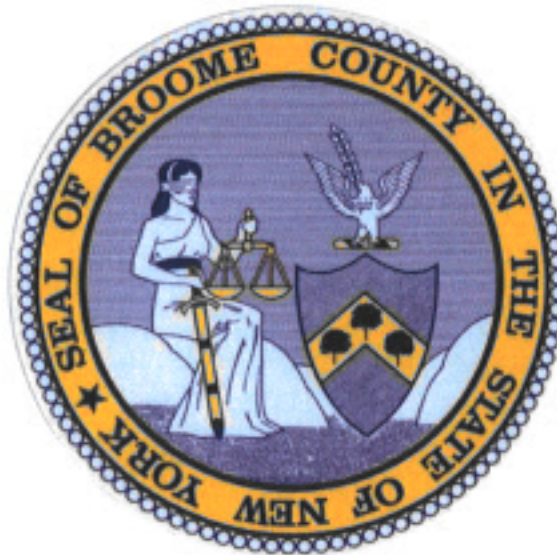


coretrust

PUBLIC SECTOR



NOTICE TO RESPONDENT

Best Value Solicitation

Issued by:

NEW YORK STATE, COUNTY OF BROOME

Jason T. Garnar, County Executive

DIVISION OF PURCHASING

RFB-2025-091

for

**BID: 024COR-061 Furniture, Space Planning,
and Workplace Environment Solutions**

SUBMITTAL DEADLINE: 2:00 PM EST February 5, 2026

SUPPLIER QUESTIONNAIRE – RFB: 2025-091

24COR-061 FURNITURE, SPACE PLANNING, AND WORKPLACE ENVIRONMENT SOLUTIONS

CERTIFICATION

I hereby certify that the information provided in this questionnaire is accurate and complete.

Name: Joseph Brothers

Title: SVP, Strategy & Growth

Signature:

Date: 2/2/26

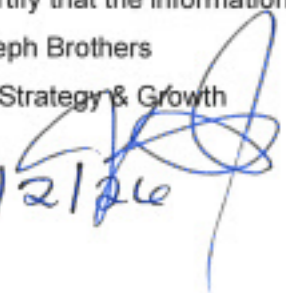


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GENERAL CONTRACT DOCUMENTS AND INFORMATION

The following sets forth the contract documents contained in this suite of documents as applicable to CoreTrust, Lead Agency, Supplier, and the applicable participating agency.

DOCUMENT	TITLE	PARTIES	PURPOSE
APPENDIX A			
Section A*	Participating Agency Requirements	Participating Agency, Lead Agency, and Supplier	These Sections provide the Participating Agencies and Lead Agency's respective statutory and regulatory requirements with which the Supplier must comply. *Sections A and B may be modified as necessary to meet an individual participating public entity's statutory and regulatory requirements.
Section B*	Lead Agency Requirements		
Section C	Federal Contract Terms and Conditions		
Section D	New Jersey Business Compliance		
Section E	State Notice Addendum		
APPENDIX B			
Section F	Background & Scope	Lead Agency, Supplier, and CoreTrust	These Sections provide the solicitation purpose(s), general scope, submission requirements, and evaluation and award information.
Section G	Submission Protocol; Evaluation; Award		
Section H	Requirements for National Cooperative Contract		
Section I	Form of Master Agreement	Lead Agency and Supplier	The Master Agreement defines: (i) the relationship between Lead Agency and Supplier; and (ii) the terms and pricing of Supplier's products and/or services offered to Participating Agencies.
Section K	Form of Administration Agreement	Supplier and CoreTrust	The Administration Agreement defines the roles and obligations of CoreTrust and Supplier regarding marketing and selling CoreTrust's cooperative purchasing program to Participating Agencies.
Section L	Form of Master Intergovernmental Cooperative Purchasing Agreement	Lead Agency and CoreTrust	The Master Intergovernmental Cooperative Purchasing Agreement allows Lead Agency's Participating Agencies to acquire Supplier's products and/or services through CoreTrust's cooperative purchasing program.
Section M	Lead Public Agency Certificate	Lead Agency, Supplier, and CoreTrust	The Lead Public Agency Certificate is the Lead Agency's agreement to adhere to the terms of the Master Intergovernmental Cooperative Purchasing Agreement (MICPA)
Section N	Technical Proposal		Sections N and O are designated for the Supplier's use when developing their technical and cost proposals.
Section O	Cost Proposal		

ORDERS OF PRECEDENCE

This contract is composed of the documents set forth in the Table of Contents. For purposes of this solicitation, conflicts among these documents shall be resolved in the following order of precedence:

1. Section F – Background & Scope
2. Section G – Submission Protocol; Evaluation; Award
3. Section A – Participating Agency Requirements
4. Section B – Lead Agency Requirements
5. Section C – Federal Contract Terms and Conditions
6. Section D – New Jersey Business Compliance
7. Section E – State Notice Addendum
8. Section K – Form of Administration Agreement
9. Section L – Form of Master Intergovernmental Cooperative Purchasing Agreement
10. Section I – Form of Master Agreement
11. Section N – Technical Proposal
12. Section O – Cost Proposal
13. Section H – Requirements for National Cooperative Contract
14. Section J – Master Agreement Acceptance Form
15. Section M – Lead Public Agency Certificate

For purposes of the awarded contract, conflicts among these documents shall be resolved in the following order of precedence:

1. Section A – Participating Agency Requirements
2. Section B – Lead Agency Requirements
3. Section C – Federal Contract Terms and Conditions
4. Section D – New Jersey Business Compliance
5. Section E – State Notice Addendum
6. Section F – Background & Scope
7. Section K – Administration Agreement
8. Section L – Master Intergovernmental Cooperative Purchasing Agreement
9. Section I – Master Agreement
10. Section N – Technical Proposal
11. Section O – Cost Proposal

APPENDIX A – REQUIREMENTS

SECTION A – PARTICIPATING AGENCY REQUIREMENTS

(This page Left blank for use by participating agencies)

SECTION B – LEAD AGENCY REQUIREMENTS

This best value solicitation ("solicitation") is published by Broome County, New York ("Lead Agency") for the purpose of awarding a master cooperative purchasing agreement (the "Master Agreement") and creating a cooperative purchasing program that shall be available to Participating Agencies. Broome County, New York, as the Lead Agency, will award the master cooperative purchasing agreement. At the time of this solicitation, the number of "Participating Agencies" is unknown.

IMPORTANT NOTICE – SOLICITATION DISTRIBUTION

The County of Broome officially distributes solicitation documents through the Empire State Purchasing Group <https://www.bidnetdirect.com/new-york/broome-county>. Copies from any other source are not considered official copies. Only those proposers who obtain solicitation documents from the Empire State Purchasing Group are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Empire State Purchasing Group, it is recommended that you obtain an official copy by registering with this service.

ONE (1) ORIGINAL, ONE (1) DUPLICATE and ONE (1) ELECTRONIC COPY ON USB (no CDs please), of the bid shall be delivered or mailed, with any required data, in a **SEALED ENVELOPE**, which shall be properly identified with the following required information:

1. **BIDDER'S FULL NAME & ADDRESS**
2. **THE BID TITLE (SEE ABOVE)**
3. **BID NUMBER (UPPER LEFT)**

Submit proposals to: **BROOME COUNTY DIVISION OF PURCHASING
60 HAWLEY STREET, 2ND FLOOR
EDWIN L. CRAWFORD COUNTY OFFICE BUILDING
BINGHAMTON, NEW YORK 13901**

BIDS SHALL BE **SUBMITTED AND RECEIVED** IN THE DIVISION OF PURCHASING **UP TO AND INCLUDING 2:00 PM EST, THURSDAY, FEBRUARY 5, 2026.**

LATE BIDS - *All bids received after the deadline date and time stated above will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.*

Bids shall be publicly opened and read aloud at 2:30 PM, on the above date, in a designated area assigned by the Division of Purchasing. If attending, please check with the Division of Purchasing on the second floor of the Edwin L. Crawford County Office Building for instructions as to where the bid opening will be held.

- 1.0 Facsimile machine or electronic bid responses will not be accepted.
- 2.0 Bidders may seek interpretation of the meaning of any of these specifications or other contract documents. Every request for interpretation should be addressed to the designated contact person(s) listed in the specifications no later than five (5) working days prior to the date set for bid opening. Notice

of all such interpretations and any supplemental instructions may be sent to all bidders of record, in the form of addenda to the specifications. All addenda so issued will then become a part of the contract documents.

3.0 **All Bidders must complete, sign and submit the original and duplicate copies of the enclosed bid documents. (Extra copies of these forms should be made and retained by the bidder.)**

4.0 **CANCELLATION** - The County reserves the right to terminate this agreement at any time upon thirty (30) days written notice to the other party. In the event of a default and cancellation of the contract, the bidder shall be responsible for payment to Broome County of a sum equal to the additional contract costs to the County.

CANCELLATION DUE TO NON-APPROPRIATION OF FUNDS/LEASES - Broome County reserves the right to cancel the contract if the County Legislature, during the enactment of the County Budget, fails or declines to appropriate money for the continuation of the lease(s).

5.0 **REJECTION OF BIDS** - Broome County reserves the right to reject all bids not considered to be in the best interests of Broome County or to waive any informalities in bids received, should such procedures be in the best interests of the County.

6.0 **ASSIGNMENT** - It is mutually understood and agreed that the successful bidder/proponent shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation without the express, previous, written consent of Broome County.

7.0 **REGULATORY COMPLIANCE** - The contractor represents that all goods and services provided shall comply with all applicable standards, rules, and regulations in effect for the requirements of federal, state and local laws and regulations as applicable, including the Consumer Product Safety Act, Occupational Safety and Health Act, as amended, or other applicable laws or regulations.

USE OF FORKLIFTS AND RELATED EQUIPMENT: 29 CFR 1910.178(l)(1) contains safety requirements relating to fire protection, design, maintenance and use of fork trucks, tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motor or internal combustion engines. Broome County requires that all vendors that use "light industrial trucks", as the term is defined by OSHA, provide written proof of training on the piece of equipment to be used for each employee that will use it (commonly referred to as a "forklift license". The written documentation must certify that the operator training meets or exceeds the OSHA standard. This mandate applies to all vendors' employees, independent contractors, and subcontractors. Failure to follow this standard shall be a material breach of your contract with Broome County. In the event of such a material breach, Broome County may exercise any/all its right at law, in equity and/or as recited in this contract.

8.0 **WITHDRAWAL - ERRORS - RESCISSION OF BID**

No Bid may be withdrawn after the bid deadline unless no award has been made within forty-five (45) days of bid opening.

In the case of a unilateral bid mistake, or error, by a Bidder, on any bid proposal, legislation allows the Bidder to withdraw the bid after showing that:

- 1) The mistake was known, or made known to the "County, Board, or Purchasing Agent" PRIOR to

the awarding of the contract, or within three (3) days after the bid opening, whichever period is shorter.

- 2) The price bid was based on an error of such magnitude that enforcement would be unconscionable.
- 3) The bid was submitted in good faith and the Bidder submits credible evidence that the mistake was a clerical error rather than a judgmental error.
- 4) The error was due to an unintentional substantial mathematical error, or unintentional omission of a substantial quantity of work, labor, material, or services, made directly in the compilation of the bid (which error or omission can be shown by objective evidence drawn from certain listed documents); and
- 5) It is possible to put the County in "status quo ante".

THE SOLE REMEDY FOR SUCH BID MISTAKE IS WITHDRAWAL OF THE BID AND THE RETURN OF ANY BID SECURITY. ANY AMENDMENT OR REFORMATION OF THE BID IS EXPRESSLY PROHIBITED.

C. **ERRORS**

Any errors in the bid award which are the fault of the County must be forwarded, in writing, to the Broome County Division of Purchasing within five (5) working days of the notification award. No corrections will be made beyond that date. If errors on the part of the County are discovered too late to be corrected, we will issue a "no award" on those affected items and re-bid or quote.

9.0 **RESCISSION OF AN AWARD**

After an award has been made by the County, and all participating agencies notified, there will be a \$250 charge to vendors who then discover a mistake in their bid award and want the award rescinded. It is costly for the County to re-figure bid awards, notify all agencies involved and change all our records.

Vendors should be careful in figuring their bids **prior to** submission. The vendor requesting a bid rescission will be billed by the Division of Purchasing. If the bill is not paid by the vendor, the entire award may be rescinded, and the vendor's responsibility may be questioned for future bids.

If the successful bidder exhibits a history of back orders or delayed deliveries, the County of Broome reserves the right to rescind their award and the vendor's responsibility may be questioned for future bids.

- 10.0 If the bid is for furnishing supplies, materials, equipment, or services and is based upon a QUANTITY ESTIMATE, the bidder shall agree to furnish additional quantities, if required, at the price bid for the term of the contract.
- 11.0 **TAX EXEMPT STATUS** - Broome County is a political subdivision of the State of New York and as a government entity, is exempt under Purchase Tax Law, Section 1116. Broome County is not issued an exempt organization certificate or an ST119 with an exemption number by the New York State Department of Taxation and Finance. A copy of a Broome County Voucher, Purchase Order, or Petty Cash Form are the only certifications the vendor is required to keep for documenting the tax-exempt sale. Contractor's questions concerning Broome County's tax-exempt status should be directed to the Department of Audit and Control (607) 778-2178.
- 12.0 Price discrepancies between prices written in figures and prices written in words - the written words will be accepted as the price bid. In cases where price discrepancies written in figures between the unit

price(s) and the extended totals, the unit price(s) will be accepted as the price bid.

- 13.0 Broome County reserves the right to evaluate and/or reject all bids in whole or in part, and to waive technicalities, irregularities, and omissions, if, in the County's judgment, the best interests of Broome County will be served.
- 14.0 The words, "officer" or "officer of the company", means anyone having the "authority" to obligate their principal in the bidding and contract process. This person will provide documentation that they have this authority and will furnish the documentation within 72 hours, when requested, or be considered indicative of non-responsibility and will not be given further consideration.
- 15.0 Broome County also reserves the right to REVISE or AMEND the bid specifications prior to the bid opening date by WRITTEN ADDENDA for reasons other than 2.0 above.
- 16.0 **COUNTY CONTRACTS/NEW YORK STATE CONTRACTS** - Broome County Reserves the right to purchase from other Municipal contract(s), New York State contracts and/or Cooperative contracts as allowed by law.
- 17.0 **DELIVERY** - If the successful bidder fails to deliver within the time specified, or within a reasonable time as determined by the Broome County Purchasing Agent or fails to make immediate replacement of rejected items when so requested or as directed by the appropriate County Department, Broome County reserves the right to purchase the same or similar item(s) from other sources to replace the item(s) rejected or not delivered.
- ▶ On all such purchases, the Bidder agrees to reimburse the County promptly for excess costs occasioned by such purchases. Should the cost be less, the successful Bidder shall have no claim to the difference. Such purchases will be deducted from the estimated quantity.
 - ▶ Reimbursement to the County, as noted above, may be in the form of a "credit", issued by the vendor and deductible from a current or future invoice. The request for credit will be documented by the ordering department, on a Broome County "charge back form".
- 18.0 Should any of the instructions/information in the attached bid package vary from the above, the bid package instructions/information will take precedence.
- 19.0 **CONTRIBUTION STATEMENT & GIFT STATEMENT**
- A. Election law signed statements. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.
 - B. Gifts signed statement. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.
- 20.0 **PROPOSAL**

Persons desiring to make a proposal shall use the proposal blank prepared and attached hereto. The blank places in the proposal must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications attached hereto are to be considered as and shall form a part of the agreement.

Each proposal shall specify the correct gross or lump sum and shall also specify the unit prices for each of the separate items if called for in the proposal. In case the amounts shown in words and the equivalents in figures do not agree, the written words shall be considered binding.

21.0 IRANIAN ENERGY SECTOR DIVESTMENT

1. Contractor/Proposer hereby represents that said Contractor/Proposer is compliant with New York State General Municipal Law Section 103-g entitled "Iranian Energy Sector Divestment", in that said Contractor/Proposer has not:
 - a. Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
 - b. Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more if that person's intent was to use the credit to provide goods or services in the energy sector in Iran.
2. Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.
3. Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:
 - a. "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b)."
Broome County will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.
4. Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons, therefore. The County reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:
 - a. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized,

and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or

- b. The County of Broome has made a determination that the goods or services are necessary for the County to perform its functions and that, absent such an exemption, the County of Broome would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

22.0 EXECUTIVE ORDER 177 REGARDING ANTI-DISCRIMINATORY POLICIES AND PRACTICES

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion, or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

23.0 EXECUTIVE ORDER 16 CONTRACTING WITH BUSINESSES CONDUCTING BUSINESS IN RUSSIA

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in

Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

24.0 STATE FINANCE LAW §139-M GENDER-BASED VIOLENCE AND THE WORKPLACE

Effective November 5, 2025, State Finance Law §139-m requires a bidder certification on Gender-Based Violence and the Workplace for competitive New York State procurements. The certification must be subscribed to and affirmed under penalty of perjury and confirms the bidder has implemented a written policy addressing gender-based violence and the workplace and has shared that policy to all employees, directors, and board members.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

NOTICE: All bids received that lack:

- 1) a Signed Proposal;**
- 2) a Signed Non-Collusive Bidding Certificate;**
- 3) Samples when requested; or**
- 4) Bid Bond / Check, when required, *will be rejected as being non-responsive at the formal public bid opening.***

A BID BOND IS NOT REQUIRED FOR THIS BID.

The County procurement officer(s) or employee(s) conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.

EXTENSION OF CONTRACT TO NON-BROOME COUNTY GOVERNMENT AGENCIES AND OPEN TO BROOME COUNTY POLITICAL SUBDIVISIONS

It is the intent of this invitation for bid that Non-Broome County Government Political Subdivisions and others authorized by law and located in the county of Broome, to participate in the contract awarded.

The County also reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts is at the discretion of the vendor and the vendor is only bound to any contract between the County of Broome its participating Political Subdivisions and others authorized by law and located in the County of Broome and the vendor.

All orders will be placed by the ordering Non-Broome County Government Agency and shall be billed and make payment to the Vendor/Contractor. All Non-Broome County Government Agencies are required to make payments directly to the Vendor/Contractor.

Upon request, non-Broome County Government agencies must furnish the Vendor/Contractor with the proper tax exemption certificate or documentation of tax-exempt status. (Purchase orders should have this information and be retained for documenting the tax-exempt sale.)

All participating Non-Broome County Government agencies and Bidders understand, acknowledge and agree that the sole responsibility in regard to performance of the contract, of any obligation, covenant, condition or term thereunder by either such party, thereto shall be borne and is expressly assumed by the participating Non-Broome County Government agencies and contractors and not by Broome County Government. In the event of a failure or breach in performance of any such contract by a non-Broome County Government agency or contractor, the Broome County Government specifically and expressly disclaims any and all liability for such defective performance or breach, and the eligible participating Non-Broome County Government agencies and contractors, agents and employees harmless from any liability that may be or is imposed by the failure of either party to perform in accordance with its obligations, covenants and the terms and conditions of this Broome County Government centralized contract.

Risk Management & Insurance Specifications

Project Description or Contract Number	Furniture, Space Planning, and Workplace Environment Solutions. National Cooperative contract.	
Date Issued	December 29, 2025	
Vendor name ("Contractor")	TBD	
County Department	Purchasing	Carolyn Secor x6504

Please read these specifications very carefully. These specifications are part of your contract with Broome County. It is advisable that you forward a copy of these specifications to your insurance agent. Broome County's waiver of any requirement(s) set forth herein shall not constitute a waiver of any other contract provision.

Part I. General Provisions

1. The Contractor shall procure and maintain during the term of this contract, at the Contractor's expense, the insurance policies listed in Part II with limits equal to or greater than the enumerated limits.
2. The contractor shall be solely responsible for any self-insured retention or deductible losses under each of the required policies.
3. Every required policy, including any required endorsements and any umbrella / excess policy, shall be primary insurance. Insurance carried by Broome County, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Contractor.
4. Every required coverage type shall be "occurrence basis".
5. The Contractor may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form).
6. All insurance certificates must be approved by the Office of Risk & Insurance Management. See section II for specific requirements regarding insurance proof.
7. The County reserves its right to request certified copies of any policy or endorsement thereto.
8. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-VII" or better by A.M. Best (Current Rate Guide).
9. If the Contractor fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon Broome County may exercise any rights it has in law or equity, including but not limited to the following:
 - (c) immediate termination of the contract;
 - (c) withholding any / all payment(s) due under this contract or any other contract it has with the vendor (common law set-off); OR
 - (c) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by Broome County shall be repaid upon demand, or at the County's option, may be offset against any monies due to the Contractor.
10. Neither Party shall permit a subcontractor to enter upon or continue the performance of this Agreement unless such subcontractor is and remains insured in accordance with the requirements listed hereunder. Any such subcontracting Party shall indemnify the other Party for any loss suffered by the non-subcontracting Party for the failure of any subcontractor to so insured. The indemnity shall survive expiration or termination of the Agreement.

Part II. Required Insurance – Minimum coverage types and amounts.

	Minimum Limits
<u>Commercial General Liability (CGL) including:</u> ☐ Installation/Contractors Liability ☐ Products & completed operations shall not be excluded. ☐ Broome County shall be named additional insured. The additional insured endorsement for the insurance shall not contain any exclusion for bodily injury or property damage arising from completed operations. ☐ Proof of additional insured coverage shall be evidenced through a carrier issued endorsement. (ISO CG 20 10 11 85 or equivalent)	\$1,000,000 / \$2,000,000 Per occurrence / minimum annual aggregate limit
<u>Automobile Liability (Comprehensive Form)</u> Must cover owned, non-owned and hired vehicles	\$1,000,000 Combined Single Limit
<u>Workers' Compensation and Employer's Liability See #2</u> ☐ If you have no employees (sole proprietor) you may provide an affidavit of exemption. (CE-200) if the box to the left is checked	Statutory amount / \$100,000
<u>Disability Insurance See #3</u> ☐ If you have no employees (sole proprietor) you may provide an affidavit of exemption. (CE-200) if the box to the left is checked	Statutory limits
<u>Umbrella coverage:</u> over CGL and Automobile	\$2,000,000 CSL

1. The certificate face shall:

- indicate coverage(s) (other than Workers' Compensation & Disability) & minimum amounts required in part II.1
- provide that the coverage(s) shall not be cancelled, terminated, or materially changed (including an insurance limits reduction) unless **thirty (30) days** prior written notice has been given to the County Office of Risk & Insurance Management.
- Disclose all policy exclusions
- Disclose the amount of self-insured retention or deductibles.
- Show Products & completed operation

2. Proof of Workers' Compensation Coverage must be provided on NYS issued WCB form C-105.2 or U-26.3. Exemption should be provided on CE-200

3. Proof of Disability Coverage must be provided on NYS issued WCB form DB-120.1 or DB820/829 or DB-155. Exemption should be provided on CE-200

4. The Additional Insured & Certificate Holder should read:

County of Broome
Attn: Office of Risk & Insurance Management
 PO Box 1766
 Binghamton, NY 13902-1766

Part III Defense and Indemnification

The following provisions concerning indemnification shall not be construed to indemnify the County for damages arising from bodily injury to persons or property contributed to, caused by or resulting from the sole negligence of the County or its employees.

The Contractor agrees to indemnify and hold the County of Broome and any officer, employee and/or agent thereof free and harmless from any and all losse(s), penalty(ies), damages, settlement(s), cost(s),

charge(s), professional fee(s) or other expense(s) or liability(ies) of every kind arising from or relating to any and all claim(s), lien(s), demand(s), obligation(s), action(s), proceedings or causes of action of any kind in connection with, or arising directly or indirectly from the negligent error(s) and/or omission(s) and/or act(s) of the Contractor (including Contractor's employees, agents or and/or subcontractors) in the performance of this agreement.

Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute (including specifically but not limited to New York State Labor Law §§ 200; 202; 240 & 241), ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Contractor, as aforesaid,.

Part IV Safety

Broome County specifically reserves the right to suspend or terminate all work under this contract whenever Contractor and/or contractor's employees or subcontractors are proceeding in a manner that threatens the life, health, or safety of any of contractor's employees, subcontractor's employees, county employees or member(s) of the general public on county property. This reservation of rights by Broome County in no way obligates Broome County to inspect the safety practices of the Contractor.

If Broome County exercises its rights pursuant to this part, the contractor shall be given three days to cure the defect, unless Broome County, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to Broome County's legal obligation to continuously provide contractor's service to the public or Broome County's immediate need for completion of the Contractor's work. In such case, Contractor shall immediately cure the defect.

If the Contractor fails to cure the identified defect(s), Broome County shall have the right to immediately terminate this contract. In the event Broome County terminates this contract, any payments for work completed by the Contractor shall be reduced by the costs incurred by Broome County in re-bidding the work and /or by the increase in cost that results from using a different vendor.

BROOME COUNTY
REQUIRED DOCUMENTS

Required Documents - Proposals received that do not include the required documents signed and returned may be deemed non-responsive and removed from consideration for award.

Attachments:

- Insurance Requirements
- Proposal Specification
- Required Documents:
 - Proposal Sheet
 - Variation and Justification Sheet
 - Non-Collusive Bidding Certificate
 - Iranian Energy Divestment Certification Election Law Statement
 - Gifts Statement
 - Insurance Acknowledgment
 - W-9
 - Respondent's Check List
 - Federal Terms & Conditions

BROOME COUNTY
DEPARTMENT OF PURCHASING
PROPOSAL SHEET

**RFB-2025-091 / 24COR-061 Furniture, Space Planning,
and Workplace Environment Solutions**

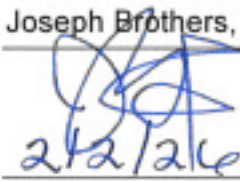
The undersigned proposes and offers to furnish and deliver, for Broome County, Furniture, Space Planning, and Workplace Environment Solutions, the specifications for which are attached. This proposal and offer is guaranteed to fulfill the minimum specifications as prepared by Broome County.

** This submission constitutes a certification that no Broome County Officer or employee has any interest herein. In the event that any Broome County Officer or employee has any such interest, the full nature thereof shall be disclosed.

NAME OF COMPANY: ODP Business Solutions, LLC

ADDRESS OF COMPANY: 6600 North Military Trail
Boca Raton, FL 33496-2434

NAME & TITLE OF
OFFICER OR PERSON
SIGNING THIS BID: Joseph Brothers, SVP, Strategy & Growth

SIGNATURE: 

DATE: 2/2/26

TELEPHONE NUMBER: 865.306.2696

FAX NUMBER: 888.813.7272

800 NUMBER: 888.263.3423

E-MAIL ADDRESS: micah.ferraro@odpbusiness.com

*Please see attached Variations and Justification - Clarification - Exceptions document.

NOTE: By signing and submitting this bid for consideration by Broome County, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration. The signer acknowledges that he/she is authorized to submit this bid.

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

BROOME CONTY
DEPARTMENT OF PURCHASING
VARIATION AND JUSTIFICATION SHEET

☐ I do not have any variations to the published specifications

☒ I have variations to the published specifications (explanation below):

**Please see attached Variations and Justification - Clarification - Exceptions document.*

NOTICE:

*Make as many additional copies as necessary to factually document variances. Failure to properly document variances, etc., will be indicative of non-responsiveness and no further consideration will be given

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

NON-COLLUSION BIDDING CERTIFICATE

RFB-2025-091 / 24COR-061 Furniture, Space Planning, and Workplace Environment Solutions

NON-COLLUSIVE BIDDING CERTIFICATION:

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

ODP Business Solutions, LLC

NAME OF COMPANY

SVP, Strategy & Growth

SIGNATURE & TITLE OF SIGNER

NOTE:

A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

IRANIAN ENERGY DIVESTMENT CERTIFICATION

**Pursuant to Section 103-g
Of the New York State
General Municipal Law**

A. By submission of this bid/proposal, each respondent and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the respondent cannot make the foregoing certification set forth in Paragraph A above, the respondent shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the respondent has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.



(Signature)

SVP, Strategy & Growth

Title

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE. Rev 09-020

ELECTION LAW STATEMENT:

I, Joseph Brothers state that I am the SVP, Strategy & Growth of
(Type or print name of individual) (Position)

ODP Business Solutions, LLC In the calendar year immediately preceding the date of this
(Vendor)

Statement, ODP Business Solutions, LLC has not made a contribution which exceeded
(Vendor)

the permitted thresholds (thresholds limits are available at the Broome County Board of
Elections) set forth in Article 14 of the Election Law of the State of New York.

Dated: 2/2/24
By: _____
(Signature of individual)

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE. rev 09-2020

GIFTS STATEMENT

Gifts signed statement: The County shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome county that discloses all gifts given, if any, by the bidding professional business entity (the bidder) to any officer or employee of the County of Broome.

CERTIFICATION

I, Joseph Brothers state that I am the SVP, Strategy & Growth of
(Print or type name of individual) (Position)

ODP Business Solutions, LLC In the calendar year immediately preceding
(Vendor)

the date of this Statement, ODP Business Solutions, LLC has made the following gifts
(Vendor)

to Officers and / or Employees of the County of Broome: N/A

Name of County Officer / Employee and item description

Value of Gift

\$ N/A

\$

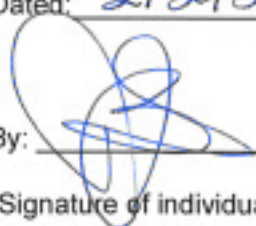
\$

\$

(add additional sheets if necessary)

☒ I did not provide gifts to Officers or Employees of Broome County

Dated: 2/2/20

By: 

(Signature of individual)

INSURANCE ACKNOWLEDGEMENT

THE FOLLOWING INSURANCE ACKNOWLEDGEMENT MUST BE COMPLETED AND SIGNED AND SUBMITTED WITH PROPOSAL EVEN IF THE RESPONDENT IS UNABLE TO PROVIDE THEIR CERTIFICATE OF INSURANCE WITH THEIR PROPOSAL.

THE CERTIFICATE OF INSURANCE AND RELATED ENDORSEMENT MUST STILL BE PROVIDED PRIOR TO THE ISSUANCE OF A CONTRACT.

The ODP Business Solutions, LLC, if a successful respondent, agrees to provide
(Company Name)
an insurance certificate w/endorsement, in compliance with the insurance requirements set forth
in this solicitation :**RFB-2025-091 / 24COR-061: Furniture, Space Planning, and Workplace
Environment Solutions**

Authorized Signature 

Name & Title of Authorized Signer: Joseph Brothers, SVP, Strategy & Growth

Dated: 2/2/24

Insurance Agency: Marsh USA, Inc.

Address of Agency: 500 W. Monroe, 21st Floor, Chicago, IL 60661-3630

Contact Person at Agency: Madison Hickey

Phone Number of Agency: 312-627-6810

RESPONDENTS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ODP Business Solutions, LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. PO Box 1413	Requester's name and address (optional)
6 City, state, and ZIP code Charlotte, NC 28201-1413		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	6	-	2	1	6	1	6	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 2/2/24
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441-1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(f)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "By signing the filled-out form" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(ii).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ⁴
6. Sole proprietorship or disregarded entity owned by an individual	The owner ⁵
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(ii)(A)) ⁶	The grantor ⁷

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁸
10. Corporation or LLC electing corporate status on Form 9832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(ii)(B)) ⁹	The trust

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

⁵**Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

⁶For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

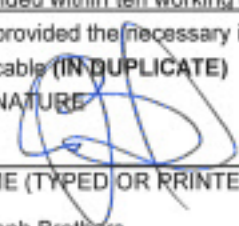
If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@ftc.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/identitytheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

BROOME COUNTY
DEPARTMENT OF PURCHASING
BIDDERS CHECK LIST

	YES	NO
1. I have read ALL of the instructions and specifications.	<u>X</u>	<u> </u>
2. I have filled in ALL of the blank spaces.	<u>X</u>	<u> </u>
3. I have furnished, IN DUPLICATE , all required information, if applicable (e.g. descriptive literature, MSDS, specifications.)	<u>X</u>	<u> </u>
4. I am an officer of the company.	<u>X</u>	<u> </u>
5. I have the <u>authority</u> to obligate my company under the laws of the State of New York.	<u>X</u>	<u> </u>
6. I am returning the signed original, a duplicate and a Digital copy of the following: (Check the appropriate boxes on top right of page 1)		
a.) Specifications	<u>X</u>	<u> </u>
b.) Proposal Sheet(s)	<u>X</u>	<u> </u>
c.) Non-Collusive Bidding Certificate	<u>X</u>	<u> </u>
d.) Election Law Statement	<u>X</u>	<u> </u>
e.) Gifts Statement	<u>X</u>	<u> </u>
f.) Iranian Divestment Certification	<u>X</u>	<u> </u>
g.) Insurance Requirements	<u>X</u>	<u> </u>
h.) Variation & Justification	<u>X</u>	<u> </u>
i.) Bid Bond (if required)	<u> </u>	<u>X - N/A</u>
j.) Samples (if requested)	<u> </u>	<u>X - N/A</u>
k.) W-9	<u>X</u>	<u> </u>
l.) Bidder's Checklist	<u>X</u>	<u> </u>
m.) Federal Clauses/T&C	<u>X</u>	<u> </u>
7. I have made copies for my records.	<u>X</u>	<u> </u>
8. I have indicated the bid title and date on the sealed envelope.	<u>X</u>	<u> </u>
9. If successful, the " insurance requirements certificate ", from an insurance company licensed to do business by New York State, will be <u>provided within ten working days after notification of the award.</u>	<u>X</u>	<u> </u>
10. I have provided the necessary information for responsibility questions.	<u>X</u>	<u> </u>
If applicable (IN DUPLICATE)		
SIGNATURE 	DATE	<u>2/2/24</u>
NAME (TYPED OR PRINTED)	TITLE	<u>SVP, Strategy & Growth</u>
Joseph Brothers		
COMPANY NAME		
ODP Business Solutions, LLC		

NOTICE: All bids received that lack 1) a signed Proposal; 2) a Non-Collusive Bidding Certificate; 3) a Bid Bond / Check, when required, or 4) Samples when required, will be rejected as being non-responsive at the formal public bid opening. The County procurement officer/s or employees conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

SECTION C – FEDERAL CONTRACT TERMS AND CONDITIONS
[Attachment to Follow]

FEDERAL CONTRACT TERMS AND CONDITIONS

When a participating agency seeks to procure goods and services using funds under a Federal grant or contract, specific Federal laws, regulations, and requirements may apply in addition to those under state law, including without limitation the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements).

All Respondents submitting proposals must complete this Federal Contract Terms and Conditions certification form regarding Respondent's compliance with certain requirements which may be applicable to specific participating agency purchases using Federal grant funds. This completed form shall be made available to Participating Agencies for their use while considering their purchasing options when using Federal grant funds. Participating Agencies may also require supplier partners to enter into ancillary agreements, in addition to the Master Agreement's general terms and conditions, to address the Participating Agency's specific contractual needs, including contract requirements for a procurement using Federal grants or contracts.

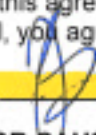
For each of the items below, Respondent should certify its agreement and ability to comply, where applicable, by having its authorized representative sign the acknowledgment at the end of this form. If Respondent fails to complete any item in this form, CoreTrust shall consider Respondent's response to be that it is unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the supplier partner using Federal funds.

1. SUPPLIER PARTNER VIOLATION OR BREACH OF CONTRACT TERMS

Contracts for more than the simplified acquisition threshold currently set at one hundred fifty thousand dollars (\$150,000), which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where supplier partners violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

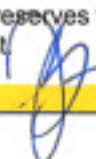
Any contract award shall be subject to the Master Agreement, as well as any additional terms and conditions in any purchase order, participating agency ancillary contract, or Participating Agency construction contract agreed upon by supplier partner and the Participating Agency which must be consistent with and protect the Participating Agency at least to the same extent as the Master Agreement.

The remedies under this agreement are in addition to any other remedies that may be available under law or in equity. By submitting a proposal, you agree to these supplier partner violation and breach of contract terms.

Does vendor agree?  (Initials of Authorized Representative)

2. TERMINATION FOR CAUSE OR CONVENIENCE

When a participating agency expends Federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of ten thousand dollars (\$10,000) resulting from this procurement process in the event of a breach or default of the agreement by supplier partner in the event supplier partner fails to: (1) meet schedules, deadlines, and / or delivery dates within the time specified in the procurement solicitation, contract, and / or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and / or the procurement solicitation. Participating agency also reserves the right to terminate the contract immediately, with written notice to supplier partner, for convenience, if participating agency believes, in its sole discretion that it is in the best interest of participating agency to do so. Respondent shall be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other supplier partners when it is in participating agency's best interest.

Does vendor agree?  (Initials of Authorized Representative)

3. EQUAL EMPLOYMENT OPPORTUNITY

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

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Supplier partner agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and supplier partner agrees that it shall comply with such provision.

Does vendor agree? **No**  (Initials of Authorized Representative) ***Please see attached Strategic Supplier Network Commitment document.**

4. DAVIS-BACON ACT

When required by Federal program legislation, supplier partner agrees that, for all participating agency prime construction contracts / purchases in excess of two thousand dollars (\$2,000), supplier partner shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, supplier partner is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, supplier partner shall pay wages not less than once a week.

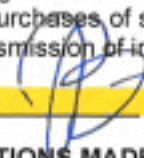
Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Supplier partner agrees that, for any purchase to which this requirement applies, the award of the purchase to the supplier partner is conditioned upon supplier partner's acceptance of the wage determination.

Supplier partner further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.") The Act provides that each supplier partner or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree?  (Initials of Authorized Representative)

5. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Where applicable, for all participating agency contracts or purchases in excess of one hundred thousand dollars (\$100,000) that involve the employment of mechanics or laborers, supplier partner agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, supplier partner is required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one-and-a-half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree?  (Initials of Authorized Representative)

6. RIGHT TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions

Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

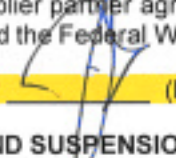
Supplier partner agrees to comply with the above requirements when applicable.

Does vendor agree?  (Initials of Authorized Representative)

7. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of one hundred fifty thousand dollars (\$150,000) must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

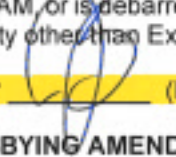
When required, supplier partner agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree?  (Initials of Authorized Representative)

8. DEBARMENT AND SUSPENSION

Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Supplier partner certifies that supplier partner is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier partner further agrees to immediately notify CoreTrust and all Participating Agencies with pending purchases or seeking to purchase from supplier partner if supplier partner is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree?  (Initials of Authorized Representative)

9. BYRD ANTI-LOBBYING AMENDMENT

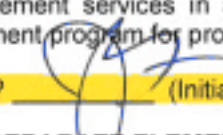
Byrd Anti-Lobbying Amendment (31 USC 1352) - Supplier partners that apply or bid for an award exceeding one hundred thousand dollars (\$100,000) must file the required certification. Each tier certifies to the tier above that it shall not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 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 non-Federal award. As applicable, supplier partner agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

 Respondent's SIGNATURE

10. PROCUREMENT OF RECOVERED MATERIALS

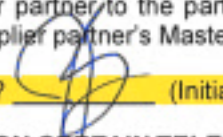
For participating agency purchases utilizing Federal funds, Supplier partner agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may be required to confirm estimates and otherwise comply. The requirements of Section 6002 includes procuring only items designated in guidelines of the Environmental Protection

Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds ten thousand dollars (\$10,000) or the value of the quantity acquired during the preceding fiscal year exceeded ten thousand dollars (\$10,000); procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree?  (Initials of Authorized Representative)

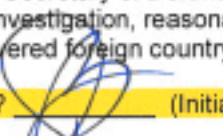
11. PROFIT AS A SEPARATE ELEMENT OF PRICE

For purchases using Federal funds in excess of one hundred fifty thousand dollars (\$150,000), a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by a participating agency, supplier partner agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, supplier partner agrees that the total price, including profit, charged by supplier partner to the participating agency shall not exceed the awarded pricing, including any applicable discount, under supplier partner's Master Agreement.

Does vendor agree?  (Initials of Authorized Representative)

12. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Supplier partner agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend, or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

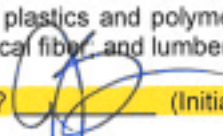
Does vendor agree?  (Initials of Authorized Representative)

13. DOMESTIC PREFERENCES FOR PROCUREMENTS

For participating agency purchases utilizing Federal funds, Respondent agrees to provide proof, where applicable, that the materials, including but not limited to, iron, aluminum, steel, cement, and other manufactured products are produced in the United States.

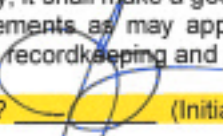
"Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

"Manufactured products" means 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.

Does vendor agree?  (Initials of Authorized Representative)

14. GENERAL COMPLIANCE AND COOPERATION WITH PARTICIPATING AGENCIES

In addition to the foregoing specific requirements, supplier partner agrees, in accepting any purchase order from a Participating Agency, it shall make a good faith effort to work with Participating Agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including without limitation applicable recordkeeping and record retention requirements.

Does vendor agree?  (Initials of Authorized Representative)

15. APPLICABILITY TO SUBCONTRACTORS

Supplier partner agrees that all contracts it awards pursuant to the Master Agreement shall be bound by the foregoing terms and conditions.

Does vendor agree? Yes (Initials of Authorized Representative)

By my signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Joseph Brothers		2/2/24
Printed Name of Representative	Signature	Date
ODP Business Solutions, LLC	6600 North Military Trail, Boca Raton, FL 33496-2434	11-865-7778
Company Name	Address	DUNS No. (if applicable)

SECTION D – NEW JERSEY BUSINESS COMPLIANCE

[Attachment to Follow]

NEW JERSEY BUSINESS COMPLIANCE

Respondents intending to do business in the State of New Jersey shall comply with policies and procedures required by New Jersey statutes. All Respondents must complete and submit the following forms to meet the requirements of doing business in this state. Failure to comply shall affect the ability to promote the Master Agreement in the State of New Jersey as required hereunder.

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 Certificate

New Jersey vendors 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) Compliance with 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.

[Attachments to Follow]

ATTACHMENT 1 – OWNERSHIP DISCLOSURE FORM (N.J.S.A. 52:25-24.2)

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

Respondent Full Name:	ODP Business Solutions, LLC
Respondent Address:	6600 North Military Trail, Boca Raton, FL 33496-2434

Please complete the below, as applicable:

I, **[TO BE COMPLETED BY RESPONDENT]**, certify that I am the sole owner of **[TO BE COMPLETED BY RESPONDENT]**, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR

I, **[TO BE COMPLETED BY RESPONDENT]**, a partner in **[TO BE COMPLETED BY RESPONDENT]**, do hereby certify that the following is a list of all individual partners who own a ten percent (10%) or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding ten percent (10%) or more of that corporation's stock or the individual partners owning ten percent (10%) or greater interest in that partnership.

OR

I, **Joseph Brothers**, an authorized representative of ODP Business Solutions, LLC, a corporation, hereby certify that the following is a list of the names and addresses of all stockholders in the ~~corporation~~ who own ten percent (10%) or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding ten percent (10%) or more of the corporation's stock or the individual partners owning a ten percent (10%) or greater interest in that partnership.

***Limited Liability Company**

**Note: if there are no partners or stockholders owning ten percent (10%) or more interest, indicate "None."*

NAME	ADDRESS	INTEREST
ODP Business Solutions Holdings, LLC	6600 N Military Trail, Boca Raton, FL 33424-3424	100%
ODP Business Solutions Holdings, LLC is beneficially owned by investment funds managed by Atlas FRM LLC (d/b/a Atlas Holdings LLC). No natural person directly or indirectly owns 10% or more of the equity interests of ODP Business Solutions Holdings, LLC.		

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

Authorized Signature

Joseph Brothers

Printed Name

SVP, Strategy & Growth

Title

2/2/24

Date

ATTACHMENT 2 – NON-COLLUSION AFFIDAVIT
(N.J.S.A. 52:34-15)

Respondent Name:	ODP Business Solutions, LLC
Respondent Address:	6600 North Military Trail, Boca Raton, FL 33496-2434

State of ~~New Jersey~~
County of Travis

I, Joseph Brothers, residing in Austin in the County of Travis, State of Texas of full age, being duly sworn according to law on my oath depose and say that:

I am the SVP, Strategy & Growth of the firm of ODP Business Solutions, LLC, the Respondent making the Proposal for the goods, services, or public work specified under the 024COR-061 Furniture, Space Planning, and Workplace Environment Solutions attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent 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 proposal; and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Broome County relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services, or public work.

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 ODP Business Solutions, LLC.

Subscribed and sworn to
before me this day 2nd

February, 2026

Kristy Kahler
Notary Public Signature

Signature

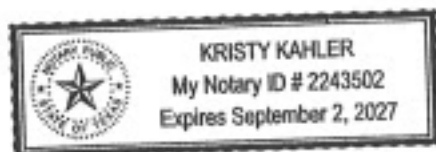
Joseph Brothers

Type or print name of affiant under signature

My Commission expires
2027

9/2

(Seal)



**ATTACHMENT 3 – AFFIRMATIVE ACTION AFFIDAVIT
(P.L. 1975, c. 127)**

Respondent Full Name:	ODP Business Solutions, LLC
Respondent Address:	6600 North Military Trail, Boca Raton, FL 33496-2434

Proposal Certification: Indicate below your company's compliance with the New Jersey Affirmative Action regulations. Respondent's proposal shall 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:

Respondent shall submit with its proposal:

- (1) Letter of Federal Affirmative Action Plan Approval

OR

- (2) Certificate of Employee Information Report

OR

- (3) Employee Information Report Form AA302

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

- (1) If Respondent has no approved Federal or New Jersey Affirmative Action Plan, Company shall complete New Jersey Form AA-201 upon award; or
(2) Respondent has a federal or New Jersey Affirmative Action Plan, and the 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

Joseph Brothers

Printed Name

SVP, Strategy & Growth

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

PROCUREMENT, PROFESSIONAL, AND SERVICE CONTRACTS

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

The contractor or subcontractor, where applicable, shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor shall 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, sex, affectional or sexual orientation. 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 non-discrimination clause.

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

The contractor or subcontractor, where applicable, shall send to each labor union or representative of 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 P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

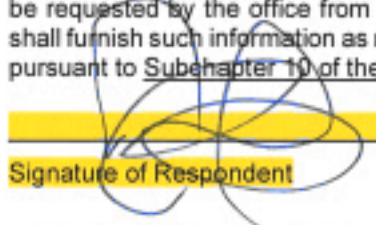
The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it shall 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 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.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, 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 Affirmative Action Office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).


Signature of Respondent

*See the attached Strategic Supplier Network Commitment document.

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 is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfn_2006.html).

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 shall 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 shall 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 https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html. They shall 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 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 shall 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) 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.**

ATTACHMENT 4 – C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency in the state of New Jersey 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 shall assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to 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."

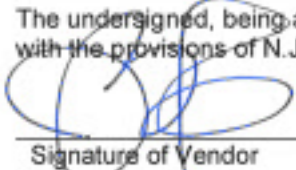
ATTACHMENT 4 – C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant to N.J.S.A. 19:44A-20.26

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:	ODP Business Solutions, LLC		
Address:	6600 North Military Trail		
City:	Boca Raton	State: Florida	Zip: 33496-2434

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.

	Joseph Brothers	SVP, Strategy & Growth
Signature of Vendor	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
N/A no text here	N/A	N/A	\$ N/A

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

ATTACHMENT 4

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 Clerk

Sheriff

{County Executive}

Surrogate

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.

ATTACHMENT 5 – STOCKHOLDER DISCLOSURE

CERTIFICATION Name of Business: ODP Business Solutions, LLC

☒ 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 stockholders 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 Company
 ☐ 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.

As an LLC, we have no stockholders; our sole member is ODP Business Solutions Holdings, LLC, which owns 100% of ODP Business Solutions, LLC. is ODP Business Solutions Holdings, LLC.

Name: ODP Business Solutions Holdings, LLC
 Home Address: 6600 North Military Trail
 Boca Raton, FL 33486-2434

Name: _____
 Home Address: _____

Name: _____
 Home Address: _____

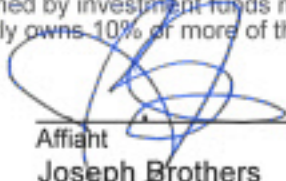
Name: _____
 Home Address: _____

ODP Business Solutions Holdings, LLC is beneficially owned by investment funds managed by Atlas FRM LLC (d/b/a Atlas Holdings LLC). No natural person directly or indirectly owns 10% or more of the equity interests of ODP Business Solutions Holdings, LLC.

Subscribed and sworn to before me this day 2nd

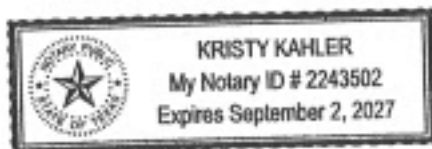
February, 2026

Kristy Kahler
 Notary Public Signature


 Affiant
 Joseph Brothers
 Type or print name of affiant under signature

My Commission expires 9/2, 2026

(Seal)



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 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:

<https://www.nj.gov/treasury/purchase/forms/DisclosureofInvestmentActivitiesinIran.pdf>

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



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY - DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230 TRENTON, NEW JERSEY 08625-0230

BID SOLICITATION # AND TITLE: **024COR-061 Furniture, Space Planning, and Workplace Environment Solutions**

VENDOR NAME: **ODP Business Solutions, LLC**

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

☒ I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

OR

☐ I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities
Relationship to Vendor/ Bidder
Description of Activities

Duration of Engagement
Anticipated Cessation Date

**Attach Additional Sheets If Necessary.*

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I may be subject to criminal prosecution under the law, and it will constitute a material breach of my contract(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Joseph Brothers, SVP, Strategy & Growth

Print Name and Title

Date

2/2/24

**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 part of their proposal. Failure to do so shall disqualify 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](#)

SECTION E – STATE NOTICE ADDENDUM

[Attachment to Follow]

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 CoreTrust and access the Master Agreement made pursuant to this solicitation, and hereby given notice of the foregoing solicitation for purposes of complying with the procedural requirements of said statutes:

Nationwide:

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

Lists of political subdivisions, local governments, and tribal governments in the above referenced states / districts may be found at <https://www.usa.gov/state-governments>. Notwithstanding anything to the contrary herein, the aforementioned lists are not exhaustive; to the extent any new public agency, entity, or political subdivision is formed after the publication date of this solicitation, such new agency, entity, or subdivision shall be deemed contemplated hereunder.

[Remainder of page intentionally left blank.]

**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 DEPT., 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
 SCIPIO, 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:
 BANKS FIRE DISTRICT, OR
 BATON ROUGE WATER
 COMPANY
 BEND METRO PARK AND
 RECREATION DISTRICT
 BIENVILLE PARISH FIRE
 PROTECTION DISTRICT 6,
 LA
 BOARDMAN PARK AND
 RECREATION DISTRICT
 CENTRAL CITY ECONOMIC
 OPPORTUNITY CORP. LA
 CENTRAL OREGON
 INTERGOVERNMENTAL
 COUNCIL
 CITY OF BOGALUSA
 SCHOOL BOARD, LA
 CLACKAMAS RIVER WATER
 CLATSKANIE PEOPLE'S
 UTILITY DISTRICT CLEAN
 WATER SERVICES
 CONFEDERATED TRIBES
 OF THE UMATILLA INDIAN
 RESERVATION
 COOS FOREST
 PROTECTIVE
 ASSOCIATION
 CHEHALEM PARK AND
 RECREATION DISTRICT
 DAVID CROCKETT STEAM
 FIRE COMPANY #1, LA
 EUGENE WATER AND
 ELECTRIC BOARD
 HONOLULU
 INTERNATIONAL AIRPORT
 HOODLAND FIRE DISTRICT
 #74
 HOUSING AUTHORITY OF
 PORTLAND
 ILLINOIS VALLEY FIRE
 DISTRICT
 LAFAYETTE AIRPORT
 COMMISSION, LA

LAFOURCHE PARISH
HEALTH UNIT – DHH-OPH
REGION 3
LOUISIANA PUBLIC
SERVICE COMMISSION, LA
LOUISIANA WATER WORKS
MEDFORD WATER
COMMISSION
MELHEUR COUNTY JAIL,
OR
METRO REGIONAL
GOVERNMENT
METRO REGIONAL PARKS
METROPOLITAN
EXPOSITION RECREATION
COMMISSION
METROPOLITAN SERVICE
DISTRICT (METRO)
MULTNOMAH EDUCATION
SERVICE DISTRICT
NEW ORLEANS
REDEVELOPMENT
AUTHORITY, LA
NORTHEAST OREGON
HOUSING AUTHORITY, OR
PORT OF BRANDON, OR
PORT OF MORGAN CITY,
LA
PORTLAND DEVELOPMENT
COMMISSION, OR
PORTLAND FIRE AND
RESCUE
PORTLAND HOUSING
CENTER, OR
OREGON COAST
COMMUNITY ACTION
OREGON HOUSING AND
COMMUNITY SERVICES
OREGON LEGISLATIVE
ADMINISTRATION
ROGUE VALLEY SEWER,
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 MASS TRANSIT
DISTRICT
SEWERAGE AND WATER
BOARD OF NEW ORLEANS,
LA
SOUTH LAFOURCHE LEVEE
DISTRICT, LA
TRI-COUNTY
METROPOLITAN
TRANSPORTATION
DISTRICT OF

OREGON
TUALATIN HILLS PARK &
RECREATION DISTRICT
TUALATIN VALLEY FIRE &
RESCUE
TUALATIN VALLEY WATER
DISTRICT
WILLAMALANE PARK AND
RECREATION DISTRICT
WILLAMETTE HUMANE
SOCIETY
**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 NO.10
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 NO.6
ORLEANS PARISH SCHOOL DISTRICT
PHOENIX-TALENT SCHOOL DISTRICT NO.1
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 INCLUDING, BUT NOT LIMITED TO:
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
STATE OF UTAH

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
INCLUDING BUT NOT
LIMITED TO:**
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 CENTER
SEIU LOCAL 503, OPEU
SOH- JUDICIARY
CONTRACTS AND PURCH
STATE DEPARTMENT OF
DEFENSE, STATE OF
HAWAII
STATE OF HAWAII
STATE OF HAWAII, DEPT.
OF EDUCATION
STATE OF LOUISIANA
STATE OF LOUISIANA
DEPT. OF EDUCATION
STATE OF LOUISIANA, 26TH
JUDICIAL DISTRICT
ATTORNEY

APPENDIX B – BEST VALUE SOLICITATION

SECTION F – BACKGROUND & SCOPE

1. INTRODUCTION

Nationwide Cooperative Contract for Furniture, Space Planning, and Workplace Environment Solutions

Lead Agency: County of Broome, New York State,

County of Broome, New York State, serving as the Lead Agency in partnership with CoreTrust Purchasing Group, is issuing this solicitation for the purchase, delivery, installation, and support of office furniture solutions. This contract will serve governmental entities, schools, nonprofits, higher education, and other eligible public-sector participants nationwide on behalf of a nationwide cooperative purchasing contract. This solicitation is a Best Value RFP, meaning proposals will be evaluated not solely on cost but on the overall value, including quality, technical capability, past performance, and the ability to meet cooperative contract needs.

The selected vendor must provide a scalable, innovative solution that meets the needs of various participating agencies, including municipalities, counties, school districts, and political subdivisions.

This RFP seeks proposals that address the requirements of this cooperative agreement, demonstrate experience with similar contracts, and offer competitive, transparent pricing for all agencies. Proposals must clearly describe the solution's capabilities, scalability, and cooperative contract support services.

2. OVERVIEW

This best value solicitation ("**solicitation**") is published by County of Broome, NY ("**Lead Agency**") for the purpose of awarding a master cooperative purchasing agreement (the "**Master Agreement**") and creating a cooperative purchasing program for Suppliers with related products and services (the "**Program**") that shall be available to Participating Agencies (as defined below). Companies and organizations which respond to this solicitation ("**Respondents**") and are awarded a Master Agreement are referred to throughout this solicitation and supporting documentation as a "**Supplier**."

By purchasing Products & Services (as defined herein) under the Master Agreement through the Program administered by CoreTrust Purchasing Group LLC ("**CoreTrust**"), a public entity is a "**Participating Agency**" and agrees to be bound by the terms of the Master Agreement, which includes and is subject to the **Master Intergovernmental Cooperative Purchasing Agreement** attached hereto as Section L. Each Participating Agency may be required to acknowledge or certify its agreement to additional statutory terms in writing as may be required by CoreTrust and/or Lead Agency. Where any public entity pursuing benefits of the Program hereunder is previously registered with or is otherwise an existing member of CoreTrust's cooperative purchasing program, the terms of this solicitation (and all documents attached hereto) shall control over all prior agreements with respect to such public entity's enrollment in CoreTrust's cooperative purchasing program and the benefits afforded to members thereof.

CoreTrust is a cooperative purchasing organization working together with public procurement leaders to create high quality, cooperative contracts that optimize cost savings, drive compliance and efficiency, and provide effective outcomes to public sector agencies. CoreTrust cooperative contracts also actively support local labor markets, ensuring a holistic approach to sustainable growth and impact.

By leveraging the CoreTrust suite of cooperative contracts, public agencies will gain access to contracts and discounts from leading suppliers of products and services across a wide variety of industries and benefit from a streamlined procurement process.

3. TYPE OF CONTRACT / CONTRACT TERM

- A. As a result of this solicitation, the County intends to award a contract to a single Contractor.
- B. Term of Contract – The term of contract shall commence upon approval by the Broome County Legislature, notification of award, mutual execution of an agreement, and receipt of a satisfactory certificate of insurance. Renewal will be at the sole discretion of Broome County. It is Broome County's intention to contract for an initial three (3) year term with the potential of two (2) optional one (1) year renewals or portions thereof, not to exceed a total aggregate contract term of five (5) consecutive years, under the same terms and conditions with the potential to negotiate a mutually agreeable equitable adjustment in price.
- C. The anticipated starting date for any resulting contract is _____ 2025, except that the actual contract start date may be adjusted unilaterally by the County for up to three (3) calendar months. By submitting a signed proposal in response to the solicitation, the Prospective Supplier represents and warrants that it will honor its proposal as being held open as irrevocable for this period.

4. MASTER AGREEMENT

- A. Master Agreement. A response to this solicitation is an offer to establish a Master Agreement with Lead Agency. This Master Agreement defines: (i) the terms of the relationship between Lead Agency and Supplier; and (ii) the terms, conditions, and pricing of Products & Services and related capabilities offered to Participating Agencies. The form of Master Agreement is attached hereto as Section I. The products and services made available in this contract are defined by the contents of Supplier's Cost Proposal submission ("**Products & Services**"). Any contract with Supplier resulting from the issuance of this solicitation is subject to the terms and conditions as provided in this solicitation and Master Agreement. Many of the terms and conditions contained in the Master Agreement template are required by state and federal law; however, Respondents may propose changes to the Master Agreement by communicating any exceptions or deviations in the Master Agreement Acceptance Form provided in Section J of this solicitation. Any proposed changes are subject to Lead Agency review and written approval.

The Respondent must submit a signed Master Agreement Signature Form with the response.

5. ADMINISTRATION AGREEMENT

- A. Administration Agreement. CoreTrust and Supplier shall enter into a separate Administration Agreement which defines the roles and obligations of each of CoreTrust and Supplier with respect to the marketing and selling of the Program to prospective Participating Agencies and the financial terms between CoreTrust and Supplier. The form of Administration Agreement is provided as Section K hereto.

6. CONTRACT AS AN ASSET IN CORPORATE CHANGES

- A. The Contractor must consider this contract as an asset. If the Contractor is being acquired or undergoing a change in corporate structure, the Contractor must include CoreTrust and the lead agency in discussions prior to any change in legal status. This contract must be regarded as an asset and included in the transfer of assets plan.

7. PRODUCTS AND SERVICES

The Products & Services contemplated under this solicitation are as described below:

Product & Service Category	Product & Service Description
NAICS 337214	Office furniture manufacturing, including systems furniture, workstations, seating, modular desks, tables, and related non-wood office furnishings.
NAICS 423210	Furniture merchant wholesalers and authorized dealers/distributors providing multi-manufacturer office furniture solutions and related services.
NAICS 337127	Institutional furniture manufacturing for government, higher education, and public-sector workplace environments.
NAICS 541410	Interior design, space planning, CAD/Revit layout development, ergonomic consulting, and workplace planning services related to furniture projects.
NIGP 425-00	Office furniture, including desks, seating, tables, storage, systems furniture, and complete workplace furnishings.
NIGP 425-20	Office seating, including ergonomic task chairs, executive chairs, conference seating, guest seating, and 24-hour chairs.
NIGP 425-30	Office desks and work surfaces, including modular desks, executive desks, sit/stand desks, and accessories.
NIGP 425-55	Systems furniture, including panel systems, benching systems, modular workstations, and reconfigurable office systems.
NIGP 425-60	Office and conference tables, including conference, training, flip-top, and collaborative tables.
NIGP 425-70	Office filing, storage, shelving, lockers, and high-density storage systems.
NIGP 958-62	Office furniture delivery, installation, reconfiguration, maintenance, and repair services.
NIGP 906-27	Interior design, decorating, space planning, and project coordination services associated with office furniture installations.

See 13. Scope of Work for further information.

8. PURPOSE

Proposals are being sought from qualified vendors to streamline procurement for office furnishings, including workstations, conference rooms, ergonomic seating, storage, collaborative environments, executive suites, reception areas, and facility-wide furniture solutions. Vendors may propose products from multiple manufacturers or represent a single line, provided they can support nationwide cooperative use. The awarded vendor shall provide a comprehensive solution to support municipalities, government agencies, and political subdivisions across applicable use cases.

See 13. Scope of Work for further information.

9. SCHEDULE OF EVENTS

The schedule provided in this solicitation is subject to change. The issuing party reserves the right to modify the timeline, including but not limited to deadlines for submission, evaluation periods, and the announcement of results. Any amendments or updates to the schedule will be communicated to all participants promptly through the official communication channels.

Event	Date
Issue Solicitation	December 31, 2025
Pre-Proposal Conference	January 16, 2026 @ 2:00 PM EST
Deadline for Questions	January 22, 2026, by COB
Deadline for Answers	January 26, 2026
Proposal Due Date	February 5, 2026 @ 2:00 PM EST
Approval Date	TBD
Contract Effective Date	TBD

10. ON-LINE PRE-PROPOSAL CONFERENCE

- A. An online pre-bid conference will be held for this solicitation. This conference allows potential bidders to ask questions and seek clarifications regarding the solicitation.

Date: January 16, 2026 **Time:** 2:00 pm EST **Location:** Online at the following link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDJIZTNkZTYtZGE0Mi00ZDk0LWlZZWQjZDFjZmY4MjA3ZWUz%40thread.v2/0?context=%7b%22id%22%3a%22aa442213-be0d-427e-bd90-9c4a5e7ab4c8%22%2c%22oid%22%3a%2209496b4a-4f40-4e34-83a5-31374c8d09aa%22%7d

- B. **Registration:** Interested bidders must register for the pre-bid conference before 2:00 pm EST on January 16, 2026. To register, please contact Carolyn Secor at bcpurchasing@broomecountyny.gov or register via the link above.

C. **Important Notes:**

- Attendance at the pre-bid conference is not mandatory but is highly recommended.
- All questions and answers discussed during the conference will be documented and shared with all registered bidders.
- Any changes or clarifications to the solicitation resulting from the conference will be issued as an addendum.

11. INTERCHANGEABLE TERMS

- A. For the purposes of this solicitation, the following terms are used interchangeably:

- Proposer
- Supplier
- Vendor

- Offeror
- Bidder
- Respondent

These terms all refer to any individual or entity submitting a Bid, Proposal, or Response to this solicitation. The use of one term shall be understood to include all others unless a different meaning is clearly indicated by the context

B. For the purposes of this solicitation, the following terms are used interchangeably:

- Bid
- Proposal
- Response

These terms refer to any formal submission by a respondent in reply to this solicitation, regardless of the procurement method (e.g., Invitation to Bid, Request for Proposal, Request for Qualifications). The use of any one of these terms shall be construed to include the others unless the context clearly indicates otherwise.

C. The above lists are a good-faith effort to include all relevant terms, but please note that some items may have been inadvertently missed.

12. BACKGROUND

Proposals are being sought from qualified vendors to provide on an as-needed basis for all products, materials, labor, equipment, design expertise, logistics, installation services, and warranty support necessary to furnish complete office and workplace environments for Participating Entities nationwide.

Solutions must be adaptable for government offices, administrative buildings, higher education, nonprofit organizations, cooperative partners, and remote or hybrid workplaces.

Contractors may propose products from one or multiple manufacturers, provided that all offerings meet applicable industry standards and are available for nationwide cooperative purchasing.

See 13. Scope of Work for further information.

13. SCOPE OF WORK

13.1 Special Requirements

This solicitation seeks proposals only from qualified suppliers who meet the following Special Requirement as applicable:

Cooperative contract pricing must be extended to participants nationwide.

- Vendor must be a manufacturer or authorized dealer/distributor.
- Office furniture must meet applicable ANSI/BIFMA standards.
- Vendors must provide quarterly usage reporting to the cooperative entity.

13.1.2 Delivery and Acceptance

Delivery must be made within the time frame(s) and to the location(s) mutually agreed-upon between the Participating Entity and the awarded Supplier.

In the event of a delay, the awarded Supplier must obtain an extension in writing from the Participating Entity. If CoreTrust becomes aware of multiple incidents of delivery delays, CoreTrust reserves the right to enforce any of the remedies available under the Contract, including termination of the Contract in whole or in part, and award another Contractor as per the Replacement Contractor terms.

All containers and packaging shall be suitable for handling, storage or shipment, without damage to the contents. The Supplier is responsible for confirming that packing is sufficient to ensure that all the materials arrive at the correct destination in an undamaged condition, ready for their intended use. All containers shall be clearly identified with the order number with packing lists affixed to each carton, identifying all contents included in the carton. If more than one carton is shipped, each carton must be numbered and must state the number of that carton in relation to the total number of cartons shipped (i.e. 1 of 4, 2 of 4, etc.).

The awarded Supplier agrees to bear the risk of loss, injury, or destruction of the Products, prior to delivery to the Participating Entity.

Delivery shall be made in accordance with instructions on the Purchase Order from each Participating Entity. It shall be presumed by the parties that the awarded Supplier received the Purchase Order on the third business day following the date of the Purchase Order, unless the awarded Supplier provides credible evidence that the order was received on a later date. If there is a discrepancy with the Purchase Order, it is the awarded Supplier's obligation to seek clarification from the ordering Participating Entity.

The Products delivered under the resulting Contract shall remain the property of the Supplier until the Participating Entity physically inspects and accepts the Products. It is the responsibility of the Participating Entity to inspect all materials, supplies and equipment upon delivery to ensure compliance with the contract requirements and specifications.

After Participating Entity inspection, the Participating Entity and awarded Supplier shall sign a receipt certifying delivery. Responsibility for damage to Products shall pass from awarded Supplier to the Participating Entity upon completion of delivery to the Participating Entity.

13.1.3 Product Substitutions

Awarded Supplier must obtain written approval from Participating Entities for any proposed Product substitutions. Product substitutions must be equivalent to or better than the original Product and offered at the same pricing structure.

13.1.4 Maintenance and Repair

Suppliers should detail any offered or applicable maintenance and repair services and their associated costs offered for furniture, where they do not fall under any manufacturers or otherwise standard warranty.

13.2 Company History and Summary

The Supplier responding to this Solicitation shall provide a Company History and Summary including the following information in Word or searchable PDF format:

- a. Brief history and description of the Supplier:

1. Submit FEIN and Dun & Bradstreet reports;
 2. Include a brief description of the size of your organization and date of incorporation;
 3. Describe experience in providing the services described in this Solicitation. Which organizations do you currently provide a similar or same service. Include names, addresses, email and phone numbers of the appropriate contact persons. Please provide three (3) references;
 4. Provide a brief overview of annual sales for the three previous fiscal years;
 5. Describe any green or environmental initiatives or policies;
 6. Describe any historically underutilized business certifications supplier holds and the certifying agency. This may include business enterprises such as minority and women-owned, small or disadvantaged, disabled veterans, etc; and
 7. Describe how the Supplier differentiates itself from its competitors.
- b. Supplier Distribution Capability and Capacity:
1. Describe in detail your capabilities to satisfy the characteristics and administrative requirements of this Solicitation;
 2. Provide number and location of support centers (if applicable) and location of corporate office;
 3. Provide the number, size and location of Supplier's distribution facilities, warehouses, and retail network as applicable;
 4. Provide a description of how you propose to distribute in-scope Products/Services nationwide. Include any states where products and services will not be offered under the Master Agreement, including U.S. Territories and Outlying Areas;
 5. Please provide a detailed list or map of all your full-service stocking distribution centers in the United States, U.S. Territories and Outlying Areas and describe your delivery network, along with your order-fill rate and on-time delivery rate. Additionally, please describe any unique capabilities or logistics that set your distribution network apart from competitors in the market; and
 6. Identify all other companies that will be involved in processing, handling or shipping the products/service to the end user.
- c. Provide a detailed history of any legal proceedings, including lawsuits, regulatory investigations, bankruptcy filings, or corporate restructuring within the past five years. Specify case outcomes, ongoing litigation exposure, and potential risks that may impact contract performance.
- d. Felony Conviction Notice: Indicate if the supplier
- o is a publicly held corporation, and this reporting requirement is not applicable;
 - o is not owned or operated by anyone who has been convicted of a felony; or
 - o is owned or operated by an individual(s) who has been convicted of a felony and provides the names and convictions.
- i. Describe any debarment or suspension actions taken against the supplier within the last five years.
- m. Suppliers, please provide a written acknowledgement of understanding and affirm the capability to meet App B, Sec F in its entirety.

13.3 Core Product Categories

Contractor(s) shall provide furniture solutions that include, but are not limited to, the following categories:

Workstations & Systems Furniture

- Panel-based systems
- Benching systems and modular desking
- Height-adjustable workstations (mechanical or electric)
- Private office systems
- Mobile and reconfigurable desking
- Power/data integration for workstations

- Ergonomic task chairs (minimum Tier 1 and Tier 2 options)
- Executive seating
- Conference and collaborative seating
- Multi-shift/24-hour seating
- Guest and lobby seating
- Stools and drafting-height seating
- Breakroom and café chairs
- ADA-compliant seating

Seating Solutions

Desks & Administrative Furniture

- Executive desks
- L-shaped, U-shaped, and modular administrative desks
- Standing-height desks and sit/stand converters
- Mobile or fixed pedestal storage units
- Desk accessories (keyboard trays, monitor arms, lighting)

Collaborative & Conference Spaces

- Conference tables (fixed, modular, flip-top)
- Training room tables and seating
- Touchdown/huddle areas
- Acoustic privacy pods or phone booths
- Lounge & soft seating collaborative configurations
- Mobile whiteboards, AV stands, and media integration furniture

Specialty Solutions

- Acoustic panels, partitions, and room dividers
- Architectural walls (dismountable or modular)
- Telework/home office packages
- Outdoor office furniture (patio tables, benches, collaborative clusters)
- Fire-resistant or special-use storage

Storage Solutions

- Filing cabinets (vertical and lateral)
- Lockers and personal storage
- Modular shelving
- Mobile carts
- High-density storage (manual or mechanical)

Reception & Lobby Furniture

- Reception desks
- Guest seating
- Lounge furniture
- Coffee tables, end tables, and occasional tables

Breakroom & Café Furniture

- Café tables, bar-height tables, counter-height seating
- Modular seating for break areas
- Community tables and stools

13.3.2 Delivery and Installation Services

Delivery Options

Contractors must be able to provide:

- **Standard Delivery** (dock or curbside)
- **Inside Delivery** to a specific room or floor
- **White-Glove Delivery** including placement, assembly, and trash removal
- **Delivery scheduling**, including after-hours, weekends, and holidays upon request
- **Remote or rural delivery** within the continental U.S. at consistent cooperative rates

Assembly & Installation

Contractor(s) shall provide:

- Full installation of systems furniture, workstations, and modular walls
- Reconfiguration of existing furniture layouts
- Electrical/data coordination (licensed trades when applicable)
- Anchoring and securing items per safety/ADA codes
- Site protection during installation
- Debris removal, recycling, and pallet management

Levels of installation:

Level 1 – Basic Setup	Assembling items with simple tools (chairs, desks, tables, shelving).
Level 2 – Anchored Installation	Securing items to floors/walls; mounting boards or panels.
Level 3 – Systems Furniture / Modular Install	Installing cubicles, modular walls, or panel systems with power/data integration.
Level 4 – Turnkey Services	Full project management, delivery, installation, punch list, cleanup, and sign-off.

13.3.3 Design, Space Planning & Project Services

Contractor(s) may provide:

Design & Planning

- CAD, Revit, and 3D renderings of proposed layouts
- Space-utilization studies and workflow mapping
- Ergonomic recommendations and compliance reviews
- Finish selections, mood boards, and material samples
- Furniture inventory analysis and reuse planning

Project Management

- Pre-install field measurements
- Coordination with facility managers, architects, and general contractors
- Multi-phase or multi-location rollout scheduling
- Move/add/change services
- Post-installation walkthrough and punch list resolution

Budget Services

- Multiple "Good/Better/Best" options
- Cost optimization recommendations
- Lifecycle costing and warranty evaluations

13.3.4 Warranty, Repairs, and Support

Contractor(s) must provide:

- Manufacturer warranty compliance for all products
- Regional or nationwide warranty support
- Parts replacement coordination
- Repair services (on-site or depot repair)
- Response times for warranty/repair requests
- Post-installation service assurance

Vendors are encouraged to include **extended warranties, accelerated parts delivery, or enhanced support** as value-added offerings.

13.3.5 Sustainability

Participating Entities may require:

- GREENGUARD, BIFMA LEVEL, FSC, or equivalent certifications
- Low-VOC materials
- Durable, recyclable, or modular components
- Packaging reduction and waste diversion programs

- End-of-life recycling or buy-back programs
- Environmental impact documentation upon request

13.3.6 Technology & E-Commerce Capabilities

Contractor(s) shall provide at minimum:

- An online catalog or ordering portal with contract pricing
- Quote generation capabilities
- Electronic order confirmation and tracking
- Quarterly cooperative usage reporting
- Optional Punch-Out catalog (Ariba, Jaggaer, Coupa, Oracle, etc.)

13.3.7 Nationwide Cooperative Contract Requirements

Contractors must:

- Extend contract pricing uniformly nationwide
- Support orders from any eligible public-sector agency
- Offer consistent freight and installation models
- Provide multi-manufacturer or multi-category offerings where applicable
- Support marketing and outreach to cooperative users

13.3.8 Exclusions

This RFP does **not** include or require:

- FF&E for cafeterias, K-12 classrooms, or science labs
- Construction services
- IT equipment not integrated into furniture
- Vehicle-mounted or industrial storage

13.4 Manufacturer Discount Requirements

Discounts may be proposed for additional manufacturers not listed; however, the manufacturers below represent the minimum baseline used to establish competitive pricing under this solicitation.

Comprehensive Manufacturer List

The following manufacturers must be included in the RFP discount structure. Suppliers may offer discounts on any or all of the manufacturers listed below, as well as on additional equivalent manufacturers, but must at a minimum support the list below.

Core Office Furniture Manufacturers

- Steelcase
- Herman Miller
- Haworth
- HON
- Allsteel
- Teknion
- KI
- Global
- OFS

Seating & Ergonomic Specialists

- Humanscale
- SitOnIt
- 9to5

Accessories / Storage / Ancillary Furniture

- Safco

13.5 Electronic Ordering and Optional Punchout Capability¹

The awarded vendor(s) shall provide an electronic ordering solution to participating agencies under this contract. At a minimum, vendors must offer a hosted online catalog, price list, or ordering portal reflecting contract pricing and available products.

In addition, vendors are strongly encouraged, but not required, to offer a Punchout catalog option that can integrate with eProcurement systems such as Jaggaer, SAP Ariba, Coupa, Oracle, or Equal Level. The Punchout catalog, if offered, should support standard functionality including cart return, order confirmation, and electronic invoicing.

Vendors offering a Punchout solution must provide technical support for initial setup and ongoing maintenance at no additional cost to the participating agency. Vendors shall describe all available electronic ordering options in their proposal submission, including platforms supported, implementation timelines, and security compliance standards.

13.6 Facility / Room Design Services

Contractor(s) may provide in-house or partner-supported facility design and planning services to assist Participating Entities in optimizing the functionality, aesthetics, and utilization of interior and exterior spaces. These services are intended to help end users visualize, plan, and implement cohesive furniture layouts that support educational, administrative, and community environments.

Design services may be offered as part of a complete turnkey solution or as a standalone service, depending on the Participating Entity's needs. The intent is to provide flexible, value-added solutions that enhance both the form and function of each project.

Room design services may include, but are not limited to:

Consultation and Needs Assessment:

- Conducting on-site visits or virtual consultations to assess current conditions, workflow, safety, accessibility, and space utilization.
- Collaborating with facility and administrative personnel to understand instructional goals, operational needs, and aesthetic preferences.
- Providing recommendations to improve ergonomic support, traffic flow, and compliance with ADA and local safety requirements.

Design and Visualization:

- Developing conceptual designs, floor plans, and elevations using CAD, Revit, or comparable 3D modeling software.
- Offering visual renderings, color boards, and material samples to demonstrate proposed layouts, finishes, and product selections.
- Integrating technology, power/data requirements, and flexible learning

configurations as appropriate for the space type.

Budget Optimization:

- Providing cost-effective product recommendations that meet design intent while staying within the agency's budget constraints.
- Offering multiple tiered options or "good/better/best" solutions for comparison.
- Assisting in lifecycle cost analysis to promote sustainability and long-term value.

Project Coordination and Management:

- Coordinating with facilities, architects, and contractors to ensure smooth implementation of design plans.
- Managing timelines, delivery sequencing, and installation phasing to minimize disruption to operations.
- Verifying product accuracy and placement during installation and conducting post-installation walkthroughs as requested.

Pricing Requirements for Facility Services:

All pricing for facility and room design services shall be clearly itemized as a separate line item in the proposal and final quote. Vendors shall specify whether design services are:

- Offered at no charge when associated with product purchases,
- Discounted or included in the overall project cost, or
- Billed separately at an hourly or fixed rate.

Design deliverables, ownership rights, and file access (e.g., CAD or 3D files) shall be disclosed upfront and coordinated with the Participating Entity prior to project commencement.

13.7 Delivery, Assembly, and Installation Options

Vendors must outline available levels of service, including:

- **Standard Delivery:** Curbside or dock delivery to the receiving department or warehouse.
- **Inside Delivery and Assembly:** Delivery inside the facility with minor assembly required.
- **White-Glove / Custom Installation:** Full-service delivery, installation, setup, and debris removal.
- **Complex Installations:** Accommodation for multi-story facilities, remote/rural campuses, or limited-access sites.
- **Project Scheduling and Coordination:** Ability to coordinate deliveries to minimize classroom disruption, including summer breaks, off-hours, and phased installations.

OPTIONAL Installation Levels

Level 1 – Basic Setup:	Assembly of furniture that doesn't require tools beyond Allen wrenches/screwdrivers (e.g., student desks and chairs).
Level 2 – Anchored Installation:	Securing furniture to floors/walls (e.g., bookcases, science tables).
Level 3 – Modular/Systems Furniture Install:	Complex layouts like office cubicles, requiring layout adherence and leveling.
Level 4 – Turnkey:	Includes delivery, installation, electrical/data connection (if applicable), cleanup, and walk-through.
Post-Installation Services:	Punch list correction, warranty work, and ongoing maintenance.

When Installation Requires Trade Specialists

Installation crosses into the need for licensed trade professionals when:

- **Electrical connections** are made (e.g., connecting powered desks, adjustable tables, or lighting).
- **Carpentry or wall modification** is required (e.g., cutting into walls, anchoring to drywall or studs).
- **Plumbing** is involved (e.g., science lab furniture with sinks or gas connections).
- **Permits or code compliance** is triggered (e.g., ADA compliance, fire safety anchoring).
- **Ceiling or structural integration** is needed (e.g., suspended acoustical panels, ceiling-mounted desks, or dividers).

In those cases, a **licensed electrician, plumber, or carpenter** is needed, and the contractor must ensure proper coordination and credentialing.

Technical Submittal Requirements

At a minimum, Offerors follow – Submission Requirements (Tabs).

Required elements include the Supplier Questionnaire, references, cost proposal, insurance, and manufacturer authorizations.

Required Technical Forms to Be Submitted

1. Supplier Questionnaire
 2. Cost Proposal / Market Basket
 3. Catalog Discount Form
 4. References Form
 5. Addenda Acknowledgment
 6. Offer and Acceptance Form
- Optional: Catalogs, warranties, certifications, and e-commerce details.

Submission Requirements (Tabs)

Proposals must be tabbed as follows:

- Tab 1 – Cover Letter
- Tab 2 – Company Profile
- Tab 3 – Product Offerings
- Tab 4 – Service Capabilities
- Tab 5 – Sustainability
- Tab 6 – Technology & E-Commerce
- Tab 7 – Cost Proposal
- Tab 8 – Value-Added Services
- Tab 9 – References
- Tab 10 – Required Forms

13.4 Discounted Pricing Requirements – Section O – Cost Proposal Workbook

Responding Suppliers must provide pricing in such a way that captures the total cost of acquisition, including any applicable fees.

Respondents shall provide a comprehensive cost proposal using the Cost Proposal Workbook provided with this solicitation. The workbook includes multiple tabs representing distinct pricing categories. All pricing shall be clearly itemized, fully burdened, and inclusive of all costs associated with providing the products and services described in the Scope of Work.

13.4.1 WORKSHEET TABS

Market Basket Pricing

Respondents shall complete the Market Basket tab by entering firm, fixed pricing for the representative list of commonly purchased items. Pricing shall reflect the Respondent's best national cooperative price and include manufacturer, product description, and item number where applicable. Market Basket pricing will be evaluated for competitiveness and overall value.

Vendors shall complete the Market Basket Pricing Sheet to establish baseline pricing for evaluation and contract award. Pricing must include delivery (FOB Destination) and, where applicable, installation. The following table presents a summarized selection of commonly purchased school and office furniture items extracted from the full Market Basket dataset. These representative items illustrate the range of products included in the cooperative contract, while the complete Excel workbook contains all required pricing lines.

The complete Market Basket contains all 1472-line items submitted with this solicitation, including:

- Manufacturer SKU
- Item Description
- Product Category
- Primary Vendor
- Unit of Measure

- Delivered Price (to be completed by respondent)
- Installed Price (to be completed by respondent)

Due to the size and detail of the Market Basket, the whole dataset is provided as an **attached Excel workbook in the Appendix**. Vendors must complete the Excel version for evaluation and consideration for contract award.

Excel Workbook Requirements

- Respondents must **not alter** SKU numbers or descriptions.
- All pricing must be FOB Destination.
- Installed pricing must include labor, equipment, and all related services.
- All lines must be completed unless categorized as "Not Offered," which must be clearly indicated.

Failure to complete the Market Basket Excel file may result in a reduced score under the Cost Proposal section.

Catalog Discount Structure

Respondents shall complete the Catalog Discount tab to identify percentage discounts off published manufacturer catalogs or price lists for all offered product lines. Discounts must be consistent and verifiable against current catalog pricing. Include the catalog name, revision date, and whether pricing is based on list price, MSRP, or net price.

Delivery and Installation

Respondents shall complete the Delivery & Installation tab to describe all associated costs for delivery, assembly, placement, and installation of furniture and related equipment. Pricing shall indicate whether rates are per unit, per project, or percentage-based, and whether services are performed in-house or through subcontracted installers.

Design Services

The Design Services tab shall detail pricing for optional or value-added services such as space planning, CAD drawings, 3D renderings, or project consultations. Respondents shall specify whether design services are included at no charge with product purchases, discounted, or billed separately on an hourly or fixed-fee basis.

Value-Added Services

The Value-Added Services tab provides space for Respondents to identify additional services offered at no charge or discounted rates, such as warranty enhancements, repair services, recycling programs, asset tagging, or post-installation support. These services may be considered in the overall value evaluation.

Freight and Miscellaneous Fees

Respondents shall complete the Freight & Misc tab to disclose all applicable freight, handling, or administrative costs not otherwise included in product pricing. Identify any minimum order thresholds, regional surcharges, or special delivery options (e.g., white-glove or inside delivery).

Summary Tab

The Summary tab shall consolidate all proposed pricing and provide total cost summaries as requested. Respondents must verify that all totals and discount percentages align with the supporting tabs.

General Pricing Requirements

All pricing shall remain firm for the initial contract term and include all costs necessary for delivery, installation, and performance.

Optional price adjustment mechanisms for renewals shall be clearly described and tied to a recognized index (e.g., CPI or manufacturer increase documentation).

Pricing must be extendable to all Participating Public Agencies utilizing the resulting cooperative contract. Failure to complete all applicable tabs may result in disqualification or reduction in scoring within the Cost Evaluation category.

Offerors shall provide a transparent pricing structure based on a discount from a verifiable price list, a fixed price, or a combination of both with indefinite quantities. Pricing must be structured to allow easy verification, with clear documentation on how discounts are applied to different products and/or product categories. Any exceptions to the discounts proposed must be clearly identified. Additional pricing and/or discounts may be included and are strongly encouraged.

The pricing terms and conditions offered to Lead Agency under this Agreement, in the aggregate, are as favorable as those offered by the Vendor to any of its similarly situated cooperatives serving the public sector. The pricing offered hereunder will be based on several factors, including, but not limited to, the overall product mix, purchase volume, and service-level requirements. Pricing for Participants may be customized based on numerous factors, but the Vendor cannot guarantee that any one individual Participant's pricing will be as favorable as any other individual Participant's pricing.

The Lead Agency reserves the right to reject product from the pricelist that is determined, at their sole discretion, to have an unreasonably high NTE price. Such determination shall be based on available industry pricing guide(s) and comparison with pricing offered by competitors in the same geographic area.

Proposed prices are Not-To-Exceed (NTE) pricing.

Prices must be in U.S. dollars not exceeding two decimal places. (e.g. \$100.50)

Discount percentages must not exceed two decimal places. (e.g. 10.15%). Discount percentages shall never be decreased throughout the term of the resulting Contract, although the awarded Supplier may offer better discounts or more advantageous pricing to Participating Entities at any time.

All pricing shall be provided based on a national scope for any and all government agencies within the United States.

If an Original Equipment Manufacturer (OEM) product is specified in the Proposed Pricing Pages, the supplier MUST provide pricing for that manufacturer's product and/or equivalent OEM product specified. DO NOT submit a generic equivalent, reconditioned, or reloaded item unless the item SKU specifically describes an item that may fall into one of those categories. If the reference SKU reflects a generic equivalent, reconditioned, or reloaded item, the supplier may submit their own generic item for consideration. Generic items will also be identified on the Proposed Pricing Pages document. It should be noted that the successfully awarded supplier will be able to market generic, reconditioned, reloaded items that the proposer considers to be equal to the listed SKUs to agencies after contract award.

The awarded Supplier's Section O – Cost Proposal Workbook shall become the Contract Price List.

The Quote for Broome County, found in Section O – Cost Proposal Workbook, shall become part of the financial evaluation. The Market Basket items reflect additional items from various diverse categories of items which Lead Agency and CoreTrust Purchasing Group wish to make available to agencies on the final Agreement.

If during the Contract term the Lead Agency or CoreTrust becomes aware that the awarded Supplier is selling substantially the same or a smaller quantity of a Product outside of this Contract upon the same or similar terms and conditions as that of this Contract at a lower price to a federal, state or local governmental entity, the price under this Contract, after consultation with the awarded Supplier, may be reduced to a lower price on a prospective basis at the discretion of the Lead Agency or CoreTrust. Lead Agency and CoreTrust reserve the right to request information to verify pricing for the purposes of this clause.

14. CONTRACT PRICE LIST UPDATES

The awarded Supplier's Cost Proposal shall become the official Contract Price List. The Supplier may update the Contract Price List after the effective start date of the Master Agreement to reflect pricing changes, product or service additions, or the removal of discontinued items.

A(1). Monthly Update Submission:

The awarded Supplier shall submit a comprehensive summary of all Contract Price List Updates to CoreTrust each month, including documentation and justification for any price changes or product/service updates. CoreTrust will assist the awarded Supplier in navigating the update process.

A(2). Annual/Renewal Price Adjustments:

The awarded Supplier will notify CoreTrust, on behalf of the Lead Agency, 30 days in advance of any requested annual price changes prior to the one (1) year anniversary of the effective date of the resulting Contract, annually thereafter, and prior to Contract renewals.

The awarded Supplier shall submit a formal request, in writing, to CoreTrust, on behalf of the Lead Agency, at least 30 days in advance with supporting documentation such as:

- Industry cost indices (e.g., Bureau of Labor Statistics, Producer Price Index)
- Assurance that discounts as bid and awarded remain unchanged

CoreTrust, on behalf of the Lead Agency, will entertain requests for escalation in accordance with the current industry cost indices at the time of the request or up to a maximum **5%** increase over the current pricing, whichever is lower.

CoreTrust, on behalf of the Lead Agency, reserves the right to accept or reject the request for a price increase and will do so in writing. If the price increase is approved, the price increase is effective upon written approval and will remain firm for one (1) year.

If a price increase is requested following contract renewal and it has been longer than one (1) year since the last increase, CoreTrust, on behalf of the Lead Agency, may entertain a request for escalation if it is in the Contract's best interest. If the price increase is approved, the price increase is effective upon written approval and will remain firm for one (1) year, at CoreTrust's sole discretion.

B. Right of Review and Audit:

The Lead Agency and CoreTrust shall have the right to review, audit, and approve all updates. They may require the removal of any items deemed out of scope per this Solicitation and request additional supporting documentation as needed.

C. Types of Updates Permitted:

•**Permanent Pricing Escalation/De-escalation (Annual/Renewal or Monthly Update):** The awarded Supplier must provide supporting documentation such as industry cost indices (e.g., BLS Producer Price Index), raw material cost data, and any other supporting documentation requested to support the justification of changes. The percentage discount from the Contract Price List must remain unchanged.

•**Temporary Pricing Escalation/De-escalation:** The Lead Agency recognizes that at certain times during the term of the resulting Contract, pricing in some industries may become volatile due to various changes not limited to changes in economic conditions such as product shortages, raw material shortages, labor stoppages, tariffs, government regulation, foreign interference or other changes which create volatile market pricing.

The awarded Supplier shall be responsible for providing adequate notice to the Lead Agency of such situations. It is desired that such pricing remain fixed and firm through the resulting Contract and only amended during **annual/Contract renewal price adjustments (or monthly updates)**; however, in the event of extreme changes in market conditions, the awarded Supplier shall advise Lead Agency as soon as feasible regarding the circumstances surrounding such extreme market condition changes. The Lead Agency reserves the right to accept or reject such requests based on their merit. The awarded Supplier must justify the temporary price change, provide assurance that discounts as-bid and awarded remain firm, and detail how long the temporary adjustment will remain in effect. Such pricing changes must be approved by the Lead Agency prior to implementation.

The awarded Supplier shall submit formal requests, in writing, for temporary pricing escalation or de-escalations for extenuating circumstances at least 30 days in advance to CoreTrust, on behalf of the Lead Agency.

•**Addition of Products/Services:** The awarded Supplier must provide manufacturer name, SKU/part numbers, description, UOM, list price, contract NTE list price, and discount percentage off the NTE list price. All specifications and requirements of this Solicitation will apply to anything additionally added during the resulting Contract term.

•**Removal of Products/Services:** The awarded Supplier must provide a list of items removed, including SKU/part numbers, descriptions, and contract pricing. If the removal is due to EOL status, the awarded Supplier must follow the EOL notice requirements in this Solicitation.

D. Lead Agency and Participating Agency Feedback:

Lead Agency and Participating Agencies are encouraged to report out-of-scope items or inconsistencies to CoreTrust.

15. MARKETING PLAN

Cooperative contracts work best when they are used by as many public agencies as possible. It is imperative that this contract drive as many individual transactions as possible across as many government agencies as possible to be successful. The supplier must discuss its plan to advertise and promote the contract and to prioritize government spending on this contract.

The following requirements apply to the awarded Supplier and must be implemented within the timelines stated. These obligations are intended to ensure the rapid and successful implementation of the Master Agreement nationwide.

- A Within 90 days of award**, the Supplier shall implement a comprehensive plan to launch the Master Agreement, including:
- **Executive Endorsement:** Obtain executive leadership endorsement and sponsorship of the Master Agreement as the Supplier's public sector go-to-market strategy within the first 10 days.
 - **Sales Force Training:** Train and educate the Supplier's national sales force, with participation from executive leadership and CoreTrust, within the first 90 days.
 - **Website & Marketing Launch:**
 - Publish an announcement, contract details, and contact information on Supplier's website.
 - Create and distribute co-branded marketing materials.
 - Launch a dedicated CoreTrust web-based homepage containing:
 - CoreTrust logo
 - Copy of original RFP
 - Contract and amendments
 - Product and pricing summary
 - Marketing materials
 - Link to CoreTrust registration page
 - Dedicated toll-free number and email for CoreTrust
- B Ongoing Marketing and Promotion:** Throughout the term of the Master Agreement, the Supplier shall:
- Publish and distribute co-branded press releases and advertising in national and regional trade publications.
 - Attend and participate in CoreTrust-approved national (e.g., NIGP Annual Forum, NPI Conference), regional, and supplier-specific conferences and trade shows.
 - Exhibit and participate annually at the NIGP Annual Forum (e.g., NPI Conference, NIGP chapter conferences, etc.) in the CoreTrust supplier partner area. Booth space will be purchased and staffed by Supplier.
 - Collaborate with CoreTrust on promotions, case studies, collateral, and presentations to continually drive awareness and usage of the Master Agreement.
- C Sales and Account Management**
- Actively pursue direct sales opportunities with Public Agencies nationwide and promptly follow up on leads generated by CoreTrust.
 - Ensure all sales materials reference CoreTrust and use approved branding.
 - Transition any existing Public Agency customer accounts to the Master Agreement as appropriate.

- Coordinate with CoreTrust to support timely new Participating Agency account setup and ongoing contract administration.

D Reporting and Program Management

- Designate key contacts for executive support, marketing, sales, financial reporting, accounts payable, and contract management.
- Provide CoreTrust with timely sales reporting and support growth initiatives throughout the term of the agreement.

16. PRODUCT AND SERVICE CONTINUITY & SUPPORT

The following provisions apply to all products and services offered under the resulting Contract to ensure continuity, quality, and agency satisfaction throughout the term of the resulting contract.

A. Current Products and Services

1. All products and services offered in response to this Solicitation must be currently available and in active production or delivery. Products must be models or types actively used in a customer environment and capable of meeting or exceeding all specifications and requirements of this Solicitation. Services must be actively offered to paying customers and fully capable of meeting the performance standards and requirements described herein.
2. If a product is discontinued or a service offering is retired during the term of the resulting Contract, the Supplier must provide an equivalent or better product or service at the same or lower net price and subject to the same or better discount structure as originally bid.
3. Newer versions of products or updated service offerings released during the term of the resulting Contract may be added, provided they are offered at the same or better percentage discount and meet or exceed all requirements of the Contract.
4. UOM changes – Supplier to notify the CoreTrust Point of Contact and the Lead Agency 60 days in advance of any UOM changes.

B. Product Recalls and Safety Notices

In the event of any product recall, technical service bulletin, safety notice, or other material notification affecting products or services provided under the resulting Contract, the Supplier shall provide written notice to the CoreTrust Point of Contact and the Lead Agency within five (5) business days of receipt of such notification. The Supplier is responsible for ensuring that recall notices and related instructions are communicated promptly and accurately to all affected Participating Agencies and for coordinating any required corrective action, replacement, or refund in accordance with the manufacturer's and regulatory requirements.

C. Defective Products and Services

1. The Supplier shall promptly replace or correct, at no additional cost to the Participating Agency, any product or service found to be defective, nonconforming, or otherwise not meeting the requirements of the resulting Contract.
2. For products: the Supplier shall bear all costs of transportation, unpacking, inspection, re-packing, re-shipping, and any related expenses associated with replacement. Replacement products must be delivered to the Participating Agency within seven (7) calendar days of the initial notification, regardless of whether the defective product has been returned to the Supplier.

3. For services: the Supplier shall promptly re-perform or otherwise remedy defective services at no additional cost, within a reasonable period agreed to by the Participating Agency, to ensure full compliance with Contract requirements.

D. End-Of-Life (EOL) Products and Services

1. The Supplier shall provide written notice to the CoreTrust Point of Contact and the Lead Agency at least sixty (60) calendar days prior to discontinuing any product or service offered under the resulting Contract or designating it as End-of-Life (EOL).
2. The Supplier shall replace any EOL product or service with an equivalent or better solution that meets or exceeds the specifications, functionality, and performance of the discontinued item or service. All replacements must be offered at the same or better percentage discount as originally awarded.
3. When a service offering or software solution has been phased out, discontinued, or ended, the Supplier shall work with Participating Agencies to ensure a smooth transition to a successor offering at no additional cost, minimizing disruption to agency operations. Replacement products and services are subject to Lead Agency and CoreTrust approval prior to being added to the contract.

E. Return Policy

The Supplier shall maintain a clear, customer-friendly return process that includes:

- **No-Cost Returns:** Free returns for incorrect, defective, or damaged products and for services not performed per Contract requirements.
- **Return Conditions:** Clear terms for all other returns, including timeframes and conditions.
- **Expedited Processing:** Refunds or credits issued within five (5) business days of receipt of the returned product or approval of service correction.
- **Tracking:** An online portal or process for Participating Agencies to track return status, replacements, and refunds.

F. Warranties

- **Disclosure:** Suppliers must disclose all manufacturer and service warranties, including coverage terms and durations, in their proposal submission. The awarded Contractor must provide all applicable warranty information to Participating Entities purchasing off of the resulting Contract.
- **Product Coverage:** All products must be covered by a warranty that is the industry standard or better. Manufacturer warranties pass-through to the consumer/Participating Entity. Defective products covered under warranty must be replaced with new products at no additional cost, including shipping, handling, and labor.
- **Service Coverage:** Services must be performed in a professional, workmanlike manner consistent with industry standards. Deficient services must be re-performed at no additional cost.

- **Extended Warranties:** Extended or optional warranties must be offered to Participating Agencies at the same or better discount as awarded.

G. Product Substitutions

- Suppliers must obtain written approval from Participating Entities for Product substitutions. The substitution must be equivalent to or better than the original Product and offered at the same pricing structure.

17. CUSTOMER SERVICE, BILLING AND INVOICING

Participating Entities require responsive and proactive customer service under the resulting Contract. The successful Respondent must:

- A. Provide 24/7 customer support via phone, email, and live chat. The 24/7 customer service/support must, at a minimum, be accessible to Participating Entities across all CONUS time zones during normal business hours;
- B. Designate a single point of contact (Account Manager) for issue resolution;
- C. Ensure response times within 1 business day for non-urgent requests and within two (2) hours for urgent matters; and
- D. Implement a customer satisfaction tracking system with performance metrics (e.g., response time, issue resolution rate, Net Promoter Score).

Service provided by the Respondent, including past customer service history, services available, reduced paperwork, easily understood invoicing, and quick turnaround time for orders as well as inquiries will be a factor in the determination of the successful respondent to this request.

It is highly desirable that the successful Respondent utilize dedicated inside and outside representatives to service this Agreement. The Respondent may utilize multiple representatives to cover the nation but shall appoint a single point of contact to provide for consistency and continuity of service.

Additionally, the successful Respondent shall also provide individual dedicated inside and outside representatives to service this Agreement on a national basis for members of who utilize this Agreement.

The successful Respondent shall provide for accurate billing of items ordered, timely credits (within 24 hours), and invoices that are easy to understand.

Invoicing to Participating Entities should include the following:

- Awarded Supplier Name
- Awarded Supplier Billing Address
- Awarded Supplier Federal ID Number
- Contract Name
- Name of Participating Entity
- Name of Participating Entity Billing Contact
- Order Date
- Invoice Date
- Invoice Number
- Product SKU/Vendor Number
- Product Name
- Product List Price

- Product Contract Price
- Quantity
- UOM (Unit of Measure)
- Invoice Amount

18. MINIMUM ORDERING QUANTITIES & SUSTAINABILITY FEE

The Proposer shall submit their minimum order quantity, which shall reflect the minimum value of an order to be delivered. In the event that a using agency desires to submit an order less than the minimum ordering quantity, the successful proposer may charge a sustainability fee for orders under the required minimum order quantity. Proposer shall include the proposed sustainability fee at the time of proposal submittal. SUNY Orange shall consider the value of the minimum order quantity as well as any sustainability fee as a part of the evaluation of proposal responses.

19. ONLINE ORDERS/E-COMMERCE

19.1 The successful Respondent shall provide a fully integrated online ordering system that ensures:

- A. Secure electronic catalog functionality with real-time pricing and inventory updates;
- B. Compliance with PCI DSS for secure payment processing;
- C. SOCII certification or equivalent for system security;
- D. Multi-tier approval workflows tailored for agency needs;
- E. Full integration capabilities with e-procurement platforms (e.g., Coupa, SAP Ariba, PeopleSoft, etc.)

19.2 The successful Respondent shall provide appropriate data security to safeguard orders placed online. See 20. Data Protections and Data Breach.

19.3 Supplier must show evidence of a high level of data and access control, including at a minimum PCI compliance for credit card transactions and SOC II compliance or equal for technology systems. Proof of SOC II or equivalent audits should be provided, and the current reports will remain available for inspection during the term of the contract. Response must include precautions in place to prevent supplier punch outs or connectivity to financial systems from being used as an unauthorized entry point to government data systems.

19.4 The online ordering system shall be populated with all appropriate and correct pricing for, based on the respondent's consortium pricing. In the event an error in pricing is discovered in favor of the user, the successful contractor shall provide a refund and/or credit memo to be issued within ten (10) days after the discovery of the discrepancy.

19.5 The online ordering system shall be structured in such a manner to allow for multiple approval levels which may be customized for individual agencies.

19.6 The online ordering system shall be set-up to provide for billing to a specific address and shall be capable of accepting procurement cards ("p-card") as a means of payment at the time of order entry.

19.7 It is preferable that the online ordering system be capable of providing the appropriately discounted price to individuals who may wish to purchase supplies at one of the respondent's retail stores. The system shall provide pricing based on the entry of an entity's account number, or by the use of an entity p-card.

19.8 Upon delivery of the order, the successful respondent's e-commerce system shall be capable of providing electronic invoicing if desired.

19.9 In addition to the use of p-cards for payment, the successful respondent's e-commerce system shall be capable of receiving payment via Electronic Funds Transfer (EFT) from the entity.

20. DATA PROTECTIONS AND DATA BREACH

The awarded Contractor shall agree to the following terms related to Data Protections and Data Breach.

20.1 Location of Data: CONUS or OCONUS

20.1.1 Any Participating Entity's Contract must specify if they will allow Data to be located outside of the Continental United States (OCONUS).

20.1.2 Unless otherwise authorized or agreed to in a Participating Entity's Contract, when the Contractor is responsible for managing Data, the Contractor shall meet the following requirements:

- All Data shall remain in the Continental United States (CONUS).
- Any Data stored, or acted upon, shall be solely located in Data Centers within CONUS.
- Any services which directly or indirectly access Data shall be performed only from locations within CONUS.
- All Data in transit shall remain in CONUS and shall be encrypted in accordance with the Participating Entity's encryption requirements.
- All helpdesk, online and support services which may access Data shall be performed only from locations within CONUS.
- No Follow the Sun support shall be allowed to access Data directly or indirectly from locations OCONUS.

20.1.3 Unless otherwise authorized or agreed to in a Participating Entity's Contract, when the Participating Entity is responsible for managing Data, the Contractor shall provide the Participating Entity with the capability and the means or tools to meet the following requirements:

- All Data shall remain in the Continental United States (CONUS).
- Any Data stored, or acted upon, shall be solely located in Data Centers within CONUS.
- Any services which directly or indirectly access Data shall be performed only from locations within CONUS.
- All Data in transit shall remain in CONUS and shall be encrypted in accordance with the Participating Entity's encryption requirements.
- All helpdesk, online and support services which may access Data shall be performed only from locations within CONUS.
- No Follow the Sun support shall be allowed to access Data directly or indirectly from locations OCONUS.

20.1.4 Unless otherwise authorized or agreed to in a Participating Entity's Contract, the Contractor may not store, act upon, or access Data outside of OCONUS and may not perform support services that may access Data from OCONUS.

20.1.5 Notwithstanding the foregoing, all services covered under Lot 4- Warranties and Value-Added Services must be performed within CONUS and may not be authorized to be performed from OCONUS.

20.2 Data Breach – Required Contractor Actions

20.2.1 The Participating Entity and the Contractor must, in writing, determine a Security Incident notification policy prior to the finalization of a Participating Entity's Contract. If no such agreement is in place, then the default agreement shall be notification of all Security Incidents that may have a direct impact on the Participating Entity by phone immediately upon detection to the Participating Entity's representative.

20.2.2 Unless otherwise provided by law, in the event of a Data Breach, the Contractor shall:

- Notify the Participating Entity's representative by telephone as soon as possible from the time the Contractor confirms Data Breach. The Participating Entity may specify a maximum notification time in its Contract.
- Consult with and receive authorization from the Participating Entity's representative as to the content of any notice to affected parties prior to notifying any affected parties to whom notice of the Data Breach is required, either by statute or by the Participating Entity.
- Coordinate all communication regarding the Data Breach with the Participating Entity's representative (including possible communications with third parties).
- Cooperate with the Participating Entity, its IT or cybersecurity representatives, and/or any Contractor working on behalf of the Participating Entity or its IT in attempting a) to determine the scope and cause of the breach and b) to prevent the future recurrence of such security breaches.
- Promptly take commercially reasonable steps to mitigate the effects and minimize any damage resulting from the Security Event. Contractor shall provide Written notice to the Participating Entity as to all such corrective actions taken by the Contractor to remedy the Data Breach.

20.3 Nothing herein shall in any way impair the Participating Entity or other investigative or law enforcement entity to bring an action against the Contractor or limit Contractor's liability for any violations of any applicable statutes, rules, or regulations.

20.4 Cyber Security Plan & Protocols

Qualified Bidders shall provide a copy of their cyber security plan and protocols to protect Lead Agency and future Participating Entity information (e.g. Personally Identifiable Information (PII), SOC 2, ISO 27001, ISO 27108, etc.).

21. REPORTING CAPABILITIES AND THIRD-PARTY AUDITS

The successful Respondent shall provide comprehensive reporting and data analytics tools that include:

- A. Detailed spend analysis reports (including agency-wide purchase trends);
- B. Real-time dashboards for tracking orders, deliveries, and budget allocations;
- C. Customizable reports for tracking cost savings and sustainability compliance; and
- D. Automated monthly and quarterly reports accessible via an online portal.

A listing of standard reports available should be provided with the proposal response.

The Contractor shall obtain a third-party firm at no additional cost to Lead Agency to conduct external price audits on this contract. The Contractor shall contract with a third-party firm (to be approved by Lead Agency) to conduct a quarterly random sampling (a minimum of 500 items per quarter) of contract items to confirm the accuracy of contract price or percentage discount and final sell price. Specifically, the third-party firm will confirm the prices displayed on the Contractor's website are equal to or less than the contract terms. The third-party

firm shall provide a quarterly report to Lead Agency indicating a Price Accuracy Percentage Rate of 98% or higher. The Price Accuracy Percentage Rate shall be calculated using the following formula: the total sum of the contract price for 500 products sampled divided by the total sum of the purchase price for 500 products.

Example: \$5,050 divided by \$4,900 = 103%. At a minimum, the quarterly report will identify items not in compliance with the contract terms, provide the date of the audit, and screenshots of the items on the Contractor's website that were not in compliance with the contract terms. If Lead Agency deems it is in the best interest of Lead Agency, Lead Agency reserves the right to increase the frequency of the Third- Party Audit.

22. CONTRACT RISK AND MISCELLANEOUS

A. Please describe your firm's approach to contract risk management. Include how your organization identifies, assesses, and mitigates risks throughout the life of a contract, especially for public sector clients.

B. Has your company ever defaulted, failed to perform, or been terminated for cause on a government contract within the last five (5) years? If yes, please explain the circumstances and how the issue was resolved or mitigated.

C. Describe the insurance coverage your firm maintains, including general liability, professional liability, workers' compensation, and any other relevant coverages. Include policy limits and whether these meet or exceed the requirements typically set forth in public procurement contracts.

D. Explain how your organization ensures contract compliance across multiple clients or jurisdictions. Include specific tools, systems, or personnel used to monitor and ensure performance, timelines, reporting, and contractual obligations.

E. The supplier shall provide a supply chain risk mitigation plan, including:

- i. Tariff impact analysis, including pricing strategies for tariff adjustments;
- ii. Information regarding supply chain diversity, detailing multiple sourcing options to prevent disruptions;
- iii. Information regarding business continuity planning, including contingency measures for shortages, natural or technological disasters, or global supply chain issues;
- iv. Information regarding sustainability - What are the sustainability goals you have as an organization? How do you measure success? What has been the progress to your goals? How do you help your customers be more sustainable?

If requested, can you explain how you can meet local government preferences for community-based qualifications, such as local, veteran-owned, or small businesses, and matching contractors to the communities they serve. Are there additional costs to meeting these requirements and how should those costs be accounted for in the pricing? See also, 23. Sustainability Programs.

23. SUSTAINABILITY PROGRAMS

The supplier is encouraged to provide various sustainability programs as part of this Agreement as Participating Entities may have specific goals related to the following:

A. A program to encourage the participation of Minority owned businesses, Women's business enterprises, veteran-owned businesses, firms in labor surplus areas and other Disadvantaged Businesses. Such programs shall encourage the use of such businesses as both product suppliers to the successful Contractor as well as

Tier One suppliers who serve to contract directly with using agencies, such as firms engaged in the direct delivery of products utilizing the terms and pricing of this Agreement.

B. An environmental program providing that agencies may purchase environmentally sustainable "green" products from the successful Contractor in order to encourage the use of environmentally friendly products by using agencies.

C. A tracking and reporting mechanism for monitoring "green" spend and sustainability procurement.

24. PARTICIPATING ENTITY-SPECIFIC TERMS

Participating Agencies may, at their sole discretion, negotiate additional terms and conditions with the Supplier, provided that such terms do not conflict with the Master Agreement and are more favorable to the Participating Agency. No alternative terms shall be binding unless mutually agreed in writing by the Participating Agency and the Supplier.

25. SURVIVAL CLAUSE

- A. In addition to those provisions which by their nature survive expiration or termination, all warranties, service agreements, confidentiality obligations, indemnification provisions, and any accepted purchase orders issued prior to termination or expiration shall remain in full force and effect until fulfilled.

26. UNBALANCED PROPOSALS

- A. The Lead Agency expects balanced submissions with sustainable pricing, not artificially low "moment-in-time" pricing. If the Lead Agency questions the viability of pricing that appears significantly below market value or otherwise unbalanced, it reserves the right to require an eighteen (18) month look-back at web and/or list pricing to validate market appropriateness. Price lists determined to be unbalanced may be rejected or excluded from evaluation.
- B. To ensure long-term contract viability, the Supplier must commit to maintaining at least ninety-five percent (95%) of its proposed catalog available for ordering by Participating Agencies for the full term of the Contract. If catalog availability falls below this threshold without evidence of significant market disruption, the Supplier will be required to provide documentation justifying the reduction. Failure to do so may result in remedies up to and including a \$500 penalty per instance and/or termination for cause.

27. ADDITIONAL OR ALTERNATIVE TERMS AND CONDITIONS IN A PARTICIPATING ENTITY'S CONTRACT, INCLUDING LEAD AGENCY

The terms and conditions set forth in the resulting Contract shall govern all transactions by Participating Entities under this Contract.

A Contractor can propose additional or alternative terms to Participating Entities. An Awarded Contractor shall submit their additional or alternative terms to CoreTrust to be maintained in an Additional or Alternative Terms and Conditions Library.

Additional or alternative terms may, in the discretion of Participating Entities, be allowed as part of a Contractor's response to a Participating Entity's Contract or RFQ and incorporated provided that the following conditions are met:

- (i) The Contractor identifies where such additional or alternative terms and conditions may be found;

(ii) The Participating Entity determines that the inclusion of such additional or alternative terms and conditions results in a transaction which is, on an overall basis, more favorable to the Participating Entity than if the transaction did not include such additional or alternative terms and conditions; and

(iii) The Participating Entity accepts such additional or alternative terms and conditions.

No additional or alternative term and condition shall be valid or binding to the Participating Entity to the extent that such additional or alternative term and condition is less favorable to the Participating Entity than, or conflicts with, the Participating Entity's Contract.

No additional or alternative terms and conditions may be incorporated by the Contractor into a Participating Entity's Contract by unilaterally affixing them to the Product upon delivery (including, but not limited to, attachment or inclusion of standard pre-printed order forms, product literature, "shrink wrap" terms accompanying software upon delivery, or other documents) or by incorporating such terms and conditions onto order forms, purchase orders or other documents forwarded by the Contractor for payment, notwithstanding Participating Entity's subsequent acceptance of Product, or that Participating Entity has subsequently processed such document for approval or payment.

Nothing herein shall be deemed to prohibit a Contractor from offering a Participating Entity better and more advantageous pricing and terms and conditions during the term of their Contract.

28. TITLE AND RISK OF LOSS

Title to and risk of loss of the bidder's proposal under this contract shall remain with the bidder, who shall ensure the materials against loss or damage, until the various materials are delivered and fully accepted by the agency.

29. REPLACEMENT CONTRACTOR

In the event that CoreTrust terminates any resulting Contract resulting from such Contract, CoreTrust reserves the right to award to the Contractor with the next highest score from Section N – Technical Proposal and Section O – Cost Proposal that is willing to accept a Contract or Configuration award without rebidding. Under no circumstances will the new awardee be permitted to decrease the percentage discounts as bid.

30. CONTRACTOR RESPONSIBILITY FOR SUBCONTRACTORS

- A. Respondents should disclose all Authorized Subcontractors, Resellers, or other business partners who will be utilized to fulfill obligations under the resulting Contract. Bidders shall utilize the Subcontractor Information tab of Section O – Cost Proposal Workbook to provide this information.
- B. The awarded Contractor shall not in any way be relieved of any responsibility under the resulting Contract or any subcontract. The awarded Contractor shall remain fully responsible for the performance of the Contract, regardless of the use of Subcontractors. The acts and omissions of any Subcontractor, including its officers, agents, and employees, shall be deemed the acts and omissions of the Contractor to the extent of the subcontract. Any product or service provided by a Subcontractor shall be treated as having been provided by the Contractor.
- C. The Contractor shall ensure that each Subcontractor is informed of and agrees to comply with all applicable provisions of the Contract. The Contractor must require that all terms and conditions of the Contract flow down to each Subcontractor.

- D. Failure to disclose the identity of a Subcontractor or to obtain required approvals for additions or changes to Subcontractors may, at the sole discretion of CoreTrust or a Participating Agency, result in disqualification of the Subcontractor, suspension of work, or termination of the Contract for cause if not promptly cured.
- E. The Contractor shall pay all Subcontractors in accordance with their agreements and, upon request, provide satisfactory evidence of such payment to CoreTrust or the Participating Agency.

31. GENERATIVE AI

"Generative AI (GenAI)" means an artificial intelligence system that can generate derived synthetic content, including text, images, video, and audio that emulates the structure and characteristics of the system's training data. Examples of GenAI include ChatGPT and Gemini.

Supplier shall notify Lead Agency solicitation contact(s) in writing with their solicitation response if it: (1) utilized GenAI to complete all or a portion of their solicitation response; (2) intends to utilize GenAI in a way that materially impacts resulting Contract performance.

Supplier solicitation responses must be verified for accuracy and reliability by humans prior to submission. Suppliers are responsible for producing reliable and accurate solicitation responses without misrepresented or fabricated information or data. Suppliers are responsible for reading and understanding the solicitation.

The Lead Agency, at its sole discretion, may consider Supplier's failure to disclose or discontinue use of GenAI as described above to constitute a material breach of terms. Protecting the integrity of the procurement process is of utmost importance. The Lead Agency reserves the right to reject proposals created using AI, without clarification, if they appear unbalanced or contain contradictory or confusing information. The Lead Agency is entitled to seek any and all remedies available to it under law as a result of such breach.

32. ATTACHMENTS

The following documents are provided as an aid in responding to this Solicitation:

- Section N – Technical Proposal Workbook
- Section O – Cost Proposal Workbook

SECTION G – SUBMISSION PROTOCOL; EVALUATION; AWARD

1. PROPOSAL SUBMISSION

- A. All Respondents must complete and submit a proposal consisting of all required forms and attachments referenced in this solicitation. Respondent's complete proposal must be submitted no later than the submission deadline date specified on the cover page of this solicitation. Proposals must be prepared and submitted in accordance with the instructions found in this Section G.
- B. Submission Deadline
1. BIDS MUST BE SUBMITTED AND RECEIVED IN THE DIVISION OF PURCHASING UP TO AND INCLUDING THE DATE AND TIME SHOWN UNDER SCHEDULE OF EVENTS.
 2. LATE BIDS - All bids received after the deadline date and time stated above will not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the County. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having the bid deposited on time at the place specified.
- C. Public Bid Opening
1. Bids shall be publicly opened and read aloud at 2:30 PM EST, on the above date, in a designated area assigned by the Division of Purchasing. If attending, please check with the Division of Purchasing for instructions as to where the bid opening will be held.
 2. The County procurement officer(s) or employee(s) conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.
- D. Submittal of Proposals
1. ONE (1) ORIGINAL, ONE (1) COPY, and ONE (1) ELECTRONIC COPY ON USB MEDIA (no CDs please), of the proposal must be delivered or mailed with any required data, in a SEALED ENVELOPE, which must be properly identified with the following required information:
 - RESPONDENT'S FULL NAME & ADDRESS
 - THE SOLICITATION TITLE (SEE COVER SHEET)
 - SOLICITATION NUMBER (SEE COVER SHEET)
 2. Submit proposals to: Broome County Division of Purchasing
60 Hawley Street, 2nd Floor
Edwin L. Crawford County Office Building
Binghamton, New York 13901
- E. All Bidders must complete, sign, and submit the original and duplicate copies of the enclosed bid documents in Section B. (Extra copies of these forms should be made and retained by the bidder.)
- F. Form of Proposals
1. Proposals should be prepared in the format outlined herein, including a full description of the proposer's plan of work, qualifications and resumes of key personnel. A non-responsive or incomplete proposal will be removed from consideration.
 2. Facsimile machine or electronic bid responses will not be accepted.
- G. NOTICE: All bids received that lack:

- a Signed Proposal;
- a Signed Non-Collusive Bidding Certificate;
- Samples when requested; or
- Bid Bond / Check, when required, will be rejected as *being non-responsive at the formal public bid opening*.

A BID BOND IS NOT REQUIRED FOR THIS BID.

- H. PROPOSAL: Persons desiring to make a proposal shall use the proposal blank prepared and attached hereto. The blank places in the proposal must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications attached hereto are to be considered as and shall form a part of the agreement.

Each proposal shall specify the correct gross or lump sum and shall also specify the unit prices for each of the separate items if called for in the proposal. In case the amounts shown in words and the equivalents in figures do not agree, the written words shall be considered binding.

- I. All proposals shall be valid for a period of 90 days from the date the proposals are received by Lead Agency in compliance with the submission instructions set forth above.
- J. All proposals shall be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration and the Respondent shall receive notice of the non-award of its proposal from Lead Agency.
- K. Subject to the requirements set forth in Sections A and B of the solicitation, during the period between the date Lead Agency issues this solicitation and the selection of Supplier, if any, Lead Agency must restrict all contact with Lead Agency and its personnel and shall direct any and all questions regarding this solicitation to the personnel identified in the solicitation Contact section below in the manner specified in such section. Contact with any of prohibited individuals after issuance of this solicitation and before selection is made may result in disqualification of the Respondent.
- L. Respondents may submit questions or seek interpretation of any specifications included in this solicitation in writing to the contact listed in Section 2 of this Section G during the Q&A Period outlined in the estimated timetable in Section F above.
1. Notice of questions and answers, and interpretations, and any supplemental instructions may be sent to all bidders of record, in the form of addenda to the specifications. All addenda so issued will then become a part of the contract documents.
 2. Respondents may be required to affirmatively acknowledge receipt of answers in the manner specified by Lead Agency. Respondents are responsible for regularly viewing the website to review all questions and answers prior to submitting proposals. Oral communications concerning this solicitation shall not be binding and shall in no way excuse a Respondent of the obligations set forth in this solicitation. For each question submitted, Prospective Contractor should reference the specific Solicitation item number to which the question refers.
- M. In the event Lead Agency decides to conduct negotiations, exclusive or concurrent negotiations may be conducted with multiple respondents reasonably susceptible for award. Except to the extent otherwise required by law, during negotiations, no Respondent's proposal, including pricing, shall be revealed to any other party or to any other person who is not involved with the evaluation process.

- N. In the event Lead Agency in its sole discretion deems negotiations are not progressing, Lead Agency may formally terminate negotiations and may enter into subsequent exclusive or concurrent negotiations with the next most-qualified Respondent.
- O. **Lead Agency shall consider all proposals voluntarily submitted in response to this solicitation to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record in compliance with applicable open records policies and laws.** However, notwithstanding the foregoing, if a proposal is submitted in response to this solicitation, and the proposal contains trade secret information as defined under applicable law, then such trade secret information is entitled to all protections granted under applicable law or, if such applicable law requires such information to be expressly identified, such trade secret information must be clearly and conspicuously marked and/or identified as "Trade Secret Information" at the time that such proposal is submitted. If such trade secret information is so marked and/or identified, then, in accordance with applicable state law, Lead Agency shall designate such information as trade secret information and shall maintain and keep such trade secret information. Subject to the foregoing, all proposals and any other documents submitted in response to this solicitation shall become the property of Lead Agency. This solicitation and proposals submitted in response to the solicitation, except for all CoreTrust and/or Respondent pricing, processes, and information that qualifies as trade secret information under applicable law and such portions, sections, or parts of a proposal that are clearly and conspicuously marked and/or identified as Trade Secret Information, are deemed to be public records pursuant to applicable state law. For purposes of this Section, "**proposal**" shall mean both the forms submitted by the Respondent in connection with this solicitation and any attachments, addenda, appendices, or sample products. Except to the extent any information contained in a proposal is considered trade secret information under applicable law, any proposal submitted in response to this or any Lead Agency solicitation that fails to clearly and conspicuously mark and/or identify trade secret information at the time that such proposal is submitted to Lead Agency for consideration shall be deemed and considered by Lead Agency to not contain trade secret information and such proposals shall be deemed to be public records in their entirety in accordance with this Section and applicable state law.
- P. Lead Agency may, in its sole discretion, waive minor errors or omissions in a Respondent's proposals when those errors do not unreasonably obscure the meaning of the content, or the competitive nature of the proposal submitted in response to this solicitation.
- Q. CoreTrust and/or Lead Agency, in their sole discretion, may request Respondents reasonably susceptible for award to submit a best-and-final offer. In such case, Respondents shall submit their best-and-final offers in writing. If a Respondent does not respond to the request for a best-and-final offer, that Respondent's most recent submission will be considered its best-and-final offer.
- R. By submitting a proposal, Respondent expressly agrees to waive any claim it has or may have against CoreTrust, its directors, officers, members, managers, employees, or agents arising out of or in connection with: (i) the administration, evaluation, or recommendation of any proposal; (ii) any requirements under the solicitation, proposal package, or related documents; (iii) the rejection of any proposal or any part of any proposal; and/or (iv) the award of a contract, if any. CoreTrust shall not be responsible or liable for any costs incurred by Respondents or the successful Respondent in connection with responding to the solicitation, preparing for oral presentations, preparing and submitting a proposal, entering or negotiating the terms of a contract, or any other expenses incurred by a Respondent. The Respondent is wholly responsible for any such costs and expenses and shall not be reimbursed in any manner by CoreTrust.

2. SOLICITATION CONTACT

A. Key Contact.

Any inquiries or requests for clarification regarding this solicitation must be received by deadline for questions as indicated in the Schedule of Events. No oral interpretation or clarifications will be given. Prospective proposers desiring further information or interpretations must make requests in writing by letter or e-mail.

Requests for information should be addressed as follows:

Carolyn Secor, Purchasing Agent, Broome County Department of Purchasing
bcpurchasing@broomecountyny.gov

3. REPRESENTATIONS. The Respondent hereby represents the following:

- A. It has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal and any subsequent award.
- B. It shall include in the Technical Proposal a complete description of any and all relationships that might be considered a conflict of interest in doing business with Lead Agency.
- C. To the best of Respondent's knowledge, the proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other respondents or potential respondents in any award resulting from this solicitation.
- D. It is not currently delinquent in the payment of any franchise taxes.
- E. The individual signing the submittal (whether electronically or in paper form) is an authorized agent of the Respondent and has the authority to bind the Respondent to the Award.
- F. Where the solicitation contains a specification that states no substitutions, no deviation from this requirement shall be permitted. The Respondent shall comply with the true intent of the specifications and drawings and not take advantage of any unintentional error or omission. In cases where no type and kind of product is specified, specifications have been developed to indicate minimal standards as to the usage, materials, and contents based on the needs of the Participating Agencies. References to manufacturer's specifications ("**Specifications**") are to be considered informative to give Lead Agency information as to the general style, type, and kind requested. Lead Agency shall, in its sole discretion, determine whether proposed goods, materials, or equipment are substantially equivalent to the Specifications, considering quality, workmanship, economy of operation, and suitability for the purpose intended. Respondents should include all documentation required to evaluate whether their proposed goods, materials, or equipment are substantially equivalent to the Specifications.
- G. Respondent shall state the brand name and number of the materials being provided. If none is indicated, it is understood that the Respondent is proposing the exact brand name and number specified or mentioned in the solicitation. However, unless specifically stated otherwise, comparable substitutions shall be permitted in cases where the material is equal to that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended.
- H. Lead Agency reserves the right to award contract(s) to multiple Respondents. The decision to award multiple contracts, award only one contract, or to make no awards rests solely with Lead Agency. No exclusivity is implied in connection with this solicitation unless expressly stated otherwise. Lead Agency reserves the right to obtain like goods and services from other sources.

4. EVALUATION PROCESS AND CRITERIA

A. Evaluation of Proposals

1. Proposals will be judged upon the proposer's ability to provide services, which meet the requirements set forth in the accompanying documents. The County reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the County's requirements.
2. Interviews – Interviews or presentations by one, several or all the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposers' capabilities. Site visits by the evaluators may be conducted if deemed necessary by the County. Under Broome County rules and regulations, the County Board of Acquisition and Contract or the County Legislature may be the awarding authority for this type of service, depending on the amount of the accepted proposal:

BOARD OF ACQUISITION & CONTRACT - UP TO \$14,999
COUNTY LEGISLATURE - \$15,000 AND OVER

However, the Legislature may be utilized for consideration of an award under \$15,000 if it is deemed in the best interests of the County. A presentation by the proposer to committees of the Legislature and/or selected County Officials may be required prior to the recommendation and consideration of an award.

3. A Respondent's performance and actions under previously awarded contracts to schools, local, state, or federal agencies are relevant in determining whether the Respondent is likely to provide quality Products & Services to Participating Agencies; including the administrative aspects of performance; the Respondent's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Respondent's businesslike concern for the interests of the customer.
4. **Evaluation Criteria** is as follows:

Responsiveness – Pass/Fail

A vendor that responds to all material requirements of any solicitation will be deemed responsive. The Proposal shall be responsive to all material requirements that will enable the evaluation committee to evaluate it in accordance with the evaluation criteria and make a recommendation for award.

Responsibility – Pass/Fail

A business entity or individual who has the integrity and reliability as well as the financial and technical capacity to perform the requirements of the solicitation and subsequent contract will be deemed responsible.

a) Financial Stability –

If the Proposer is an entity that is required to prepare audited financial statements, Proposer shall submit an annual report that includes:

- a) Last two (2) years of audited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet.
- b) If applicable, last two (2) years of consolidated statements for any holding companies or affiliates;
- c) An audited or un-audited accrual-basis financial statement of the most recent quarter of operation; and

d) A full disclosure of any events, liabilities, or contingent liabilities that could affect Proposer's financial ability to perform this contract.

If the Supplier is a privately-owned entity or sole proprietorship for which audited financial statements are not required, Supplier shall submit an annual report that includes:

- a) Last two years of unaudited accrual-basis financial statements, including an income statement, cash flow statement, and balance sheet;
- b) An audited or unaudited accrual-basis financial statement of the most recent quarter of operation; and
- c) A full disclosure of any events, liabilities, or contingent liabilities that could affect Supplier's financial ability to perform this contract;

OR

Other financial information sufficient for Lead Agency, in its sole judgement, to determine if Proposer is financially solvent or adequately capitalized.

b) Reliability –

This assessment will include a review of all references on any projects performed by a business entity or individual, whether provided by the business entity or individual or known by Lead Agency.

The Supplier shall not be debarred or suspended from government contracting.

Technical Proposal – 70%

The score assigned to each Technical Proposal will account for 70% of the Offeror's overall score.

The Technical Proposals will be opened and reviewed for responsiveness to the RFP requirements and originality. Responsive technical proposals will be evaluated by the Lead Agency's evaluation team and include the following areas. Each evaluation criteria will be scored by the team members; a total overall score will be assigned to the proposal.

The Proposer must complete Section N - Technical Proposal Workbook. The assigned weights are as follows:

Best Value scoring:

- Product Quality & Compliance – 20%
- Scope & Depth of Offerings – 20%
- Delivery, Installation & Service Capabilities – 15%
- Value-Added Services – 10%
- Contract Support & Reporting – 5%

Cost Proposal – 30%

The score assigned to each Cost Proposal will account for 30% of the overall score.

Each Cost Score will be compared to the others proposed and weighted, with the lowest Cost receiving the highest cost score.

Proposers are encouraged to offer the best possible pricing in the Proposed Price List tab of Section O – Cost Proposal Workbook and offer the competitive applicable discounts that would be sustainable on a national level for the life of the resulting Contract.

The firms must submit completed Section O – Cost Proposal Workbook, attached. The cost proposal must include all costs associated with the firm's plan to deliver products and/or carry out the services including any applicable fees.

Proposers should also provide any supporting documentation for their Cost Proposal, if applicable, in a searchable PDF format. For example, information about conditions in which Participating Entities qualify for free shipping or providing a matrix of costs and fees for differing shipping methods such as standard ground, curbside delivery, liftgate, expedited, etc.

Pricing must be in U.S. dollars and not exceed two decimal places. (e.g. \$10.11)

Discount percentages entered shall not exceed two decimal places (e.g. 11.12%)

The evaluation team reserves the right to round up to the nearest decimal place if this instruction is not followed.

The Lead Agency reserves the right to analyze and/or normalize any underlying calculations and assumptions used by the Offeror to support its computation of costs or the right to apply such other methods as it deems necessary to make comparisons across proposals.

Final Score

The Technical Score and the Cost Score will be combined in accordance with the above weighting system to create the **Total Combined Score**. The Total Combined Scores will be ranked highest to lowest.

- B. **Information Requirements**. The Supplier shall provide the information, documentation, forms, and other materials required in **Section N ("Technical Proposal")**.
- C. **Estimated Quantities**. Estimated quantity IDIQ. While no minimum volume is guaranteed to Supplier, the estimated annual volume is projected based on the current annual volumes among Lead Agency and other Participating Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through the Program and volume growth into other public agency members through a coordinated marketing approach between Supplier and CoreTrust.
- D. **Cost Proposal Requirements**. The Supplier shall provide a detailed cost proposal in the form required in **Section O ("Cost Proposal")**.
- E. **Pricing Information**. The below details should be taken into consideration when developing any cost proposal in connection with this solicitation and the Cost Proposal.
 - 1. **Complete Proposal**. It is the responsibility of the Respondent to provide a complete Cost Proposal that includes pricing based on a verifiable pricing methodology for all Products & Services to be considered part of the final Master Agreement offered to the Participating Agencies.
 - 2. **Value**. Lead Agency requests that Respondents offer Products & Services at lower prices that are scalable and with better value than what they would ordinarily offer to a single government agency, educational institution, or regional cooperative.
 - 3. **Maximum Price**. Lead Agency requests that pricing be submitted as not-to-exceed. The Respondent may adjust pricing lower if needed but cannot exceed the pricing submitted. Supplier commits the

not-to-exceed pricing provided under the Master Agreement pricing is its lowest available (net to buyer) to public agencies nationwide and further commits that if a Participating Agency is eligible for lower pricing through a national, state, regional, or local or cooperative contract, Supplier shall match such lower pricing to that Participating Agency under the Master Agreement.

4. Indefinite Quantity. This solicitation requests pricing for an indefinite quantity of Products & Services.
 5. Total Acquisition Cost. The pricing included in the Cost Proposal must be clearly understood, complete, and fully describe the total cost of acquisition (e.g., cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Agency's location).
 6. Prevailing Wage. Supplier and any of its subcontractors agree to comply with all laws regarding prevailing wage rates applicable to construction of public work, and any related federal requirements, including the Davis-Bacon Act, applicable to this solicitation and Participating Agencies.
 7. Administrative Fee. Pricing provided shall include the administrative fee payable to CoreTrust.
 8. Descriptions. All line items included in your Cost Proposal should be described by, but not limited to, characteristics such as manufacture name, stock or part number, size, or functionality.
 9. Discounts. Discounts shall be clearly defined. Pricing with multiple discounts levels based on quantity, sales volume, or any other factor is allowable and must be based on a fixed or defined price or sales range or configuration of Products & Services.
 10. No Cost-Plus Pricing. Cost-Plus Pricing is not acceptable as the primary pricing methodology for the solutions provided in your Cost Proposal. Cost-Plus Pricing can be defined as adding a markup to the cost of goods or services to arrive at a selling price. Using this pricing methodology is not accepted by Participating Agencies using Federal grant funds to purchase the Products & Services offered by Supplier.
- F. Lead Agency reserves the right to make additional investigations as it deems necessary to establish the capability of any Respondent.

5. PROSPECTIVE CONTRACTOR ACCEPTANCE OF EVALUATION TECHNIQUE

The submission of a response to this solicitation signifies the Prospective Contractor's understanding and agreement that some subjective value judgments will be made during the evaluation and scoring of the technical proposals.

6. AWARD

- A. Depending upon the proposals received in a given category, Lead Agency may need to organize responses into subcategories based on specific geographies, products, or services in order to provide the broadest coverage of the requests in scope of this solicitation. Awards may be based on a subcategory.
- B. Lead Agency is under no obligation to issue a contract as a result of this solicitation if, in the opinion of Lead Agency and the proposal review team, none of the proposals are sufficiently responsive to the objectives and needs of Lead Agency. Lead Agency reserves the right to not select any Respondent should Lead Agency decide not to proceed for any reason.
- C. Once a supplier is awarded, they will go through an onboarding process with CoreTrust to set specific protocols. Generally, suppliers are expected to submit a monthly sales report on the contract, which will trigger the fee submission at the same time. Suppliers and CoreTrust will work through the specific

details during onboarding. Please refer to Attachment A - Terms and Conditions to the Administration Agreement, #3. Fees - a. Administrative Fee, b. Reporting and c. Audit. Also refer to Schedule 1 to Attachment A - Form of Administrative Fee Report.

- D. In the event a Respondent's proposal is not selected, Respondent may, simultaneous to or in lieu of a protest, request in writing that Lead Agency and Respondent engage in a debriefing process, the purpose of which is to provide Lead Agency's general feedback on the Respondent's proposal in order to aid the Respondent in preparing future proposals.

7. PROTESTS

- A. Subject to the requirements set forth in Sections A and B of the solicitation, a protest may be filed by a prospective or actual Respondent alleging improprieties in the issuance of the solicitation or any other event preceding the deadline for proposal submission. The protest must be sent via email to bcpurchasing@broomecountyny.gov prior to the proposal due date.
- B. Any potential or actual Respondent objecting to the award of a contract resulting from the issuance of this solicitation may file a protest of contract award and must be submitted no later than 12:00 PM Central on the eighth (8th) calendar day after the public announcement of contract award. The Respondent(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- C. Whether for a protest of the solicitation or contract award(s), the protest must be filed in writing and must contain the following information:
1. The name, address, and telephone number of the protestor;
 2. The name and number of the solicitation being protested;
 3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 4. A request for a ruling by Lead Agency;
 5. A statement as to the form of relief requested from Lead Agency; and
 6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- D. Lead Agency shall issue written decisions on all timely protests and shall notify any protestor who filed an untimely protest as to whether the protest shall be considered.
- E. An untimely protest may be considered by Lead Agency, if Lead Agency, in its sole discretion, determines that the protest raises issues significant to Lead Agency's procurement methodology. An untimely protest is one received by Lead Agency after the time periods set forth in this Section.
- F. All protests must be filed at the following location:

Broome County Division of Purchasing
60 Hawley Street, 2nd Floor
Edwin L. Crawford County Office Building
Binghamton, New York 13901

8. OTHER REQUIRED INFORMATION

- A. Certifications And Licenses: Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from

any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

B. Contractor's Employment Eligibility

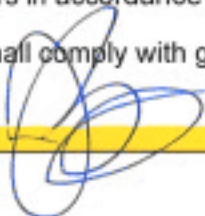
By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this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

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

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

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

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


Respondent Signature**C. Fingerprint & Criminal Background Checks**

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

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

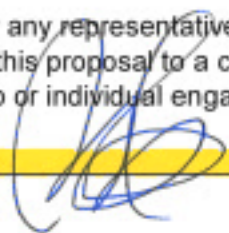
Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.


Respondent Signature**D. ANTITRUST CERTIFICATION STATEMENTS**

(Tex. Government Code § 2155.005)

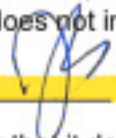
I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.


Respondent Signature

F. BOYCOTT CERTIFICATION

Respondent must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

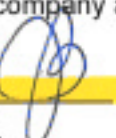
Does vendor agree?  (Initials of Authorized Representative)

Respondent must certify that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. Respondent must also certify that it does not boycott energy companies; and will not boycott energy companies during the term of the contract.

Does vendor agree?  (Initials of Authorized Representative)

G. TERRORIST STATE CERTIFICATION

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

Does vendor agree?  (Initials of Authorized Representative)

H. FEMA REQUIREMENTS

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or "EDGAR" requirements). Additionally, Appendix II to Part 200 authorizes FEMA to require or recommend additional provisions for contracts.

All respondents submitting proposals must complete this FEMA Recommended Contract Provisions Form regarding respondent's willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using FEMA funds. This completed form will be made available to Members for their use while considering their purchasing options when using FEMA grant funds. Members may also require Supplier Partners to enter into ancillary agreements, in addition to the contract's general terms and conditions, to address the member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Respondent should certify Respondent's agreement and ability to comply, where applicable, by having respondents authorized representative complete and

initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item in this form, it will be considered that the

Respondent's response will be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, may impact the ability of a participating agency to purchase from the Supplier using federal funds.

1. Access to Records

For All Procurements

The Winning Supplier agrees to provide the participating agency, the pass-through entity (if applicable), 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 Winning 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 Winning Supplier agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

Does vendor agree?  (Initials of Authorized Representative)

For Contracts Entered into After August 1, 2017 Under a Major Disaster or Emergency Declaration

In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the participating agency, and the Winning 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."

Does vendor agree?  (Initials of Authorized Representative)

2. Changes

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). The participating agency should also consult their servicing legal counsel to determine whether and how contract changes are permissible under applicable state, local, or tribal laws or regulations.

Does vendor agree?  (Initials of Authorized Representative)

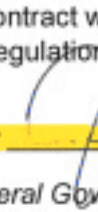
3. Use of DHS Seal, Logo, and Flags

The Winning Supplier 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.

Does vendor agree?  (Initials of Authorized Representative)

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

This is an acknowledgement that when FEMA financial assistance is used to fund all or a portion of the participating agency's contract with the Winning Supplier, the Winning Supplier will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

Does vendor agree?  (Initials of Authorized Representative)

5. No Obligation by Federal Government

The federal government is not a party to this or any contract resulting from this or future procurements with the participating agencies and is not subject to any obligations or liabilities to the non-federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

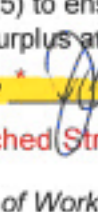
6. Program Fraud and False or Fraudulent Statements or Related Acts

The Winning Supplier 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.

Does vendor agree?  (Initials of Authorized Representative)

7. Affirmative Socioeconomic Steps

If subcontracts are to be let, the Winning Supplier is required to take all necessary steps identified in 2 C.F.R. § 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.

Does vendor agree?  (Initials of Authorized Representative)

***Please see attached Strategic Supplier Network Commitment document.**

8. License and Delivery of Works Subject to Copyright and Data Rights

The Winning Supplier grants to the participating 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 Winning Supplier will identify such data and grant to the participating 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 Winning Supplier will deliver to the participating 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 (insert name of the non-federal entity).

Does vendor agree? JS (Initials of Authorized Representative)

SECTION H – REQUIREMENTS FOR NATIONAL COOPERATIVE CONTRACT

1. NATIONAL OFFERING. This Section H defines the expectations for qualifying Suppliers based on CoreTrust's and Lead Agency's requirements to market the resulting Master Agreement nationally to potential Participating Agencies. All transactions, purchase orders, invoices, and payments shall occur directly between Supplier and each Participating Agency, individually, and neither CoreTrust nor Lead Agency, including their respective agents, directors, employees, or representatives, shall be liable to Supplier for any acts, liabilities, damages, etc., of or incurred by any other Participating Agency. Supplier is responsible for knowing the tax laws in each state. These requirements are incorporated into and are considered an integral part of this solicitation and are hereby incorporated into the Administration Agreement and Master Agreement. CoreTrust reserves the right to determine whether to make the Master Agreement awarded by Lead Agency available to any Participating Agency, in its sole and absolute discretion, and any party submitting a response to this solicitation acknowledges that any award by Lead Agency does not obligate CoreTrust to make the Master Agreement available to Participating Agencies.

2. AUTHORIZATION OF CONTRACTORS, SUBCONTRACTORS, DEALERS, RESELLERS, AND DISTRIBUTORS. If Lead Agency or Respondent requires the use of contractors, subcontractors, dealers, resellers, or distributors to sell or service the Products & Services included in their proposal, the proposal should provide a list of or direct the proposal review team to where they can locate a list of the Respondent's dealers, resellers, or subcontractors who shall be authorized to sell through the contract in the event the Respondent receives a contract award. In the event Respondent receives a contract award and, during the term of such Master Agreement, additional or different contractors, subcontractors, dealers, resellers, or distributors are required by Lead Agency, Participating Agency, and/or Respondent (as applicable), the use of such additional or different contractors, subcontractors, dealers, resellers, or distributors shall be subject to the other party's consent (which approval shall not be unreasonably withheld, conditioned, or delayed) as evidenced in a writing signed by an authorized representative of each of Respondent and Lead Agency.

3. AWARD BASIS. The award of any Master Agreement resulting from this solicitation made by Lead Agency shall be the basis through which CoreTrust makes available the Master Agreement on a national level through the CoreTrust national cooperative contract program. If multiple Respondents are awarded by Lead Agency under the Master Agreement, those same Respondents shall be required to extend the Master Agreement to Participating Agencies through CoreTrust. Utilization of the Master Agreement by Participating Agencies shall be at the discretion of the individual Participating Agency. Certain terms of the Master Agreement specifically applicable to Lead Agency (e.g. governing law) are subject to modification for each Participating Agency as Supplier, such Participating Agency, and CoreTrust shall agree without being in conflict with the Master Agreement. Participating Agencies may request to enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in the Master Agreement (i.e. invoice requirements, order requirements, specialized delivery, diversity requirements such as minority and woman owned businesses, historically underutilized business, governing law, etc.). It shall be the responsibility of Supplier to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the Participating Agency. It shall further be the responsibility of Supplier to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of the Master Agreement and adjust wage rates accordingly. Any supplemental agreement developed as a result of the Master Agreement is exclusively between the Participating Agency and Supplier (contract sales are reported to CoreTrust).

4. MARKETING, SALES, AND ADMINISTRATIVE SUPPORT. CoreTrust shall provide marketing, sales, and administrative support to Supplier as determined by CoreTrust to market and promote the Products & Services on a national level. Such support and Supplier obligations shall be further detailed in the Administrative

Agreement and may include, without limitation, training support, marketing collateral, website materials, participation in pitches and sales calls, trade shows, advertising, and social media campaigns.

5. ADMINISTRATIVE FEE. Suppliers shall be obligated to remit an Administrative Fee to CoreTrust in consideration of CoreTrust's support of the Program. Such Administrative Fee shall be paid by Supplier in accordance with the terms of the Administration Agreement.

[Remainder of page intentionally left blank.]

SECTION I – FORM OF MASTER AGREEMENT

[Attachment to Follow]

MASTER COOPERATIVE PURCHASING AGREEMENT

THIS MASTER COOPERATIVE PURCHASING AGREEMENT (this "**Master Agreement**") is entered into as of the Effective Date (as defined herein) by and between Lead Agency and Supplier (each a "**Party**" and together the "**Parties**").

RECITALS

WHEREAS, Broome County, NY serves as a lead agency (a "**Lead Agency**") for CoreTrust Purchasing Group LLC ("**CoreTrust**"), a national cooperative purchasing organization, by publicly procuring Master Agreements for products and services (the "**Program**") to be made available to current and prospective CoreTrust cooperative purchase program participants ("**Program Participant**");

WHEREAS, CoreTrust is Lead Agency's third-party procurement administrator and duly authorized agent managing procurement, contract management, marketing, sales, reporting, and financial activities of, for, and on behalf of Lead Agency;

WHEREAS, any Public Sector Entity may participate in the Program as a Program Participant to the extent permitted by applicable state, region, territory, and/or national law. The term "**Public Sector Entity**" includes without limitation state, county, city, special district, and/or local government entities, school districts, private and public educational institutions, political subdivisions, state/regional/territorial agencies, state/regional/territorial governments, and other entities receiving financial support from tax monies and/or public funds;

WHEREAS, CoreTrust makes its Master Agreements available through groups and associations ("**Association Partners**") that contract with CoreTrust to provide additional benefits to such Association Partners' members;

WHEREAS, Program Participants, Association Partners, and Association Partners' members are referred to herein as "**CoreTrust Participants**";

WHEREAS, Lead Agency issued a best value solicitation ("**solicitation**") on behalf of CoreTrust Participants and solicited responses from companies ("**Respondent(s)**") for Heavy Equipment Rentals with related products and services, as further described in Supplier's cost proposal submission (collectively, "**Products & Services**"), and awarded a contract to Supplier; and

WHEREAS, CoreTrust shall make available this Master Agreement to Program Participants for procurement of Supplier's Products & Services, and Supplier shall provide the same to Program Participants subject to this Master Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. PERSONNEL; EQUIPMENT. Supplier shall provide the Products & Services to all Program Participants at the prices set forth in its cost proposal submission delivered in response to the solicitation. Supplier shall engage such subcontractors, personnel, and/or specialized equipment necessary to furnish Products & Services to all Program Participants throughout the Term of this Master Agreement.

2. SUPPLEMENTAL AGREEMENTS. No separate agreement shall apply to the Products & Services ordered under this Master Agreement.

3. PRICING

a. Charges. All amounts to be paid by Program Participants for Products & Services are provided in the cost proposal attached to the solicitation as Section Q ("**Cost Proposal**"). Supplier agrees that there are no other rates, fees, charges, or other monetary incentives for Products & Services except those listed in Supplier's Cost Proposal.

b. Restrictions. All pricing is "Not-To-Exceed," where Program Participants shall receive pricing that does not exceed the per-unit pricing provided in Respondent's Cost Proposal. No price increases are permitted within the first ninety (90) days after the Effective Date hereof. Thereafter, Supplier shall notify CoreTrust in writing immediately upon Supplier's determination of any price increase, and all price increases shall be requested in writing to Lead Agency. Supplier shall deliver to Lead Agency manufacturer documentation or a formal cost justification letter simultaneous with such request. For clarity, price increases must be approved in writing by Lead Agency's authorized representative in order to take effect, and no payment for additional materials or services beyond the amount stipulated in the Cost Proposal shall be paid without

such prior approval. Supplier shall maintain all current pricing on file with CoreTrust, and shall provide to CoreTrust all price changes using the same format as was accepted in the original awarded contract.

4. TERM; TERMINATION

a. **Term.** This Master Agreement commences as of the effective date ("**Effective Date**") identified in the Master Agreement Acceptance Form attached to the solicitation as **Section J ("Master Agreement Acceptance Form")** and continues for the later of: (i) **three (3) years**; and (ii) the expiration date identified in the Master Agreement Acceptance Form ("**Termination Date**") unless extended, terminated, or canceled as set forth herein ("**Initial Term**"). Thereafter, Lead Agency may opt to renew his Master Agreement for **two (2) additional one (1) year period(s)** (each, a "**Renewal Term**") unless this Master Agreement is earlier terminated as set forth herein. By the Parties' mutual written consent, the Term of this Master Agreement may be extended beyond the Initial and Renewal Term(s) ("**Extended Term**"). The Initial Term together with all Renewal Terms and Extended Terms exercised are hereinafter collectively referred to as the "**Term**."

b. **Termination.** Each Party may terminate this Master Agreement: (i) at any time upon mutual written consent of all Parties' respective authorized representatives; (ii) upon ten (10) additional days' written notice in the event another Party breaches a material obligation hereunder, and (if such breach is curable) such Party fails to cure the breach or provide acceptable reassurance to the non-breaching Party(ies) within thirty (30) calendar days of receiving written notice thereof; and/or (iii) upon five (5) business days' written notice: (1) if another Party is adjudged insolvent or bankrupt or makes any assignment for the benefit of creditors; (2) upon the appointment of a receiver, liquidator, or trustee of another Party's property or assets; or (3) upon liquidation, dissolution, or winding up of another Party's business.

c. **Effect of Termination.** Upon termination of this Master Agreement for any reason, all Confidential Information shall be promptly returned to the Disclosing Party. Supplier shall immediately cease all sales of Products & Services to any Program Participant under and through the terms of this Master Agreement. Following the effective date of termination, Supplier shall not be precluded from selling its products and services to individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect, either directly or through some other contract vehicle. Following the effective date of termination, Lead Agency and CoreTrust shall not be precluded from transitioning individuals, businesses, and entities that were Program Participants when this Master Agreement was in effect to another agreement or supplier.

5. **CONFIDENTIALITY.** This **Section 5** shall apply solely to the extent permitted by applicable law. The non-public nature and details of the business relationship established hereunder, and each Party's ("**Disclosing Party**") non-public business information to which another Party (the "**Receiving Party**") becomes privy during the Term, constitute the Disclosing Party's confidential and proprietary information ("**Confidential Information**"), the disclosure, copying, or distribution of which in breach of this Master Agreement could result in harm to the Disclosing Party. Each Party shall maintain the other Parties' Confidential Information in the strictest confidence and shall not disclose, copy, or distribute the other Parties' Confidential Information, whether orally or in writing, directly or indirectly, in whole or in part, except to those of the Receiving Party's employees, agents, subcontractors, consultants, and suppliers with a need to know the Confidential Information who are bound: (a) in writing to these confidentiality obligations; and/or (b) by a professional duty of confidentiality. The foregoing shall not limit a Receiving Party, for purposes of marketing, from informing actual or potential CoreTrust Participants of the existence of a general contractual relationship between the Parties. The confidentiality obligations set forth in this Section shall continue in effect for the Term and thereafter for so long as permitted under applicable law. For clarity, "Confidential Information" shall not include information: (i) which is or becomes generally available to the public other than through the fault of the Receiving Party or a third party acting on the Receiving Party's behalf; (ii) which was available on a non-confidential basis prior to its disclosure by the Disclosing Party; and/or (iii) which becomes available to a Receiving Party on a non-confidential basis from a source other than the Disclosing Party or its representatives (provided, such source is not known by the Receiving Party to be subject to any prohibition against transmitting the information). Notwithstanding anything to the contrary herein, if a Receiving Party is required by applicable law, legal process, and/or court of competent jurisdiction to disclose the Disclosing Party's Confidential Information, the Receiving Party shall: (1) promptly notify the Disclosing Party in writing (to the extent legally permitted) so that the Disclosing Party may seek a protective order or other appropriate remedy; (2) furnish only that portion of the Confidential Information which is legally required; and (3) reasonably cooperate with the Disclosing Party's defense against such compelled disclosure (if any), at the Disclosing Party's expense and written request.

6. **INDEMNIFICATION.** Supplier shall hold the CoreTrust harmless from, and indemnify CoreTrust against, any and all claims, demands, and actions based upon or arising out of any activities the Supplier and its employees and agents may

perform under this Master Agreement and any related contracts or orders thereunder. Supplier shall defend any and all actions brought against CoreTrust based upon any such claims or demands.

7. INSURANCE. During the Term and for two (2) years following expiration or termination of this Master Agreement, Supplier at its own expense shall maintain, and shall require its agents, subcontractors, and suppliers engaged in Supplier's performance of its duties hereunder to maintain, general liability insurance, property insurance, and automobile insurance (at a minimum, in the amount of \$1,000,000 per occurrence/\$5,000,000 annual aggregate) applicable to any claims, liabilities, damages, costs, and expenses arising out of its performance under this Master Agreement and with respect to, or arising out of, Supplier's provision of Products & Services to Program Participants. Lead Agency, CoreTrust, and their respective officers, directors, employees, and agents shall be named as certificate holders on Supplier's related insurance policies. All such insurance policies shall incorporate a provision requiring written notice to Lead Agency and CoreTrust at least thirty (30) days prior to the cancellation, non-renewal, and/or material modification of any such policies. Supplier shall submit to CoreTrust within ten (10) calendar days after the Effective Date, and prior to furnishing Products & Services to any Program Participants, valid certificates evidencing the effectiveness of the foregoing insurance policies. Supplier shall provide such valid certificates on an annual basis until the terms of this Section are no longer applicable.

8. AUDIT. Lead Agency, whether directly or through an independent auditor or accounting firm, may perform audits of Supplier materials, including inspection of books, records, and computer data relevant to Supplier's provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, such inspections and audits shall be conducted upon reasonable notice to Supplier and in a manner not unreasonably interfering with Supplier's ordinary business operations.

9. MISCELLANEOUS

a. Submission Review. Lead Agency shall review proposed Respondent contract documents. Respondent's contract document shall not become part of Lead Agency's and CoreTrust's contract with Respondent unless and until an authorized representative of each of Lead Agency and CoreTrust reviews and approves it in writing.

b. General. This Master Agreement, together with all solicitation components of the solicitation, the components of Supplier's proposal, attachments, appendices, and exhibits hereto, constitutes the Parties' entire agreement with respect to the subject matter hereof and supersedes all prior oral or written representations and agreements with regard to the same. Supplier's complete and final solicitation response is hereby incorporated into and made part of this Master Agreement. No release, discharge, abandonment, waiver, alteration, or modification of any provision of this Master Agreement shall be binding upon any Party unless set forth in a writing signed by authorized representatives of the Parties. This Master Agreement should be construed without regard to any rule requiring interpretation against the drafting Party. Waiver by any Party(ies) of or the failure of any Party(ies) hereto to enforce at any time its rights with regard to any breach or failure to comply with any provision of this Master Agreement by the other Party(ies) may not be construed as, or constitute, a continuing waiver of such provision, or a waiver of any other future breach of or failure to comply with the same provision or any other provision of this Master Agreement. If any provision hereof is found by a court of competent jurisdiction to be invalid or unenforceable, it shall be enforced to the extent permissible and the remainder of this Master Agreement shall remain in full force and effect. This Master Agreement may be executed in one or more counterparts, each of which shall be deemed an original. For purposes of this Master Agreement, a facsimile, scanned, or electronic signature shall be deemed an original signature. In the event of conflict between terms in this Master Agreement and the terms of the solicitation or any section or attachment thereto, the following order of precedence applies: (i) the terms in the body of this Master Agreement; (ii) specifications and scope of work, as awarded; (iii) attachments and exhibits to the Master Agreement; (iv) the solicitation and all attachments thereto; and (v) Respondent's proposal and all attachments thereto.

c. Force Majeure. The Parties' obligations hereunder shall be temporarily suspended during any period a Party is unable to carry out its obligations under this Master Agreement by reason of a Force Majeure Event. For purposes of this Master Agreement, a "Force Majeure Event" means an occurrence negatively affecting a Party's performance hereunder and which is beyond such Party's reasonable control, including an act of God or public enemy, act of terrorism, pandemic or epidemic, fire, flood, civil commotion, or closing of the public highways. No Party shall have any responsibility to the other Party for a delay in performance nor failure to perform to the extent this Master Agreement is so temporarily suspended; provided: (i) nothing contained herein shall apply to payment obligations with respect to obligations which have already been performed under this Master Agreement; and (ii) the affected Party: (1) promptly notifies the other Party of such Force Majeure Event and the reasonably expected duration thereof; (2) exercises commercially reasonable efforts to promptly

remedy, remove, or mitigate the effects of such Force Majeure Event to the extent reasonably possible; and (3) promptly resumes performance of any suspended obligation upon cessation of such Force Majeure Event.

d. Assignment. This Master Agreement and the rights and obligations hereunder are not assignable by any Party hereto without the prior written consent of the other Parties, which consent shall not be unreasonably withheld, conditioned, or delayed; provided, Supplier may assign its respective rights and obligations under this Master Agreement without the consent of the other Parties in the event Supplier undergoes a corporate reorganization, consolidation, merger, sale, or transfer of all or substantially all of its assets to another entity. Subject to the preceding sentence, this Master Agreement shall be binding upon, inure to the benefit of, and be enforceable by the Parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this Section shall be null and void. This Master Agreement may be extended to additional entities affiliated with the Parties upon the mutual written agreement of the Parties' authorized representatives; provided, no such extension shall relieve the extending Party of its rights and obligations under this Master Agreement.

e. Relationship. Nothing contained in this Master Agreement creates any agency, partnership, or other joint enterprise between the Parties. The Parties shall at all times be independent contractors. No Party has authority to contract for or bind another Party in any manner whatsoever except as expressly permitted under this Master Agreement. This Master Agreement is made solely for the benefit of the Parties, and no third party shall acquire or have any right under or by virtue of this Master Agreement.

f. Governing Law. This Master Agreement shall be governed by and construed in accordance with the laws of the State of NEW YORK and the United States of America, without regard to their respective conflict of laws principles. THE PARTIES EACH EXPRESSLY SUBMIT AND CONSENT TO THE JURISDICTION OF ANY COURT HAVING JURISDICTION OVER BROOME COUNTY, NEW YORK WITH RESPECT TO ANY LEGAL PROCEEDING ARISING OUT OF, OR RELATING TO, THIS MASTER AGREEMENT. EACH PARTY EXPRESSLY WAIVES ANY OBJECTION THAT IT MAY HAVE BASED UPON LACK OF PERSONAL JURISDICTION, IMPROPER VENUE, OR *FORUM NON CONVENIENS*. In the event any Party initiates a suit and that suit is adjudicated by a court of competent jurisdiction, the prevailing Party shall be entitled to pursue recovery of reasonable attorneys' fees and costs from the non-prevailing Party, in addition to any other relief to which such court determines the prevailing Party is entitled or awarded.

g. Survival. In addition to those provisions which by their nature survive the expiration or termination of this Master Agreement, Sections 2 and 4 through 9 shall so survive.

h. Notice. All notices, claims, certificates, requests, demands, and other communications required or permitted hereunder must be in writing and shall be deemed effective: (i) when delivered personally to the recipient; (ii) the next business day following deposit with a nationally recognized overnight courier service; and/or (iii) three (3) days following deposit with the U.S. Postal Service if by certified or registered mail, return receipt requested and postage prepaid. The Parties agree that the day-to-day business communications may be made via electronic communication. Written notices to Supplier shall be sent to the remittance address provided with Supplier's proposal, and written notices to Lead Agency shall be sent to the below address(es), as may be updated from time to time pursuant to this Section.

If to Lead Agency:

Broome County Department of Purchasing
60 Hawley Street, 2nd Floor
Edwin L. Crawford County Office Building
Binghamton, New York 13901

With a copy to:

CoreTrust Purchasing Group LLC
Attn: Drew Tuller, Senior Director Sales, Public Sector
601 11th Avenue North, 7th Floor
Nashville, Tennessee 37203

SECTION J – MASTER AGREEMENT ACCEPTANCE FORM

[Attachment to Follow]

MASTER AGREEMENT ACCEPTANCE FORM

RESPONDENTS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE IN ORDER TO BE CONSIDERED FOR AN AWARD.

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

Company Name	ODP Business Solutions, LLC
Address	6600 North Military Trail
City/State/ZIP	Boca Raton, FL 33496-2434
Phone Number	570.618.1013
Email Address	Joseph.Brothers@odpbusiness.com
Printed Name	Joseph Brothers
Job Title	SVP, Strategy & Growth

Master Agreement Effective Date	TBD
Master Agreement Termination Date	TBD
Contract Number	TBD

SUPPLIER: ODP Business Solutions, LLC

BROOME COUNTY, NY

**Please see attached Variations and Justification - Clarification - Exceptions document.*


 Authorized Signature
 Joseph Brothers
 Printed Name
 SVP, Strategy & Growth
 Title
 2/2/24
 Date

 Authorized Signature

 Printed Name

 Title

 Date

SECTION K – FORM OF ADMINISTRATION AGREEMENT

[Attachment to Follow]

ADMINISTRATION AGREEMENT

THIS ADMINISTRATION AGREEMENT, including the Terms and Conditions attached hereto as Attachment A (collectively, this "Admin Agreement") is entered into as of **[CLICK HERE TO ENTER DATE]** ("Effective Date") by and between CoreTrust Purchasing Group LLC, a Delaware limited liability company ("CoreTrust") and the Party identified in the table below ("Supplier") (each a "Party" and together the "Parties").

This Admin Agreement sets forth certain terms between CoreTrust and Supplier that apply to Supplier's provision of Products & Services to governmental agencies participating in CoreTrust's national cooperative purchasing program ("Participating Agencies"). For purposes of this Admin Agreement, any lead agency shall also be a Participating Agency.

Supplier Full Name:	ODP Business Solutions, LLC
Supplier Address:	6600 North Military Trail, Boca Raton, FL 33496-2434

Supplier National Account Manager:		Notice Address(es)* per Section 6(f):
Name:	Micah Ferraro	Micah.Ferraro@odpbusiness.com <i>*Please identify above any additional addresses to which a simultaneous copy should be sent.</i>
Title:	Business Development Manager	
Telephone:	865.306.2696	
Email:	Micah.Ferraro@odpbusiness.com	

CoreTrust Point of Contact:		Notice Address(es) per Section 6(f):
Name:	Drew Tuller	CoreTrust Purchasing Group LLC Attn: Chief Revenue Officer 601 11th Avenue North, 7th Floor Nashville, Tennessee 37203 With a copy to: CoreTrust Purchasing Group LLC Attn: General Counsel 601 11th Avenue North, 7th Floor Nashville, Tennessee 37203
Title:	Senior Director Sales, Public Sector	
Telephone:	518-538-1948	
Email:	Drew.Tuller@coretrustpg.com	

IN WITNESS WHEREOF, CoreTrust and Supplier have signed this Admin Agreement by their duly authorized representatives as of the Effective Date.

CORETRUST PURCHASING GROUP LLC

Authorized Signature

Printed Name

SUPPLIER



Authorized Signature

Joseph Brothers

Printed Name

ATTACHMENT A – TERMS AND CONDITIONS

1. PAR PARTY OBLIGATIONS

a. Mutual. Each Party shall cooperate in good faith to reasonably enable each Participating Agency's procurement of the Products & Services as contemplated hereunder.

b. CoreTrust. In addition to and without limiting Sections 1(a) and 4, CoreTrust shall conduct the following activities pursuant to this Admin Agreement and (as applicable) the Plan:

(i) Supplier Sales Training. CoreTrust shall during the Term develop, as appropriate and subject to Supplier approval (which approval shall not be unreasonably withheld, conditioned, or delayed), various sales training materials, sales tools, and marketing collateral to promote Supplier's Products & Services. In addition to the foregoing, CoreTrust shall (as appropriate) during the Term, and subject to CoreTrust's scheduling requirements: (1) conduct periodic sales trainings with Supplier sales representatives assigned to sell Products & Services; (2) provide such sales representatives with marketing collateral and sales tools to utilize with the Organizations, with particular focus on CoreTrust's procurement process and Organizations' legal ability in any applicable state (as further described in the Attachments) to purchase Products & Services without having to conduct their own bid or solicitation process; and (3) attend at least one Supplier company-wide sales and / or leadership meeting per year.

(ii) General Sales Support. CoreTrust shall, subject to CoreTrust's scheduling requirements, engage in Supplier sales efforts as agreed in writing between the Parties through participating in: (1) individual sales calls; (2) joint sales calls; (3) communications and customer service; (4) discussions and communication with Organizations during the sales process to address questions related to CoreTrust's procurement process, legal authority to purchase through the Cooperative Program, and Cooperative Program design; (5) trainings for Participating Agencies' teams; (6) regular business reviews to monitor Cooperative Program success; and (7) general contract administration.

(iii) Marketing. CoreTrust shall incorporate information about the Products & Services into CoreTrust's website and general collateral materials. CoreTrust and Supplier shall jointly develop and approve marketing materials to promote Products & Services, such as website content, print materials, talking points, press releases, and general correspondence. Subject to CoreTrust's scheduling requirements, CoreTrust shall market the Products & Services to Organizations as part of CoreTrust's ongoing Cooperative Program and other marketing activities, which may consist of: (1) general marketing of all of CoreTrust's master agreements, including Supplier's Products & Services; (2) marketing of Supplier's Products & Services specifically and / or as part of a package of selected master agreements to targeted Organizations; and (3) attending trade shows, conferences, and meetings, among other activities in CoreTrust's reasonable discretion.

c. Supplier. In addition to and without limiting Sections 1(a) and 4, Supplier shall conduct the following activities pursuant to this Admin Agreement and (as applicable) the Plan:

(i) Contract Administrator; Registration. Supplier shall identify a national account manager on the Cover Page and a separate executive corporate sponsor, each of whom is responsible for the overall management of this Admin Agreement, and notify CoreTrust promptly in writing following any change to such designee(s). Supplier is responsible for ensuring that each Organization has completed CoreTrust's registration process as designated by CoreTrust to Supplier prior to processing such Organization's first order.

(ii) Sales Commitment. Supplier shall market the Cooperative Program in the public sector as more thoroughly described in this Admin Agreement and the Plan. Supplier shall make available to interested Organizations such price lists or quotes as may be necessary for such Organizations to evaluate potential purchases of Products & Services, including without limitation publicizing and directly marketing to the Organizations (through print materials, appearances at conferences and promotional events, and other advertising and marketing activities) the benefits of CoreTrust's Cooperative Program and purchasing Products & Services through Supplier. Where Supplier has an existing contractual relationship for Products & Services with a state, Supplier shall notify such state of the Cooperative Program and transition the state to the pricing, terms, and conditions of a CoreTrust master agreement upon the state's request; provided, regardless of whether the state decides to transition to such master agreement, Supplier shall offer such master agreement to all Organizations located within the state.

(iii) Marketing and Training Commitment. Supplier shall, as more thoroughly set forth in the Plan (as applicable): (1) conduct training and education services about the Cooperative Program for the Organizations according to CoreTrust's reasonable scheduling requirements; (2) provide CoreTrust access to and use of Supplier's documents, presentations, and other materials applicable to this Admin Agreement and the services contemplated hereunder to enable CoreTrust to promote its Cooperative Program as contemplated hereunder; and (3) upon CoreTrust's reasonable request, provide information about the Participating Agencies' procurement of Products & Services which CoreTrust may use to improve its procurement processes.

(iv) Plan. Supplier shall work with CoreTrust to develop a Plan within the first ninety (90) days of the Term.

(v) Supplier Content. As requested by CoreTrust, Supplier shall provide Supplier Content for use on CoreTrust websites and for general marketing and publicity purposes as contemplated hereunder. During the Term, Supplier hereby grants to CoreTrust and its affiliates a non-exclusive, worldwide, royalty-free, transferable and sublicensable right and license to reproduce, modify,

distribute, publicly perform, publicly display, and use Supplier Content to perform CoreTrust's obligations under this Admin Agreement.

(vi) Performance Review. During the Term, upon CoreTrust's reasonable request, Supplier shall participate in a performance review meeting with CoreTrust to evaluate Supplier's performance hereunder with respect to the marketing of the Program.

2. TERM; TERMINATION

a. Term. The Term of this Admin Agreement five (5) years.

b. Termination. Supplier's failure to maintain its covenants and commitments contained in this Admin Agreement shall constitute a material breach of this Admin Agreement. If such breach is not cured within thirty (30) days of written notice to Supplier, in addition to any and all remedies available at law or equity, CoreTrust shall have the right to terminate this Admin Agreement, at CoreTrust's sole discretion.

c. Effects of Termination. Upon termination of this Admin Agreement for any reason: (i) Supplier shall continue making Administrative Fee payments to CoreTrust generated by Participating Agencies' purchase of Products & Services to the extent that Supplier continues to generate revenue from each Participating Agency's purchase of such Products & Services; and (ii) each Party shall immediately cease use of the other Party's trademarks, names, and logos.

3. FEES

a. Administrative Fee. Supplier shall pay CoreTrust the Administrative Fee for the preceding calendar month no later than thirty (30) days following the end of such calendar month. The Administrative Fee is payable in U.S. Dollars via wire to the payment account designated in writing by CoreTrust. All Administrative Fees not paid when due shall bear interest at a rate equal to the lesser of one-and-one-half percent (1.5%) per month or the maximum rate permitted by law until paid in full.

b. Reporting. No later than thirty (30) days after the end of each calendar month during the Term, Supplier shall deliver to CoreTrust the Administrative Fee Report. CoreTrust may compare Supplier's Administrative Fee Report with Participating Agencies' records and, if CoreTrust identifies a material discrepancy, CoreTrust shall notify Supplier in writing, and Supplier shall have thirty (30) days thereafter to resolve such discrepancy to CoreTrust's reasonable satisfaction. If such resolution requires payment of additional Administrative Fee amounts, Supplier shall remit payment of such balance to CoreTrust no later than fifteen (15) days thereafter; provided, if Supplier disputes CoreTrust's finding(s) of a discrepancy and / or the underlying Participating Agency documentation, the Parties shall engage an independent auditor to evaluate such discrepancy, and the cost of such independent audit shall be borne by Supplier. Additionally, in an effort to provide Participating Agencies transparency, Supplier will work with CoreTrust in providing transactional reporting via SFTP process or API connection ("**Agency Report**"). The Agency Report will capture itemized spend information, to the extent possible, identified by a Participating Agency, and will occur at a cadence set by CoreTrust, not to exceed monthly.

c. Audit. CoreTrust, whether directly or through an independent auditor or accounting firm, shall have the right to perform audits of Supplier's records related to its performance under this Admin Agreement, including inspection of books, records, and computer data relevant to Supplier's provision of Products & Services to Participating Agencies, to ensure that pricing, inventory, quality, process, and business controls are maintained; provided, such inspections and audits shall be conducted upon reasonable notice to Supplier and so as not to unreasonably interfere with Supplier's business or operations.

4. LEAD AGENCY COMPENSATION

a. Consideration. In consideration of the Lead Agency's role in developing, issuing, evaluating, and awarding the cooperative solicitation and resulting Master Agreement(s), CoreTrust Purchasing Group LLC ("CoreTrust") agrees to remit to the Lead Agency five percent (5%) of the total administrative fees collected by CoreTrust from Participating Suppliers under this Agreement.

b. Payment Schedule. Payments shall be made quarterly, within thirty (30) days following CoreTrust's receipt of the applicable administrative fees and shall be accompanied by a summary statement identifying the total fees received and the corresponding amount remitted to the Lead Agency.

c. Audit and Reconciliation. All such payments shall be subject to reconciliation and audit under Section 3(c) of this Agreement. CoreTrust's obligation is limited to the amount of administrative fees actually collected from Participating Suppliers.

d. No Impact on Participating Agencies or Suppliers. This provision applies solely between CoreTrust and the Lead Agency and imposes no cost, deduction, or obligation on any Participating Agency or Supplier.

5. REPRESENTATIONS & WARRANTIES

a. Mutual. Each Party hereby represents, warrants, and covenants that it does as of the Effective Date and shall during the Term comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.

b. By Supplier. Supplier hereby represents and warrants that: (i) this Admin Agreement has received all necessary corporate authorizations and support of Supplier's executive management; (ii) it shall promote and market CoreTrust's Cooperative Program to Organizations; (iii) its sales force shall be trained, engaged, and committed to offering a master agreement to Organizations through

CoreTrust in the geographies agreed between the Parties; (iv) all sales under such master agreement shall be accurately and timely reported to CoreTrust; (v) its sales force shall be compensated, including sales incentives, for sales to Participating Agencies under the master agreement in a consistent or better manner compared to sales to Organizations if Supplier were not awarded such master agreement; (vi) it is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (vii) Supplier Content and any other materials or services provided to CoreTrust as contemplated hereunder shall not infringe, misappropriate, or otherwise violate the intellectual property or proprietary rights of any third party.

6. INDEMNIFICATION; LIMITATION OF LIABILITY

a. Indemnification. Supplier shall hold CoreTrust harmless from, and indemnify CoreTrust against, any and all claims, demands, and actions based upon or arising out of any activities the Supplier and its employees and agents may perform under this Admin Agreement and any related contracts or orders thereunder. Supplier shall defend any and all actions brought against CoreTrust based upon any such claims or demands.

b. Disclaimer. With respect to any purchases by any Participating Agency, CoreTrust shall not be: (i) construed as a dealer, re-marketer, representative, partner, or agent of any type of Supplier or any Participating Agency; (ii) obligated by, liable for, or in any way responsible for the Products & Services or any order of Products & Services made by any Participating Agency or any employee thereof or for any payment required to be made with respect to such order for Products & Services; and / or (iii) obligated by, liable for, or in any way responsible for any failure by any Participating Agency to comply with procedures or requirements of applicable law or to obtain the due authorization and approval necessary to purchase Products & Services. CoreTrust makes no representation or guaranty with respect to any minimum purchases by any Participating Agency, whether individually or collectively, or any employee thereof under this Admin Agreement. CORETRUST EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING CORETRUST'S PERFORMANCE AS A CONTRACT ADMINISTRATOR. CORETRUST SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF CORETRUST IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The terms of this Section 5 shall survive the termination of this Admin Agreement.

7. MISCELLANEOUS

a. General. This Admin Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior agreements, arrangements, representations, and understandings relating to the same (written or oral). All Attachments hereto are hereby incorporated and made a part of Admin Agreement. Any conflict among the terms and conditions of any document associated herewith shall be resolved in the following order of precedence: (i) any Attachment; (ii) these Terms and Conditions; and (iii) any other such associated document. This Admin Agreement may be amended, modified, or supplemented only by a written document expressly indicating such intent of the Parties that is executed and delivered by an authorized representative of each Party. No failure or delay by a Party in exercising any right, power, or privilege hereunder shall operate as a waiver, nor shall any single or partial exercise thereof preclude any further exercise of any right, power, or privilege. If a court of competent jurisdiction finds any provision of this Admin Agreement unenforceable or invalid, then such provision shall be ineffective to the extent of the court's ruling, and all remaining portions of the Admin Agreement remain in full force and effect. This Admin Agreement may be executed in two or more counterparts, and manually-executed counterparts may be delivered in electronic form, each of which is deemed an original, and all of which together constitute one and the same instrument. Paragraph headings contained herein are for reference only and are not substantive parts of this Admin Agreement. The use of the singular or plural shall include the other form. As used in this Admin Agreement, all references to "include" or "including" mean inclusive by way of example, and not restrictive by way of limitation, and all references to "day(s)" mean calendar days unless otherwise indicated. This Admin Agreement shall not be construed as prepared by one Party, but rather as if the Parties jointly prepared the same.

b. Relationship. Nothing contained in this Admin Agreement creates any agency, partnership, or other joint enterprise between the Parties. The Parties shall at all times be independent contractors. Neither Party has authority to contract for or bind the other in any manner whatsoever except as expressly set forth in this Admin Agreement. This Admin Agreement is made solely for the benefit of the Parties, and no other persons shall acquire or have any right under or by virtue of this Admin Agreement. Except as otherwise provided herein, all representations, warranties, covenants, and agreements of the Parties shall remain in full force and effect regardless of any termination of this Admin Agreement, in whole or in part.

c. Assignment. Supplier shall not assign this Admin Agreement nor its rights or obligations hereunder without CoreTrust's advance written consent. CoreTrust may in its sole discretion assign this Admin Agreement and / or its rights or obligations hereunder, if to a legal entity that has the authority and capacity to perform CoreTrust's obligations under this Admin Agreement. Any assignment in violation of this Section shall be null and void. This Admin Agreement shall bind upon and inure to the benefit of the Parties, their successors, and permitted assigns.

d. Governing Law. This Admin Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee and the United States of America, without regard to their respective conflict of laws principles. SUPPLIER AND CORETRUST EACH EXPRESSLY SUBMIT AND CONSENT TO THE JURISDICTION OF ANY TENNESSEE STATE COURT SITTING IN NASHVILLE, TENNESSEE OR THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF TENNESSEE WITH RESPECT TO ANY LEGAL PROCEEDING ARISING OUT OF, OR RELATING TO, THIS ADMIN AGREEMENT. EACH PARTY EXPRESSLY WAIVES

ANY OBJECTION THAT IT MAY HAVE BASED UPON LACK OF PERSONAL JURISDICTION, IMPROPER VENUE, OR FORUM NON CONVENIENS.

e. **Force Majeure.** The Parties' obligations hereunder shall be temporarily suspended during any period a Party is unable to carry out its obligations under this Admin Agreement by reason of a Force Majeure Event. Neither Party shall have any liability to the other Party for a delay in performance nor failure to perform to the extent this Admin Agreement is so temporarily suspended; provided: (i) nothing contained herein shall apply to payment obligations with respect to obligations which have already been performed under this Admin Agreement; and (ii) the affected Party: (1) promptly notifies the other Party of such Force Majeure Event and the reasonably expected duration thereof; (2) exercises commercially reasonable efforts to promptly remedy, remove, or mitigate the effects of such Force Majeure Event to the extent reasonably possible; and (3) promptly resumes performance of any suspended obligation upon cessation of such Force Majeure Event.

f. **Notices.** Each Party shall deliver all notices hereunder to the respective address provided on the Cover Page (as a Party may update pursuant to this [Section 6\(f\)](#)), by: (i) personal hand delivery; (ii) certified mail, return receipt requested and postage prepaid, effective three (3) days following deposit with the U.S. Postal Service; or (iii) nationally recognized overnight courier service, effective the next business day following deposit therewith. The Parties may exchange correspondence via email concerning ordinary business matters hereunder; provided, formal notices due under this Admin Agreement are not effective unless sent pursuant to this [Section 6\(f\)](#).

g. **Publicity.** A Party may issue press releases or other public announcements with respect to this Admin Agreement only with the prior written consent of the other Party's authorized representative. CoreTrust may use Supplier's trademarks, names, and logos as provided by Supplier to CoreTrust. CoreTrust authorizes Supplier to use CoreTrust's trademarks, names, and logos solely as provided by CoreTrust to Supplier and for the purposes of this Admin Agreement. Each Party's use of the other Party's trademarks, names, and logos shall be limited to standard communication, including correspondence, newsletters, and website material, and joint marketing efforts, including, but not limited to, utilizing the same on correspondence, collateral, agreements, websites, newsletters, or other marketing materials promoting the Products & Services pursuant to this Admin Agreement. Notwithstanding the foregoing, the Parties understand and agree that except as provided herein, no Party shall have any right, title, or interest in the other Party's trademarks, names, and/or logos.

8. DEFINITIONS

(a) **"Administrative Fee"** means an amount equal to three percent (3%) of the total sales price of all Products & Services purchased by the Participating Agencies and billed by Supplier (excluding taxes).

(b) **"Administrative Fee Report"** means an electronic report summarizing all sales made under the Cooperative Program during the preceding calendar month, in the form attached hereto as [Schedule 1](#).

(c) **"Attachment"** means the appendices attached hereto and made a part of this Admin Agreement.

(d) **"Force Majeure Event"** means an occurrence negatively affecting a Party's performance hereunder and which is beyond a Party's reasonable control, including an act of God or public enemy, act of terrorism, pandemic or epidemic, fire, flood, civil commotion, or closing of the public highways.

(e) **"Cooperative Program"** means CoreTrust's group purchasing organization operations, including without limitation its arrangements with certain vendors, strategic service partners, and other group purchasing entities.

(f) **"Organization(s)"** means (collectively) state, county, city, special district, and / or local government entities, school districts, private and public educational institutions, political subdivisions, state / regional / territorial agencies, state / regional / territorial governments, and other governmental agencies and nonprofit organizations.

(g) **"Plan"** means the sales and marketing plan through which the Parties shall advertise the Cooperative Program and benefits associated therewith to the Organizations, which plan shall include without limitation details concerning: (i) issuing co-branded press releases; (ii) publishing Cooperative Program details and contact information on both CoreTrust and Supplier websites; (iii) scheduling and holding training on any master purchasing agreement for the sales teams of both CoreTrust and Supplier; (iv) jointly participating in national and regional conferences; (v) jointly attending national and regional Participating Agency networking events; and (vi) designing, publishing, and distributing co-branded marketing materials; (vii) engaging in ongoing marketing and promotion of the Cooperative Program for the entire Term (e.g., developing and presenting case studies, collateral pieces, and presentations).

(h) **"Products & Services"** means those products and services provided or otherwise made available by Supplier under this Admin Agreement.

9. "Supplier Content" means graphics, media, and other content Supplier provides or otherwise makes available to CoreTrust hereunder.

SCHEDULE 1 TO ATTACHMENT A - FORM OF ADMINISTRATIVE FEE REPORT

	File Type:	ADMIN	Lead Agency ID:	
	Supplier Name:		Related Check/Wire #:	
	Contract Number:		Check/Wire Amount:	
	Month:		Total Fees for this	
	Year:		Month for this contract:	
	NOTE: For a complete list of Participating Agency ID's please check the CoreTrust Participating Agency Roster that is emailed to you by the CoreTrust. Every Participating Agency must have an ID listed with it. Please contact Customer Service at gethelp@coretrustpg.com if you need assistance.			
	DO NOT DELETE THIS ROW OR MARK IN CELL "A10" OR THE SYSTEM WILL NOT ACCEPT THE FILE.			
	Participating Agency ID (Provided by CoreTrust)	Participating Agency Name	Monthly Net Sales	Monthly Admin Fees

*All amounts to be stated in U.S. Dollars.

Section L – Form of Master Intergovernmental Cooperative Purchasing Agreement

[Attachment to Follow]

MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

THIS MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT (this "**Agreement**") is entered into by and between those certain government agencies that execute a Lead Public Agency Certificate ("**Lead Agency(ies)**") with CoreTrust Purchasing Group LLC ("**CoreTrust**") to be appended and made a part hereof, and other government agencies (collectively, with Lead Agency, a "**Program Participant**") who participate in the cooperative purchasing programs administered by CoreTrust and / or its affiliates and subsidiaries (collectively, "**Program**") in the manner designated by Lead Agency and/or CoreTrust.

RECITALS

WHEREAS, after a competitive solicitation and selection process conducted by Lead Agencies, Lead Agencies enter into master agreements ("**Master Agreements**") with awarded suppliers to provide a variety of goods, products, and services ("**Products & Services**") to the applicable Lead Agency and Program Participants;

WHEREAS, Master Agreements are made available to Program Participants by Lead Agencies through the Program and provide that Program Participants may voluntarily purchase Products & Services on the same terms, conditions, and pricing as Lead Agency, subject to any applicable federal and / or local purchasing ordinances and the laws of the state of purchase;

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

WHEREAS, in addition to Master Agreements, the Program may from time-to-time offer Program Participants the opportunity to acquire Products & Services through other group purchasing agreements.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants contained herein and of the mutual benefits to result, the parties hereto agree as follows:

- 1. COOPERATION.** Each party shall facilitate the cooperative procurement of Products & Services.
- 2. COMPLIANCE WITH LAWS.** The procurement of Products & Services by the Program Participant shall be conducted in accordance with and subject to the relevant federal, state, and local statutes, ordinances, rules, and regulations that govern Program Participant's procurement practices.
- 3. COMPLIANCE WITH CONTRACTUAL REQUIREMENTS.** The cooperative use of Master Agreements and other group purchasing agreements shall be conducted in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state, or local law.
- 4. INFORMATION SHARING.** The Lead Agencies shall make available, upon reasonable request, information about Master Agreements which may assist in facilitating and improving the procurement of Products & Services by the Program Participant.
- 5. AGREEMENT ACCESS.** Program Participant agrees that the Program may provide access to group purchasing organization ("**Cooperative**") agreements directly or indirectly by enrolling Program Participant in another Cooperative's purchasing program; provided, the purchase of Products & Services shall be at Program Participant's sole discretion.
- 6. PAYMENT.** Program Participant shall make timely payments to the distributor, manufacturer, or other vendor (each a "**Supplier**") for Products & Services procured and received through any Master Agreement (each a "**CoreTrust Agreement**") in accordance with the terms and conditions of the Master Agreement.
- 7. ADMINISTRATIVE FEE.** Program Participant acknowledges and agrees that CoreTrust may receive fees ("**Administrative Fees**") from Suppliers, which are typically calculated as a percentage of the dollar value of purchases made by a Program Participant under a CoreTrust Agreement.
- 8. RESTRICTIONS.** Program Participant agrees that Products & Services purchased under any Master Agreements are for Program Participant's own use in the conduct of its business, and in no event shall Program Participant sell, resell, lease, or otherwise transfer goods purchased through CoreTrust Agreements to an unrelated third party unless expressly permitted by the terms of the applicable CoreTrust Agreement.

9. REMEDY; DISPUTE. Payment for Products & Services and inspections and acceptance of Products & Services ordered by Program Participant shall be the exclusive obligation of Program Participant. Disputes between Program Participant and any Supplier shall be resolved in accordance with the law and venue rules of the state of purchase unless otherwise agreed to by Program Participant and Supplier. The exercise of any rights or remedies by Program Participant shall be the exclusive obligation of Program Participant.

10. NON-CIRCUMVENTION. Program Participant shall not use this Agreement or the terms and conditions of any CoreTrust Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.

11. DISCLAIMER. Program Participant shall be responsible for the ordering of Products & Services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a party procuring Products & Services under this Agreement. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, CORETRUST MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING ANY PRODUCTS & SERVICES OR CORETRUST AGREEMENT AND SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY SUPPLIER OR OTHER PARTY UNDER A CORETRUST AGREEMENT.

12. TERMINATION. This Agreement shall remain in effect unless terminated by one party giving thirty (30) days' written notice to the other party. The provisions of Sections 5, 6, 7, 8, and 9 hereof shall survive any such termination.

13. SEVERABILITY. If any term or provision of this Agreement is held invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

14. ASSIGNMENT. This Agreement and the rights and obligations hereunder are not assignable by either party hereto without the prior written consent of the other party (which consent shall not be unreasonably withheld, conditioned, or delayed); provided, Program Participant and CoreTrust may assign their respective rights and obligations under this Agreement without the consent of the other party in the event either Program Participant or CoreTrust shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sell to, or transfer all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this Section 14 shall be null and void.

15. ENTIRE AGREEMENT. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

16. LIABILITY. To the extent not prohibited by law, neither CoreTrust nor Program Participant shall indemnify, defend, and hold harmless each other from and against any losses, damages, and expenses arising from any third-party claims, proceedings, and / or demands resulting from the activities of Supplier and its employees or subcontractors in connection with the Program. NEITHER PROGRAM PARTICIPANT NOR CORETRUST SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, OF THE OTHER PARTY EVEN IF THAT PARTY IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PARTIES ACKNOWLEDGE AND AGREE CORETRUST SHALL NOT BE LIABLE FOR ANY ACTION, OR FAILURE TO TAKE ACTION, OF SUPPLIER IN CONNECTION WITH THE PERFORMANCE OF SUPPLIER'S OBLIGATIONS UNDER A CORETRUST AGREEMENT.

17. ACKNOWLEDGMENT. Each party to this Agreement acknowledges it has read the Agreement and represents and warrants that it has the necessary legal authority and is legally authorized to execute and enter into this Agreement.

18. COMMENCEMENT. This Agreement shall take effect upon: (i) executing a Lead Public Agency Certificate; or (ii) the Program Participant registering on any Program website or other formal written means, as applicable.

SECTION M – LEAD PUBLIC AGENCY CERTIFICATE

[Attachment to Follow]

LEAD PUBLIC AGENCY CERTIFICATE

In its capacity as a Lead Agency for the CoreTrust Program, the County of Broome 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 & Services that from time to time are made available by Lead Agency to Program Participants nationwide through CoreTrust. Copies of Master Agreements and any amendments thereto made available by Lead Agency shall be provided to Suppliers and CoreTrust to facilitate use by Program Participants.

I understand that the purchase of one or more Products & Services under the provisions of the MICPA is at the sole and complete discretion of the Program Participant.

LEAD AGENCY

Authorized Signature

Printed Name

Title

SECTION N – TECHNICAL PROPOSAL

The selected Vendor's response to this solicitation shall be integrated into and designated as Section N – Technical Proposal of the final contract.

Prospective Contractors must use the Section N – Technical Proposal Workbook. Supplemental information may be provided in searchable PDF format to support the Section N – Technical Proposal response. Failure to utilize Section N - Technical Proposal Workbook may result in a rejection of the bid.

SECTION O – COST PROPOSAL

- The Cost Proposal Form, also known as the Section O – Cost Proposal Workbook, is provided as a separate document alongside the solicitation document.
- The selected Vendor's pricing details shall be integrated into and designated as Section O – Cost Proposal. The awarded Suppliers Section O – Cost Proposal Workbook shall become the Contract Price List.
- Fees - The proposer's response must clearly present the basis for the proposer's compensation or fee structure for all services described in the proposal. If a particular service is "value added" the proposal shall so state. The fees shall include all ordinary operating expenses incurred by the firm. Extraordinary expenses incurred at the request of and with the consent of the county will be reimbursed.

BROOME CONTY
DEPARTMENT OF PURCHASING
VARIATION AND JUSTIFICATION SHEET

☐ I do not have any variations to the published specifications

☒ I have variations to the published specifications (explanation below):

Please see the ODP Business Solutions, LLC Clarifications/Exceptions to CoreTrust Best Value Solicitation for BID: 024COR-061 Furniture, Space Planning, and Workplace Environment Solutions below.

NOTICE:

*Make as many additional copies as necessary to factually document variances. Failure to properly document variances, etc., will be indicative of non-responsiveness and no further consideration will be given

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

**ODP Business Solutions, LLC Clarifications/Exceptions to CoreTrust
Best Value Solicitation
for
BID: 024COR-061 Furniture, Space Planning,
and Workplace Environment Solutions**

ODP Business Solutions, LLC ("ODP") believes that the clarifications/exceptions below present a very minor departure from Bid #024COR-061 ("Bid") and are not cause for ODP's Bid response to be found non-responsive. If for any reason you find any of the below to be a material departure from the Bid documents, we are happy to enter into good faith negotiations with you to endeavor to find a reasonable solution to satisfy the requirement(s).

NOTE: All page references pertain to the page the exception item resided on in the original solicitation document as published.

Best Value Solicitation document

<u>Page</u>	<u>Clarification/Exception</u>
35	<u>Federal Contract Terms And Conditions</u> <u>3. Equal Employment Opportunity</u> ODP strikes this requirement as N/A. The purchases under the resulting contract do not meet the definition of "federally assisted construction contract," and Executive Order 11246 was revoked as of January 21, 2025.
44	<u>Mandatory Affirmative Action Language.</u> See the attached Strategic Supplier Network Commitment document.
73	<u>13.4.1 Worksheet Tabs</u> <u>Market Basket Pricing</u> ODP strikes the following: "Pricing shall reflect the Respondent's best national cooperative price."
75	<u>13.4.1 Worksheet Tabs</u> <u>General Pricing Requirements</u> ODP does not agree to base increases on any Index. Increases shall be tied to manufacturer price increases. CORE LIST: ODP will supply the products and services as attached hereto at the prices as set forth herein (the "Core List"). Core List pricing will be updated on a quarterly basis and thereafter will be updated no more than one time per calendar quarter. Upon request, and when available, ODP shall provide manufacturer documentation to verify that adjustments are being appropriately passed through. ODP will meet on an annual basis (or as otherwise necessary) to review the items on the Core List. Items

	on the Core List may be updated from time to time (to address additions, deletions, substitutions, and alternate products) in ODP's discretion, upon notification by ODP (including via e-mail). NON-CORE LIST. Items not on the Core List ("Non-Core Items"), but which are identified in the primary catalog (which may be either printed or virtual) for "contract" customers that is in circulation at the time of the order ("ODP Catalog"), will be priced at a discount off of the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order, exclusive of bulk pricing discounts or other specials. The discount shall be as attached hereto at the discounts rates as set forth herein. Notwithstanding anything herein to the contrary, the price offering set forth in the first sentence of this subsection may not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com): (i) Promotional Products, Gift Cards, and Warranties; and (ii) clearance items, and/or promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the ODP Catalog but which are available on www.odpbusiness.com at the time of order ("ODP Web Assortment") shall be priced at web match as set forth on www.odpbusiness.com at the time of order. For clarity, price increases must be approved by Lead Agency prior to them taking effect, provided, however that (i) Lead Agency shall have not more than fifteen (15) days to approve price adjustments following receipt of Supplier's request, and failure to respond within fifteen (15) days shall be deemed acceptance thereof; (ii) such approval shall not be unreasonably withheld and shall be accompanied by written justification for withholding approval; and (iii) in the event that such approval is withheld, Supplier may, at its sole and unfettered discretion, elect to (a) provide Lead Agency with additional justification for such price increase, or (b) remove any item(s) for which price increase approval was withheld from the Market Basket attached to the Cost Proposal upon notice to Lead Agency. Notwithstanding anything to the contrary, in the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, ODP will have the right to adjust pricing immediately upon providing written notice to reflect such price increases.
76	<u>14. Contract Price List Updates</u> <u>A(2). Annual/Renewal Price Adjustments</u> ODP does not agree to base increases on any Index. Increases shall be tied to manufacturer price increases. ODP strikes Section A(2) in its entirety. ODP inserts the following in its place: CORE LIST: ODP will supply the products and services as attached hereto at the prices as set forth herein (the "Core List"). Core List pricing will be updated on a quarterly basis and thereafter will be updated no more than one time per calendar quarter. Upon request, and when available, ODP shall provide manufacturer documentation

	to verify that adjustments are being appropriately passed through. ODP will meet on an annual basis (or as otherwise necessary) to review the items on the Core List. Items on the Core List may be updated from time to time (to address additions, deletions, substitutions, and alternate products) in ODP's discretion, upon notification by ODP (including via e-mail). NON-CORE LIST. Items not on the Core List ("Non-Core Items"), but which are identified in the primary catalog (which may be either printed or virtual) for "contract" customers that is in circulation at the time of the order ("ODP Catalog"), will be priced at a discount off of the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order or off of manufacturer's list, exclusive of bulk pricing discounts or other specials. The discount shall be as attached hereto at the discounts rates as set forth herein. Notwithstanding anything herein to the contrary, the price offering set forth in the first sentence of this subsection may not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com): (i) Promotional Products, Gift Cards, and Warranties; and (ii) clearance items, and/or promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the ODP Catalog but which are available on www.odpbusiness.com at the time of order ("ODP Web Assortment") shall be priced at web match as set forth on www.odpbusiness.com at the time of order. For clarity, price increases must be approved by Lead Agency prior to them taking effect, provided, however that (i) Lead Agency shall have not more than fifteen (15) days to approve price adjustments following receipt of Supplier's request, and failure to respond within fifteen (15) days shall be deemed acceptance thereof; (ii) such approval shall not be unreasonably withheld and shall be accompanied by written justification for withholding approval; and (iii) in the event that such approval is withheld, Supplier may, at its sole and unfettered discretion, elect to (a) provide Lead Agency with additional justification for such price increase, or (b) remove any item(s) for which price increase approval was withheld from the Market Basket attached to the Cost Proposal upon notice to Lead Agency. Notwithstanding anything to the contrary, in the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, ODP will have the right to adjust pricing immediately upon providing written notice to reflect such price increases.
76	<u>14. Contract Price List Updates</u> <u>B. Right of Review and Audit</u> ODP strikes this Section 14B and replaces it with the following: "Lead Agency, whether directly or through an independent auditor or accounting firm, at its sole cost and expense, may, no more than one time per 12-month basis, perform audits of Supplier's non-confidential and non-proprietary materials, including inspection of books and records to ensure whether Supplier extended the correct pricing. Any third-party auditor used must be approved by Supplier and must execute a non-

	disclosure agreement. Supplier may dispute the results of any audit and will refund any overcharges to Lead Agency (and Lead Agency will refund any undercharges to Supplier). Such inspections and audits shall be conducted upon reasonable written notice to Supplier and in a manner not unreasonably interfering with Supplier's ordinary business operations."
77	<u>14. Contract Price List Updates</u> <u>Types of Updates Permitted</u> •Permanent Pricing Escalation/De-escalation •Temporary Pricing Escalation/De-escalation ODP strikes the first and second bullets in their entirety. ODP inserts the following in their place: CORE LIST: ODP will supply the products and services as attached hereto at the prices as set forth herein (the "Core List"). Core List pricing will be updated on a quarterly basis and thereafter will be updated no more than one time per calendar quarter. Upon request, and when available, ODP shall provide manufacturer documentation to verify that adjustments are being appropriately passed through. ODP will meet on an annual basis (or as otherwise necessary) to review the items on the Core List. Items on the Core List may be updated from time to time (to address additions, deletions, substitutions, and alternate products) in ODP's discretion, upon notification by ODP (including via e-mail). NON-CORE LIST. Items not on the Core List ("Non-Core Items"), but which are identified in the primary catalog (which may be either printed or virtual) for "contract" customers that is in circulation at the time of the order ("ODP Catalog"), will be priced at a discount off of the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order or off of manufacturer's list, exclusive of bulk pricing discounts or other specials. The discount shall be as attached hereto at the discounts rates as set forth herein. Notwithstanding anything herein to the contrary, the price offering set forth in the first sentence of this subsection may not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com): (i) Promotional Products, Gift Cards, and Warranties; and (ii) clearance items, and/or promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the ODP Catalog but which are available on www.odpbusiness.com at the time of order ("ODP Web Assortment") shall be priced at web match as set forth on www.odpbusiness.com at the time of order. For clarity, price increases must be approved by Lead Agency prior to them taking effect, provided, however that (i) Lead Agency shall have not more than fifteen (15) days to approve price adjustments following receipt of Supplier's request, and failure to respond within fifteen (15) days shall be deemed acceptance thereof; (ii) such approval shall not be unreasonably withheld and shall be accompanied by written justification for withholding approval; and (iii) in the event that such approval is withheld, Supplier may, at its sole and unfettered discretion, elect to (a) provide Lead

	Agency with additional justification for such price increase, or (b) remove any item(s) for which price increase approval was withheld from the Market Basket attached to the Cost Proposal upon notice to Lead Agency. Notwithstanding anything to the contrary, in the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, ODP will have the right to adjust pricing immediately upon providing written notice to reflect such price increases.
79	<u>16. Product and Service Continuity & Support</u> <u>C. Defective Products and Services</u> Any claim must be made to ODP in writing within five (5) days after delivery or installation of the products, and if no claim is so received by ODP within this time, it will be conclusively presumed that Lead Agency has accepted and that the products are as represented. ODP will replace the product within manufacturer's lead time. Stocked furniture items should be returned in the original packaging within 14 days.
81	<u>17. Customer Service, Billing and Invoicing</u> <u>Sections C & D</u> ODP will work diligently to respond to requests within the desired timeframes of Section C. ODP does not have a performance tracking system compliant with the requirements of Section D.
81	<u>17. Customer Service, Billing And Invoicing</u> <u>Invoicing to Participating Entities should include the following:</u> • <u>Product List Price</u> ODP's invoices do not contain the product list price.
82	<u>18. Minimum Ordering Quantities & Sustainability Fee</u> There is no Minimum Order Quantity; however, there is a minimum installation charge as attached hereto at the rates as set forth herein.
82	<u>19. Online Orders/E-Commerce</u> Regarding Section 19.7, ODP clarifies that it does not have retail stores.
83	<u>20. Data Protections and Data Breach</u> <u>20.1 Location of Data; CONUS or OCONUS</u> ODP clarifies that it has an IT services agreement with HCL that provides an extension of services by team members residing in India. They access all ODP data via ODP's virtual desktops and they work varying hours.

84	<u>20. Data Protections and Data Breach</u> <u>20.2 Data Breach – Required Contractor Actions</u> ODP amends the second sentence to read as follows: "If no such agreement is in place, then the default agreement shall be notification of all confirmed Security Incidents involving Participant Entity personally identifiable information (PII) that may have a direct impact on the Participating Entity by phone immediately upon detection to the Participating Entity's representative." ODP will only notify on breaches involving PII, not all security incidents.
84	<u>20. Data Protections and Data Breach</u> <u>20.4 Cyber Security Plan & Protocols</u> ODP can provide: Information Security Posture Statement, ODPBS SOC2 Report, and PCI DSS Attestation of Compliance (if NDA is signed prior).
84	<u>21. Reporting Capabilities and Third-Party Audits</u> ODP does not agree to obtain a third-party firm at no additional cost to Lead Agency to conduct external price audits on this contract. ODP agrees that Lead Agency, whether directly or through an independent auditor or accounting firm, at its sole cost and expense, may, no more than one time per 12-month basis, perform audits of Supplier's non-confidential and non-proprietary materials, including inspection of books and records to ensure Supplier extended the correct pricing. Any third-party auditor used must be approved by Supplier and must execute a non-disclosure agreement. Supplier may dispute the results of any audit and will refund any overcharges to Lead Agency (and Lead Agency will refund any undercharges to Supplier). Such inspections and audits shall be conducted upon reasonable written notice to Supplier and in a manner not unreasonably interfering with Supplier's ordinary business operations.
85	<u>22. Contract Risk And Miscellaneous</u> <u>Section E</u> ODP strikes this section in its entirety as it requires the release the confidential and/or proprietary information.
85	<u>23. Sustainability Programs</u> <u>Section A</u> Please see attached Strategic Supplier Network Commitment document.
95	<u>4. Evaluation Process and Criteria</u> <u>E. Pricing Information</u> <u>2. Value</u>

	ODP strikes Section 4.E.2. as it is inconsistent with Section 13.4.1. ODP agrees to the language set forth in Section 13.4.1; therefore, all references to best or most favored pricing guarantees that are inconsistent with the language set forth in Section 13.4.1 shall be deleted.
95	<u>4. Evaluation Process and Criteria</u> <u>E. Pricing Information</u> <u>3. Maximum Price.</u> ODP strikes Section 4.E.3. as it is inconsistent with Section 13.4.1. ODP agrees to the language set forth in Section 13.4.1; therefore, all references to best or most favored pricing guarantees that are inconsistent with the language set forth in Section 13.4.1 shall be deleted.
98	<u>C. Fingerprint & Criminal Background Checks</u> To the extent that this section is applicable, ODP does not share its employees' personal identifiable information. However, upon receipt of award, ODP will run background checks as required by any State Department and will provide attestations certifying that the background checks have been run on the employees who will be performing the work and that such persons have not been convicted of a violent or serious felony.
103	<u>7. Affirmative Socioeconomic Steps</u> Please see attached Strategic Supplier Network Commitment document.

Section I – Form of Master Agreement
Master Cooperative Purchasing Agreement

<u>Page</u>	<u>Clarification/Exception</u>
108	<u>3. Pricing</u> <u>b. Restrictions</u> CORE LIST: ODP will supply the products and services as attached hereto at the prices as set forth herein (the "Core List"). Core List pricing will be updated on a quarterly basis and thereafter will be updated no more than one time per calendar quarter. Upon request, and when available, ODP shall provide manufacturer documentation to verify that adjustments are being appropriately passed through. ODP will meet on an annual basis (or as otherwise necessary) to review the items on the Core List. Items on the Core List may be updated from time to time (to address additions, deletions, substitutions, and alternate products) in ODP's discretion, upon notification by ODP (including via e-mail). NON-CORE LIST. Items not on the Core List ("Non-Core Items"), but which are identified in the primary catalog (which may be either printed or virtual) for "contract" customers that is in circulation at the time of the order ("ODP Catalog"), will be priced

	at a discount off of the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order or off of manufacturer's list, exclusive of bulk pricing discounts or other specials. The discount shall be as attached hereto at the discounts rates as set forth herein. Notwithstanding anything herein to the contrary, the price offering set forth in the first sentence of this subsection may not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com): (i) Promotional Products, Gift Cards, and Warranties; and (ii) clearance items, and/or promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the ODP Catalog but which are available on www.odpbusiness.com at the time of order ("ODP Web Assortment") shall be priced at web match as set forth on www.odpbusiness.com at the time of order. For clarity, price increases must be approved by Lead Agency prior to them taking effect, provided, however that (i) Lead Agency shall have not more than fifteen (15) days to approve price adjustments following receipt of Supplier's request, and failure to respond within fifteen (15) days shall be deemed acceptance thereof; (ii) such approval shall not be unreasonably withheld and shall be accompanied by written justification for withholding approval; and (iii) in the event that such approval is withheld, Supplier may, at its sole and unfettered discretion, elect to (a) provide Lead Agency with additional justification for such price increase, or (b) remove any item(s) for which price increase approval was withheld from the Market Basket attached to the Cost Proposal upon notice to Lead Agency. Notwithstanding anything to the contrary, in the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, ODP will have the right to adjust pricing immediately upon providing written notice to reflect such price increases.
109	<u>4. Term; Termination</u> <u>C. Effect of Termination</u> ODP adds the following after the word "Information" and before the word "shall" in the first sentence of Section 4 c.: ", except for automatically generated computer back-up or archival copies generated in the ordinary course of Receiving Party's, as that term is defined below, information systems policies, provided that receiving party shall make no further use of such copies"
110	<u>7. Insurance</u> ODP strikes the second to the last sentence of this section and replaces it with the following: "Written notice shall be provided to Lead Agency and CoreTrust at least thirty (30) days prior to the cancellation, non-renewal, and/or material modification of any such policies. Supplier shall submit to CoreTrust within ten (10) calendar days after the Effective Date, upon request from any Program Participants and prior to

	furnishing Products & Services, valid certificates evidencing the effectiveness of the foregoing insurance policies.”
110	<u>8. Audit</u> ODP strikes this Section 8 and replaces it with the following: “Lead Agency, whether directly or through an independent auditor or accounting firm, at its sole cost and expense, may, no more than one time per 12-month basis, perform audits of Supplier non-confidential and non-proprietary materials, including inspection of books and records relevant to Supplier’s provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure to ensure Supplier extended the correct pricing ; provided, such inspections and audits shall be conducted upon reasonable written notice to Supplier and in a manner not unreasonably interfering with Supplier’s ordinary business operations.”

Section K – Form of Administration Agreement
Administration Agreement

<u>Page</u>	<u>Clarification/Exception</u>
117	<u>1 Party Obligations</u> <u>c. Supplier</u> <u>ii. Sales Commitment</u> ODP strikes the following sentence: “Where Supplier has an existing contractual relationship for Products & Services with a state, Supplier shall notify such state of the Cooperative Program and transition the state to the pricing, terms, and conditions of a CoreTrust master agreement upon the state’s request; provided, regardless of whether the state decides to transition to such master agreement, Supplier shall offer such master agreement to all Organizations located within the state.” This language could potentially conflict with the language in other public sector cooperative agreements.
118	<u>2. Term; Termination</u> <u>a. Term</u> ODP strikes Section 2.a. in its entirety. The Term of the Administrative Agreement shall be coterminous with the Master Agreement and any renewals thereof.
118	<u>3. Fees</u> <u>a. Administrative Fee</u> ODP strikes the following: “Supplier shall pay CoreTrust the Administrative Fee for the preceding calendar month no later than thirty (30) days following the end of such calendar month.” ODP shall pay CoreTrust the Administrative Fee on a quarterly basis and within thirty (30) days after the expiration of each calendar quarter.

119	<u>5. Representations & Warranties</u> <u>b. By Supplier.</u> ODP strikes the following: "v) its sales force shall be compensated, including sales incentives, for sales to Participating Agencies under the master agreement in a consistent or better manner compared to sales to Organizations if Supplier were not awarded such master agreement;"
120	<u>8. Definitions</u> ODP strikes the following: "(a) "Administrative Fee" means an amount equal to three percent (3%) of the total sales price of all Products & Services purchased by the Participating Agencies and billed by Supplier (excluding taxes)." ODP add the following: "(a) 'Administrative Fee' means an amount equal to three percent (3%) of the Actual Spend of Participating Agencies and billed by Supplier. "Actual Spend" shall mean the aggregate paid-for purchases from ODP by Participating Agencies under a Master Agreement, net of taxes, shipping costs, returns, discounts, credits, any incentives amortized for the applicable period, rebates actually paid, incentives actually paid, employee purchases under any type of purchasing program, postage, shipping and mailing services, technology items, non-code and special order furniture, paper, gift cards and warranties."

BROOME CONTY
DEPARTMENT OF PURCHASING
VARIATION AND JUSTIFICATION SHEET

☐ I do not have any variations to the published specifications

☒ I have variations to the published specifications (explanation below):

Please see the ODP Business Solutions, LLC Clarifications/Exceptions to CoreTrust Form of Master Agreement Best Value Solicitation Bid 024COR-061 Furniture, Space Planning, and Workplace Environment Solutions below.

NOTICE:

*Make as many additional copies as necessary to factually document variances. Failure to properly document variances, etc., will be indicative of non-responsiveness and no further consideration will be given

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.

**ODP Business Solutions, LLC Clarifications/Exceptions to CoreTrust
Form of Master Agreement
Best Value Solicitation
Bid 024COR-061 Furniture, Space Planning,
and Workplace Environment Solutions**

ODP Business Solutions, LLC ("ODP") believes that the clarifications/exceptions below present a very minor departure from BID #: 024COR-061 ("Bid") and are not cause for ODP's Bid response to be found non-responsive. If for any reason you find any of the below to be a material departure from the Bid documents, we are happy to enter into good faith negotiations with you to endeavor to find a reasonable solution to satisfy the requirement(s).

NOTE: All page references pertain to the page the exception item resided on in the original solicitation as published.

Section I – Form of Master Agreement
Master Cooperative Purchasing Agreement

<u>Page</u>	<u>Clarification/Exception</u>
108	<u>3. Pricing</u> <u>b. Restrictions</u> CORE LIST: ODP will supply the products and services as attached hereto at the prices as set forth herein (the "Core List"). Core List pricing will be updated on a quarterly basis and thereafter will be updated no more than one time per calendar quarter. Upon request, and when available, ODP shall provide manufacturer documentation to verify that adjustments are being appropriately passed through. ODP will meet on an annual basis (or as otherwise necessary) to review the items on the Core List. Items on the Core List may be updated from time to time (to address additions, deletions, substitutions, and alternate products) in ODP's discretion, upon notification by ODP (including via e-mail). NON-CORE LIST. Items not on the Core List ("Non-Core Items"), but which are identified in the primary catalog (which may be either printed or virtual) for "contract" customers that is in circulation at the time of the order ("ODP Catalog"), will be priced at a discount off of the regular sales price (promotions excluded) set forth on www.odpbusiness.com at the time of the order or off of manufacturer's list, exclusive of bulk pricing discounts or other specials. The discount shall be as attached hereto at the discounts rates as set forth herein. Notwithstanding anything herein to the contrary, the price offering set forth in the first sentence of this subsection may not apply to (i) products in the following categories (as such categories are identified on www.odpbusiness.com): (i) Promotional Products, Gift Cards, and Warranties; and (ii) clearance items, and/or promotional items, including, but not limited to, Instant Savings, Coupon Savings, Mail-In Savings, and Bundled Savings (collectively, "Excluded Categories"). Non-Core Items that are not identified in the ODP Catalog but which are available on www.odpbusiness.com at the time of order ("ODP Web Assortment")

	shall be priced at web match as set forth on www.odpbusiness.com at the time of order. For clarity, price increases must be approved by Lead Agency prior to them taking effect, provided, however that (i) Lead Agency shall have not more than fifteen (15) days to approve price adjustments following receipt of Supplier's request, and failure to respond within fifteen (15) days shall be deemed acceptance thereof; (ii) such approval shall not be unreasonably withheld and shall be accompanied by written justification for withholding approval; and (iii) in the event that such approval is withheld, Supplier may, at its sole and unfettered discretion, elect to (a) provide Lead Agency with additional justification for such price increase, or (b) remove any item(s) for which price increase approval was withheld from the Market Basket attached to the Cost Proposal upon notice to Lead Agency. Notwithstanding anything to the contrary, in the event of any extraordinary changes in the market, including but not limited to tariffs and costs impacted by raw materials or supply and demand, ODP will have the right to adjust pricing immediately upon providing written notice to reflect such price increases.
109	<u>4. Term; Termination</u> <u>C. Effect of Termination</u> ODP adds the following after the word "Information" and before the word "shall" in the first sentence of Section 4 c.: ", except for automatically generated computer back-up or archival copies generated in the ordinary course of Receiving Party's, as that term is defined below, information systems policies, provided that receiving party shall make no further use of such copies"
110	<u>7. Insurance</u> ODP strikes the second to the last sentence of this section and replaces it with the following: "Written notice shall be provided to Lead Agency and CoreTrust at least thirty (30) days prior to the cancellation, non-renewal, and/or material modification of any such policies. Supplier shall submit to CoreTrust within ten (10) calendar days after the Effective Date, upon request from any Program Participants and prior to furnishing Products & Services, valid certificates evidencing the effectiveness of the foregoing insurance policies."
110	<u>8. Audit</u> ODP strikes this Section 8 and replaces it with the following: "Lead Agency, whether directly or through an independent auditor or accounting firm, at its sole cost and expense, may, no more than one time per 12-month basis, perform audits of Supplier non-confidential and non-proprietary materials, including inspection of books and records relevant to Supplier's provision of Products & Services to Program Participants pursuant to this Master Agreement, to ensure to ensure Supplier extended the correct pricing ; provided, such inspections and audits shall be conducted upon reasonable

	written notice to Supplier and in a manner not unreasonably interfering with Supplier's ordinary business operations."
--	--

24COR-061 / 2025-091 – OFFICE FURNITURE – QUESTIONS/ Responses

- 1) Question: Can we add additional manufacturers to Catalog Discounts tab in the spread sheet?

Response: Yes. Offerors may add additional manufacturer lines to the "Catalog Discounts" tab as needed, provided the tab structure/columns remain unchanged. For any added manufacturer lines, include the catalog/version and the proposed contract discount(s).

- 2) Question: In the Section N technical Proposal Supplier Questionnaire, the manufacturer authorization letters are to be provided post award (on the first page). However, they are being called out under the required documents checklist (on the last page). Please confirm manufacturer authorization letters can be provided post award?

Response: Confirmed. Manufacturer authorization letters may be submitted post-award, as stated on the first page of the Supplier Questionnaire, and will be required prior to contract execution and/or prior to offering those manufacturer lines under the resulting cooperative contract.

- 3) Question: In the Section N technical Proposal Supplier Questionnaire, when we need to choose yes for the "Choose an Item" questions it does not populate yes. Can you please send an updated Word Document?

Response: We will issue an updated Supplier Questionnaire form with corrected dropdown/"Choose an item" fields via addendum. Until the revised form is posted, offerors may indicate "Yes/No" by typing directly in the field or by adding a brief note in the response area where applicable.

- 4) Question: Can you please advise whether multiple vendors will be considered and potentially awarded, or if the intent is to select a single vendor? If the plan is to award to only one vendor, could you share the rationale behind that decision? If the answer is no and the intent is to move forward with a single vendor, I would appreciate any insight into the thought process or objectives driving that approach.

Response: A single award is anticipated; however, we reserve the right to multi-award if it is beneficial to ensure adequate coverage, geographic support, and service capabilities. Single award is the most widely adopted award methodology nationally, and the Lead agency has determined it to be its preferred methodology.

- 5) Question: On page 35, Section 4 references the Davis-Bacon Act regarding federal prevailing wage requirements. Does this indicate that federal agencies may also be eligible to purchase off this contract?

Response: The Davis-Bacon reference is included to address situations in which Participating Entities may use federal funding or be subject to federal prevailing wage requirements for installation or related labor. Eligible participants are those identified in the RFP; federal agencies may purchase only if they are authorized to use the cooperative contract under applicable federal rules and their own procurement authority.

6) Question: Does Broome County have an estimated or projected annual spend for the commodities being requested?

Response: Broome County does not guarantee any minimum purchase quantity or dollar value under this contract. Any estimates, projections, or sample quantities referenced in the solicitation are provided solely for evaluation purposes and shall not be construed as a representation of actual or future purchasing volume.

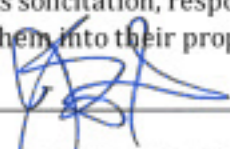
7) Question: Is there any historical usage or past spend data available related to furniture purchases?

Response: Historical usage and past expenditure data are not available or are not being provided as part of this solicitation. Offerors shall base their proposals on the requirements and pricing structure set forth in the RFP.

8) Question: Are there any MWBE or HUB vendor participation goals or requirements associated with this solicitation?

Response: There are no mandatory Minority- and Women-Owned Business Enterprise (MWBE) or HUB participation goals associated with this solicitation. However, the County encourages participation from all qualified vendors, including certified MWBE and small businesses, in accordance with applicable New York State and local procurement policies.

When issued, this Addendum #1 shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Addendum. By submitting a proposal to this solicitation, respondents shall be deemed to have received all Addenda and to have incorporated them into their proposals.

Signature:  _____

Printed Name: Joseph Brothers _____

Date: 2/2/24 _____

Company/Firm: ODP Business Solutions, LLC _____

Title: SVP, Strategy & Growth _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/23/2026

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

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

PRODUCER
MARSH USA LLC
155 N. WACKER, SUITE 1200
CHICAGO, IL 60601

CONTACT NAME: Marsh | Business & Client Services
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: Chicago.CertRequest@marsh.com

CN101348583-ALL-GAWU-25-26

INSURED
ODP Business Solutions, LLC
6600 North Military Trail
Boca Raton, FL 33496

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	National Union Fire Insurance Company of Pittsburgh	19445
INSURER B:	ACE Property and Casualty Insurance Company	20699
INSURER C:	AIU Insurance Company	19399
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:**

CHI-010059521-37

REVISION NUMBER: 71

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

INSR LTR	TYPE OF INSURANCE		ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒	COMMERCIAL GENERAL LIABILITY		3980253	11/01/2025	11/01/2026	EACH OCCURRENCE	\$ 1,000,000
		☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER					GENERAL AGGREGATE	\$ 15,000,000
		☒ POLICY ☐ PRO-JECT ☒ LOC					PRODUCTS - COMPROP AGG	\$ 2,000,000
		OTHER					Self Insured Retention	\$ 1,000,000
A	☒	AUTOMOBILE LIABILITY		4888750	11/01/2025	11/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
		☒ ANY AUTO					BODILY INJURY (Per person)	\$
		☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
		☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	\$
								\$
B	☒	UMBRELLA LIAB	☒ OCCUR	XEUG27919431 011	11/01/2025	11/01/2026	EACH OCCURRENCE	\$ 5,000,000
		EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE	\$ 5,000,000
		DED ☒ RETENTION \$ 10,000						\$
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	049154502 (ACS)	11/01/2025	11/01/2026	☒ PER STATUTE ☐ OTH-ER	
C		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N	049154503 (WI)	11/01/2025	11/01/2026	E L EACH ACCIDENT	\$ 2,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E L DISEASE - EA EMPLOYEE	\$ 2,000,000
							E L DISEASE - POLICY LIMIT	\$ 2,000,000
C		EXCESS WORKERS COMPENSATION		0003332255 (IL,CH)	11/01/2025	11/01/2026	LIMIT	2,000,000
							SIR	1,000,000

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

General Liability provides blanket additional insured status to third parties where required by written contract. This certification serves as evidence of insurance for ODP Business Solutions, LLC. A Certificate of Insurance naming the customer as Additional Insured will be provided upon award.

CERTIFICATE HOLDER

ODP Business Solutions
6600 North Military Trail
Boca Raton, FL 33496

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
of Marsh USA LLC

Marsh USA LLC

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Workers' Compensation Law

Section 57. Restriction on issue of permits and the entering into contracts unless compensation is secured.

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.



CERTIFICATE OF INSURANCE COVERAGE

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by NYS disability and Paid Family Leave benefits carrier or licensed insurance agent of that carrier

1a. Legal Name & Address of Insured (use street address only)
ODP BUSINESS SOLUTIONS LLC(VARIOUS NY LOCATIONS)

6600 N MILITARY TRAIL
BOCA RATON, FL 33496

Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)

1b. Business Telephone Number of Insured

1c. Federal Employer Identification Number of Insured
or Social Security Number

862161688

2. Name and Address of Entity Requesting Proof of Coverage
(Entity Being Listed as the Certificate Holder)

COUNTY OF BROOME

ATTN: OFFICE OF RISK AND INSURANCE MGMT

PO BOX 1766

BINGHAMTON, NY 13902-1766

3a. Name of Insurance Carrier

ShelterPoint Life Insurance Company

3b. Policy Number of Entity Listed in Box "1a"

DBL737049

3c. Policy effective period

01/01/2026

to

12/31/2026

4. Policy provides the following benefits:

- ☒ A. Both disability and paid family leave benefits.
☐ B. Disability benefits only.
☐ C. Paid family leave benefits only.

5. Policy covers:

- ☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 1/20/2026

By

(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number 516-829-8100

Name and Title

Wade Harrison, President

IMPORTANT: If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be emailed to PAU@wcb.ny.gov or it can be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4B, 4C or 5B have been checked)

State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law (Article 9 of the Workers' Compensation Law) with respect to all of their employees.

Date Signed _____ By _____

(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number _____

Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.



Additional Instructions for Form DB-120.1

By signing this form, the insurance carrier identified in Box 3 on this form is certifying that it is insuring the business referenced in Box 1a for disability and/or Paid Family Leave benefits under the NYS Disability and Paid Family Leave Benefits Law. The insurance carrier or its licensed agent will send this Certificate of Insurance Coverage (Certificate) to the entity listed as the certificate holder in Box 2.

The insurance carrier must notify the above certificate holder and the Workers' Compensation Board within 10 days IF a policy is cancelled due to nonpayment of premiums or within 30 days IF there are reasons other than nonpayment of premiums that cancel the policy or eliminate the insured from coverage indicated on this Certificate. (These notices may be sent by regular mail.) Otherwise, this Certificate is valid for one year after this form is approved by the insurance carrier or its licensed agent, or until the policy expiration date listed in Box 3c, whichever is earlier.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the policy listed, nor does it confer any rights or responsibilities beyond those contained in the referenced policy.

This Certificate may be used as evidence of a NYS disability and/or Paid Family Leave benefits contract of insurance only while the underlying policy is in effect.

Please Note: Upon the cancellation of the disability and/or Paid Family Leave benefits policy indicated on this form, if the business continues to be named on a permit, license or contract issued by a certificate holder, the business must provide that certificate holder with a new Certificate of Insurance Coverage for NYS disability and/or Paid Family Leave Benefits or other authorized proof that the business is complying with the mandatory coverage requirements of the NYS Disability and Paid Family Leave Benefits Law.

NYS DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

§220. Subd. 8

(a) The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in employment as defined in this article, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand and twenty-one, the payment of family leave benefits for all employees has been secured as provided by this article. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any disability benefits to any such employee if so employed.

(b) The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in employment as defined in this article and notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that the payment of disability benefits and after January first, two thousand eighteen, the payment of family leave benefits for all employees has been secured as provided by this article.

Commitment Statement

ODP Business Solutions®, is dedicated to fostering a 5C culture where everyone is valued and respected. The 5C culture is not just a core value for us—it is essential to our success in the marketplace. Through our Strategic Supplier Network, we are proud to offer a wide selection of innovative and affordable products sourced from qualified small business enterprises. By partnering with these suppliers, we help our customers achieve their initiatives.

Our comprehensive digital catalog highlights hundreds of products from our Strategic Supplier Network of small business suppliers, serving as both a showcase for their unique offerings and a valuable resource for procurement professionals. We are committed to continually expanding opportunities for small businesses to grow and prosper, ensuring our network evolves each year to meet the needs of our customers.

Focus on Innovation

ODP Business Solutions® is committed to supporting small business suppliers and driving positive change within the industry. In addition to working with a wide a range of suppliers, ODP Business Solutions and its affiliates continue to grow the network by engaging with promising new suppliers. We've developed partnerships with an extensive network of third-party corporate councils.

Our strategic supplier network is built on three key dimensions, working together to support small business entrepreneurs. We collaborate with our customers to help them meet their program initiatives through our impressive network of qualified suppliers and partners.

Tier I (Reseller)

Suppliers sell directly to customers, and we fulfill their orders. ODP Business Solutions provides partner vetting, executive support, mentoring, and field sales support.

Tier II

By purchasing Tier II solutions, a percentage of total spend is allocated to small business supplier products. These products are part of our normal distribution channels, which can help you meet your goals within a customized program.

Procurement

We're committed to including qualified suppliers to compete in our sourcing opportunities. We are delivering quality products and supporting small business.

A handwritten signature in blue ink, consisting of a stylized, overlapping loop structure.

Signature

2/2/24
Date



A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

The ODP Corporation has been and will continue to be an equal opportunity employer. To ensure full implementation of this equal opportunity policy, we will take steps to ensure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- b. All other employment actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are based on only job requirements and administered without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations.
- c. Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The Office of General Counsel is responsible for implementing the Company's legally required affirmative action programs related to individuals with a disability and protected veterans. As part of that responsibility, the Legal Employment Team, in collaboration with Human Resources, will administer a review and audit system to ensure compliance with the Company's required affirmative action obligations.

If you, as one of our associates or as an applicant for employment, have any questions about this policy or would like to review non-confidential portions of the Company's affirmative action plans for individuals with a disability or protected veterans, please contact your Human Resource Representative or the Office of the General Counsel via legaloperations@officedepot.com. This is also a reminder that associates may update their disability status at any time via [MyCloud](#) by updating the Personal Details section.

In closing, I ask all associates to assist and support equal employment opportunity for all.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. A. Gunckel".

Craig Gunckel
Chief Executive Officer

The ODP Corporation Statement of Information Security

The information contained in this document ("Information") is proprietary to The ODP Corporation ("ODP"). The intent of this statement is to provide our customers with a brief overview of the information security measures implemented to help protect ODP information, infrastructure, and applications. It does not represent all efforts made by the company to combat risks and reduce potential exposure to security breaches of misuse of information.

This information may not be duplicated or reproduced without the express prior written consent of ODP. ODP makes no representation or warranty as to the completeness or accuracy of Information and disclaims any liability alleged to result from or arise in connection with the disclosure, reliance on, or use of Information.

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EXECUTIVE SUMMARY

The ODP Corporation is committed to creating and maintaining the highest standards of data security. To that end, we have a comprehensive approach to information security and risk mitigation. This includes vigorously protecting customer personally identifiable information (PII) and company confidential information. The following represents key components to our Information Security program which complies with regulatory requirements and industry standards.

This document should not be considered as all-inclusive as some program practices, documentation and evidence are considered confidential and proprietary to our business.

In this statement, unless otherwise defined, the terms "Company," "We" and "Our" refer to The ODP Corporation, its subsidiaries, and affiliates.

I. INFORMATION SECURITY POLICIES

- The ODP Corporation's *Global Information Security Policy* and standards are consistent with industry best practices, internationally recognized security standards (e.g., ISO/IEC 27001 and NIST) and are designed to comply to the controls outlined in the Payment Card Industry Data Security Standard (PCI DSS) where applicable.
- Our *Global Information Security Policy* is documented, reviewed annually and available internally to all associates and contractors.
- A formal information security awareness program is in place to train Company associates and contractors periodically on important security topics.
- Information security awareness training and policy recertification is required for Company associates and contractors annually.

II. ORGANIZATION OF INFORMATION SECURITY

- There is an appointed Chief Information Security Officer who is responsible for the information security strategy, program, and staff.
- The ODP Corporation has designated information security staff whose primary responsibility is to manage and enforce information security within the organization.

III. HUMAN RESOURCES SECURITY

- Pre-employment background checks are performed on new associates and contractors, in accordance with applicable local laws and are required prior to any access to Company systems or physical locations.
- Formalized on-boarding and off-boarding processes are in place to timely manage and terminate associate and contractor access to Company systems. The ODP Corporation restricts access to computers that contain personal information to only active users and active user accounts.
- Company associates and contractors are required to adhere to The ODP Corporation's Code of Ethical Behavior.
- Associates and contractors are monitored for compliance with Our *Global Information Security Policy* and may face disciplinary measures for violating the policy.

IV. ASSET MANAGEMENT

- The Company has processes and procedures in place to identify organizational assets and to define appropriate protections for such assets.
- The Company has an *Information Classification Policy* which aligns the handling, storage, and destruction of all data, including customer data, based on its sensitivity, classification and any relevant state or federal legal requirements.

V. ACCESS CONTROLS

- Access to personally identifiable information ("PII") and confidential data is provisioned based on business requirements. Access to data outside established business requirements is approved on a case-by-case basis according to need per our *Account Management Policy*.
- Access requests must follow the documented on-boarding process and require direct supervisor's approval.
- Privileged user access is reviewed periodically for necessity and compliance.
- The Company maintains a *Password Policy* that enforces password history, length, complexity, and logout rules.

VI. ARTIFICIAL INTELLIGENCE (AI) GOVERNANCE

The Company:

- Leverages artificial intelligence (AI) to enhance operations and deliver innovative solutions in a manner that is responsible, ethical, and compliant with applicable laws and regulations.
- Uses AI under a governance framework that evaluates legal, ethical, and security impacts, ensuring alignment with corporate values, privacy obligations, and data protection standards.

VII. CRYPTOGRAPHY

The Company:

- Maintains an encryption and key management standard to enforce the confidentiality, integrity, and availability of information.
- Owned laptops maintain full disk encryption.
- Safeguards payment card information according to applicable Payment Card Industry Data Security Standard requirements.
- Has a data transmission standard which applies to the transmission of any data outside of its' networks, including PII and confidential information.
- Regularly reviews the strength of encryption protocols.

VIII. PHYSICAL AND ENVIRONMENTAL SECURITY

- Access to Company locations (non-retail) is secured through various physical entry controls, which may vary by location.

- Physical security controls are applied to building areas that may contain PII or confidential information, which are restricted for general use, and/or are for authorized personnel only through appropriate entry controls.
- General access/entry points are physically secured through various mechanisms to prevent unauthorized access.
- Visitors must be escorted by a Company associate while on Our (non-retail) premises.
- Data center controls are evaluated and audited via the American Institute of Certified Public Accountants (AICPA) System and Organization Controls (SOC) 1 reporting standard.

IX. OPERATIONS SECURITY

The Company:

- Maintains a patch management program to ensure all relevant security patches are deployed in a timely manner and leverages an expedited patching process for critical patches.
- Employs current system security agent software, which helps protect against malware, ransomware, and viruses.
- Has documented operating and change management procedures.
- Utilizes a defense in depth strategy to protect the network and company assets.
- Regularly monitors systems for unauthorized use of or access to systems and data.
- Maintains a mature threat intelligence program that actively monitors emerging threats and conducts expedited response for zero-day vulnerabilities.

X. COMMUNICATIONS SECURITY

The Company:

- Has policies, standards, and procedures in place to prevent loss, modification or misuse of information exchanged between parties.
- Utilizes network segmentation controls to protect internal systems and data.
- Employs firewalls and other information technology security devices to separate the Company internal network from the Internet and other third-party networks.
- Employs secure communication protocols, such as virtual private networks (VPNs) with multifactor authentication, for remote connections to the computing environment.
- Securely transmits internal emails and external emails utilizing either opportunistic or mandatory encryption, depending on business requirements.
- Mandates strong encryption for any wireless devices that process Company information or connect to its networks.

XI. MOBILE COMPUTING

- Company devices are configured to lock after a period of inactivity.
- Company devices shall run anti-virus software with up-to-date pattern files configured.
- The removal of applicable Company issued security controls is prohibited.

XII. SYSTEM ACQUISITION, DEVELOPMENT AND MAINTENANCE

The Company:

- Has policies, standards, and procedures to ensure information security requirements are part of the system development lifecycle.
- Maintains formal secure coding practices and regular training for system development.
- Requires the use of test data in non-production environments.
- Maintains secure development and test environments that are separate from the production environment.
- Tests code for vulnerabilities during the system development process.
- Requires segregation of duties during the system development process.
- Utilizes version control systems to store and maintain source code libraries.

XIII. SUPPLIER RELATIONSHIPS

The Company:

- Has policies, standards, and procedures to ensure that security controls concerning supplier access to the Company information are in place.
- Requires our suppliers to contractually adhere to The ODP Corporation's *Supplier Guiding Principles*.
- Requires suppliers to contractually acknowledge and adhere to the Company *Vendor Information Security Policy* and related standards where applicable.
- Participates in the Customs Trade Partnership Against Terrorism (CTPAT) program led by Customs and Border Protection (CBP) to help improve security across its operations and supply chain.

XIV. INFORMATION SECURITY INCIDENT MANAGEMENT

- We maintain a comprehensive security incident response plan and periodically test the functionality with internal and executive teams.
- Our Information Security department is responsible for investigating any issues and incidents regarding protection of PII and confidential information.
- In the event of an incident involving any suspected or confirmed breach of customer information, The ODP Corporation is committed to taking immediate action and initiating appropriate remedial measures to protect the confidentiality and integrity of the information. In the event of such a breach, we require documentation of all responsive steps in accordance with our security incident response procedures. We also require a post-incident review of the events and any actions taken to change business practices.

XV. BUSINESS CONTINUITY MANAGEMENT

- We maintain a comprehensive business continuity and disaster recovery plan and test the plan at regularly scheduled intervals.
- The *Business Continuity Plan* includes a *Disaster Recovery Plan* for core systems and backups.
- Our systems and data are backed up at regular intervals. Back up media is stored off-site when appropriate.

XVI. COMPLIANCE

- The ODP Corporation complies with all applicable laws and regulations including but not limited to those issued by the Federal Trade Commission (FTC), U.S. Securities and Exchange Commission (SEC) and the U.S. Consumer Product Safety Commission (CPSC).
- The ODP Corporation fully complies with all applicable laws, rules, and regulations pertaining to collection, storage, and destruction of PII and confidential information, including compliance with applicable state privacy laws, PCI DSS and Health Insurance Portability and Accountability Act (HIPAA) where required.
- We maintain a comprehensive global training and awareness program on relevant information security topics and company policies. These policies are reviewed at least annually, or whenever there is a material change in business practices.
- Usage of internally developed artificial intelligence (AI) technology within the Company adheres to our Code of Ethical Behavior and complies with our Global Information Security Policies and associated standards.

XVII. DATA STORAGE

- We are committed to data privacy and to the protection of personally identifiable information and such data is stored on systems within the United States.

XVIII. THIRD PARTY RELATIONSHIPS

- The Company assesses the risk posture of third-party (external) systems that store, process, or transmit data on these systems.
- The Company periodically reviews security certifications, attestations, and connections with third-party systems.
- The Company implements security controls to address the protection and control of all data transmitted to third-party systems from the Company's network.
- When applicable, the Company requires third parties and their respective sub-contractors to adhere to data security and privacy contractual provisions.

XIX. THIRD PARTY ASSURANCE

- The Company maintains a Payment Card Industry Data Security Standard (PCI DSS) *Report of Compliance* (ROC) and an *Attestation of Compliance* (AOC). A copy of the AOC may be requested through the IT Compliance department on an annual basis. *(Applicable to Office Depot/OfficeMax and ODP Business Solutions entities)*
- Company controls are evaluated and audited annually via the American Institute of Certified Public Accountants System and Organization Controls (SOC) 2 reporting standard. Our SOC 2 - Type 2 report, applicable to the ODP Business Solutions entity, can be provided upon request.
- The Company's IT General Controls are audited annually. An external auditor Opinion on Internal Control over Financial Reporting is issued in the Company's Form 10-K which can be found here: <https://investor.theodpcorp.com/>

XX. INFORMATION NOT DISCLOSED

- To protect customers and our Company, it is against Company policy to publicly release any information that could compromise the security of Our environment or violate The ODP Corporation's contractual or legal obligations. Therefore, specific details of the following will not be publicly released under any circumstances:
 - Information security policies, standards, and procedures
 - Business continuity or disaster recovery plans
 - Security incident response plan
 - Network diagrams
 - PCI DSS Report of Compliance
 - Specific configurations (e.g., operating system, patch levels, software used, firewall rules)
 - AI systems and technology (e.g., algorithms, prompts, models, etc.)
 - Names of hardware or software vendors utilized with the Company environment
 - Encryption management (algorithms used, key length, key exchange, etc.)
 - Vulnerability scanning results or summaries
 - Penetration testing results or summaries
 - Internal or external audit reports, remediation plans or supporting evidence
 - Internal business processes
 - Legal agreements between The ODP Corporation and third parties