, OR
LOWER SILETZ WATER DISTRICT, OR
LOWER UMPQUA HOSPITAL DISTRICT,
OR

LOWER UMPQUA PARK & RECREATION DISTRICT, OR
LOWER VALLEY WATER IMPROVEMENT DISTRICT, OR
LUCE LONG DITCH DISTRICT IMPROVEMENT CO., OR
LUSTED WATER DISTRICT, OR
LYONS R.F.P.D., OR
LYONS-MEHAMA WATER DISTRICT, OR
MADRAS AQUATIC CENTER DISTRICT, OR
MAKAI SPECIAL ROAD DISTRICT, OR
MALHEUR COUNTY S.W.C.D., OR
MALHEUR COUNTY VECTOR CONTROL DISTRICT, OR
MALHEUR DISTRICT IMPROVEMENT COMPANY, OR
MALHEUR DRAINAGE DISTRICT, OR
MALHEUR MEMORIAL HEALTH DISTRICT, OR
MALIN COMMUNITY CEMETERY MAINTENANCE DISTRICT, OR
MALIN COMMUNITY PARK & RECREATION DISTRICT, OR
MALIN IRRIGATION DISTRICT, OR
MALIN R.F.P.D., OR
MAPLETON FIRE DEPARTMENT, OR
MAPLETON WATER DISTRICT, OR
MARCOLA WATER DISTRICT, OR
MARION COUNTY EXTENSION & 4H SERVICE DISTRICT, OR
MARION COUNTY FIRE DISTRICT #1, OR
MARION JACK IMPROVEMENT DISTRICT, OR
MARION S.W.C.D., OR
MARY'S RIVER ESTATES ROAD DISTRICT, OR
MCDONALD FOREST ESTATES SPECIAL ROAD DISTRICT, OR
MCKAY ACRES IMPROVEMENT DISTRICT, OR
MCKAY DAM R.F.P.D. # 7-410, OR
MCKENZIE FIRE & RESCUE, OR
MCKENZIE PALISADES WATER SUPPLY CORPORATION, OR
MCMINNVILLE R.F.P.D., OR
MCNULTY WATER P.U.D., OR

MEADOWS DRAINAGE DISTRICT, OR
MEDFORD IRRIGATION DISTRICT, OR
MEDFORD R.F.P.D. #2, OR
MEDFORD WATER COMMISSION
MEDICAL SPRINGS R.F.P.D., OR
MELHEUR COUNTY JAIL, OR
MERLIN COMMUNITY PARK DISTRICT, OR
MERRILL CEMETERY MAINTENANCE DISTRICT, OR
MERRILL PARK DISTRICT, OR
MERRILL R.F.P.D., OR
METRO REGIONAL GOVERNMENT METRO REGIONAL PARKS METROPOLITAN EXPOSITION RECREATION COMMISSION METROPOLITAN SERVICE DISTRICT (METRO)
MID COUNTY CEMETERY MAINTENANCE DISTRICT, OR
MID-COLUMBIA FIRE AND RESCUE, OR
MIDDLE FORK IRRIGATION DISTRICT, OR
MIDLAND COMMUNITY PARK, OR
MIDLAND DRAINAGE IMPROVEMENT DISTRICT, OR
MILES CROSSING SANITARY SEWER DISTRICT, OR
MILL CITY R.F.P.D. #2-303, OR
MILL FOUR DRAINAGE DISTRICT, OR
MILLICOMA RIVER PARK & RECREATION DISTRICT, OR
MILLINGTON R.F.P.D. #5, OR
MILO VOLUNTEER FIRE DEPARTMENT, OR
MILTON-FREEWATER AMBULANCE SERVICE AREA HEALTH DISTRICT, OR
MILTON-FREEWATER WATER CONTROL DISTRICT, OR
MIROCO SPECIAL ROAD DISTRICT, OR
MIST-BIRKENFELD R.F.P.D., OR
MODOC POINT IRRIGATION DISTRICT, OR
MODOC POINT SANITARY DISTRICT, OR
MOHAWK VALLEY R.F.P.D., OR
MOLALLA AQUATIC DISTRICT, OR
MOLALLA R.F.P.D. #73, OR

MONITOR R.F.P.D., OR MONROE R.F.P.D., OR MONUMENT CEMETERY MAINTENANCE DISTRICT, OR MONUMENT S.W.C.D., OR MOOREA DRIVE SPECIAL ROAD DISTRICT, OR MORO R.F.P.D., OR MORROW COUNTY HEALTH DISTRICT, OR MORROW COUNTY UNIFIED RECREATION DISTRICT, OR MORROW S.W.C.D., OR MOSIER FIRE DISTRICT, OR MOUNTAIN DRIVE SPECIAL ROAD DISTRICT, OR MT. ANGEL R.F.P.D., OR MT. HOOD IRRIGATION DISTRICT, OR MT. LAKE CEMETERY DISTRICT, OR MT. VERNON R.F.P.D., OR MULINO WATER DISTRICT #1, OR MULTNOMAH COUNTY DRAINAGE DISTRICT #1, OR MULTNOMAH COUNTY R.F.P.D. #10, OR MULTNOMAH COUNTY R.F.P.D. #14, OR MULTNOMAH EDUCATION SERVICE DISTRICT MYRTLE CREEK R.F.P.D., OR NEAH-KAH-NIE WATER DISTRICT, OR NEDONNA R.F.P.D., OR NEHALEM BAY FIRE AND RESCUE, OR NEHALEM BAY HEALTH DISTRICT, OR NEHALEM BAY WASTEWATER AGENCY, OR NESIKA BEACH-OPHIR WATER DISTRICT, OR NESKOWIN REGIONAL SANITARY AUTHORITY, OR NESKOWIN REGIONAL WATER DISTRICT, OR NESTUCCA R.F.P.D., OR NETARTS WATER DISTRICT, OR NETARTS-OCEANSIDE R.F.P.D., OR NETARTS-OCEANSIDE SANITARY DISTRICT, OR NEW BRIDGE WATER SUPPLY

DISTRICT, OR NEW CARLTON FIRE DISTRICT, OR NEW ORLEANS REDEVELOPMENT AUTHORITY, LA NEW PINE CREEK R.F.P.D., OR NEWBERG R.F.P.D., OR NEWBERRY ESTATES SPECIAL ROAD DISTRICT, OR NEWPORT R.F.P.D., OR NEWT YOUNG DITCH DISTRICT IMPROVEMENT COMPANY, OR NORTH ALBANY R.F.P.D., OR NORTH BAY R.F.P.D. #9, OR NORTH CLACKAMAS PARKS & RECREATION DISTRICT, OR NORTH COUNTY RECREATION DISTRICT, OR NORTH DOUGLAS COUNTY FIRE & EMS, OR NORTH DOUGLAS PARK & RECREATION DISTRICT, OR NORTH GILLIAM COUNTY HEALTH DISTRICT, OR NORTH GILLIAM COUNTY R.F.P.D., OR NORTH LAKE HEALTH DISTRICT, OR NORTH LEBANON WATER CONTROL DISTRICT, OR NORTH LINCOLN FIRE & RESCUE DISTRICT #1, OR NORTH LINCOLN HEALTH DISTRICT, OR NORTH MORROW VECTOR CONTROL DISTRICT, OR NORTH SHERMAN COUNTY R.F.P.D., OR NORTH UNIT IRRIGATION DISTRICT, OR NORTHEAST OREGON HOUSING AUTHORITY, OR NORTHEAST WHEELER COUNTY HEALTH DISTRICT, OR NORTHERN WASCO COUNTY P.U.D., OR NORTHERN WASCO COUNTY PARK & RECREATION DISTRICT, OR NYE DITCH USERS DISTRICT IMPROVEMENT, OR NYSSA ROAD ASSESSMENT DISTRICT

#2, OR
NYSSA RURAL FIRE DISTRICT, OR
NYSSA-ARCADIA DRAINAGE DISTRICT,
OR
OAK LODGE WATER SERVICES, OR
OAKLAND R.F.P.D., OR
OAKVILLE COMMUNITY CENTER, OR
OCEANSIDE WATER DISTRICT, OR
OCHOCO IRRIGATION DISTRICT, OR
OCHOCO WEST WATER AND
SANITARY AUTHORITY, OR
ODELL SANITARY DISTRICT, OR OLD
OWYHEE DITCH IMPROVEMENT
DISTRICT, OR
OLNEY-WALLUSKI FIRE & RESCUE
DISTRICT, OR
ONTARIO LIBRARY DISTRICT, OR
ONTARIO R.F.P.D., OR
OPHIR R.F.P.D., OR
OREGON COAST COMMUNITY ACTION
OREGON HOUSING AND COMMUNITY
SERVICES
OREGON INTERNATIONAL PORT OF
COOS BAY, OR
OREGON LEGISLATIVE
ADMINISTRATION
OREGON OUTBACK R.F.P.D., OR
OREGON POINT, OR
OREGON TRAIL LIBRARY DISTRICT,
OR
OTTER ROCK WATER DISTRICT, OR
OWW UNIT #2 SANITARY DISTRICT, OR
OWYHEE CEMETERY MAINTENANCE
DISTRICT, OR
OWYHEE IRRIGATION DISTRICT, OR
PACIFIC CITY JOINT WATER-SANITARY
AUTHORITY, OR
PACIFIC COMMUNITIES HEALTH
DISTRICT, OR
PACIFIC RIVIERA #3 SPECIAL ROAD
DISTRICT, OR
PALATINE HILL WATER DISTRICT, OR
PALMER CREEK WATER DISTRICT
IMPROVEMENT COMPANY, OR
PANORAMIC ACCESS SPECIAL ROAD
DISTRICT, OR
PANTHER CREEK ROAD DISTRICT, OR
PANTHER CREEK WATER DISTRICT,

OR
PARKDALE R.F.P.D., OR
PARKDALE SANITARY DISTRICT, OR
PENINSULA DRAINAGE DISTRICT #1,
OR
PENINSULA DRAINAGE DISTRICT #2,
OR
PHILOMATH FIRE AND RESCUE, OR
PILOT ROCK CEMETERY
MAINTENANCE DISTRICT #5, OR
PILOT ROCK PARK & RECREATION
DISTRICT, OR
PILOT ROCK R.F.P.D., OR
PINE EAGLE HEALTH DISTRICT, OR
PINE FLAT DISTRICT IMPROVEMENT
COMPANY, OR
PINE GROVE IRRIGATION DISTRICT,
OR
PINE GROVE WATER DISTRICT-
KLAMATH FALLS, OR
PINE GROVE WATER DISTRICT-
MAUPIN, OR
PINE VALLEY CEMETERY DISTRICT,
OR
PINE VALLEY R.F.P.D., OR
PINWOOD COUNTRY ESTATES
SPECIAL ROAD DISTRICT, OR
PIONEER DISTRICT IMPROVEMENT
COMPANY, OR
PISTOL RIVER CEMETERY
MAINTENANCE DISTRICT, OR PISTOL
RIVER FIRE DISTRICT, OR PLEASANT
HILL R.F.P.D., OR PLEASANT HOME
WATER DISTRICT, OR
POCAHONTAS MINING AND
IRRIGATION DISTRICT, OR
POE VALLEY IMPROVEMENT
DISTRICT, OR
POE VALLEY PARK & RECREATION
DISTRICT, OR
POE VALLEY VECTOR CONTROL
DISTRICT, OR
POLK COUNTY FIRE DISTRICT #1, OR
POLK S.W.C.D., OR
POMPADOUR WATER IMPROVEMENT
DISTRICT, OR
PONDEROSA PINES EAST SPECIAL

ROAD DISTRICT, OR PORT OF ALSEA, OR PORT OF ARLINGTON, OR PORT OF ASTORIA, OR PORT OF BANDON, OR PORT OF BRANDON, OR PORT OF BROOKINGS HARBOR, OR PORT OF CASCADE LOCKS, OR PORT OF COQUILLE RIVER, OR PORT OF GARIBALDI, OR PORT OF GOLD BEACH, OR PORT OF HOOD RIVER, OR PORT OF MORGAN CITY, LA PORT OF MORROW, OR PORT OF NEHALEM, OR PORT OF NEWPORT, OR PORT OF PORT ORFORD, OR PORT OF PORTLAND, OR PORT OF SIUSLAW, OR PORT OF ST. HELENS, OR PORT OF THE DALLES, OR PORT OF TILLAMOOK BAY, OR PORT OF TOLEDO, OR PORT OF UMATILLA, OR PORT OF UMPQUA, OR PORT ORFORD CEMETERY MAINTENANCE DISTRICT, OR PORT ORFORD PUBLIC LIBRARY DISTRICT, OR PORT ORFORD R.F.P.D., OR PORTLAND DEVELOPMENT COMMISSION, OR PORTLAND FIRE AND RESCUE PORTLAND HOUSING CENTER, OR POWDER R.F.P.D., OR POWDER RIVER R.F.P.D., OR POWDER VALLEY WATER CONTROL DISTRICT, OR POWERS HEALTH DISTRICT, OR PRAIRIE CEMETERY MAINTENANCE DISTRICT, OR PRINEVILLE LAKE ACRES SPECIAL ROAD DISTRICT #1, OR PROSPECT R.F.P.D., OR QUAIL VALLEY PARK IMPROVEMENT DISTRICT, OR QUEENER IRRIGATION IMPROVEMENT DISTRICT, OR

RAINBOW WATER DISTRICT, OR RAINIER CEMETERY DISTRICT, OR RAINIER DRAINAGE IMPROVEMENT COMPANY, OR RALEIGH WATER DISTRICT, OR REDMOND AREA PARK & RECREATION DISTRICT, OR REDMOND FIRE AND RESCUE, OR RIDDLE FIRE PROTECTION DISTRICT, OR RIDGEWOOD DISTRICT IMPROVEMENT COMPANY, OR RIDGEWOOD ROAD DISTRICT, OR RIETH SANITARY DISTRICT, OR RIETH WATER DISTRICT, OR RIMROCK WEST IMPROVEMENT DISTRICT, OR RINK CREEK WATER DISTRICT, OR RIVER BEND ESTATES SPECIAL ROAD DISTRICT, OR RIVER FOREST ACRES SPECIAL ROAD DISTRICT, OR RIVER MEADOWS IMPROVEMENT DISTRICT, OR RIVER PINES ESTATES SPECIAL ROAD DISTRICT, OR RIVER ROAD PARK & RECREATION DISTRICT, OR RIVER ROAD WATER DISTRICT, OR RIVERBEND RIVERBANK WATER IMPROVEMENT DISTRICT, OR RIVERDALE R.F.P.D. 11-JT, OR RIVERGROVE WATER DISTRICT, OR RIVERSIDE MISSION WATER CONTROL DISTRICT, OR RIVERSIDE R.F.P.D. #7-406, OR RIVERSIDE WATER DISTRICT, OR ROBERTS CREEK WATER DISTRICT, OR ROCK CREEK DISTRICT IMPROVEMENT, OR ROCK CREEK WATER DISTRICT, OR ROCKWOOD WATER P.U.D., OR ROCKY POINT FIRE & EMS, OR ROGUE RIVER R.F.P.D., OR ROGUE RIVER VALLEY IRRIGATION DISTRICT, OR ROGUE VALLEY SEWER SERVICES,

OR
ROGUE VALLEY SEWER, OR ROGUE
VALLEY TRANSPORTATION
DISTRICT, OR
ROSEBURG URBAN SANITARY
AUTHORITY, OR
ROSEWOOD ESTATES ROAD
DISTRICT, OR
ROW RIVER VALLEY WATER DISTRICT,
OR
RURAL ROAD ASSESSMENT DISTRICT
#3, OR
RURAL ROAD ASSESSMENT DISTRICT
#4, OR
SAINT LANDRY PARISH TOURIST
COMMISSION
SAINT MARY PARISH REC DISTRICT 2
SAINT MARY PARISH REC DISTRICT 3
SAINT TAMMANY FIRE DISTRICT 4, LA
SALEM AREA MASS TRANSIT
DISTRICT, OR
SALEM MASS TRANSIT DISTRICT
SALEM SUBURBAN R.F.P.D., OR
SALISHAN SANITARY DISTRICT, OR
SALMON RIVER PARK SPECIAL ROAD
DISTRICT, OR
SALMON RIVER PARK WATER
IMPROVEMENT DISTRICT, OR
SALMONBERRY TRAIL
INTERGOVERNMENTAL AGENCY, OR
SANDPIPER VILLAGE SPECIAL ROAD
DISTRICT, OR
SANDY DRAINAGE IMPROVEMENT
COMPANY, OR
SANDY R.F.P.D. #72, OR
SANTA CLARA R.F.P.D., OR
SANTA CLARA WATER DISTRICT, OR
SANTIAM WATER CONTROL DISTRICT,
OR
SAUVIE ISLAND DRAINAGE
IMPROVEMENT COMPANY, OR
SAUVIE ISLAND VOLUNTEER FIRE
DISTRICT #30J, OR
SCAPPOOSE DRAINAGE
IMPROVEMENT COMPANY, OR
SCAPPOOSE PUBLIC LIBRARY
DISTRICT, OR
SCAPPOOSE R.F.P.D., OR

SCIO R.F.P.D., OR
SCOTTSBURG R.F.P.D., OR
SEAL ROCK R.F.P.D., OR
SEAL ROCK WATER DISTRICT, OR
SEWERAGE AND WATER BOARD OF
NEW ORLEANS, LA
SHANGRI-LA WATER DISTRICT, OR
SHASTA VIEW IRRIGATION DISTRICT,
OR
SHELLEY ROAD CREST ACRES WATER
DISTRICT, OR
SHERIDAN FIRE DISTRICT, OR
SHERMAN COUNTY HEALTH DISTRICT,
OR
SHERMAN COUNTY S.W.C.D., OR
SHORELINE SANITARY DISTRICT, OR
SILETZ KEYS SANITARY DISTRICT, OR
SILETZ R.F.P.D., OR
SILVER FALLS LIBRARY DISTRICT, OR
SILVER LAKE IRRIGATION DISTRICT,
OR
SILVER LAKE R.F.P.D., OR
SILVER SANDS SPECIAL ROAD
DISTRICT, OR
SILVERTON R.F.P.D. NO. 2, OR
SISTERS PARKS & RECREATION
DISTRICT, OR
SISTERS-CAMP SHERMAN R.F.P.D., OR
SIUSLAW PUBLIC LIBRARY DISTRICT,
OR
SIUSLAW S.W.C.D., OR
SIUSLAW VALLEY FIRE AND RESCUE,
OR
SIXES R.F.P.D., OR SKIPANON
WATER CONTROL DISTRICT,
OR
SKYLINE VIEW DISTRICT
IMPROVEMENT COMPANY, OR
SLEEPY HOLLOW WATER DISTRICT,
OR
SMITH DITCH DISTRICT
IMPROVEMENT COMPANY, OR
SOUTH CLACKAMAS
TRANSPORTATION DISTRICT, OR
SOUTH COUNTY HEALTH DISTRICT,
OR
SOUTH FORK WATER BOARD, OR
SOUTH GILLIAM COUNTY CEMETERY

DISTRICT, OR
SOUTH GILLIAM COUNTY HEALTH
DISTRICT, OR
SOUTH GILLIAM COUNTY R.F.P.D. VI-
301, OR
SOUTH LAFOURCHE LEVEE DISTRICT,
LA
SOUTH LANE COUNTY FIRE &
RESCUE, OR
SOUTH SANTIAM RIVER WATER
CONTROL DISTRICT, OR
SOUTH SHERMAN FIRE DISTRICT, OR
SOUTH SUBURBAN SANITARY
DISTRICT, OR
SOUTH WASCO PARK & RECREATION
DISTRICT, OR
SOUTHERN COOS HEALTH DISTRICT,
OR
SOUTHERN CURRY CEMETERY
MAINTENANCE DISTRICT, OR
SOUTHVIEW IMPROVEMENT DISTRICT,
OR
SOUTHWEST LINCOLN COUNTY
WATER DISTRICT, OR
SOUTHWESTERN POLK COUNTY
R.F.P.D., OR
SOUTHWOOD PARK WATER DISTRICT,
OR
SPECIAL ROAD DISTRICT #1, OR
SPECIAL ROAD DISTRICT #8, OR
SPRING RIVER SPECIAL ROAD
DISTRICT, OR
SPRINGFIELD UTILITY BOARD, OR
ST. PAUL R.F.P.D., OR
STANFIELD CEMETERY DISTRICT #6,
OR
STANFIELD IRRIGATION DISTRICT, OR
STARR CREEK ROAD DISTRICT, OR
STARWOOD SANITARY DISTRICT, OR
STAYTON FIRE DISTRICT, OR
SUBLIMITY FIRE DISTRICT, OR
SUBURBAN EAST SALEM WATER
DISTRICT, OR
SUBURBAN LIGHTING DISTRICT, OR
SUCCOR CREEK DISTRICT
IMPROVEMENT COMPANY, OR
SUMMER LAKE IRRIGATION DISTRICT,
OR

SUMMERSVILLE CEMETERY
MAINTENANCE DISTRICT, OR
SUMNER R.F.P.D., OR
SUN MOUNTAIN SPECIAL ROAD
DISTRICT, OR
SUNDOWN SANITATION DISTRICT, OR
SUNFOREST ESTATES SPECIAL ROAD
DISTRICT, OR
SUNNYSIDE IRRIGATION DISTRICT, OR
SUNRISE WATER AUTHORITY, OR
SUNRIVER SERVICE DISTRICT, OR
SUNSET EMPIRE PARK & RECREATION
DISTRICT, OR
SUNSET EMPIRE TRANSPORTATION
DISTRICT, OR
SURFLAND ROAD DISTRICT, OR
SUTHERLIN VALLEY RECREATION
DISTRICT, OR
SUTHERLIN WATER CONTROL
DISTRICT, OR
SWALLEY IRRIGATION DISTRICT, OR
SWEET HOME CEMETERY
MAINTENANCE DISTRICT, OR SWEET
HOME FIRE & AMBULANCE DISTRICT,
OR
SWISSHOME-DEADWOOD R.F.P.D., OR
TABLE ROCK DISTRICT IMPROVEMENT
COMPANY, OR
TALENT IRRIGATION DISTRICT, OR
TANGENT R.F.P.D., OR
TENMILE R.F.P.D., OR
TERREBONNE DOMESTIC WATER
DISTRICT, OR
THE DALLES IRRIGATION DISTRICT,
OR
THOMAS CREEK-WESTSIDE R.F.P.D.,
OR
THREE RIVERS RANCH ROAD
DISTRICT, OR
THREE SISTERS IRRIGATION
DISTRICT, OR
TIGARD TUALATIN AQUATIC DISTRICT,
OR
TIGARD WATER DISTRICT, OR
TILLAMOOK BAY FLOOD
IMPROVEMENT DISTRICT, OR
TILLAMOOK COUNTY EMERGENCY
COMMUNICATIONS DISTRICT, OR

TILLAMOOK COUNTY S.W.C.D., OR
TILLAMOOK COUNTY
TRANSPORTATION DISTRICT, OR
TILLAMOOK FIRE DISTRICT, OR
TILLAMOOK P.U.D., OR
TILLER R.F.P.D., OR
TOBIN DITCH DISTRICT IMPROVEMENT
COMPANY, OR
TOLEDO R.F.P.D., OR
TONE WATER DISTRICT, OR
TOOLEY WATER DISTRICT, OR
TRASK DRAINAGE DISTRICT, OR
TRI CITY R.F.P.D. #4, OR
TRI-CITY WATER & SANITARY
AUTHORITY, OR
TRI-COUNTY METROPOLITAN
TRANSPORTATION DISTRICT OF
OREGON
TRIMET, OR
TUALATIN HILLS PARK & RECREATION
DISTRICT
TUALATIN HILLS PARK & RECREATION
DISTRICT, OR
TUALATIN S.W.C.D., OR
TUALATIN VALLEY FIRE & RESCUE
TUALATIN VALLEY FIRE & RESCUE, OR
TUALATIN VALLEY IRRIGATION
DISTRICT, OR
TUALATIN VALLEY WATER DISTRICT
TUALATIN VALLEY WATER DISTRICT,
OR
TUMALO IRRIGATION DISTRICT, OR
TURNER FIRE DISTRICT, OR
TWIN ROCKS SANITARY DISTRICT, OR
TWO RIVERS NORTH SPECIAL ROAD
DISTRICT, OR
TWO RIVERS S.W.C.D., OR
TWO RIVERS SPECIAL ROAD
DISTRICT, OR
TYGH VALLEY R.F.P.D., OR
TYGH VALLEY WATER DISTRICT, OR
UMATILLA COUNTY FIRE DISTRICT #1,
OR
UMATILLA COUNTY S.W.C.D., OR
UMATILLA COUNTY SPECIAL LIBRARY
DISTRICT, OR
UMATILLA HOSPITAL DISTRICT, OR
UMATILLA R.F.P.D. #7-405, OR

UMATILLA-MORROW RADIO AND DATA
DISTRICT, OR
UMPQUA S.W.C.D., OR
UNION CEMETERY MAINTENANCE
DISTRICT, OR
UNION COUNTY SOLID WASTE
DISPOSAL DISTRICT, OR
UNION COUNTY VECTOR CONTROL
DISTRICT, OR
UNION GAP SANITARY DISTRICT, OR
UNION GAP WATER DISTRICT, OR
UNION HEALTH DISTRICT, OR UNION
R.F.P.D., OR
UNION S.W.C.D., OR
UNITY COMMUNITY PARK &
RECREATION DISTRICT, OR UPPER
CLEVELAND RAPIDS ROAD
DISTRICT, OR
UPPER MCKENZIE R.F.P.D., OR UPPER
WILLAMETTE S.W.C.D., OR VALE
OREGON IRRIGATION DISTRICT, OR
VALE RURAL FIRE PROTECTION
DISTRICT, OR
VALLEY ACRES SPECIAL ROAD
DISTRICT, OR
VALLEY VIEW CEMETERY
MAINTENANCE DISTRICT, OR
VALLEY VIEW WATER DISTRICT, OR
VANDEVERT ACRES SPECIAL ROAD
DISTRICT, OR
VERNONIA R.F.P.D., OR
VINEYARD MOUNTAIN PARK &
RECREATION DISTRICT, OR
VINEYARD MOUNTAIN SPECIAL ROAD
DISTRICT, OR
WALLA WALLA RIVER
IRRIGATION DISTRICT, OR
WALLOWA COUNTY HEALTH CARE
DISTRICT, OR
WALLOWA LAKE COUNTY SERVICE
DISTRICT, OR
WALLOWA LAKE
IRRIGATION DISTRICT, OR
WALLOWA LAKE R.F.P.D., OR
WALLOWA S.W.C.D., OR WALLOWA
VALLEY IMPROVEMENT DISTRICT
#1, OR

WAMIC R.F.P.D., OR
WAMIC WATER & SANITARY
AUTHORITY, OR
WARMSPRINGS IRRIGATION DISTRICT,
OR
WASCO COUNTY S.W.C.D., OR WATER
ENVIRONMENT SERVICES, OR
WATER WONDERLAND IMPROVEMENT
DISTRICT, OR
WATERBURY & ALLEN DITCH
IMPROVEMENT DISTRICT, OR
WATSECO-BARVIEW WATER
DISTRICT, OR
WAUNA WATER DISTRICT, OR
WEDDERBURN SANITARY DISTRICT,
OR
WEST EAGLE VALLEY WATER
CONTROL DISTRICT, OR
WEST EXTENSION IRRIGATION
DISTRICT, OR
WEST LABISH DRAINAGE & WATER
CONTROL IMPROVEMENT DISTRICT,
OR
WEST MULTNOMAH S.W.C.D., OR
WEST SIDE R.F.P.D., OR
WEST SLOPE WATER DISTRICT, OR
WEST UMATILLA MOSQUITO CONTROL
DISTRICT, OR
WEST VALLEY FIRE DISTRICT, OR
WESTERN HEIGHTS SPECIAL ROAD
DISTRICT, OR
WESTERN LANE AMBULANCE
DISTRICT, OR
WESTLAND IRRIGATION DISTRICT, OR
WESTON ATHENA MEMORIAL HALL
PARK & RECREATION DISTRICT, OR
WESTON CEMETERY DISTRICT #2, OR
WESTPORT FIRE AND RESCUE, OR
WESTRIDGE WATER SUPPLY
CORPORATION, OR
WESTWOOD HILLS ROAD DISTRICT,
OR
WESTWOOD VILLAGE ROAD DISTRICT,
OR
WHEELER S.W.C.D., OR
WHITE RIVER HEALTH DISTRICT, OR
WIARD MEMORIAL PARK DISTRICT, OR
WICKIUP WATER DISTRICT, OR

WILLAKENZIE R.F.P.D., OR
WILLAMALANE PARK & RECREATION
DISTRICT, OR
WILLAMALANE PARK AND
RECREATION DISTRICT
WILLAMETTE HUMANE SOCIETY
WILLAMETTE RIVER WATER
COALITION, OR
WILLIAMS R.F.P.D., OR
WILLOW CREEK PARK DISTRICT, OR
WILLOW DALE WATER DISTRICT, OR
WILSON RIVER WATER DISTRICT, OR
WINCHESTER BAY R.F.P.D., OR
WINCHESTER BAY SANITARY
DISTRICT, OR
WINCHUCK R.F.P.D., OR
WINSTON-DILLARD R.F.P.D., OR
WINSTON-DILLARD WATER DISTRICT,
OR
WOLF CREEK R.F.P.D., OR WOOD
RIVER DISTRICT
IMPROVEMENT COMPANY, OR
WOODBURN R.F.P.D. NO. 6, OR
WOODLAND PARK SPECIAL ROAD
DISTRICT, OR
WOODS ROAD DISTRICT, OR
WRIGHT CREEK ROAD WATER
IMPROVEMENT DISTRICT, OR
WY'EAST FIRE DISTRICT, OR
YACHATS R.F.P.D., OR
YAMHILL COUNTY TRANSIT AREA, OR
YAMHILL FIRE PROTECTION DISTRICT,
OR
YAMHILL SWCD, OR
YONCALLA PARK & RECREATION
DISTRICT, OR
YOUNGS RIVER-LEWIS & CLARK
WATER DISTRICT, OR ZUMWALT
R.F.P.D., OR

**K-12 INCLUDING BUT NOT LIMITED
TO:** ACADIA PARISH SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT
BEND-LA PINE SCHOOL DISTRICT
BOGALUSA HIGH SCHOOL, LA
BOSSIER PARISH SCHOOL BOARD
BROOKING HARBOR SCHOOL
DISTRICT

CADDO PARISH SCHOOL DISTRICT
CALCASIEU PARISH SCHOOL
DISTRICT
CANBY SCHOOL DISTRICT
CANYONVILLE CHRISTIAN ACADEMY
CASCADE SCHOOL DISTRICT
CASCADES ACADEMY OF CENTRAL
OREGON
CENTENNIAL SCHOOL DISTRICT
CENTRAL CATHOLIC HIGH SCHOOL
CENTRAL POINT SCHOOL DISTRICT
NO.6
CENTRAL SCHOOL DISTRICT 13J
COOS BAY SCHOOL DISTRICT NO.9
CORVALLIS SCHOOL DISTRICT 509J
COUNTY OF YAMHILL SCHOOL
DISTRICT 29
CULVER SCHOOL DISTRICT
DALLAS SCHOOL DISTRICT NO.2
DAVID DOUGLAS SCHOOL DISTRICT
DAYTON SCHOOL DISTRICT NO.8 DE
LA SALLE N CATHOLIC HS
DESCHUTES COUNTY SCHOOL
DISTRICT NO.6
DOUGLAS EDUCATIONAL DISTRICT
SERVICE
DUFUR SCHOOL DISTRICT NO.29 EAST
BATON ROUGE PARISH SCHOOL
DISTRICT
ESTACADA SCHOOL DISTRICT NO.10B
FOREST GROVE SCHOOL DISTRICT
GEORGE MIDDLE SCHOOL GLADSTONE
SCHOOL DISTRICT GRANTS PASS
SCHOOL DISTRICT 7 GREATER ALBANY
PUBLIC SCHOOL DISTRICT
GRESHAM BARLOW JOINT SCHOOL
DISTRICT
HEAD START OF LANE COUNTY HIGH
DESERT EDUCATION SERVICE
DISTRICT
HILLSBORO SCHOOL DISTRICT
HOOD RIVER COUNTY SCHOOL
DISTRICT
JACKSON CO SCHOOL DIST NO.9
JEFFERSON COUNTY SCHOOL
DISTRICT 509-J
JEFFERSON PARISH SCHOOL

DISTRICT
JEFFERSON SCHOOL DISTRICT
JUNCTION CITY SCHOOLS, OR
KLAMATH COUNTY SCHOOL DISTRICT
KLAMATH FALLS CITY SCHOOLS
LAFAYETTE PARISH SCHOOL DISTRICT
LAKE OSWEGO SCHOOL DISTRICT 7J
LANE COUNTY SCHOOL DISTRICT 4J
LINCOLN COUNTY SCHOOL DISTRICT
LINN CO. SCHOOL DIST. 95C
LIVINGSTON PARISH SCHOOL
DISTRICT
LOST RIVER JR/SR HIGH SCHOOL
LOWELL SCHOOL DISTRICT NO.71
MARION COUNTY SCHOOL DISTRICT
MARION COUNTY SCHOOL DISTRICT
103
MARIST HIGH SCHOOL, OR
MCMINNVILLE SCHOOL DISTRICT
NOAO
MEDFORD SCHOOL DISTRICT 549C
MITCH CHARTER SCHOOL MONROE
SCHOOL DISTRICT NO.1J
MORROW COUNTY SCHOOL DIST, OR
MULTNOMAH EDUCATION SERVICE
DISTRICT
MULTISENSORY LEARNING ACADEMY
MYRTLE PINT SCHOOL DISTRICT 41
NEAH-KAH-NIE DISTRICT NO.56
NEWBERG PUBLIC SCHOOLS NESTUCCA
VALLEY SCHOOL DISTRICT NO.101
NOBEL LEARNING COMMUNITIES
NORTH BEND SCHOOL DISTRICT 13
NORTH CLACKAMAS SCHOOL
DISTRICT
NORTH DOUGLAS SCHOOL DISTRICT
NORTH WASCO CITY SCHOOL
DISTRICT 21
NORTHWEST REGIONAL EDUCATION
SERVICE DISTRICT
ONTARIO MIDDLE SCHOOL
OREGON TRAIL SCHOOL DISTRICT
NOA6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT
NOA

PLEASANT HILL SCHOOL DISTRICT
PORTLAND JEWISH ACADEMY
PORTLAND PUBLIC SCHOOLS
RAPIDES PARISH SCHOOL DISTRICT
REDMOND SCHOOL DISTRICT
REYNOLDS SCHOOL DISTRICT
ROGUE RIVER SCHOOL DISTRICT
ROSEBURG PUBLIC SCHOOLS
SCAPPOOSE SCHOOL DISTRICT
1J SAINT TAMMANY PARISH SCHOOL BOARD,
LA
SEASIDE SCHOOL DISTRICT 10
SHERWOOD SCHOOL DISTRICT 88J
SILVER FALLS SCHOOL DISTRICT 4J
SOUTH LANE SCHOOL DISTRICT 45J3
SOUTHERN OREGON EDUCATION
SERVICE DISTRICT
SPRINGFIELD PUBLIC SCHOOLS
SUTHERLIN SCHOOL DISTRICT
SWEET HOME SCHOOL DISTRICT
NO.55
TERREBONNE PARISH SCHOOL
DISTRICT
THE CATLIN GABEL SCHOOL
TIGARD-TUALATIN SCHOOL DISTRICT
UMATILLA MORROW ESD
WEST LINN WILSONVILLE SCHOOL
DISTRICT
WILLAMETTE EDUCATION SERVICE
DISTRICT
WOODBURN SCHOOL DISTRICT
YONCALLA SCHOOL DISTRICT
ACADEMY FOR MATH ENGINEERING &
SCIENCE (AMES), UT
ALIANZA ACADEMY,
UT ALPINE DISTRICT,
UT
AMERICAN LEADERSHIP ACADEMY, UT
AMERICAN PREPARATORY ACADEMY,
UT
BAER CANYON HIGH SCHOOL FOR
SPORTS & MEDICAL SCIENCES, UT
BEAR RIVER CHARTER SCHOOL, UT
BEAVER SCHOOL DISTRICT, UT
BEEHIVE SCIENCE & TECHNOLOGY
ACADEMY (BSTA), UT
BOX ELDER SCHOOL DISTRICT, UT
CBA CENTER, UT
CACHE SCHOOL DISTRICT, UT

CANYON RIM ACADEMY, UT
CANYONS DISTRICT, UT
CARBON SCHOOL DISTRICT, UT
CHANNING HALL, UT
CHARTER SCHOOL LEWIS ACADEMY,
UT
CITY ACADEMY, UT
DAGGETT SCHOOL DISTRICT, UT
DAVINCI ACADEMY, UT
DAVIS DISTRICT, UT
DUAL IMMERSION ACADEMY, UT
DUCHESNE SCHOOL DISTRICT, UT
EARLY LIGHT ACADEMY AT
DAYBREAK, UT
EAST HOLLYWOOD HIGH, UT
EDITH BOWEN LABORATORY SCHOOL,
UT
EMERSON ALCOTT ACADEMY, UT
EMERY SCHOOL DISTRICT, UT
ENTHEOS ACADEMY, UT
EXCELSIOR ACADEMY, UT
FAST FORWARD HIGH, UT
FREEDOM ACADEMY, UT
GARFIELD SCHOOL DISTRICT, UT
GATEWAY PREPARATORY ACADEMY,
UT
GEORGE WASHINGTON ACADEMY, UT
GOOD FOUNDATION ACADEMY, UT
GRAND SCHOOL DISTRICT, UT
GRANITE DISTRICT, UT
GUADALUPE SCHOOL, UT
HAWTHORN ACADEMY, UT
INTECH COLLEGIATE HIGH SCHOOL,
UT
IRON SCHOOL DISTRICT, UT
ITINERIS EARLY COLLEGE HIGH, UT
JOHN HANCOCK CHARTER SCHOOL, UT
JORDAN DISTRICT, UT
JUAB SCHOOL DISTRICT, UT
KANE SCHOOL DISTRICT, UT
KARL G MAESER PREPARATORY
ACADEMY, UT
LAKEVIEW ACADEMY, UT
LEGACY PREPARATORY ACADEMY, UT
LIBERTY ACADEMY, UT
LINCOLN ACADEMY, UT
LOGAN SCHOOL DISTRICT, UT

MARIA MONTESSORI ACADEMY, UT
MERIT COLLEGE PREPARATORY
ACADEMY, UT
MILLARD SCHOOL DISTRICT, UT
MOAB CHARTER SCHOOL, UT
MONTICELLO ACADEMY, UT
MORGAN SCHOOL DISTRICT, UT
MOUNTAINVILLE ACADEMY, UT
MURRAY SCHOOL DISTRICT, UT
NAVIGATOR POINTE ACADEMY, UT
NEBO SCHOOL DISTRICT, UT
NO UT ACAD FOR MATH ENGINEERING
& SCIENCE (NUAMES), UT
NOAH WEBSTER ACADEMY, UT
NORTH DAVIS PREPARATORY
ACADEMY, UT
NORTH SANPETE SCHOOL DISTRICT,
UT
NORTH STAR ACADEMY, UT
NORTH SUMMIT SCHOOL DISTRICT,
UT
ODYSSEY CHARTER SCHOOL, UT
OGDEN PREPARATORY ACADEMY, UT
OGDEN SCHOOL DISTRICT, UT
OPEN CLASSROOM, UT
OPEN HIGH SCHOOL OF UTAH, UT
OQUIRRH MOUNTAIN CHARTER
SCHOOL, UT
PARADIGM HIGH SCHOOL, UT
PARK CITY SCHOOL DISTRICT, UT
PINNACLE CANYON ACADEMY, UT
PIUTE SCHOOL DISTRICT, UT
PROVIDENCE HALL, UT
PROVO SCHOOL DISTRICT, UT
QUAIL RUN PRIMARY SCHOOL, UT
QUEST ACADEMY, UT
RANCHES ACADEMY, UT
REAGAN ACADEMY, UT
RENAISSANCE ACADEMY, UT
RICH SCHOOL DISTRICT, UT
ROCKWELL CHARTER HIGH SCHOOL,
UT
SALT LAKE ARTS ACADEMY, UT
SALT LAKE CENTER FOR SCIENCE
EDUCATION, UT
SALT LAKE SCHOOL DISTRICT, UT
SALT LAKE SCHOOL FOR THE
PERFORMING ARTS, UT

SAN JUAN SCHOOL DISTRICT, UT
SEVIER SCHOOL DISTRICT, UT
SOLDIER
HOLLOW CHARTER SCHOOL, UT
SOUTH SANPETE SCHOOL DISTRICT,
UT
SOUTH SUMMIT SCHOOL DISTRICT, UT
SPECTRUM ACADEMY, UT
SUCCESS ACADEMY, UT
SUCCESS SCHOOL, UT
SUMMIT ACADEMY, UT
SUMMIT ACADEMY HIGH SCHOOL, UT
SYRACUSE ARTS ACADEMY, UT
THOMAS EDISON - NORTH, UT
TIMPANOGOS ACADEMY, UT
TINTIC SCHOOL DISTRICT, UT
TOOELE SCHOOL DISTRICT, UT
TUACAHN HIGH SCHOOL FOR THE
PERFORMING ARTS, UT
UINTAH RIVER HIGH, UT
UINTAH SCHOOL DISTRICT, UT
UTAH CONNECTIONS ACADEMY, UT
UTAH COUNTY ACADEMY OF
SCIENCE, UT
UTAH ELECTRONIC HIGH SCHOOL, UT
UTAH SCHOOLS FOR DEAF & BLIND, UT
UTAH STATE OFFICE OF EDUCATION,
UT
UTAH VIRTUAL ACADEMY, UT
VENTURE ACADEMY, UT
VISTA AT ENTRADA SCHOOL OF
PERFORMING ARTS AND
TECHNOLOGY, UT
WALDEN SCHOOL OF LIBERAL ARTS,
UT
WASATCH PEAK ACADEMY, UT
WASATCH SCHOOL DISTRICT, UT
WASHINGTON SCHOOL DISTRICT, UT
WAYNE SCHOOL DISTRICT, UT
WEBER
SCHOOL DISTRICT, UT
WEILENMANN
SCHOOL OF DISCOVERY, UT

HIGHER EDUCATION

ARGOSY UNIVERSITY
BATON ROUGE COMMUNITY
COLLEGE, LA

BIRTHINGWAY COLLEGE OF
MIDWIFERY
BLUE MOUNTAIN COMMUNITY
COLLEGE
BRIGHAM YOUNG UNIVERSITY -
HAWAII
CENTRAL OREGON COMMUNITY
COLLEGE
CENTENARY COLLEGE OF LOUISIANA
CHEMEKETA COMMUNITY COLLEGE
CLACKAMAS COMMUNITY COLLEGE
COLLEGE OF THE MARSHALL ISLANDS
COLUMBIA GORGE COMMUNITY
COLLEGE
CONCORDIA UNIVERSITY
GEORGE FOX UNIVERSITY
KLAMATH COMMUNITY COLLEGE
DISTRICT
LANE COMMUNITY COLLEGE
LEWIS AND CLARK COLLEGE
LINFIELD COLLEGE
LINN-BENTON COMMUNITY COLLEGE
LOUISIANA COLLEGE, LA
LOUISIANA STATE UNIVERSITY
LOUISIANA STATE UNIVERSITY
HEALTH SERVICES
MARYLHURST UNIVERSITY
MT. HOOD COMMUNITY COLLEGE
MULTNOMAH BIBLE COLLEGE
NATIONAL COLLEGE OF NATURAL
MEDICINE
NORTHWEST CHRISTIAN COLLEGE
OREGON HEALTH AND SCIENCE
UNIVERSITY
OREGON INSTITUTE OF TECHNOLOGY
OREGON STATE UNIVERSITY OREGON
UNIVERSITY SYSTEM PACIFIC
UNIVERSITY
PIONEER PACIFIC COLLEGE
PORTLAND COMMUNITY COLLEGE
PORTLAND STATE UNIVERSITY
REED COLLEGE
RESEARCH CORPORATION OF THE
UNIVERSITY OF HAWAII
ROGUE COMMUNITY COLLEGE
SOUTHEASTERN LOUISIANA
UNIVERSITY
SOUTHERN OREGON UNIVERSITY

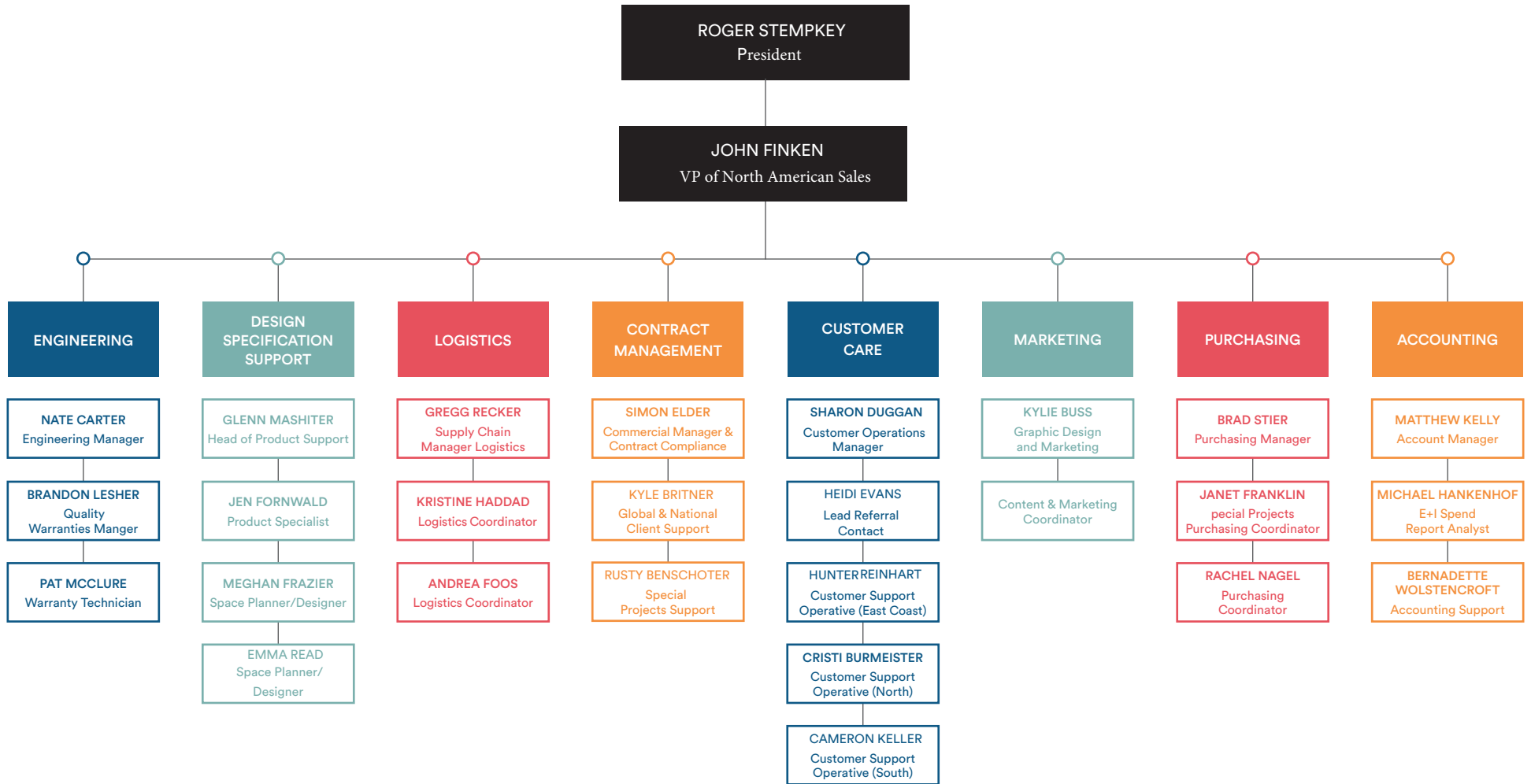
(OREGON UNIVERSITY SYSTEM)
SOUTHWESTERN OREGON
COMMUNITY COLLEGE
TULANE UNIVERSITY
TILLAMOOK BAY
COMMUNITY COLLEGE
UMPQUA COMMUNITY COLLEGE
UNIVERSITY OF HAWAII BOARD OF
REGENTS
UNIVERSITY OF HAWAII-HONOLULU
COMMUNITY COLLEGE
UNIVERSITY OF OREGON-GRADUATE
SCHOOL
UNIVERSITY OF PORTLAND
UNIVERSITY OF NEW ORLEANS
WESTERN OREGON UNIVERSITY
WESTERN STATES CHIROPRACTIC
COLLEGE
WILLAMETTE UNIVERSITY
XAVIER UNIVERSITY
UTAH SYSTEM OF HIGHER
EDUCATION, UT
UNIVERSITY OF UTAH, UT
UTAH STATE UNIVERSITY, UT
WEBER STATE UNIVERSITY, UT
SOUTHERN UTAH UNIVERSITY, UT
SNOW COLLEGE, UT
DIXIE STATE COLLEGE, UT
COLLEGE OF EASTERN UTAH, UT
UTAH VALLEY UNIVERSITY, UT
SALT LAKE COMMUNITY COLLEGE, UT
UTAH COLLEGE OF APPLIED
TECHNOLOGY, UT

STATE AGENCIES

ADMIN. SERVICES OFFICE BOARD
OF MEDICAL EXAMINERS HAWAII
CHILD SUPPORT ENFORCEMENT
AGENCY
HAWAII DEPARTMENT OF
TRANSPORTATION
HAWAII HEALTH SYSTEMS
CORPORATION
OFFICE OF MEDICAL ASSISTANCE
PROGRAMS
OFFICE OF THE STATE TREASURER
OREGON BOARD OF ARCHITECTS
OREGON CHILD DEVELOPMENT

COALITION
OREGON DEPARTMENT OF EDUCATION
OREGON DEPARTMENT OF FORESTRY OREGON DEPT OF TRANSPORTATION
OREGON DEPT. OF EDUCATION OREGON LOTTERY
OREGON OFFICE OF ENERGY OREGON STATE BOARD OF NURSING OREGON
STATE DEPT OF CORRECTIONS
OREGON STATE POLICE OREGON TOURISM COMMISSION OREGON
TRAVEL INFORMATION COUNCIL
SANTIAM CANYON COMMUNICATION

SERVICE SUPPORT - GovMVMT





**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: SENATOR INTERNATIONAL INC

Trade Name:

Address: 4111 NORTH JEROME RD
MAUMEE, OH 43537

Certificate Number: 1789041

Effective Date: April 18, 2013

Date of Issuance: March 21, 2022

For Office Use Only:

20220321192540154

The Senator Group

We hereby confirm that we are the original manufacturer of all of the proposed products and services which we are offering. All products will be manufactured at our facilities in Maumee, Ohio.

N/A – We have not experienced any public lawsuits, legal actions or governmental investigations in the last 5 years, nor do we have any pending.

Suppliers are expected to review Product and/or Service requirements in Section 5.0 and describe in detail how Supplier will fulfil each requirement including, but not limited to products and services to be provided and personnel to be assigned to the University. The requirements should be answered in the order in which they are listed and followed by the responses to the questions listed below. References to websites, URLs, or documents not included in the proposal are not acceptable responses. Any additional detail or information you wish to be included, which is not required should be included in Criteria 5 – Other Additional Information section.

5.1 Contract term

We confirm acceptance of the proposed contract term and renewal periods (maximum 10 years). We have a long-term business plan in place and do not expect to cease trading within this time frame.

5.2 Effective date

We accept that the contract, assuming all approvals have been mutually agreed, will be effective from the date of signature.

5.3 Entire contract

We accept that a signed contract document is required to constitute a contract between Senator and the purchasing public agency. We also confirm that no shipments will be made to any public agency without appropriate authorizations.

5.4 General requirements

We confirm that we comply with all aspects (A-H) of your general requirements. Our service under this contract will include:

(A) Assisting Dealers

We will provide pricing to each public agency

We have a Quotes Dept. who will assist with pricing exercises to ensure all pricing can be supplied with the agreed timescales.

(B) Accepting Orders

We confirm that our dealer network will be authorised to accept orders and carry out invoicing directly. Orders can also be placed directly on to Senator.

Our dealer network will be fully trained in the master agreement during our mobilisation period which will include all aspects of Attachment A – The University of Alabama Supplemental Assisting Dealer Requirements.

(C) Assembly and Installation

We confirm that we will provide assembly and installation services. Assembly and Installation services will be carried out either by the Senator in-house install team or the install teams of one of our authorised dealer network. Prior to each installation we will undertake delivery and installation planning, ensuring that our proposed project timelines are agreeable with the public agency.

All of our authorised dealer network have undertaken Senator Group Installation Training, whereby we train and confirm the quality of their work prior to sending them to any client sites.

ADDED VALUE: We undertake regular reviews of our authorized dealer network, ensuring that their performance is aligned to our standards. Following each installation we will hold a project review meeting with the authorized dealer, reviewing their approach and identifying improvement opportunities for future projects which will be communicated with our whole authorized dealer network.

We will work directly with each public agency to ensure that:

- Questions and queries are resolved in a timely manner
- Specification and drawings are provided in a timely manner
- Delays are not incurred
- Project timescales are achieved

Where we suspect we may be at risk of not achieving key timescales as agreed with the public agency, we will apply additional resource to ensure there is no programme slippage.

(D) Adherence to Assisting Dealer Requirements

We confirm that our dealer network will adhere to the Assisting Dealer Requirements as outlined in attachment A. We have reviewed the requirements in detail and identified opportunities during our proposed master agreement training programs where training will be delivered on the following:

- Senator expectations
- Health and Safety
- Master agreement overview and benefits
- Methods for
- Working With the Furnishings & Design Department
- General Guidelines for Assisting Dealers
- Quoting process
- Samples
- Installations
- Punch lists
- Maintenance
- Invoicing
- Payments

(E) Ordering Methods

We will accommodate a range of ordering methods including but not limited to purchase orders, procurement card orders and electronic commerce.

(F) Use of Photography

We confirm that we will not use photographs, videos, drawings or any other visual representations without prior permission to do so. This will also apply to our authorized dealer network. Occasionally we may wish to develop case studies as a way of promoting the master agreement, however, we will ensure all appropriate permissions are received in writing from the relevant public agency.

(G) Electronic Catalog

We confirm that we will develop a detailed electronic catalog which will outline:

- Products

- Price lists
- Discounts

The catalog will be made available to all public agencies for the duration of the contract.

(H) Additional Products

We understand that should we wish to add additional products or services to the master agreement this must be agreed in full with the public agency.

5.5 Technical Specifications

(A) Products

We confirm that products supplied under this contract will be new, unused and of the latest design and technology. All products will be manufactured to order at our manufacturing facilities in Maumee, Ohio. We have proposed products from our Senator and Allermuir ranges which are widely used in educational institutions and public agencies across the country.

(B) Product Standards and Guidelines

We confirm that the proposed products adhere to all of the outlined standards and guidelines. We test our products thoroughly throughout the process. This incorporates internal testing methodologies in addition to external testing to Bifma standards, for certification.

Our products are tested for:

- Stability
- Durability
- Stress points
- Sharp edges
- Wear and tear

Furthermore, we use real-life testing to ascertain the durability of our products – this includes placing products in offices (replicating a standard, day to day environment); within canteen areas which are used by office workers and factor shop floor workers alike (testing is within a heavy use environment, with a more constant round the clock usage, a wider demographic, and users that will have heavier clothing and PPE); and Youth Zones (where the demographic is younger and more likely to 'misuse' furniture - e.g. putting feet on chairs and sitting on tables).

Material Safety Data Sheets: We confirm that, if required, we will supply a material safety data sheet for the relevant product.

(C) Energy Star

We confirm that we will comply with Energy Star guidelines, however, as the majority of our products do not contain electrical items, it is unlikely that this will apply in many cases.

(D) Defects

We accept the University of Alabama's definition of defects for the purpose of this contract. This includes: Permanent etching, staining, discoloration, fading, and other deterioration of finishes, operational failures, binding, deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

Where a defect is identified, this will be handled under the terms of our industry leading warranties.

(E) Warranty Repairs (and authorising dealers)

When a fault is logged, we will:

- Agree a suitable time/date to come to site
- Product engineer will visit site to assess the fault
- Items will be:
 - a) Repaired onsite
 - b) Removed for repair offsite
 - c) Removed with a replaced.

Where products are required to replace damaged or miss-specified items, we can fast track replacements. Any concerns should be raised with either your account manager or customer services contact.

(F) Unloading

We offer unloading of products following delivery – this will be provided by either our Logistics partner or the install team who will be carrying out the installation. Unloading will account for all site/offloading restrictions and Health and Safety rules.

(G) Dock Delivery

Via our Logistics partners we offer dock delivery as standard. We will confirm delivery dates and unloading requirements with each public agency a minimum of 2 weeks prior to delivery.

(H) Inside Delivery without installation

Where inside delivery only is required, our logistics team will arrange despatch of furniture directly to site which will include unloading and moving all furniture to a designated area in the building.

(I) Delivery with installation

We confirm that we can provide delivery with installation. This will either be delivered by our internal team or one of our authorized dealers, depending on location.

Quoting and Pricing:

We will work collaboratively with each public agency throughout the quoting/pricing phase, providing:

- Product advice including size, finish, accessibility requirements, power requirements and applicable building codes
- Analysis of measurements to confirm the proposed products are suitable for the space
- Physical samples where required
- Consultation with the public agency design team on the proposed products including concerns or recommendations
- Furniture plans in the form of 2D and 3D space plans and renders

All pricing supplied will be aligned to the master service agreement. We will undertake a double check process to ensure pricing is fully aligned before submitting to each public agency.

Installation:

Minimising the risk of project delays, we will carry out thorough installation planning. Our approach will involve:

- Forward planning – we will liaise with the public agency design team to schedule the delivery and installation with a minimum of 4 weeks notice.
- Installation – we will carry out the installation, unloading and installing products as per the agreed furniture plans. We will adhere to all site Health and Safety rules, including our pre-agreed risk assessment
- We will carry out a thorough inspection and cleaning of the products following installation. Our Install Operatives will develop their own punch lists throughout the installation, reducing the need for a punch list period prior to project close.
- As the manufacturer, we will handle any replacement or repair requirements directly. All adjustments will be carried out within 3 days and all repairs will be resolved within a maximum 3 weeks.
- We will maintain punch list records, ensuring an auditable trail of information which can be made available to the relevant public agency upon completion.

We will arrive fully prepared for the installation with the appropriate furniture plans and specifications. By attending a pre-installation site survey we will have a working knowledge of the installation area prior to carrying out the installation, minimising the risk of error.

We will coordinate install dates with each public agency a minimum of 4 weeks prior to installation. We will conduct effective installation planning including:

- Installation timescales
- Site Health and Safety
- Installation sequencing
- Install team/supervision
- Training qualifications of install team

We will create punch lists of products to be adjusted/corrected. Our install team will carry out punching throughout the installation, ensuring maximum time to remedy any issues. This process also ensures that all punch lists are compiled prior to the final walk around with the client.

As the manufacturer of all products we can directly handle the replacement or repair of any products.

(J) Normal Hours/After Hours

Operating after-hours, weekends and holidays you can access customer service support by contacting our dedicated helpdesk and one of our customer service team will assist you with your query.

As a Global company we support many of our clients in different time zones and for Wholefoods specifically we will implement a full time US office team who will be available Mon - Fri 6:00am EST - 9:00pm EST.

During this time, our customer service team will be happy to assist you with matters such as order updates and notifications, warranty queries, repairs or replacements etc.

(K) After Hours

For out of hours call we will provide support as and when required via our nominated management team who will be available 24hrs per day.

(L) Specific Services in Lieu of Delivery

We confirm that we can provide services above and beyond delivery only. Both Senator and our network of authorized dealers are capable of providing the above services, ensuring a consistent service nationally. Our services include:

- Installation
- Design consultancy
- Project management
- Other services
- Recycling/remanufacturing
- Sustainability assessments

(M) Final cleaning

Following each installation our install team will carry out thorough cleaning of the products and general area, ensuring the site is left as it was found. This will include:

- Removing all dust
- Wiping down all surfaces using antibacterial cleanser
- Hoovering general area
- Removal of debris/waste

We will carry out a site walk around with the public agency to confirm their acceptance of the installation, including cleanliness.

(N) Storage

We have storage capabilities at our headquarters in Maumee, Ohio, where we can store products prior to their pre-agreed despatch dates. Additionally, we have access to the warehousing space of our trusted authorized dealer network in all 50 states which can be used if necessary.

(O) Safety

We confirm compliance with applicable safety rules, regulations and standards including Occupational Safety and Health Administration. To ensure health and safety onsite and in the workplace, Senator's delivery and installation teams receive: Mandatory training; specialist site training; site induction; Toolbox talks; PPE checks; Equipment checks; monitoring.

Health and Safety plans: We will develop site-specific Health and Safety plans for each public agency site which will outline our approach to Health and Safety and the controls we have in place to protect our staff, authorized dealer network,

Risk Assessments: We will prepare and submit robust risk assessments prior to any site work. Risk assessments will be submitted a minimum of 2 weeks prior to the agreed commencement date to ensure any final issues can be resolved without programme slippage.

Throughout the project we will continuously monitor the safety of the workforce. Should any incidents occur, our allocated representative will conduct a thorough investigation, to be shared and reviewed alongside our client and the main contractors. We will respond quickly to any issues concerning safety. Our safety statistics are recorded for each site and will enable our client to have an overarching picture of total safety on a site by site basis. This information can be further substantiated by a detailed report including investigations of any accidents or incidents.

(P) Warranties

We provide industry leading warranties for each of our products, which will be supplied to all public agencies

When a fault is logged, we will:

- Agree a suitable time/date to come to site
- Product engineer will visit site to assess the fault
- Items will be:
 - d) Repaired onsite
 - e) Removed for repair offsite
 - f) Removed with a replaced.

Where products are required to replace damaged or miss-specified items, we can fast track replacements. Any concerns should be raised with either your account manager or customer services contact.

Should a product be damaged during the installation, the Project Manager will immediately contact the customer care team and request an expedited order to replace the damaged product, which will be delivered in time to meet project timescales. Should any issues arise that our customer care team cannot immediately resolve, they will engage relevant points of escalation across our business.

Within 24 hours of receipt we will contact GovMVMT to clarify the nature of the complaint and establish initial next steps.

Within 48 hours of receipt we will email GovMVMT with our action plan. This will include details of timings, parts required, remedial work and personnel who will be involved. This establishes an information paper trail, which is essential to ensure accurate communication with all concerned.

Within two weeks of receipt we will have either the dedicated Account Manager or a trained technician conduct a site visit to assess the fault, and identify if an immediate, onsite repair can be made.

Within six weeks of receipt we aim to have fully resolved all complaints and non-conformances. Should additional or replacement parts be required, Senator can institute a 'Red Flag' fast-track parts and service approach to product complaints to ensure the minimum disruption to our clients.

Additional Information Section

1. **Warranty Statement** - Please refer to the enclosed Warranty Statements
2. **Warranty period start date** – upon delivery of the products, unless agreed otherwise. Where a project faces delays, we will consider alternative warranty start date periods on a case-by-case basis.
3. **Availability of replacement parts** – We confirm that we offer spare parts for our products and we will support our customers for a minimum of 10 years from date of order.
4. **Life Expectancy** – Our products have a minimum life expectancy of 25 years.
5. **Return policy**

As each product is manufactured to order we can only accept returns in the following situations:

Please note the following:

- Incorrect orders must be notified to The Senator Group a maximum of one week from the point of delivery (this should also be included on the delivery note if an error is spotted during the installation)
- Faulty items should be reported immediately
- Incorrectly ordered products will be replaced with the correct product

We cannot accept returns on products unless they are faulty or have been delivered incorrectly. In this instance, the product would be replaced like for like.

We would require notification of returns for incorrect or faulty items within 7 days of receipt

We would not be able to accept returns unless they fell into one of the following categories:

1. Goods supplied are defective on delivery
2. Goods supplied are incorrectly delivered by The Senator Group

We can only accept returns if a product is faulty or has been incorrectly delivered, in which case no fee would apply and we would arrange replacements.

WARRANTY

Limited Warranty

10 Years

Senator Group North America, warrants to the original purchaser that its products are free from defects in materials and workmanship for a period of ten (10) years from date of delivery, except as noted below. This warranty applies to single shift (standard 8-hour day, 5 days per week) use, and covers products delivered in the Americas: Canada, the Caribbean, Latin America, Mexico and the United States.

Exceptions

5 Years

Stacking chairs, metal chair frames, seating components including controls and adjustment mechanisms, height adjustment mechanisms and pneumatic cylinders, monitor supports and tablet arm assemblies, wood veneer and thermally fused laminate (TFL (edge 69)) surfaces, urethane and wood edge treatments, upholstery and tailoring.

3 Years

Electrical components and power supplies, ballasts, casters, glides, exposed wood frames, marker board surfaces, granite and glass surfaces, replacement parts.

Fabric

Senator Group North America, offers no warranty, either implied or expressed, on any fabrics or leathers used on our products. Fabrics and leathers carry warranties from the fabric manufacturer or reseller. Please refer to each reseller's warranties before specifying. Because every fabric specification is different and application for use must be taken into consideration, Senator Group shall not be held responsible in any manner for wrong specification of fabric for tailoring, wear, durability, or light fastness.

Exclusions

Warranty does not apply to product failure or loss resulting from:

- Normal wear and tear.
- Failure to apply, install or maintain products according to published instructions and guidelines
- Abuse, misuse, neglect or accident.
- Unauthorized alteration or modification of the product
- Products exposed to extreme environmental conditions or improper storage
- Substitution of any unauthorized components that are integral to the performance of the product

Warranty does not cover:

- Replacement parts are covered for 3 years not to exceed the balance of the original warranty
- Customer's own materials including, but not limited to solid surfaces, laminates, textiles and upholstery materials, leathers, wood and wood veneers. These materials are subject to the original manufacturer's warranties only
- Variations in surface materials including color, grain, texture
- Variations in leather such as scars, wrinkles, and other marks
- Variations in wood such as color, staining, grain, scars and other marks
- Color fastness due to aging or exposure to sunlight
- Consumables, such as batteries, light bulbs and lamps
- Products purchased "as is", used or secondhand
- Products sold by unauthorized dealers or installers

Warranty Provides Exclusive Remedies

Under this warranty, if a product fails during normal use during the warranty period as a result of a defect in materials or workmanship, Senator Group NA will, at its sole discretion, either repair or replace the product free of charge. If Senator Group NA determines the repair or replacement of the product(s) is not commercially practical, Senator Group NA may choose to refund the purchase price of the affected product.

This warranty applies to products purchased on or after March 1, 2016. For products purchased prior to March 1, 2016, please refer to the warranty terms and conditions in effect at that time.

THIS LIMITED WARRANTY IS THE SOLE REMEDY FOR PRODUCT DEFECT AND NO OTHER EXPRESS OR IMPLIED WARRANTY IS PROVIDED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SENATOR GROUP NA SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES.

This warranty is non-transferable and valid to the original purchaser only. Warranty is enforceable only if products were acquired and installed by Senator Group NA or one of its Authorized Resellers.

2. Unsolicited Press

Part A.

Provide references to or attach copies of any unsolicited industry press, which demonstrate your firm's commitment to continuous product development, and a proven record of accomplishment of customer satisfaction. This information may include but is not limited to trade publication articles, third party reviews, awards, citations, case studies, or benchmark reviews by research organizations.

Awards

We receive industry awards for our business and products. Our most recent design award include:

Neocon 2022 – We won Gold in the collections for collaboration category at NeoCon 2022 for our recently launched product, Adapt Wall.

NeoCon 2021 – We won Silver in the collections for collaboration category at NeoCon 2021 for our Play range.



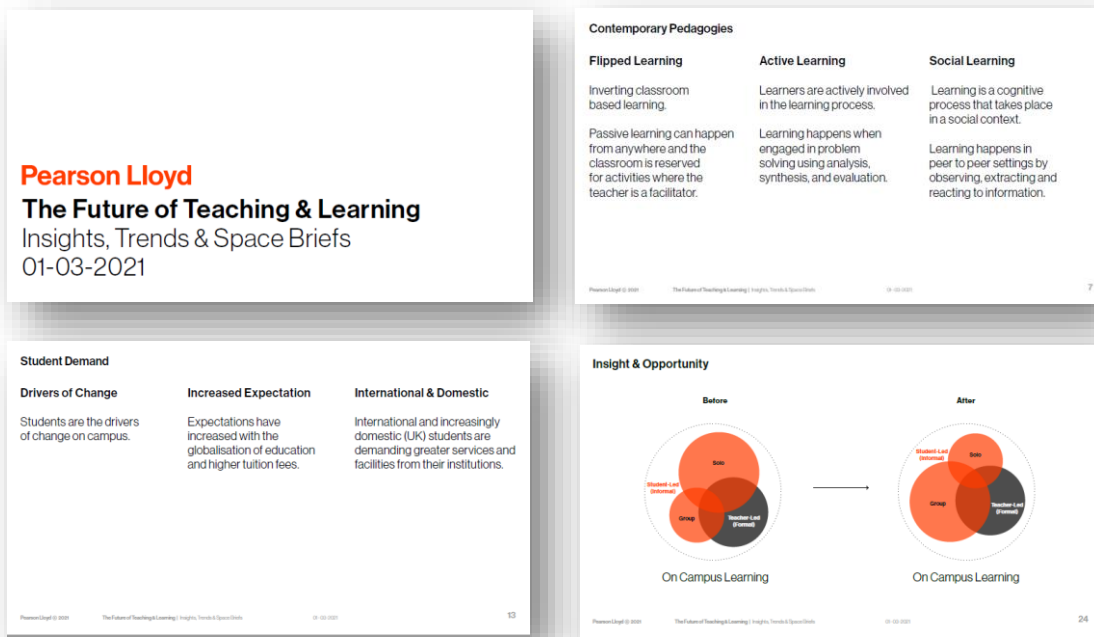
BAE Systems

We received unsolicited press from BAE systems, a major customer of ours, following our involvement in their recycling program. We helped BAE to divert 172,841Kgs of surplus furniture from landfill. By repurposing or recycling we've saved 151,677Kgs of CO2 emissions.

<https://twitter.com/BAESystemsAir/status/1517520648603582464>

Pearson Lloyd Research

In early 2021 Our Head of Education, James Knight, worked collaboratively with Pearson Lloyd Design to carry out research to understand the drivers of change in higher education and what impact this is having on the provision of space in the sector. Titled '*The Future of Teaching & Learning Insights, Trends & Space Briefs*', this piece of research provided meaningful insights into a range contemporary pedagogies and blended and remote learning techniques which we have since applied on numerous projects with success.



University of Manchester Research

We have undertaken research with University of Manchester's Alliance Business School to determine the validity of our Settings™ approach. We are currently in the process of drafting our research paper following conclusion of the studies and will be in a position to share this with public agencies by the time the contract has been award.

MEC-D

We were involved in the development of the MEC-D project for University of Manchester, one Europe's largest campuses. The University were seeking a 'blended' learning environment that offered flexibility to students, researchers and local businesses. You can see more about the development here:

<https://www.youtube.com/watch?v=mz6PYPqN-Ec>

PwC CSO Series

Our Head of Sustainability, Lianne Smith, and Group Contract Manager, Marie Rayner were recently invited to be a part of PwC's CSO Series – a podcase designed to address the lack of Chief Sustainability Officers in the boardroom. During the podcast their experience of developing and integrating a successful sustainability strategy in to a business. The full podcast can be viewed here:

<https://www.linkedin.com/video/event/urn:li:ugcPost:6953271122008141824/>

Case Studies

The Senator Group

Jaguar Land Rover



Urban Systems



The Senator Group



ID	Task Name	Duration	Start	Finish	
1	University of Alabama - Example Gantt Chart for Furniture Projects.	51 days	Mon 08/08/22	Mon 17/10/22	
2	Project Launch (Request for Quotation)	7 days	Mon 08/08/22	Tue 16/08/22	
3	Receive Project Scope from Lead Public Agency	0 days	Mon 08/08/22	Mon 08/08/22	
4	Arrange Project Meetings & agree Meeting schedule (i.e 1 per month)	2 days	Mon 08/08/22	Tue 09/08/22	
5	Specification meeting to discuss Product mix, Fabrics & Finishes	1 day	Wed 10/08/22	Wed 10/08/22	
6	Develop Furniture Design Package & Layouts	3 days	Thu 11/08/22	Mon 15/08/22	
7	Submit Quotation & Layout to Client for Review	1 day	Tue 16/08/22	Tue 16/08/22	
8	Order Placement	1 day	Wed 17/08/22	Wed 17/08/22	
9	Client Order Placement	1 day	Wed 17/08/22	Wed 17/08/22	
10	Logistics Planning	4 days	Mon 19/09/22	Thu 22/09/22	
11	Route & Delivery Timing Plan (Deliveries Between 08:15 & 16:30)	1 day	Mon 19/09/22	Mon 19/09/22	
12	Pre-installation Survey (approx 4 weeks prior - where required)	1 day	Tue 20/09/22	Tue 20/09/22	
13	Delivery Booking In & Date Confirmation (Dealer or Direct)	1 day	Wed 21/09/22	Wed 21/09/22	
14	Issue RAMS	1 day	Thu 22/09/22	Thu 22/09/22	
15	Senator Order Processing and Manufacture	35 days	Thu 18/08/22	Wed 05/10/22	
16	Process Fully Detailed Order on to Senator Systems	2 days	Thu 18/08/22	Fri 19/08/22	
17	Procurement & Manufacture of Furniture - (Standard lead time)	30 days	Mon 22/08/22	Fri 30/09/22	
18	Quality Inspection & Loading for Transportation	1 day	Mon 03/10/22	Mon 03/10/22	
19	Transportation Via Road from Maumee, OH to Site or Senator Dealer	2 days	Tue 04/10/22	Wed 05/10/22	
20	Senator Logistics - Delivery & Installation	5 days	Thu 06/10/22	Wed 12/10/22	
21	Installation of Furniture (Average Project Installation)	4 days	Thu 06/10/22	Tue 11/10/22	
22	Quality Control, Produce Punch List & Handover	1 day	Wed 12/10/22	Wed 12/10/22	
23	Handover Support	3 days	Thu 13/10/22	Mon 17/10/22	
24	Issue completion date for Punch Items (Completion to be within 3 weeks of Installation)	1 day	Thu 13/10/22	Thu 13/10/22	
25	User Training as required	2 days	Thu 13/10/22	Fri 14/10/22	
26	O&M - Fault Reporting & Guidance	1 day	Mon 17/10/22	Mon 17/10/22	



**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name: SENATOR INTERNATIONAL INC

Trade Name:

Address: 4111 NORTH JEROME RD
MAUMEE, OH 43537

Certificate Number: 1789041

Effective Date: April 18, 2013

Date of Issuance: March 21, 2022

For Office Use Only:

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